

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

**Circular No. 359**

**TO: ALL CONCERNED**

**SUBJECT : AMENDMENT ON THE EXTENSION OF THE KASAMBAHAY  
REGISTRATION**

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Pursuant to the approval of the Pag-IBIG Fund Board of Trustees in its 308<sup>th</sup> and 309<sup>th</sup> meeting held last May 26, 2015 and July 30, 2015, the following policies are hereby issued:

1. The deadline for registration of Kasambahays shall be extended for a period of one (1) year starting January 1, 2015 until December 31, 2015.
2. The non-imposition of penalties to complying employers shall likewise be extended until December 31, 2015.
3. Said employer is required to remit the corresponding monthly Mandatory Savings after one (1) month of service or employment of the Kasambahay, or 04 June 2013, whichever comes later. Hence, the following illustrations:
  - 3.1. If the Kasambahay was employed after the date of effectivity of the Kasambahay Law, the employer is required to remit the Mandatory Savings after one month of service or employment of the Kasambahay;
  - 3.2. If the Kasambahay was employed more than a month before June 4, 2013 (e.g. before May 5 or exactly May 5), the employer is required to remit the Mandatory Savings from 04 June 2013 only; and
  - 3.3. If the Kasambahay was employed May 6 onwards, the remittance of the monthly Mandatory Savings shall still be after one (1) month of service or employment of the Kasambahay.
4. Employers shall pay the Mandatory Savings due from the period he/she is required to remit such savings until the date of registration.
5. If the employer registers the Kasambahay on or before December 31, 2015, no penalty will be imposed on the mandatory savings due even if they are paid after the registration, so long as the payment is made on or before 31 December 2015.
6. If the employer registers the Kasambahay and pays the Mandatory Savings due after 31 December 2015, a penalty will be imposed from the period the employer is required to remit the Kasambahay's Mandatory Savings (illustration in items 3.1, 3.2, and 3.3) until the date of settlement.

All other terms and conditions of Circular Nos. 331 and 337, or the Guidelines on the Membership of Kasambahays, that are not inconsistent with the above provisions shall continue to be in full force and effect.

Please be guided accordingly.

  
**ATTY. DARLENE MARIE B. BERBERABE**  
Chief Executive Officer

Makati City,

November 24, 2015