



**CHECKLIST OF REQUIREMENTS FOR MORATORIUM ON HOUSING LOAN (HL)
PAYMENTS OF BORROWERS AFFECTED BY CALAMITIES**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>For Borrower/Co-Borrower</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Moratorium on Housing Loan Amortization Payments (HQP-HLF-047) (2 original copies) 2. Employer/Barangay Certification NOTE: The Employer/Barangay Certification is incorporated in the application form to be signed by the Head of Office or authorized representative or Head of Barangay, whichever is applicable. 3. Colored picture of damaged property/affected source of income (2 original copies) 4. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy). 5. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse and co-borrower and spouse, owner of title (<i>for accommodation mortgage</i>) (if applicable). 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 	<p>Pag-IBIG Fund website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch</p> <p>Employer/Barangay</p> <p>Borrower</p> <p>Pag-IBIG Fund Branch/Accounts Management and Billing Department (AMBD)/Loans Management-Loans Management and Recovery (Large/Medium HBC)/Loans Management (Small HBC)</p> <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) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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>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</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Moratorium on Housing Loan Amortization Payments (HQP-HLF-047) (2 original copies) 2. Employer/Barangay Certification <p>NOTE: The Employer/Barangay Certification is incorporated in the application form to be signed by the Head of Office or authorized representative or Head of Barangay, whichever is applicable</p> <ol style="list-style-type: none"> 3. Colored picture of damaged property/affected source of income (2 original copies) 4. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy). 5. Notarized SPA of the borrower and spouse and co-borrower and spouse (1 original copy) <p><u>For OFW Borrowers</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) ✓ For documents executed abroad (1 original copy) <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 Fund website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch</p> <p>Employer/Barangay/Person being represented</p> <p>Borrower</p> <p>Pag-IBIG Fund Branch/AMBD/Loans Management-Loans Management and Recovery (Large/Medium HBC)/Loans Management (Small HBC)</p> <p>Pag-IBIG Fund website (www.pagibigfund.gov.ph) or in any Pag-IBIG Fund Branch/Person being Represented</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 6. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative, borrower and spouse, co-borrower and spouse and owner of title (for accommodation mortgage) (if applicable) . 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)</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) Overseas Workers Welfare Administration (OWWA)</p> <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>
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