



MEMBER'S DATA FORM (MDF)

FOR Pag-IBIG Fund USE ONLY													
Pag-IBIG MID NO.													
1	2	1	2		7	2	4	4		7	7	1	2
REGISTRATION TRACKING NO.													

INSTRUCTIONS

1. Accomplish this form in one (1) copy only. If registration is thru online, the form should be printed back to back on a single sheet of paper.
2. Submit photocopy of at least one (1) valid ID acceptable to the Fund.
3. Type or print all entries in BLOCK or CAPITAL LETTERS.
4. All fields marked with asterisk (*) are mandatory.
5. On the "OCCUPATIONAL STATUS" portion, if not employed or purpose is pre-employment, select "UNEMPLOYED/NOT YET EMPLOYED". For first time jobseekers, select also the "CHECK THIS BOX IF FIRST TIME JOBSEEKERS".
6. The "NAME EXTENSION" shall refer to JR., II, III and the like.
7. Indicate the full name of your FATHER and MOTHER as they appear in your birth certificate.
8. On the "OCCUPATION" portion, indicate your job, profession, or type of work to earn a living.
9. On the "HEIRS" portion, the provision on the Laws on Succession, under the New Civil Code, shall be observed.
10. For any subsequent change of information, please secure and accomplish Member's Change of Information Form (MCIF, HQP-PFF-049) and submit to any Pag-IBIG Branch nearest you.

***OCCUPATIONAL STATUS** EMPLOYED UNEMPLOYED/NOT YET EMPLOYED
 CHECK THIS BOX IF FIRST TIME JOBSEEKERS

***MEMBERSHIP CATEGORY**

MANDATORY		VOLUNTARY	
<input checked="" type="checkbox"/> EMPLOYED <input checked="" type="checkbox"/> PRIVATE <input type="checkbox"/> GOVERNMENT <input type="checkbox"/> PRIVATE HOUSEHOLD <input type="checkbox"/> OVERSEAS FILIPINO WORKER (OFW)	<input type="checkbox"/> SELF-EMPLOYED <input type="checkbox"/> PROFESSIONAL/BUSINESS OWNER <input type="checkbox"/> JOB ORDER PERSONNEL <input type="checkbox"/> OTHER EARNING GROUP (OEGs) <i>Please specify: _____</i> <input type="checkbox"/> OTHERS, <i>Please specify</i> _____	<input type="checkbox"/> EMPLOYED <input type="checkbox"/> EMPLOYEE OF FOREIGN GOVERNMENT <input type="checkbox"/> BARANGAY OFFICIAL/EMPLOYEE <input type="checkbox"/> OTHERS, <i>Please specify</i> _____	<input type="checkbox"/> INDIVIDUAL PAYOR <input type="checkbox"/> MEMBER OF COOPERATIVE <input type="checkbox"/> MEMBER OF TRADE UNION <input type="checkbox"/> NON-WORKING SPOUSE <input type="checkbox"/> MEMBER OF RELIGIOUS GROUP <input type="checkbox"/> OVERSEAS FILIPINO IMMIGRANT <input type="checkbox"/> PENSIONER/INVESTOR/LESSOR

PERSONAL DETAILS

NAME	LAST NAME	FIRST NAME	NAME EXTENSION <i>(e.g. Jr., II)</i>	MIDDLE NAME	NO MIDDLE NAME <i>(check if applicable only)</i>
*MEMBER	INSON	THRISHA LYNE		DIMAANO	<input type="checkbox"/>
FATHER	INSON	JOMELIE		ALCANTARA	<input type="checkbox"/>
*MOTHER <i>(Maiden Name)</i>	DIMAANO	LANILYNN		CAMPILAN	<input type="checkbox"/>
*SPOUSE <i>(If Married)</i>					<input type="checkbox"/>
MEMBER'S NAME AS APPEARING IN THE BIRTH CERTIFICATE					<input type="checkbox"/>

*DATE OF BIRTH 0 9 2 3 1 9 9 8 <small>m m d d y y y y</small>	*MARITAL STATUS <input checked="" type="checkbox"/> Single/Unmarried <input type="checkbox"/> Widow/er <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated	TAXPAYER IDENTIFICATION NUMBER (TIN) 3 7 8 5 7 4 9 8 2
*PLACE OF BIRTH <i>(City/Municipality/Province/Country)</i> <i>(Please indicate country if born outside the Philippines)</i> BUTUAN CITY, AGUSAN DEL NORTE	*CITIZENSHIP FILIPINO	SSS/GSIS NUMBER 3 4 9 5 2 2 4 3 5 - 9
*SEX <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	HEIGHT _____ (cm) WEIGHT _____ (kg)	EMPLOYEE NUMBER _____ <i>For AFP/PNP Employee, Serial/Badge No.</i> _____ <i>For DepEd Employee, Division Code-Station Code</i> _____
COMMON REFERENCE NUMBER (CRN) <i>(If Available)</i> _____	FREQUENCY OF MEMBERSHIP SAVINGS (MS) PAYMENT <i>(If payment of MS is not thru payroll deduction)</i> <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	

ADDRESS AND CONTACT DETAILS

*PERMANENT HOME ADDRESS Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No Street Name _____ PUROK 1 _____ ASIS STREET	(Indicate country code if abroad) COUNTRY + AREA CODE TELEPHONE NUMBER Home _____
Subdivision Barangay Municipality/City Province/State/Country <i>(if abroad)</i> ZIP Code BARANGAY 8 CABADBARAN CITY 8605	*Cell Phone _____
*PRESENT HOME ADDRESS Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No Street Name _____ 396-K VISITACION ST.	Business (Direct Line) _____
Subdivision Barangay Municipality/City Province/State/Country <i>(if abroad)</i> ZIP Code SAMBAG II CEBU CITY 6000	Business (Trunk Line) _____ Local _____
*PREFERRED MAILING ADDRESS <input checked="" type="checkbox"/> Present Home Address <input type="checkbox"/> Permanent Home Address <input type="checkbox"/> Employer/Business Address	Email Address _____

GUIDE IN ACCOMPLISHING MEMBER'S DATA FORM (MDF)

HQR-PFF-030
(V10, 04/2023)

MEMBER'S DATA FORM (MDF)

FOR Pag-IBIG Fund USE ONLY

1. Pag-IBIG MID NO. (12 digits)

2. REGISTRATION TRACKING NO. (12 digits)

3. INSTRUCTIONS

4. OCCUPATIONAL STATUS

5. MEMBERSHIP CATEGORY

PERSONAL DETAILS

MEMBER: NAME, LAST NAME, FIRST NAME, NAME EXTENSION, MIDDLE NAME, NO MIDDLE NAME

FATHER: NAME, LAST NAME, FIRST NAME, NAME EXTENSION, MIDDLE NAME, NO MIDDLE NAME

MOTHER: NAME, LAST NAME, FIRST NAME, NAME EXTENSION, MIDDLE NAME, NO MIDDLE NAME

SPOUSE: NAME, LAST NAME, FIRST NAME, NAME EXTENSION, MIDDLE NAME, NO MIDDLE NAME

MEMBER'S NAME AS APPEARING IN THE BIRTH CERTIFICATE

DATE OF BIRTH, MARITAL STATUS, CITIZENSHIP, TAXPAYER IDENTIFICATION NUMBER, SSS/GSIS NUMBER, EMPLOYEE NUMBER, COMMON REFERENCE NUMBER (CRN), FREQUENCY OF MEMBERSHIP SAVINGS (MS) PAYMENT

ADDRESS AND CONTACT DETAILS

PERMANENT HOME ADDRESS, PRESENT HOME ADDRESS, PREFERRED MAILING ADDRESS

THIS FORM MAY BE REPRODUCED, NOT FOR SALE.

FRONT

HQR-PFF-030
(V10, 04/2023)

PRESENT EMPLOYMENT DETAILS (If with more than one (1) employer, use separate sheet and follow format below)

OCCUPATION, EMPLOYMENT STATUS, TYPE OF WORK, EMPLOYER/BUSINESS NAME, EMPLOYER/BUSINESS ADDRESS, OFFICE ASSIGNMENT, DATE EMPLOYED

PREVIOUS EMPLOYMENT FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary)

HEIRS (In case of death, Fund benefits shall be divided among the member's heirs in accordance with the Rules of Succession under the New Civil Code, as amended. Use another sheet if necessary)

CERTIFICATION

SIGNATURE OF INFORMANT, DATE

FOR Pag-IBIG FUND USE ONLY

RECEIVED BY, SIGNATURE over Printed Name, Designation/Position, Branch/Unit, DATE

BACK

- 1 **Pag-IBIG MID No.** - a unique 12-digit number series assigned to a registered member. To be accomplished by Pag-IBIG Fund.
- 2 **Registration Tracking No. (RTN)** - refers to system-generated number issued after completion of online registration.
- 3 **Instructions** - refers to quick guide in accomplishing the MDF.
- 4 **Occupational Status** - check the appropriate box to indicate working status of a person either employed, unemployed or not yet employed (for first time jobseeker).
- 5 **Membership Category** - check the appropriate box to indicate type of membership coverage as defined under R.A. 9679.

▪ **Mandatory Coverage**

a. **Employed**

Private - any person in service of a private employer and who receives compensation for such services rendered, may or may not be registered yet with the Social Security System (SSS); will also include the following:

- Employees of foreign-based employers with an administrative agreement with the Fund

Government - any person in service of any of the government offices that are coverable by the GSIS; will also include the following:

- Uniformed personnel of the Armed Forces of the Philippines, Philippine National Police, Bureau of Fire Protection, Bureau of Jail Management and Penology
- Members of the Judiciary and Constitutional Commissions

Private Household – any individual rendering domestic services exclusively to a household; may include the following:

- Housemaid/Housekeeper
- Nanny
- Gardener
- Cook
- Driver
- Butler
- Guard
- Governess
- Launderer

- b. **Overseas Filipino Worker (OFW)** - any person working for a foreign-based employer, whether deployed or for deployment abroad, or a combination of local and overseas deployment, whether based on land or at sea.
- c. **Self-employed (SE)** - any person not over sixty (60) years old, who is practicing his/her profession, or engaged in any trade, business or occupation, with monthly average income/ earnings of at least P1,000 and is not under an employer-employee relationship.

Professional/Business Owner - refers to individual that earns income through conducting profitable operations from a trade or business that he operates directly.

Job Order Personnel - refers to hired workers for a piece of work or intermittent job of short duration not exceeding six (6) months and is paid on a daily or hourly basis and has no employee-employer relationship.

Other Earning Group (OEGs) - this refers to small scale units engaged in the production of goods and services with the primary objective of generating employment and income to the person concerned in order to earn a living.

- Public Utility Transport Driver
- Market Vendor
- Farmer
- Fisher Folk
- Others (Other similar self-employed individuals)

▪ Voluntary Coverage

a. Employed

Employee of Foreign Government - refers to employee of foreign government (embassies/consulates) or international organizations without an administrative agreement with the Fund.

Barangay Official/Employee - refers to any person in authority in their jurisdictions, or who may be designated by law or ordinance and charged with the maintenance of public order, protection and security of life and property, or the maintenance of a desirable and balanced environment, or who comes to the aid of persons in authority.

b. Individual Payor

Member of Cooperative - a member of an autonomous and duly registered association of persons, with a common bond of interest, who have voluntarily joined together to achieve their social, economic, and cultural needs and aspirations by making equitable contributions to the capital required, patronizing their products and services and accepting a fair share of the risks and benefits of the undertaking in accordance with the universally accepted cooperative principles; or

Member of Trade Union - a member of an organization whose membership consists of workers and union leaders, united to protect and promote their common interest.

Non-Working Spouse - refers to a spouse who devotes full time to managing the household and family affairs.

Member of Religious Group - refers to individual, head or leader of any organization in the exercise of religious belief.

Overseas Filipino Immigrant - refers to a person of Filipino origin who lives out of the Philippines as citizen or as permanent resident of a different country.

Pensioner - any person receiving old-age or permanent total disability pension or any person who has received the lump sum excluding one receiving survivorship pension benefits; or

Investor - the owner of investor securities or investor share where investor securities or shares mean shares of stock issued by a Real Estate Investment Trust (REIT) or derivatives thereof; or

Lessor - shall include the owner or administrator or agent of the owner of the residential unit.

- 6 **Member's Name** - this portion shall be accomplished in the following order:
- Last Name - refers to the family name or surname.
 - First Name - refers to the given name.
 - Name Extension - refers to Jr., II, III and the like.
 - Middle Name - refers to registrant's mother's maiden last name or for married women, refers to father's last name.
 - No Middle Name - this portion shall be checked if informant is not using a middle name, such as the Chinese.

7 **Father's Name**

8 **Mother's Name (Maiden Name)**

9 **Spouse' Name**

Please refer to item no. 6 in accomplishing Last Name, First Name, Name Extension, and Middle Name

10 **Member's Name as Appearing in the Birth Certificate** - indicate Member's name based on Birth Certificate.

11 **Date of Birth** - indicate date of birth in the following format: mm/dd/yyyy
Example: If born on January 14, 1980, please write 01 14 1980.

12 **Place of Birth** - indicate the City/Municipality/Province/Country where the registrant was born. Specify only the country if born outside the Philippines.

13 **Sex** - check the appropriate box.

14 **Height** - indicate height in centimeters (cm).
 Conversion: 1 foot = 30.48 cm
 1 inch = 2.54 cm
Example: 5'3" = 160.02 cm

15 **Weight** - indicate weight in kilograms (kg).
 Conversion: 1 pound (lb) = 0.4536 kilogram
Example: 120 lbs = 54.43 kg

16 **Common Reference Number (CRN)** - indicate if available.

17 **Marital Status** - check the appropriate box.

18 **Citizenship** - indicate your nationality.

19 **Prominent Distinguishing Facial Features** - indicate your distinguishing features that can be found on the face such as "mole under the right eye" or "mole or birth mark on the left cheek/forehead".

20 **Frequency of Membership Savings (MS) Payment** - check appropriate box if payment of MS is not thru payroll deduction.

21 **Taxpayer Identification Number (TIN)** - indicate your 9-digit TIN issued by the Bureau of Internal Revenue (BIR).

22 **SSS/GSIS Number** - for private employees, indicate your 10-digit Social Security Number, and for government employees, indicate your 11-digit Business Partner Number.

23 **Employee Number** - refers to your company ID number.
 ▪ For AFP/PNP Employee, indicate Serial/Badge No.
 ▪ For DepEd Employee, aside from Employee Number, indicate Division Code-Station Code

24 **Permanent Home Address** - indicate the address of your permanent residence.

25 **Present Home Address** - indicate the address where you currently reside, and the state/country only if present address is outside the Philippines.

26 **Preferred Mailing Address** - check the appropriate box to indicate your chosen address to receive mail.

27 **Contact Numbers** - indicate the country and area code only if outside Metro Manila or based abroad.

28 **Occupation** - indicate your job, profession, or type of work to earn a living.

For Other Working Group (OWG)/Informal Sector, select from the following:

- Public Utility Transport Driver
- Market Vendor
- Farmer
- Fisher Folk
- Others (Other workers in the informal sector)

29 **Employment Status** - check the appropriate box.

30 **Employer/Business Name** - indicate complete Employer/Business Name appearing in the registration certificate or employment contract (applicable for Formally Employed, OFW and Self-employed Professional/Business Owner).

31 **Employer/Business Address** - indicate complete Employer/Business Address appearing in the registration certificate or employment contract (applicable for Formally Employed, OFW and Self-employed Professional/Business Owner).

32 **Type of Work** - check the appropriate box (applicable for OFW only).

33 **Monthly Income** - indicate your income or earning per month.

34 **Office Assignment** - check the appropriate box to indicate whether assigned to Head Office or a particular Branch.

- 35 **Date Employed** - indicate inclusive date of employment under current employer.
- 36 **Previous Employment From Date of Pag-IBIG Membership** - indicate details of your previous employment.
- 37 **Heirs** - indicate your legal heir/s in accordance with the Laws of Succession, as provided in the New Civil Code of the Philippines, as amended.
- 38 **Certification** - affix your signature and indicate the date when the MDF was accomplished.
- 39 **Acknowledgement** - to be accomplished by Pag-IBIG Fund.