

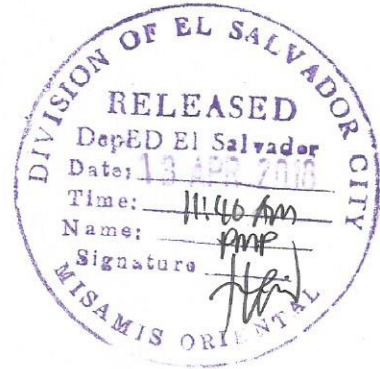
DIVISION MEMORANDUM
No. 109, s. 2018

To: ALL EMPLOYEES

From: **AGUSTINES E. CEPE, Ph.D., CESO VI**
Schools Division Superintendent

Subject: PAG-IBIG MID NUMBER

Date: April 12, 2018



1. This is to inform all employees that starting January 2018; PAG-IBIG is strictly implementing the NO MID, NO Remittance Policy. Consequently, PAG-IBIG Remittances from January 2018 were not posted as it were not accepted by the PAG-IBIG due to incomplete data provided (e.g. lacking PAG-IBIG MID Number).
2. To facilitate the remittance from January 2018, the PAG-IBIG requires us through the Regional Office the complete list of employees with their corresponding PAG-IBIG MID Number.
3. Accordingly, all school/unit heads are requested to submit the list of employees (under their supervision) with their corresponding PAG-IBIG MID Number following the template below on or before April 20, 2018.

| LAST NAME | FIRST NAME | MIDDLE NAME | SCHOOL | PAG-IBIG MID NO. |
|------------------|------------|-------------|-----------|------------------|
| (sample) CRUZ | JUAN | DELA | AMOROS ES | 1210-1234-5678 |

4. For information, guidance and strict compliance.

Copies Furnished:
Person Concerned
Records Section-Notice/Personnel/HR matters

OSDS/ama