

CHECKLIST OF REQUIREMENTS FOR REDEMPTION OF FORECLOSED PROPERTY (FOR FULL PAYMENT)

REQUIRED DOCUMENTS	WHERE TO SECURE	
For Original Borrower		
1. One (1) Valid ID with signature (1 photocopy,		
back-to-back) of original borrower. Any of the		
following:		
- Passport	Department of Foreign Affairs (DFA)	
- Driver's License	Land Transportation Office (LTO/host country)	
 Professional Regulation Commission (PRC) ID 	Professional Regulation Commission (PRC)	
 Integrated Bar of the Philippines (IBP) ID 	Integrated Bar of the Philippines (IBP)	
 National Bureau of Investigation (NBI) Clearance 	National Bureau of Investigation (NBI)	
- Police Clearance	Local Police Station	
- Postal ID	Post Office	
- Voter's ID	Commission on Election (COMELEC)	
 Government Service Insurance System (GSIS) e-Card 	Government Service Insurance System (GSIS)	
 Social Security System Card 	Social Security System (SSS)	
- Senior Citizen Card	Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)	
 Overseas Workers Welfare Administration (OWWA) ID 	Overseas Workers Welfare Administration (OWWA)	
- Överseas Filipino Worker (OFW) ID	Philippine Overseas Employment Administration (POEA)	
 Seaman's Book or Seafarer's Identification and Record Book (SIRB) 	Maritime Industry Authority (MARINA)	
 Alien Certification of Registration/Immigrant Certificate of Registration 	Bureau of Immigration (BI)	
- National Council for the Welfare of Disabled	National Council on Disability Affairs (NCDA)/	
Persons (NCWDP) Certification	Department of Social Welfare and Development (DSWD)	
- Department of Social Welfare and	DSWD	
Development (DSWD) Certification		
 Government Office and Government-Owned 	Government Office/Government-Owned and	
and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)	Controlled Corporation (GOCC)	
NOTE: In all instances wherein photocopies are	submitted, the original document must be	
presented for authentication.		
For Representative of Original Borrower		
 Notarized Special Power of Attorney (SPA) of original borrower/s and spouse (1 original copy and 1 photocopy) 	Person being represented	

REQUIRED DOCUMENTS	WHERE TO SECURE
For OFW borrower/s and spouse ✓ 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)	Person being represented
 ✓ For documents executed abroad (1 original copy and 1 photocopy) For Non-Apostille Countries 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 	Philippine Embassy of Host Country/ Government
For Apostille CountriesApostille SPA	Philippine Embassy of Host Country/ Government
 One (1) Valid ID with signature (1 photocopy, back-to-back) of representative and borrower/ co-borrower. Any of the following: 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 	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) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) 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)
 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 	Maritime Industry Authority (MARINA) Bureau of Immigration (BI) National Council on Disability Affairs (NCDA)/
Persons (NCWDP) Certification	National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD)

REQUIRED DOCUMENTS	WHERE TO SECURE	
 Department of Social Welfare and Development (DSWD) Certification 	DSWD	
 Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	Government Office/Government-Owned and Controlled Corporation (GOCC)	
NOTE: In all instances wherein photocopies are su presented for authentication.	ubmitted, the original document must be	
For Legal Heir		
Death Certificate of borrower-mortgagor (1 photocopy)	Philippine Statistics Authority (PSA)	
2. Birth Certificate of the legal heir (1 photocopy)	PSA	
3. Last Will and Testament (1 photocopy) or Extra- Judicial Settlement of Estate with Affidavit of Publication (if title is in name of borrower) (1 photocopy)	Original Borrower/Lawyer/Publisher	
Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)	Pag-IBIG Website (<u>www.pagibigfund.gov.ph)</u> or in any Pag-IBIG Branch	
5. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)	Lawyer	
For OFW Family Members of the Legal Heir ✓ 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)	Person being represented	
 ✓ For documents executed abroad (1 original copy and 1 photocopy) ■ For Non-Apostille Countries - 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 	Philippine Embassy of Host Country/ Government	
For Apostille CountriesApostille SPA	Philippine Embassy of Host Country/ Government	
6. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir. Any of the following: - Passport - Driver's License	Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country)	

	REQUIRED DOCUMENTS	WHERE TO SECURE
_	Professional Regulation Commission (PRC) ID	Professional Regulation Commission (PRC)
-	Integrated Bar of the Philippines (IBP) ID	Integrated Bar of the Philippines (IBP)
-	National Bureau of Investigation (NBI) Clearance	National Bureau of Investigation (NBI)
-	Police Clearance	Local Police Station
-	Postal ID	Post Office
-	Voter's ID	Commission on Election (COMELEC)
-	Government Service Insurance System (GSIS) e-Card	Government Service Insurance System (GSIS)
-	Social Security System Card	Social Security System (SSS)
-	Senior Citizen Card	Local Government Unit (LGU)/Office of Senior
_	Overseas Workers Welfare Administration	Citizen Affairs (OSCA) Overseas Workers Welfare Administration
	(OWWA) ID	(OWWA)
-	Overseas Filipino Worker (OFW) ID	Philippine Overseas Employment Administration
	Seaman's Book or Seafarer's Identification	(POEA) Maritime Industry Authority (MARINA)
-	and Record Book (SIRB)	
-	Alien Certification of Registration/Immigrant Certificate of Registration	Bureau of Immigration (BI)
_	National Council for the Welfare of Disabled	National Council on Disability Affairs (NCDA)/
	Persons (NCWDP) Certification	Department of Social Welfare and Development (DSWD)
-	Department of Social Welfare and Development (DSWD) Certification	DSWD
-	Government Office and Government-Owned	Government Office/Government-Owned and
	and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)	Controlled Corporation (GOCC)
NO	TE: In all instances wherein photocopies are su	ubmitted, the original document must be
presented for authentication.		
For	Representative of Legal Heir	
	Death Certificate of borrower-mortgagor (1 Dhotocopy)	Philippine Statistics Authority (PSA)
2. E	Birth Certificate of the legal heir (1 photocopy)	Philippine Statistics Authority (PSA)
F	Last Will and Testament (1 photocopy) or Extra- Judicial Settlement of Estate with Affidavit of Publication (if title is in name of borrower) (1 photocopy)	Original Borrower/Lawyer/Publisher
	Proof of Surviving Legal Heirs (HQP-PPF-030) (1 original copy)	Pag-IBIG Website (<u>www.pagibigfund.gov.ph)</u> or in any Pag-IBIG Branch/Person being represented
L	Notarized Special Power of Attorney (SPA) of Legal Heir/Family Members of the Legal Heir (1 original copy and 1 photocopy)	Lawyer

REQUIRED DOCUMENTS	WHERE TO SECURE
Notarized SPA of Legal Heir (1 original copy and	Person being represented
1 photocopy)	
For OFW Legal Heir/Family Members of Legal Heir 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)	Person being represented
 ✓ For documents executed abroad (1 original copy and 1 photocopy) For Non-Apostille Countries SPA duly authenticated by a	Philippine Embassy of Host Country/ Government
Consular Officer For Apostille Countries - Apostille SPA	Philippine Embassy of Host Country/ Government
 6. One (1) Valid ID with signature (1 photocopy, back-to-back) of representative and Legal Heir. Any of the following: Passport Driver's License Professional Regulation Commission (PRC) ID 	Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC)
 Integrated Bar of the Philippines (IBP) ID National Bureau of Investigation (NBI) Clearance 	Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)
Police ClearancePostal ID	Local Police Station Post Office
 Voter's ID Government Service Insurance System (GSIS) e-Card 	Commission on Election (COMELEC) Government Service Insurance System (GSIS)
- Social Security System Card - Senior Citizen Card	Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizens Affairs (OSCA)
Overseas Workers Welfare Administration (OWWA) ID Overseas Filipina Worker (OFW) ID	Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment
Overseas Filipino Worker (OFW) IDSeaman's Book or Seafarer's Identification	Administration (POEA) Maritime Industry Authority (MARINA)
and Record Book (SIRB)Alien Certification of Registration/Immigrant Certificate of Registration	Bureau of Immigration (BI)

- National Council for the Welfare of Disabled National Council on Disability Affairs	
Persons (NCWDP) Certification Department of Social Welfare and I (DSWD)	Development
- Department of Social Welfare and DSWD	
Development (DSWD) Certification	
- Government Office and Government-Owned Government Office/Government-Ov	wned and
and Controlled Corporation (GOCC) ID (e.g. Controlled Corporation (GOCC)	
AFP ID, Pag-IBIG Loyalty Card)	
NOTE: In all instances wherein photocopies are submitted, the original document mo	ust be
presented for authentication.	
For Buyer/Assignee	
Deed of Absolute Sale/Deed of Assignment/ Buyer/Assignee	
Deed of Sale with Assumption of Mortgage (1	
photocopy)	
2. Notarized Special Power of Attorney (SPA) of Original Borrower	
Original Borrower/s and spouse (1 original copy and 1 photocopy)	
and i photocopy)	
3. One (1) Valid ID with signature (1 photocopy,	
back-to-back) of Original Borrower/s and	
spouse/s, if applicable and Buyer/ Assignee. Any	
of the following:	,
- Passport Department of Foreign Affairs (DFA	
 Driver's License Professional Regulation Commission (PRC) Land Transportation Office (LTO/Ho Professional Regulation Commission 	
ID	on (FIXC)
- Integrated Bar of the Philippines (IBP) ID Integrated Bar of the Philippines (IBP)	3P)
- National Bureau of Investigation (NBI) National Bureau of Investigation (NI	
Clearance	,
- Police Clearance Local Police Station	
- Postal ID Post Office	0)
- Voter's ID Covernment Service Incurence System Covernment Service Incurence System	
 Government Service Insurance System (GSIS) e-Card Government Service Insurance System 	sterri (GSIS)
- Social Security System Card Social Security System (SSS)	
- Senior Citizen Card Local Government Unit (LGU)/Office	e of Senior
Citizen Affairs (OSCA)	
- Overseas Workers Welfare Administration Overseas Workers Welfare Adminis	stration
(OWWA) ID (OWWA)	
- Overseas Filipino Worker (OFW) ID Philippine Overseas Employment	
- Seaman's Book or Seafarer's Identification Administration (POEA) - Maritime Industry Authority (MARIN	ΙΔ)
and Record Book (SIRB)	'' \')
- Alien Certification of Registration/Immigrant Bureau of Immigration (BI)	
Certificate of Registration	

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National Council for the Welfare of Disabled	National Council on Disability Affairs (NCDA)/
Persons (NCWDP) Certification	Department of Social Welfare and
T Grooms (NOVE) / Goramounom	Development (DSWD)
- Department of Social Welfare and	DSWD
Development (DSWD) Certification	5000
- Government Office and Government-Owned	Government Office/Government-Owned and
and Controlled Corporation (GOCC) ID (e.g.	Controlled Corporation (GOCC)
AFP ID, Pag-IBIG Loyalty Card)	Controlled Corporation (CCCC)
711 15,1 ag 1510 Loyalty Garay	
NOTE: In all instances wherein photocopies are s	ubmitted the original document must be
presented for authentication.	abilition, the original accument made be
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For Representative of Buyer/Assignee	
Deed of Absolute Sale/Deed of Assignment/	Buyer/Assignee
Deed of Sale with Assumption of Mortgage (1	Duyel/Assignee
photocopy)	
рпососору)	
2. Notarized Special Power of Attorney (SPA) of	Original Borrower
Original Borrower/s and spouse (1 original copy	J. Igilian Zerreirei
and 1 photocopy)	
отта т ристеору)	
3. Notarized SPA of Buyer/Assignee (1 original copy	Person being represented
and 1 photocopy)	
For OFW Original Borrower/s and spouse and	
Buyer/Assignee	Davage haire a service of
✓ For SPA executed and notarized in the	Person being represented
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 ad 1 photocopy)For Non-Apostille Countries	Philippine Embassy of Host Country/
• • • • • • • • • • • • • • • • • • •	Government
- SPA duly authenticated by a Philippine	Ooverminent
Consular Officer, or SPA notarized by a	
local notary (of country where the	
member is working) but duly	
authenticated by a Philippine Consular	
Officer	Distriction Foot account to 100 to 1
■ For Apostille Countries	Philippine Embassy of Host Country/
- Apostille SPA	Government
4. One (1) Valid ID with signature (1 photocopy,	
back-to-back) of Original Borrower/s and	
spouse, representative and buyer/assignee. Any	
of the following:	
- Passport	Department of Foreign Affairs (DFA)
- Driver's License	Land Transportation Office (LTO/Host Country)
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REQUIRED DOCUMENTS	WHERE TO SECURE	
 Professional Regulation Commission ID 	on (PRC) Professional Regulation Commission (PRC)	
- Integrated Bar of the Philippines (IE	BP) ID Integrated Bar of the Philippines (IBP)	
- National Bureau of Investigation (N		
Clearance		
- Police Clearance	Local Police Station	
- Postal ID	Post Office	
 Voter's ID 	Commission on Election (COMELEC)	
 Government Service Insurance Systems (GSIS) e-Card 	Government Service Insurance System (GSIS)	
 Social Security System Card 	Social Security System (SSS)	
 Senior Citizen Card 	Local Government Unit (LGU)/Office of Senior	
	Citizen Affairs (OSCA)	
 Overseas Workers Welfare Adminis 		
(OWWA) ID	(OWWA)	
 Overseas Filipino Worker (OFW) II 		
	Administration (POEA)	
 Seaman's Book or Seafarer's Ident and Record Book (SIRB) 		
 Alien Certification of Registration/In 	nmigrant Bureau of Immigration (BI)	
Certificate of Registration		
- National Council for the Welfare of		
Persons (NCWDP) Certification	Department of Social Welfare and	
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- Department of Social Welfare and	DSWD	
Development (DSWD) CertificationGovernment Office and Government		
and Controlled Corporation (GOCC AFP ID, Pag-IBIG Loyalty Card)	Controlled Corporation (GOCC)	
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