

Instructions for Encoding of Membership Contribution Remittance Form (MCRF)

1. Open the excel file (filename) using MS Excel 2000 or higher version.
2. Fill up the following rows:
 - a. Employer ID – Employer id number provided by the Fund. Accepts numeric characters only.
Note: For newly registered company, use Registration Tracking Number (RTN) as Employer ID while pending issuance of Employer ID.
 - b. Employer Name – Company name registered with the Fund. Accepts alphanumeric characters ,hyphen (-) and grave accent (`) only.
 - c. Address –Company address. Accepts alphanumeric characters, hyphen (-) and grave accent (`) only.
3. Fill up the following columns:
 - a. Pag-IBIG ID/RTN –MID or Pag-IBIG ID / RTN issued to the member. Accepts numeric characters only.
Note: For newly registered member, use Registration Tracking Number.
 - b. Account Number – Account Number issued by the Fund when the member enrolled in the Pag-IBIG MP2 program. Accepts numeric characters only.
 - c. Membership Program – Type of contribution remitted to the Fund as follows:
 1. Pag-IBIG 1 (F1) – mandatory contribution.
 2. Pag-IBIG 2 (F2) – Pag-IBIG 2 contribution
 3. Modified Pag-IBIG 2 (M2)
 - d. Lastname – Member’s last name. Accepts alphanumeric characters , hyphen (-) and grave accent (`) only.
 - e. Firstname – Member’s first name. Accepts alphanumeric characters , hyphen (-) and grave accent (`) only.
 - f. Name Extension – Member’s name extension. Accepts alpha characters only. e.i. JR, SR, II, etc
 - g. Midname – Member’s middle name. Accepts alphanumeric characters , hyphen (-) and grave accent (`) only.
 - h. Percov – Period covered of the contribution.
Format : YYYYMM
Note: Distribute the contributions of each employee per period covered.
 - i. EE Share – Member’s counterpart remittance. Negative value is not allowed.
 - j. ER Share – Employer’s counterpart remittance. Negative value is not allowed.
 - k. Remarks – Following remarks should be filled up:
 - a. D – Deceased
 - b. L – Leave without Pay / AWOL
 - c. N – Newly Hired
 - d. RS – Resigned
 - e. RT – Retired
4. Upon completion of the remittance list, save the file using this naming convention:
EMPLOYERID + DATE OF CONTRIBUTION(YYYYMM)
Sample :
123456789012201204.xls