



**CHECKLIST OF REQUIREMENTS FOR SETTLEMENT OF OBLIGATION
UNDER NON-PERFORMING ASSETS RESOLUTION PROGRAM (NPARP)
THROUGH HOUSING LOAN
(FOR ORIGINAL BORROWER)**

REQUIRED DOCUMENTS	WHERE TO SECURE
REQUIRED DOCUMENTS UPON APPLICATION	
For Original Borrower	
1. Housing Loan Application for Revaluation (HLAR, HQP-HLF-169) (2 original copies)	Pag-IBIG website (www.pagibigfund.gov.ph) 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. Proof of Income	
<u><i>For Locally Employed</i></u>	
a. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of employer (1 certified true copy); and	Employer
b. Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer. For system generated CEC, the signature of authorized signatory of the employer must be reflected in the said CEC or Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, duly acknowledged by the BIR or authorized representative of employer (1 photocopy).	Employer
<u><i>For Self-Employed, any of the following:</i></u>	
a. ITR (1 certified true copy) (BIR Form No. 1701) duly certified by BIR, Audited Financial Statements (1 photocopy), and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit (1 photocopy) and sketch of business location.	Bureau of Internal Revenue (BIR)/ Department of Trade and Industry (DTI)/ Municipal's Office/City Hall

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<p>b. Commission Voucher (1 photocopy) or Certification of commissions received (1 original copy) reflecting the issuer's name and contact details (for the last 12 months)</p> <p>c. Bank Statements (1 original copy) or passbook (1 photocopy) for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.) with authorization from the depositor to conduct bank verification indicating the following information (account name, type, number, opening date, depository bank, signature over printed name of depositor and details of credit investigator from Pag-IBIG Fund)</p> <p>d. Notarized Lease Contract and proof of ownership or rights over the property subject of lease (1 photocopy) (if income is derived from rental payments).</p> <p>e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs, MARINA for sea transportation) and valid Official Receipt (OR)/Certificate of Registration (CR) (1 photocopy)</p> <p>f. Certificate of Engagement (HQP-HLF-111) issued by owner of business/person availing of the services (1 original copy)</p>	<p>Employer/Business Owner/Source of Commissions</p> <p>Issuing Bank</p> <p>Property Owner</p> <p>Local Government Unit (LGU)/ Land Transportation Franchising and Regulatory Board (LTFRB)/Transportation Association/Maritime Industry Authority (MARINA)</p>							
	<table border="1"> <thead> <tr> <th data-bbox="813 1136 1130 1171">Owner</th> <th data-bbox="1130 1136 1507 1171">Authorized to Certify</th> </tr> </thead> <tbody> <tr> <td data-bbox="813 1171 1130 1373">Micro-entrepreneurs</td> <td data-bbox="1130 1171 1507 1373">Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> <tr> <td data-bbox="813 1373 1130 1814">Agriculture/Forestry/Fishery</td> <td data-bbox="1130 1373 1507 1814">Department of Agrarian Reform (DAR)/Department of Environment and Natural Resources (DENR)/Department of Agriculture (DA)/Local Government Unit (LGU)/Land Owner/Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> </tbody> </table>		Owner	Authorized to Certify	Micro-entrepreneurs	Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain	Agriculture/Forestry/Fishery	Department of Agrarian Reform (DAR)/Department of Environment and Natural Resources (DENR)/Department of Agriculture (DA)/Local Government Unit (LGU)/Land Owner/Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
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REQUIRED DOCUMENTS	WHERE TO SECURE	
<p>g. ITR BIR Form No. 1701 (1 photocopy) for fees on professional services, commissions or services rendered (for the last 12 months). NOTE: The applicant should submit ITR BIR Form No. 2307 (1 photocopy) to support/supplement the income document mentioned above.</p> <p><u>For Overseas Filipino Workers (OFWs), any of the following:</u></p> <p>a. Employment Contract duly certified by Philippine Overseas Employment Administration (POEA), Philippine Consular Office at Host Country or Member Services Office (MSO) at Pag-IBIG Overseas Post within the past 12months</p> <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 photocopy); or ▪ Philippine Overseas Employment Administration (POEA) Standard Contract (1 photocopy) <p>b. Certificate of Employment and Compensation (CEC) within the past 12 months</p> <ul style="list-style-type: none"> ▪ CEC written on the Employer/Company's official letterhead (1 original copy) or; 	Private Household	Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	Transport	Operator, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	Other Community, Social and Personal Service Activities	Business Owner/Person availing of the service, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	<p>BIR</p> <p>Borrower/POEA/Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post</p> <p>Borrower/POEA/Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post</p> <p>Employer</p>	

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<ul style="list-style-type: none"> ▪ CEC signed by employer (for household staff and similarly situated employees) supported by a photocopy of the employer's ID or passport (1 original copy) <p>The applicant should submit any of the following documents to support/supplement the income documents mentioned above:</p> <ul style="list-style-type: none"> - Payslip indicating income received and period covered (1 photocopy) - Valid OWWA Membership Certificate (1 photocopy) - Overseas Employment Certificate (1 photocopy) - Passport with appropriate visa (Working Visa) (1 photocopy) - Residence card/permit (permit to stay indicating work as the purpose) (1 photocopy) - Bank remittance record (1 original copy) <p>NOTE: If documents are in foreign language/s, English translation is required.</p>	<p>Employer</p> <p>Employer</p> <p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)/ Employer</p> <p>Host Country/Government</p> <p>Host Country/Government</p> <p>Member-Applicant/Borrower</p>
<p>4. One (1) Valid ID with signature (1 photocopy, back-to-back) of Principal Borrower and Spouse, Co-Borrower and Spouse. 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 (NCWDP) 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>5. Insurance Coverage</p> <ul style="list-style-type: none"> ✓ Health Statement Form (Medical Questionnaire) (1 original copy) <ul style="list-style-type: none"> ▪ For borrowers over 60 years old ▪ For borrowers, up to 60 years old, if loan is over P2.0M to P6.0M ✓ Health Statement Form (Medical Questionnaire) (1 original copy) and Copy of the result of medical examination conducted prior to assignment overseas as required by the employment agency (1 photocopy) <ul style="list-style-type: none"> ▪ For OFW borrowers over 60 years old 	<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>Pag-IBIG Branch</p> <p>Pag-IBIG Branch and Medical Hospital</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Representative</p> <ol style="list-style-type: none"> 1. Housing Loan Application for Revaluation (HLAR, HQP-HLF-169) (2 original copies) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Proof of Income <p><u><i>For Locally Employed</i></u></p> <ol style="list-style-type: none"> a. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of employer (1 certified true copy); and 	<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>Employer</p>

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<p>b. Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the authorized signatory of the employer. For system generated CEC, the signature of authorized signatory of the employer must be reflected in the said CEC or Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, duly acknowledged by the BIR or authorized representative of employer (1 photocopy).</p> <p><u>For Self-Employed, any of the following:</u></p> <p>a. ITR (1 certified true copy) (BIR Form No. 1701) duly certified by BIR, Audited Financial Statements (1 photocopy), and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit (1 photocopy) and sketch of business location.</p> <p>b. Commission Voucher (1 photocopy) or Certification of commissions received (1 original copy) reflecting the issuer's name and contact details (for the last 12 months)</p> <p>c. Bank Statements (1 original copy) or passbook (1 photocopy) for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.) with authorization from the depositor to conduct bank verification indicating the following information (account name, type, number, opening date, depository bank, signature over printed name of depositor and details of credit investigator from Pag-IBIG Fund)</p> <p>d. Notarized Lease Contract and proof of ownership or rights over the property subject of lease (1 photocopy) (if income is derived from rental payments).</p> <p>e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs, MARINA for sea transportation) and valid Official Receipt (OR)/Certificate of Registration (CR) (1 photocopy)</p>	<p>Employer</p> <p>Bureau of Internal Revenue (BIR)/ Department of Trade and Industry (DTI)/ Municipal's Office/ City Hall</p> <p>Employer/Business Owner/Source of Commissions</p> <p>Issuing Bank</p> <p>Property Owner</p> <p>Local Government Unit (LGU)/ Land Transportation Franchising and Regulatory Board (LTFRB)/Transportation Association/Maritime Industry Authority (MARINA)</p>

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REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW borrower/co-borrower/s and spouse</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 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>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 Principal Borrower and Spouse, Co-Borrower and Spouse 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 (NCWDP) Certification 	<p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC)</p> <p>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)</p> <p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <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>

REQUIRED DOCUMENTS	WHERE TO SECURE
7. Disclosure Statement on Loan Transaction (HQP-HLF-280) (1 original copy)/Disclosure Statement on Buyer's Transaction (HQP-HLF-281, 1 original copy) with conformity of the borrower and spouse and the co-borrower and spouse, <i>if applicable</i>	Pag-IBIG Branch
8. Authority to Deduct (HQP-HLF-124) (1 original copy) for employees with existing CSA and in case the payment is thru salary deduction	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
9. If mode of payment is thru Post-Dated Checks, 12 PDCs	Issuing Bank/Borrower/Co-Borrower/Spouse

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