

CERTIFICATE OF NET PAY

NAME OF BORROWER _____

For the month of: _____

Basic Salary _____

Add: Allowances

Gross Monthly Income _____

Less: Deductions

Total Deductions _____

Net Monthly Income _____

Issued this _____ day of _____, 20____.

I certify under pain of perjury that the above-mentioned information is true and correct.

AUTHORIZED SIGNATORY
(Signature Over Printed Name)

A. Who May File

Any Pag-IBIG Fund member who satisfies the following requirements:

1. Has made at least twenty-four (24) monthly membership savings (MS);
 - A member who has withdrawn his MS due to membership maturity, or who has optionally withdrawn his MS, shall be allowed to apply for a calamity loan provided that said member has subsequently accumulated 24 MS or at least its equivalent from the cut-off date of membership maturity or optional withdrawal.
 - A member who does not meet the required 24 MS may nevertheless, be allowed to avail of a calamity loan if his total savings is at least equivalent to 24 MS, at the rate applicable to him.
2. Has made at least one (1) MS within the last six (6) months prior to the date of loan application;
3. If with existing Pag-IBIG Housing Loan, the account must not be in default as of the date of application;
4. If with existing MPL and/or Calamity Loan, the account/s must not be in default as of the date of application;
5. Is a resident of the area which is declared calamity-stricken;
6. His/her place of work is declared under state of calamity, subject to the approval of the Management; and
7. Has sufficient proof of income.

B. How to File

The applicant shall:

1. Secure the Calamity Loan Application Form (CLAF) from any Pag-IBIG Fund Branch or download from Pag-IBIG website at www.pagibigfund.gov.ph.
2. Accomplish one (1) copy of the application form.
3. Submit the accomplished application form, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of the complete documents.

C. Loan Features

1. Loan Amount

A qualified Pag-IBIG member shall be allowed to borrow an amount based on the lowest of the following:

- 1.1 Desired Loan Amount
- 1.2 Loan Entitlement
The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, if the borrower has an existing MPL, the loanable amount shall be the difference between the 80% of the borrower's TAV and the outstanding balance of his MPL.
- 1.3 Capacity to Pay
The loanable amount shall be limited to an amount which will not render the borrower's Net Take Home Pay (NTPH) to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.

2. Interest Rate

The loan shall be charged with an interest rate of 5.95% per annum, with interest during the grace period and shall be amortized equally over the term of the loan.

3. Loan Term

The loan shall be repaid over a period of two (2) years or three (3) years, at the option of the member upon loan application, with grace period of three (3) months.

However, in the event that the borrower does not indicate the chosen loan term, the default term shall be three (3) years.

4. Loan Release

The loan proceeds shall be released through any of the following modes:

- a) Crediting to the borrower's disbursement card or Loyalty Card Plus;
- b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVAL);
- c) Check payable to the borrower. However, when the check remains unclaimed for a period of thirty (30) calendar days from the DV/Check date despite notice to the borrower (either by email, registered mail or personal delivery to his postal address, or Short Message Service (SMS)) informing him that the same is available for release, the check shall be cancelled and the loan will be reversed.
- d) Other acceptable modes of disbursement.

5. Loan Payments

- 5.1 The loan shall be repaid in equal monthly payments in such amounts as may fully cover the principal and interest over the loan period. Said amortization shall be made, whenever feasible, through salary deduction.
- 5.2 For self-employed individuals, Overseas Filipino Workers (OFWs) or other types of individual payors, monthly payments shall be paid over-the-counter or any other modes of payment approved by the Fund.
- 5.3 Payments shall be remitted to the Fund on or before the fifteenth (15th) day of each month starting on the fourth (4th) month following the date on the DV/check or manual disbursement voucher.
- 5.4 If the due date falls on a non-working day, the monthly amortization shall be paid on the first working day after the due date.
- 5.5 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.
- 5.6 The borrower shall pay directly to the Fund in case the borrower is unable to pay through salary deduction for any of the following circumstances, such as but not limited to:
 - a. Suspension from work;
 - b. Leave of absence without pay;
 - c. Insufficiency of take home pay at any time during the term of the loan; or
 - d. Other circumstances analogous to the foregoing.
- 5.7 Payments shall be applied according to the following order of priorities:
 - a. Penalties; if any
 - b. Interest; and
 - c. Principal
- 5.8 Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will be posted on the next due date.

6. Penalties

A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. For borrowers paying through salary deduction, penalties shall only be reversed upon presentation of proof that non-payment was due to the fault of the employer. In such case, penalties due from the borrower shall be charged to the employer. Non-remittance of the total amortization shall likewise subject the employer with a penalty of 1/10 of 1% per day of delay of the amounts payable from the date the loan amortization or payments fall due until paid.

7. Default

The borrower shall be in default in any of the following cases, without need for demand:

- a. Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto;
- b. Failure of the borrower to pay any three (3) consecutive monthly amortizations;
- c. Failure of the borrower to pay any three (3) consecutive Pag-IBIG monthly savings; or
- d. Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund.

8. Effects of Default

In the event of default, the outstanding loan obligation shall become due and demandable. The outstanding loan obligation shall be deducted from the TAV after exerting all collection efforts.

D. Availment Period

The Pag-IBIG member-victim must avail himself of the Pag-IBIG Calamity Loan within a period of ninety (90) days from the declaration of calamity.

E. Other Loan Provisions

1. The calamity loan and MPL shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of an MPL while he still has an outstanding calamity loan and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines. The outstanding loan balance of the MPL shall not be deducted from the proceeds of the calamity loan.
2. In no case shall the aggregate STL exceeds 80% of the borrower's TAV.
3. Should another calamity occur in the same area, a borrower may renew his calamity loan anytime. The outstanding balance of his existing loan, together with any accrued interests, penalties and charges, if any, shall be deducted from the proceeds of the new calamity loan.
4. In the event of membership termination prior to loan maturity, the outstanding balance shall be deducted from the borrower's TAV, and/or any amount due him or his beneficiaries in the possession of the Fund. In case of borrower's death, the outstanding balance shall be computed up to the date of death. Any payments received after date of death shall be refunded to the borrower's beneficiaries.
5. Borrower may request for the immediate offsetting of his/her outstanding calamity loan balance against TAV. It shall be effected upon approval of the borrower's request; provided, such request is based on any of the following justifiable reasons: Total disability or insanity; Separation from service by reason of health; Death of member's immediate family member; Distressed member due to unemployment limited to layoff and/or closure of company; Critical illness of the member or any of his/her immediate family member, as certified by a licensed physician under one of the following categories, subject to the approval of the DCEO-Member Services Cluster: cancer, organ failure, heart-related illness, stroke, neuromuscular-related illness; Repatriation of OFW member from host country and other meritorious grounds as may be approved for by the Board.
6. If TAV offsetting has been effected on the borrower's defaulting calamity loan, he may apply for a new calamity loan provided he has paid at least six (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV. However, if he has paid less than six (6) monthly amortizations prior to default, he may apply for a new loan only after two (2) years from the date of TAV offsetting.
7. In case there is a need to update the borrower's information at point of loan application, the borrower shall not be required to submit Member's Change of Information Form (MCIF, HQP-PFF-049). The updating of information shall be based on the submitted CLAF. The borrower shall be required to submit supporting documents, if necessary. Please refer to the Checklist of Requirements specified at the back portion of the MCIF.