



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 022, s. 2025

October 22, 2025

FUND COORDINATORS' CLUB FORUM

To : **ETHEL D. CALVA**
Administrative Assistant III

Relative to the Letter from Pag-IBIG Fund, Digos City, this Office hereby requires the abovementioned to attend the Fund Coordinators' Club Forum at Mega's World Hotel and Function, Doña Aurora Ext. corner Aquino Road, San Miguel, Digos City on October 24, 2025.

Attached is the letter for ready reference.

For guidance and compliance.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
25-70756

DATE: OCT 23 2025 TIME: 11:40am

BY: *[Signature]*



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Pag-IBIG Fund

Home Development Mutual Fund

September 30, 2025

THE SCHOOLS DIVISION SUPERINTENDENT
DEPED CITY SCHOOLS DIVISION OF DIGOS
ROXAS CORNER LOPEZ JAENA STS, ZONE II, 8002 DIGOS CITY, DAVAO DEL SUR

Dear Ma'am/Sir:

A Pleasant Day to you!

We wish to take this opportunity to express our appreciation for your continued support to the Fund and for our fruitful partnership through the years.

As part of our continuing efforts in the delivery of the Lingkod Pag-IBIG Brand of Service to our members, we will be conducting the **Fund Coordinators' Club Forum** to review and discuss the updates on our programs and procedures as well as to solicit comments/ suggestions on how we can further improve on our services for the coming year.

In this regard, we wish to invite your Fund Coordinator Champion (FCC) for this event on **October 24, 2025 (Friday)** from **9:00AM to 2:00PM** at **Mega's World Hotel and Function, Doña Aurora Ext. Corner Aquino Rd., San Miguel, Digos City**. This forum is free of charge and foods will be served.

Furthermore, we have attached herewith an FC Nomination Form for your compliance. This shall be submitted during the forum including the necessary requirements listed at the bottom of the form.

Please coordinate with our office to confirm your attendance. You may contact us at telephone nos. (082) 237-0475 and +639198304215 (look for Sir Ian/Ma'am Hazel) or email us at digos.me@pagibigfund.gov.ph.

Thank You for your support.

Ang inyong Lingkod Pag-IBIG,


MAGGIE D. CABALI
Branch Head



**May Pondo
ka dito!**

PAG-IBIG FUND DIGOS BRANCH
Dr 22-25, 2F, USPD Bldg., Rizal Ave, Digos City
Telephone #: (082) 237-0475-76
Email: digos.me@pagibigfund.gov.ph

**LINGKOD
Pag-IBIG**

Tapat na Serbisyo, Mula sa Puso.



**FUND COORDINATOR NOMINATION FORM**

(To be filled out by applicant. Print this form back to back on one single sheet of paper)

TYPE OR PRINT ENTRIES

FUND COORDINATOR DETAILS									
LAST NAME		FIRST NAME		NAME EXTENSION (e.g., Jr., II)		MIDDLE NAME	MAIDEN MIDDLENAME (For married women)	Pag-IBIG MID No.	ATTACH HERE 1"x1" ID PHOTO OF FUND COORDINATOR
DATE OF BIRTH		SEX ☐ Male ☐ Female	EMPLOYMENT STATUS		DESIGNATION		CELL PHONE NUMBER		
PRESENT HOME ADDRESS Unit /Room No., Floor Building Name Lot No., Block No., Phase No., House No. Street Name Subdivision								EMAIL ADDRESS (Required)	
Barangay		Municipality		Province/State/Country (if abroad)			ZIP Code		TYPE OF NOMINATION ☐ New ☐ Replacement ☐ Renewal ☐ Additional/Alternate

EMPLOYER/BUSINESS DETAILS		
EMPLOYER/BUSINESS NAME		Pag-IBIG EMPLOYER ID No.
EMPLOYER/BUSINESS ADDRESS		BUSINESS/CELL PHONE NUMBER
NATURE OF BUSINESS	NO. OF EMPLOYEES	EMAIL ADDRESS

FUND COORDINATOR'S CERTIFICATION		
I UNDERSTAND THAT IF MY NOMINATION HAS BEEN APPROVED BY THE FUND, I WILL ADHERE TO THE POLICIES AND GUIDELINES OF THE Pag-IBIG FUND AND SHALL PERFORM THE DUTIES AND RESPONSIBILITIES AS A FUND COORDINATOR.		
FURTHERMORE, I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.		
_____ FUND COORDINATOR (Signature over Printed Name)	_____ DESIGNATION/POSITION	_____ DATE

EMPLOYER'S CERTIFICATION		
I HEREBY NOMINATE AND DESIGNATE THE AFOREMENTIONED EMPLOYEE AS OUR FUND COORDINATOR TO Pag-IBIG FUND. FURTHER, I CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.		
_____ HEAD OF OFFICE OR AUTHORIZED SIGNATORY (Signature over Printed Name)	_____ DESIGNATION/POSITION	_____ DATE

FOR Pag-IBIG FUND USE ONLY

RECEIPT OF NOMINATION FORM		
RECEIVED BY	DATE	REMARKS
APPROVED/DISAPPROVED BY	DATE	REMARKS

CHECKLIST OF REQUIREMENTS

BASIC REQUIREMENTS	
1. Fund Coordinator Nomination Form (FCNF, HQP-PFF-067) (2 copies)	3. Company ID and 1 Valid ID Card with photo and signature of Fund Coordinator [Refer to List of Valid IDs Acceptable to the Fund (HQP-PFF-225)]
2. Two (2) latest 1x1 ID Photo	4. Photocopy of 2 Valid ID Cards of Head of Office or Authorized Signatory

ADDITIONAL REQUIREMENTS	
A. For New/Renewal Letter of Endorsement duly signed by the Head of Office or Authorized Signatory	B. For Replacement Letter for Replacement of Fund Coordinator

NOTE: In case of changes in Fund Coordinator's information, such as Name or Designation, the Fund Coordinator shall be required to submit/present supporting document/s as proof of changes in his/her information to Pag-IBIG Fund Branch maintaining the record.

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.