



**CHECKLIST OF REQUIREMENTS FOR SETTLEMENT OF OBLIGATION
UNDER NON-PERFORMING ASSETS RESOLUTION PROGRAM (NPARP)
(THROUGH INSTALLMENT PAYMENT)**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>REQUIRED DOCUMENTS UPON APPLICATION</p> <p>For Original Borrower</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Borrower. Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>For Representative of Original Borrower</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Notarized Special Power of Attorney (SPA) of Original Borrower (1 original copy and 1 photocopy) <p><u>For OFW member</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/ seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA notarized by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by the Philippine Consulate. ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <ol style="list-style-type: none"> 4. One (1) Valid ID with signature (1 photocopy, back-to-back) of Principal Borrower and Representative. Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Local Government Unit/Person being represented</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Legal Heir</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Death Certificate of original borrower (1 photocopy) 4. Birth Certificate of the Legal Heir (1 photocopy) 5. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate (<i>if title is in name of borrower</i>) or Proof of Relationship (<i>if title is in name of developer</i>) (1 photocopy) 6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy) 7. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 8. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy) <p><u>For OFW Family Members of the Legal Heir</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/ seaman's book reflecting the entry date and/or exit date to/from the Philippines prior to date of 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer</p> <p>Lawyer</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Lawyer</p> <p>Person being represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>departure with photocopy of passport indicating the date of arrival and departure (1 original copy and 1 photocopy)</p> <p>✓ For documents executed abroad (1 original copy and 1 photocopy)</p> <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <p>9. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>For Representative of Legal Heir</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Death Certificate of original borrower (1 photocopy) 4. Birth Certificate of the Legal Heir (1 photocopy) 5. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate (<i>if title is in name of borrower</i>) or Proof of Relationship (<i>if title is in name of developer</i>) (1 photocopy) 6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy) 7. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 8. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy) <p>Notarized Special Power of Attorney (SPA) of Legal Heir (1 original copy and 1 photocopy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Local Government Unit/Person being represented</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer</p> <p>Lawyer</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Lawyer</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p>
<p><u>For OFW Legal Heir/Family Member of Legal Heir</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines prior to date of departure with photocopy of passport indicating the date of arrival and departure (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer 	<p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA <p>9. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir and Representative. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Successor-in-Interest</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>3. Deed of Absolute Sale with Assumption of Mortgage (<i>if title is in name of borrower</i>) or Deed of Transfer of Rights (<i>if title is in name of developer</i>)</p>	<p>Original Borrower</p>
<p>4. Notarized Special Power of Attorney (SPA) of the Successor-in-Interest (1 original copy and 1 photocopy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p>
<p><u>For OFW Successor-in-Interest</u></p>	
<p>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy)</p>	<p>Person being represented</p>
<p>✓ For documents executed abroad (1 original copy and 1 photocopy)</p> <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer 	<p>Philippine Embassy of Host Country/Government</p>
<ul style="list-style-type: none"> ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	<p>Philippine Embassy of Host Country/Government</p>
<p>5. One (1) Valid ID with signature (<i>photocopy, back-to-back</i>) of Original Principal Borrower, Successor-in-Interest and Representative. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID 	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD)</p> <p>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Buyer/Assignee</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Deed of Absolute Sale or Deed of Conveyance (1 photocopy) 4. Notarized Special Power of Attorney (SPA) of Original Borrower (1 original copy and 1 photocopy) <p><u>For OFW Original Borrower</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/ seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p> <p>Original Borrower/Owner</p> <p>Original Borrower/Owner</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 5. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Principal Borrower and Buyer/Assignee. Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Representative of Buyer/Assignee</p> <ol style="list-style-type: none"> 1. Offer to Settle (HQP-HLF-165) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Deed of Absolute Sale or Deed of Conveyance (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office/Local Government Unit/Person being represented</p> <p>Original Borrower/Owner</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>4. Notarized Special Power of Attorney (SPA) of Original Owner (1 original copy and 1 photocopy)</p> <p>Notarized Special Power of Attorney (SPA) of the Buyer/Assignee (1 original copy and 1 photocopy)</p> <p><u>For OFW Original Owner/Buyer/Assignee</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/ seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	<p>Original Borrower/Owner</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p>
<p>5. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Principal Borrower, Buyer/Assignee and Representative. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) 	<p>Department of Foreign Affairs (DFA)</p> <p>Land Transportation Office (LTO/host country)</p> <p>Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP)</p> <p>National Bureau of Investigation (NBI)</p> <p>Local Police Station</p> <p>Post Office</p> <p>Commission on Election (COMELEC)</p> <p>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)</p> <p>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</p> <p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Alien Certification of Registration/Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
REQUIRED DOCUMENTS UPON APPROVAL	
<ol style="list-style-type: none"> 1. Signed Notice of Approval for Installment Payment (NOAIP) (HQP-HLF-198) (1 original copy) with conformity of the borrower 2. Duly accomplished and notarized Promissory Note (PN) (HQP-HLF-179) (5 original copies) 	<p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	