

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

Circular No. 349

TO : **ALL CONCERNED**

SUBJECT : **INTERIM DOCUMENTATION POLICIES**

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Pursuant to the approval of the Senior Management Committee last 20 August 2014, the following **Interim Documentation Policies** for Circular No. 344, or the Guidelines Implementing the Pag-IBIG Fund Takeout Mechanism for Developer-Assisted Housing Program are hereby issued:

1. Instead of the Deed of Conditional Sale (DCS) documentation, the Deed of Assignment of Contract-to-Sell (CTS) with Special Power of Attorney, and CTS shall be used for the processing of all developer-assisted housing loan applications. For this documentation, the subject retention fee for the conversion of accounts to Real Estate Mortgage (REM) shall be required.
2. In processing of the developer-assisted housing loan accounts, the ratio of the loan amount to the appraisal value of the collateral shall be based on the following:

Loan Amount	Loan-to-Appraisal Value Ratio
Up to P1,250,000	90%
Over P1,250,000 to P6,000,000	85%

This Circular takes effect immediately.

  
**MS. EMMA LINDA B. FARIA**  
Officer-in-Charge and  
Deputy Chief Executive Officer –  
Support Services Cluster

Makati City,

September 15, 2014