



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

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

**NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.**

| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><b>For Representative of Original Borrower</b></p> <ol style="list-style-type: none"> <li>1. Offer to Settle (HQP-HLF-165) (1 original copy)</li> <li>2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)</li> <li>3. Notarized Special Power of Attorney (SPA) of Original Borrower (1 original copy and 1 photocopy)</li> </ol> <p><u>For OFW member</u></p> <ul style="list-style-type: none"> <li>✓ 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)</li> <li>✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- 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.</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>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"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> </ul> </li> </ol> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) 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 (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) 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)<br/>Land Transportation Office (LTO/Host Country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)</p> |

| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <ul style="list-style-type: none"> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            | <p>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>                                                                                                                    |
| <p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>For Legal Heir</b></p> <ol style="list-style-type: none"> <li>1. Offer to Settle (HQP-HLF-165) (1 original copy)</li> <li>2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)</li> <li>3. Death Certificate of original borrower (1 photocopy)</li> <li>4. Birth Certificate of the Legal Heir (1 photocopy)</li> <li>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)</li> <li>6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy)</li> <li>7. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)</li> <li>8. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)</li> </ol> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) 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 (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Lawyer</p> |

| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <p><u>For OFW Family Members of the Legal Heir</u></p> <ul style="list-style-type: none"> <li>✓ 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)</li> <li>✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <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"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> </ul> | <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)<br/>Land Transportation Office (LTO/Host Country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)<br/>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> |

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| <p><b>For Successor-in-Interest</b></p> <ol style="list-style-type: none"> <li>1. Offer to Settle (HQP-HLF-165) (1 original copy)</li> <li>2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)</li> <li>3. Deed of Absolute Sale with Assumption of Mortgage (if title is in name of borrower) or Deed of Transfer of Rights (if title is in name of developer) (1 photocopy)</li> <li>4. One (1) Valid ID with signature (1 photocopy, back-to-back) of Original Principal Borrower and Successor-in-Interest. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> </li> </ol> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being represented</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p> <p>Original Borrower</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO/Host Country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)<br/>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
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| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>For Representative of Successor-in-Interest</b></p> <ol style="list-style-type: none"> <li>1. Offer to Settle (HQP-HLF-165) (1 original copy)</li> <li>2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)</li> <li>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>) (1 photocopy)</li> <li>4. Notarized Special Power of Attorney (SPA) of the Successor-in-Interest (1 original copy and 1 photocopy)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) 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>Original Borrower</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being represented</p>                                         |
| <p><u>For OFW Successor-in-Interest</u></p> <ul style="list-style-type: none"> <li>✓ 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)</li> <li>✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>5. One (1) Valid ID with signature (<i>1 photocopy, back-to-back</i>) of Original Principal Borrower, Successor-in-Interest, and Representative. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> </ul> </li> </ol> | <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)<br/>Land Transportation Office (LTO/Host Country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)</p> |



| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| <ul style="list-style-type: none"> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <br/> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <br/> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <br/> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> | <p>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>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><br><p>Bureau of Immigration (BI)</p><br><p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)</p> <p>DSWD</p><br><p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
| <p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>For Buyer/Assignee</b></p> <ol style="list-style-type: none"> <li>1. Offer to Settle (HQP-HLF-165) (1 original copy)</li> <li>2. Updated Real Estate Property Tax (REPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)</li> <li>3. Deed of Absolute Sale or Deed of Conveyance (1 photocopy)</li> <li>4. Notarized Special Power of Attorney (SPA) of Original Borrower (1 original copy and 1 photocopy)</li> </ol> <p><u>For OFW Original Borrower</u></p> <ul style="list-style-type: none"> <li>✓ 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)</li> </ul>             | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Assessor's Office/Municipal's Office/Local Government Unit</p><br><p>Original Borrower/Owner</p><br><p>Original Borrower/Owner</p><br><p>Person being represented</p>                                                                                                                                                                                                                                                                              |

| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <ul style="list-style-type: none"> <li>✓ For documents executed abroad (1 original copy and 1 photocopy)               <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries                   <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> <li>▪ For Apostille Countries                   <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> <li>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"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> </li> </ul> | <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO/Host Country)<br/>Professional Regulation Commission (PRC)<br/>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)<br/>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)</p> <p>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
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| REQUIRED DOCUMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                     |
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| <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> <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>✓ For documents executed abroad (1 original copy and 1 photocopy)</p> <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> <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"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> </ul> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) 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)</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> |

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| REQUIRED DOCUMENTS UPON APPROVAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ol style="list-style-type: none"> <li>1. Signed Notice of Approval for Installment Payment (NOAIP) (HQP-HLF-198) (1 original copy) with conformity of the borrower and spouse and the co-borrower and spouse, <i>if applicable</i></li> <br/> <li>2. Duly accomplished and notarized Promissory Note (PN) (HQP-HLF-179) (5 original copies)</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Pag-IBIG Branch</p><br><p>Pag-IBIG Branch</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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