



Republic of the Philippines  
**Department of Education**  
REGION X  
SCHOOLS DIVISION OF LANA O DEL NORTE



**Division Memorandum**  
No. 102, s. 2024

To : **ALL TEACHING AND NON-TEACHING PERSONNEL**  
**All Others Concerned**  
*This Division*

From : **EDWIN R. MARIBOJOC, CESO V**  
*Schools Division Superintendent*

Subject : **DISSEMINATION OF THE INCREASE IN HDMF (PAG-IBIG)**  
**MANDATORY MONTHLY CONTRIBUTION**

Date : February 23, 2024

Relative to Memorandum OUF-2024-065 of the Office of the Undersecretary for Finance, DEPED Central Office, **"Increase in Pag-ibig Premium Contributions"**, all teaching and non-teaching personnel are hereby informed of the implementation of the increase in the mandatory contributions (savings) of members and corresponding employer counterpart from the current One Hundred Pesos (P100.00) to Two Hundred Pesos (P200.00) starting February 2024.

The increase would be able to double the amount of monthly savings, and higher annual dividends of all members; affordable housing loans, as HDMF would be better equipped to finance the loan demand of members; higher short term loans, as HDMF Regular Savings serves as basis in computing amount of loan.

Please refer to the attached Memorandum for reference.

Immediate dissemination of this memorandum is desired.



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR FINANCE

**MEMORANDUM**

OFF 2024  
February 7, 2024  
0065

**TO : REGIONAL DIRECTORS  
DIRECTOR IV, BUREAU OF HUMAN RESOURCE AND  
ORGANIZATIONAL DEVELOPMENT  
DIRECTOR IV, INFORMATION AND COMMUNICATIONS  
TECHNOLOGY SERVICE  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS  
ALL OTHERS CONCERNED**

**FROM : ATTY. MICHAEL WESLEY T. POA**  
Undersecretary and Chief of Staff  
Officer-in-Charge, Office of the Undersecretary for Finance

**SUBJECT : INCREASE IN PAG-IBIG PREMIUM CONTRIBUTIONS**

Pursuant to the Pag-IBIG Circular No. 460 dated January 15, 2024, the maximum fund salary to be used in computing the employee and employer savings was increased from Five Thousand Pesos (P5,000.00) to Ten Thousand Pesos (P10,000.00) taking into consideration financial calculations and rates of benefits in accordance with Section 7 of Republic Act No. 9679. Hence, new contribution for both employee and employer share shall be P200.00.

Under the new rates, Pag-IBIG Fund members shall enjoy benefits such as: a) double the amount of monthly savings, and higher annual dividends, on Pag-IBIG Regular Savings; b) affordable housing loans, as Pag-IBIG Fund would be better equipped to finance the loan demand of members and shall have the capacity to maintain low interest rates; and c) higher short-term (cash) loans, as the Pag-IBIG Regular Savings which serves as basis in computing their cash loan shall increase.

However, all concerned DepEd personnel whose prior deductions are affected by the increase in premium contributions for 2024 are advised to make arrangements with their respective creditors or pay through over-the-counter to avoid incurrence of additional interest/penalties.

The Solutions Development Division – ICTS, DepEd Central Office shall prepare the corresponding FoxPro program for necessary adjustments in the payroll systems used by



the payroll services units (PSUs) in the Central, Regional, and Schools Division Offices and Implementing Unit Schools. PSUs using other payroll systems or programs are advised to make their adjustments in the system or program in accordance with this memorandum.

Attached is the Department of Budget and Management Circular Letter No. 2024-2 dated February 1, 2024 with subject "*Adjustment in the Employer (Government) Share in the Premium Contributions to the Home Development Mutual Fund (Pag-IBIG Fund) Effective February 2024*" prescribing the guidelines for the said adjustment in accordance with Section 55 of the General Provisions under the FY 2024 General Appropriations Act (GAA).

For dissemination and compliance.

*Copy Furnished:*

1. **Noelasco A. Mempin**  
*Undersecretary for Administration*
2. **Wilfredo E. Cabral**  
*Undersecretary for Human Resource and Organizational Development*
3. **Francis Cesar B. Bringas**  
*Assistant Secretary for Operations*

eamd/

Pag-IBIG Fund  
Corporate Headquarters  
Petron MegaPlaza Building  
358 Sen. Gil Puyat Ave., Makati City

Circular No. 460

TO: ALL CONCERNED

SUBJECT: GUIDELINES ON THE PAG-IBIG FUND'S IMPLEMENTATION OF  
INCREASE IN THE MAXIMUM FUND SALARY (MFS) EFFECTIVE  
FEBRUARY 2024

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Pursuant to the approval of the Board of Trustees on its 2023-01 Regular Board Meeting held on 16 February 2023 regarding the Implementation of Increase in the Membership Savings in a Single Tranche or an Increase in the Maximum Fund Salary (MFS) in the year 2024, and the approval of the Senior Management Committee (SMC) held on 13 June 2023 on the Guidelines on the Pag-IBIG Fund's Implementation of Increase in the Monthly Membership Savings for 2024, the Guidelines on the Pag-IBIG Fund's Implementation of Increase in the Maximum Fund Salary (MFS) Effective February 2024 is hereby issued:

**A. OBJECTIVES**

This Guidelines aims to:

1. Inculcate the culture of savings among Filipino workers;
2. Promote homeownership through mobilization of funds for sustainable shelter financing; and
3. Ensure uniform understanding and implementation of the increase in the Pag-IBIG Monthly Membership Savings rates.

**B. COVERAGE**

The increase in MFS shall be applicable to all Pag-IBIG I members under mandatory and voluntary coverage effective February 2024 onwards.

**C. MONTHLY MEMBERSHIP SAVINGS**

The contribution rate of all Pag-IBIG I members both mandatory and voluntary shall be as follows, unless otherwise specified:

Contribution Rate

"Fund Salary" shall refer to the basic salary and other allowances, where basic salary includes, but is not limited to, fees, salaries, wages, and similar items received in a month. It shall mean the remuneration or earnings, however designated, capable of being expressed in terms of money, whether fixed or ascertained on a time, task, or piece or commission basis, or other method of calculating the same, which is payable by an employer to an employee or by one person to another under a written or unwritten contract of employment for work done or to be done, or for services rendered or to be rendered.

The maximum fund salary to be used in computing the employee and employer savings has been increased from Five Thousand Pesos (P5,000.00) to Ten Thousand Pesos (P10,000) taking into consideration financial calculations and rates of benefits in accordance with Section 7 of Republic Act No. 9679.

Employers shall remit two percent (2%) of the monthly Fund Salary of the contributing member as counterpart contribution. The employer is not entitled to deduct from the wages or remuneration of or, otherwise, to recover from the employee the employer's contribution.

## **1. MANDATORY COVERAGE**

The monthly fund salary of the following members under the mandatory coverage shall be covered under the new rate, unless otherwise specified:

- 1.1. All employees who are or ought to be covered by the Social Security System (SSS), provided that actual membership in the SSS shall not be a condition precedent to the mandatory coverage in the Fund;
  - 1.1.1. Private employees, whether permanent, temporary, or provisional who is not over sixty (60) years old;
  - 1.1.2. Filipino seafarers upon the signing of the standard contract of employment between the seafarer and the manning agency, which together with the foreign ship owner, acts as the employer;
  - 1.1.3. Self-employed persons subject to mandatory coverage, including those who registered for Fund coverage under HDMF Circular No. 96, shall be treated as both the employee and employer and shall therefore be required to pay both the employee share and the employer counterpart in accordance with the rates specified above;
- 1.2. All employees covered by the Government Service Insurance System (GSIS), regardless of their status of appointment, including members of the Judiciary and Constitutional Commissions;
- 1.3. Uniformed members of the Armed Forces of the Philippines, the Bureau of Fire Protection, the Bureau of Jail Management and Penology, and the Philippine National Police;
- 1.4. Filipinos employed by foreign-based employers, whether they are deployed here or abroad or a combination thereof

- 1.5.3. Cook;
- 1.5.4. Gardener;
- 1.5.5. Laundry Person; and
- 1.5.6. Any person who regularly perform domestic work in one household on an occupational basis (live-out arrangement).

The Mandatory Monthly Savings (MS) of Kasambahays, whose monthly Fund Salary is less than Five Thousand Pesos (P5,000) shall be based on the following rates, and shall be for the account of their employers.

<u>Fund Salary</u>	<u>Total MS Rate to be Shouldered by Employer</u>
P1,500 and below	3.0%
Over P1,500	4.0%

In case the Kasambahays' gross monthly Fund Salary is at least Five Thousand Pesos (P5,000), the Kasambahays and their Employers shall pay their corresponding proportionate share in the monthly Mandatory Savings.

<u>Fund Salary</u>	<u>MS rate to be Shouldered by Kasambahay</u>	<u>MS rate to be Shouldered by Employer</u>
P5,000 and above	2.0%	2.0%

- 1.6. Other Earning Groups including farmers, fisherfolks, market vendors, transport sector workers, other similar self-employed individuals, service providers, family drivers, and other persons who perform work occasionally or sporadically and not on an occupational or regular basis.

<u>Fund Salary</u>	<u>Contribution Rate</u>
At least P1,000 to P1,500	1.0%
Over P1,500	2.0%

## 2. VOLUNTARY COVERAGE

The monthly fund salary of the following members under the voluntary coverage shall be covered under the new rate, unless otherwise specified:

Individuals with at least 18 years old, but not more than 65 years old, may register with the Fund under voluntary membership. However, said individual shall be required to comply with the set rules and regulations for Pag-IBIG members including the amount of contribution and schedule of payment. In addition, they shall be subject to eligibility requirements in the event of availment of loans and other programs/benefits offered by the Fund.

Fifty Percent (50%) of  
Working Spouse's Monthly  
Fund Salary

Contribution Rate

P1,500 and below  
Over P1,500

1.0%  
2.0%

The non-working spouses shall not be required to remit the employer counterpart.

- 2.2 Filipino employees of foreign government or international organization, or their wholly owned instrumentality based in the Philippines, in the absence of an administrative agreement with the Fund;
  - 2.3. Employees of an employer who is granted a waiver or suspension of coverage by the Fund under RA 9679;
  - 2.4. Leaders and members of religious groups;
  - 2.5. Members separated from employment, local or abroad, or ceased to be self-employed but would like to continue paying their personal contribution. Such members may be pensioners, investors, or any other individual with passive income or allowances; and
  - 2.6. Public officials or employees who are not covered by the GSIS such as barangay Officials, including Barangay Chairmen, Barangay Council Members, Chairmen of the Sangguniang Kabataan, and Barangay Secretaries and Treasurers.
3. Members may contribute more than what is required herein, whereas the employers shall only be mandated to contribute what is required in accordance with Item C Sections 1 and 2 hereof, unless said employers agree to match their employee's increased contributions.
  4. In cases where employees have two (2) or more employers, they shall contribute monthly to the Fund a percentage of their Fund Salary per employer, which shall be matched by the latter in accordance with the rates specified in Item C Section 1 hereof.

**D. REPEALING CLAUSE**

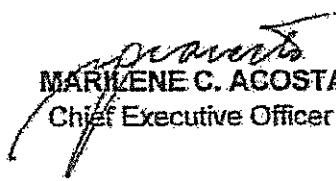
Item D Membership Contribution of Pag-IBIG Fund Circular No. 274 or the Revised Guidelines on Pag-IBIG Fund Membership and all other previous issuances inconsistent herewith are hereby repealed, amended or modified accordingly.

**E. MECHANISM ON RESOLUTION OF ISSUES**

Any issue in the interpretation and implementation of this Guidelines shall, as much as possible, be resolved by the concerned officer. Matters that are not thereby

**F. EFFECTIVITY**

This Circular shall cover contributions for the period effective February 2024 onwards and shall take effect after its publication.

  
**MARILENE C. ACOSTA**  
Chief Executive Officer

Makati City,  
15 January 2024.





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

**CIRCULAR LETTER**

No. 2024 - 2  
February 01, 2024

**TO :** All Heads of Departments, Agencies, Bureaus, and Offices of the National Government, including State Universities and Colleges (SUCs), Constitutional Offices, Government-Owned or -Controlled Corporations (GOCCs), Local Government Units (LGUs), and All Others Concerned

**SUBJECT :** ADJUSTMENT IN THE EMPLOYER (GOVERNMENT) SHARE IN THE PREMIUM CONTRIBUTIONS TO THE HOME DEVELOPMENT MUTUAL FUND (PAG-IBIG FUND) EFFECTIVE FEBRUARY 2024

- 1.0 This Circular is issued to prescribe the guidelines for the adjustment in the employer (government) share of Pag-IBIG premium contributions beginning February 2024, as prescribed under Pag-IBIG Fund Circular No. 460<sup>1</sup> dated January 15, 2024.

Said DBM guidelines are issued in accordance with Section 55 of the General Provisions under the FY 2024 General Appropriations Act (GAA), which provides that any proposed increase in government and employee contributions may only be implemented after consultation by the agency concerned with the DBM in order for the budgetary implications of such proposal to be duly considered.

- 2.0 Under Pag-IBIG Fund Circular No. 460, the maximum fund salary to be used in computing the employee and employer savings was increased from ₱5,000 to ₱10,000 per month.

<sup>1</sup> Guidelines on the Pag-IBIG Fund's Implementation of Increase in the Maximum Fund Salary (MFS) Effective February 2024

Section C of said Pag-IBIG Circular (*Monthly Membership Savings*) further specifies that, unless otherwise noted, the contribution rate of all Pag-IBIG I members, both mandatory and voluntary, shall be as follows:

<u>Contribution Rate</u>		
<u>Fund Salary</u>	<u>Employee</u>	<u>Employer (if any)</u>
P1,500 and below	1.0%	2.0%
Over P1,500	2.0%	2.0%

- 3.0 Government premium contributions to be remitted to the Pag-IBIG Fund shall always be duly covered with corresponding appropriations.

The employer's share of government employees to the Pag-IBIG contributions in the national government agencies (NGAs) will come from the following sources of funding under the FY 2024 GAA:

3.1 **Agency Specific Budgets** — For the requirements based on authorized rates under Pag-IBIG Fund Circular No. 274 dated January 7, 2010; and

3.2 **Miscellaneous Personnel Benefits Fund (MPBF)** — For the additional amount required to adjust the employer share in contributions, equivalent to P200 per month per employee, in accordance with Pag-IBIG Fund Circular No. 460, effective February 2024.

- 4.0 The amount earmarked for the employer counterpart contributions to the Pag-IBIG Fund for the NGAs under the agency-specific budgets are covered by GAA as Allotment Order (GAAAO).

On the other hand, the funding requirement for the incremental cost of the employer (government) share in the Pag-IBIG contribution shall be covered by a Special Budget Request to be submitted to the DBM.

The DBM shall release to the NGAs concerned the computed difference between the adjusted employer share and the rates already provided in the agency-specific budgets under the FY 2024 GAA, chargeable against the FY 2024 MPBF.

- 5.0 Agencies/operating units shall directly remit to the Pag-IBIG Fund the amounts corresponding to the employer share of the monthly contributions.

Likewise, the employee's contribution to be deducted by the agency shall be consistent with Pag-IBIG Fund Circular No. 460.

- 6.0 For GOCCs, the amounts required for the adjustment in the employer (government) share in the Pag-IBIG contributions of government employees shall be charged against their respective approved Corporate Operating Budgets under the Personnel Services expense.

GOCCs are prohibited to source the payment for the purpose from the following:

- 6.1 Loans; and
  - 6.2 Subsidy from the National Government for the GOCC's programs and projects.
- 7.0 The LGUs are likewise informed of the adjusted employer (government) share to the Pag-IBIG contributions of government employees effective February 2024 onwards.

Accordingly, for FY 2024, the same may be included in the annual/supplemental budget for the purpose, subject to the provisions of Republic Act No. 7160 or the Local Government Code of 1991, and other existing budgeting rules and regulations.

- 8.0 This Circular shall take effect immediately.

  
AMENAH F. PANGANDAMAN  
Secretary

