



**Calamba Housing Business Center  
Task Force – Acquired Assets Management**  
GF High Rise Business Center, National Highway  
Barangay Halang, Calamba City, Laguna

**INVITATION TO BID**

June 15, 2022

The Pag-IBIG Fund Committee on Disposition of Acquired Assets hereby invites interested bidders who would like to purchase Pag-IBIG Fund acquired assets through Sealed Public Auction:

TRANCHE	AREAS	NO. OF UNITS	PERIOD OF ACCEPTANCE OF BID OFFERS	OPENING OF BID OFFERS
30 <sup>th</sup>	Batangas, Laguna, Oriental Mindoro, Palawan, and Quezon Province	60	June 20, 2022 – July 6, 2022	July 7, 2022

**GENERAL GUIDELINES**

- Interested parties are required to secure copies of **OFFER TO BID** from the Acquired Asset frontline counter servicing, Ground Floor High Rise Business Center, National Highway, Barangay Halang, Calamba City, Laguna or may download the form at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph).
- Inspect the chosen property/ies prior to submission of bid offer and determine if there are any unpaid dues on the property/ies. The properties shall be sold on an **“AS IS, WHERE IS”** basis which means that the buyer accepts whatever the physical status of the property/ies including whether it is occupied or not that whatever fees and dues pertaining to the properties shall be for the account of the winning bidder.”
- All interested bidders are encouraged to inspect the property/ies before tendering their offer/s. The list of the properties for public auction may be viewed at <https://www.pagibigfund.gov.ph/acquiredassets.html>.
- Discounts are not applicable during First Sealed Public Auction.
- Bidders are encouraged to visit our website, <https://www.pagibigfund.gov.ph/acquiredassets.html> five (5) days prior the actual opening of bid offers, to check whether there is any erratum posted on the list of properties posted under the sealed public auction.
- Bidders shall be required to register at the Acquired Asset frontline counter servicing (Ground Floor High Rise Business Center, National Highway, Barangay Halang, Calamba City, Laguna) prior to dropping of sealed bid offer/s. Only bid offers from registered bidders shall be accepted and a registration stub will be issued as proof of registration.
- Acceptance of sealed bid offer/s shall be from **8:00 AM to 5:00 PM** starting **June 20, 2022** until **July 6, 2022**. Bidders are advised to submit their proposals together with a photocopy of their valid Identification (ID) card and latest proof of income only on the scheduled date of batch. No proposals shall be accepted earlier or later than the scheduled date.
- Bidders may designate their Authorized Representatives, provided they shall issue the following documents:
  - Notarized Special Power of Attorney (SPA) for individual-bidder (**HQP-AAF-119, V01**). The SPA for bidding may be downloaded at <https://www.pagibigfund.gov.ph/acquiredassets.html>. Also, if the bidder is based or is currently working abroad, SPA must be notarized at the Philippine Consular Office.
  - Secretary's Certificate for company-bidder (**HQP-AAF-120, V01**).

NOTE: The suggested template of the said documents may be downloaded at <https://www.pagibigfund.gov.ph/acquiredassets.html>.

9. The bidder shall state in words and in figures the amount of his/her bid offer and his/her chosen mode of payment in the Offer to Bid form. The **BID OFFER** shall not be lower than the minimum bid set by the Fund.
10. In the absence of a chosen mode of payment, the default mode of payment shall be long-term installment. Likewise, change on the winning bidder's mode of payment shall not be allowed.
11. The determination of winning bidders shall be on **July 7, 2022 at 4F Conference Room, High Rise Business Center, National Highway, Barangay Halang, Calamba City, Laguna.**
12. The determination of winning bidders shall be monitored by a representative from **Commission on Audit (COA)**. Attendance of the bidder/s in the venue is not required.
13. The bidder who offers the highest bid shall be declared as the winner.
14. In case there are identical offers constituting the highest bids, the tie shall be resolved by considering the Mode of Payment. The priority in terms of mode of payment shall be as follows:
  - a. Cash;
  - b. Short-Term Installment;
  - c. Long-Term Installment.
15. If there is still a tie after considering the mode of payment, it shall be resolved through toss coin. However, in case there are more than two (2) highest bidders, the tie shall be resolved through draw lots.
16. The result of the sealed public auction shall be released and posted in the Pag-IBIG Fund official website at <https://www.pagibigfund.gov.ph/acquiredassets.html>. Bidders are encourage to check the result on the said website.
17. Any notification sent by Pag-IBIG Fund through email or SMS shall be sufficient compliance to the notification requirements and presumed to be deemed received by the buyer. In this regard, the Bidder shall ensure that the contact number and email address indicated on the Offer to Bid are active. The bidder shall inform Pag-IBIG Fund immediately on any changes on his/ her contact number.
18. The winning bidder shall be required to pay his/ her **BID BOND** equivalent to **five percent (5%)** of the **BID OFFER** and shall be paid within 3 working days after the publication of the winning bidders. It shall be in Philippine Currency and may be in the form of cash or manager's check payable to Pag-IBIG Fund. It shall likewise serve as the down payment of the winning bidder.
19. For bidders whose bid bond is in the form of a **MANAGER'S CHECK**, they are advised to adhere to the current Bangko Sentral ng Pilipinas' (BSP) memorandum relative to the proper handling of checks: Do not staple, crumple, fold, bind or pin checks.
20. Payment of the remaining ninety five percent (95%) bid offer balance may either be thru any of the following modes:
  - a. **Cash Payment** – the balance on the net selling price shall be paid not later than thirty (30) calendar days from date of signing of Deed of Conditional Sale (DCS).
  - b. **Short-Term Installment** – the balance on the net selling price shall be paid in equal monthly instalment and provided the chosen payment term shall not exceed twelve (12) months subject to an interest based on the Full Risk-Based Pricing Framework for three-year fixing period.
  - c. **Long-Term Installment** – payment shall be in the form of monthly amortization based on the approved term, which may be up to a maximum of thirty (30) years with the following considerations:
    - c.1. Approval and term shall be subject to eligibility requirements stipulated under the Circular 428 Omnibus Guidelines on Sale of Pag-IBIG Fund Real and Other Properties Acquired;
    - c.2. The amount shall be the bidder's bid offer, net of 5% downpayment;
    - c.3. The bidder shall be required to file his/her Long-Term Installment application and pay the processing fee within thirty (30) calendar days upon receipt of Notice of Award:
      - Processing fee of Two Thousand Pesos (P2,000.00) shall be paid upon submission of complete requirements;
      - Equity, if applicable;
    - c.4. In case the Bid Offer, net of the five percent (5%) bid bond and additional discount, is still higher than the approved amount for Long Term Installment, the amount in excess shall be treated as equity. It shall be paid by the buyer within thirty (30) calendar days from receipt of Notice of Conditional Approval of Sale (NCAS).
    - c.5. Original Borrowers who wish to participate on the public auction shall not be allowed to avail long term installment as mode of payment. They may only submit offer thru cash or short-term installment basis.

c.6. In case the application has been disapproved due to buyer's fault, the 5% bidder's bond shall be forfeited in favor of the Fund.

21. If the winning bidder fails or refuses to push through with the purchase of the property, or fails to pay in full the remaining balance within 30 calendar days from receipt of the Notice of Award (NOA), he shall lose his right as winning bidder and the 5% bidder's bond shall be forfeited in favor of the Fund.

22. The Fund shall declare the next highest bidder as the winning bidder in case the sale to the original winning bidder is cancelled. He shall be required to pay a down payment of 5% of the offer price within 15 calendar days from notification and the remaining ninety five percent (95%) of his/her bid offer within the approved payment period. In the event there are two (2) or more complying bidders, the same rule on resolving ties shall be applied.

23. Interested parties may visit the Task Force – Acquired Assets Management and contact **Mr. Archimedes B. Bergancia**, **Ms. Elvira C. Jader**, or **Ms. Emelita D. Macale** at cellphone numbers **0905-523-5434 / 0961-234-1083** or telephone number **(02) 8422-3000** local **6403** or **6410**. You may also email your inquiries for further details at **calambalmrd.tfaamms@pagibigfund.gov.ph**.

**PAG-IBIG FUND RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY FORMALITY THEREIN OR ACCEPT SUCH BIDS AS MAY BE CONSIDERED MOST ADVANTAGEOUS TO THE FUND. THE DECISION OF THE FUND IS FINAL AND BINDING.**

**(sgd.) PHILIP S. KEITH**  
Chairman, Committee on Disposition of  
Acquired Assets

**PAG-IBIG FUND - CALAMBA HOUSING HUB**  
**LOANS MANAGEMENT AND RECOVERY DEPARTMENT**  
**TASK FORCE ACQUIRED ASSETS MANAGEMENT**

**LIST OF ACQUIRED ASSETS AVAILABLE FOR SEALED PUBLIC AUCTION**  
**30th Tranche - 1st Bidding**

Date of Registration and Submission of Bid Offer/s: **June 20, 2022 - July 6, 2022**

Date of Opening of Bid Offer/s: **July 7, 2022**

**BATANGAS**

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
1	804919062800064	Lot 2 Blk. 16 MILFLORES SUBDIVISION CALOOCAN BALAYAN BATANGAS REGION 4-A (CALABARZON) 4213	Lot Only	055-2019002682	108.00	-	486,000.00	01/06/2022	Unoccupied - Lot	Title Named in HDMF
2	804919091700010	Lot 2867B4B5A BUENAFE COUNTY VILLAS BALAGTAS BATANGAS CITY BATANGAS REGION 4-A (CALABARZON) 4200	Lot Only	052-2017001814	281.00	-	3,147,200.00	10/28/2021	Unoccupied - Lot	Title Named in HDMF
3	849202001230072	Lot 10 & 12 Blk. 25 Phase 1 MERCEDES HOMES SOROSORO ILAYA BATANGAS CITY BATANGAS REGION 4-A (CALABARZON) 4200	Single Attached	052-2012003579 052-2012003581	80.00	61.50	2,036,800.00	12/16/2021	Occupied	For Title Consolidation
4	804919121600005	Lot 03 Blk. 04 Phase - Section - WOODBERRY PLACE ANTIPOLLO DEL SUR LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Town House	072-2019006346	43.00	43.90	945,000.00	11/06/2021	Occupied	Title Named in HDMF
5	849201906280008	Lot 12 Blk. 3 CITA VILLE LODLOD LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Row House	072-2011001834	60.00	43.50	1,249,600.00	11/13/2021	Occupied	For Title Consolidation
6	804919073100025	Lot 03 Blk. 04 ADELINA HOMES SUBDIVISION MATAAS NA LUPA LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Single Attached	072-2021000096	130.00	136.00	3,414,900.00	12/30/2021	Occupied	Title Named in HDMF
7	849202001230048	Lot 15 Blk. 9 BON GIORNO HOMES MUNTING PULO LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Townhouse - End with Eaves	072-2010003266	60.00	43.00	958,100.00	09/18/2021	Unoccupied	For Title Consolidation
8	804919091700003	Lot 16 Blk. 7 BON GIORNO HOMES MUNTING PULO LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Town House	072-2021000256	40.00	43.00	915,900.00	09/18/2021	Occupied	Title Named in HDMF
9	804919073100036	Lot 7-B Blk. 14 CITY PARK SUBDIVISION SABANG LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Lot Only	072-2019005537	63.00	-	510,300.00	01/21/2022	Unoccupied - Lot	Title Named in HDMF
10	804919082800044	Lot 20 Blk. 07 Phase 02 MONTE CLARO HOMES SABANG LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Row House	072-2017001269	45.00	23.25	567,800.00	11/27/2021	Occupied	Title Named in HDMF
11	804919102400003	Lot 26 Blk. 11 Phase 01 MONTE CLARO HOMES SABANG LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Row House	072-2020000042	60.00	37.50	797,100.00	11/13/2021	Occupied	Title Named in HDMF
12	849201906030070	Lot 31 Blk. 18 MONTE CLARO HOMES SABANG LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Row House	T-159683	60.00	36.00	706,300.00	09/11/2021	Unoccupied	For Title Consolidation
13	804919082800113	Lot 08 Blk. 04 ST. MICHAEL ST. ADELINA HOMES SUBDIVISION SAN CARLOS LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Double Attached	072-2013002526	100.00	215.84	3,947,500.00	12/30/2021	Occupied	Title Named in HDMF
14	804919082800074	Lot 2-C Phase TUBIGAN ST NON SUBDIVISION SICO LIPA CITY BATANGAS REGION 4-A (CALABARZON) 4217	Single Detached	072-2018007379	98.00	94.90	2,189,400.00	01/28/2022	Occupied	Title Named in HDMF
15	849201907010004	Lot 10 Blk. 14 Phase 1 ECOVERDE HOMES ROSARIO QUILIB ROSARIO BATANGAS REGION 4-A (CALABARZON) 4225	Row House - End with Eaves	053-2014002092	63.00	25.60	757,600.00	10/13/2021	Unoccupied	For Title Consolidation
16	849201907010010	Lot 9 Blk. 14 Phase 1 ECOVERDE HOMES ROSARIO QUILIB ROSARIO BATANGAS REGION 4-A (CALABARZON) 4225	Row House	053-2014002090	45.00	25.60	663,800.00	10/13/2021	Unoccupied	For Title Consolidation
17	804919081500035	Lot 04 Blk. 11 KAUNLARAN HOMES BUHAY NA SAPA SAN JUAN BATANGAS REGION 4-A (CALABARZON) 4226	Lot Only	053-2017004304	150.00	-	540,000.00	12/23/2021	Unoccupied - Lot	Title Named in HDMF
18	804919071700036	Lot 08 Blk. 06 MATATAG ST. KAUNLARAN HOMES BUHAY NA SAPA SAN JUAN BATANGAS REGION 4-A (CALABARZON) 4226	Single Attached	T-108539	100.00	30.00	503,784.30	12/23/2021	Unoccupied	For Title Consolidation

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
19	804919071700058	Lot 21 Blk. 3 KAUNLARAN HOMES BUHAY NA SAPA SAN JUAN BATANGAS REGION 4-A (CALABARZON) 4226	Lot Only	T-111062	100.00	-	360,000.00	12/23/2021	Unoccupied - Lot	For Title Consolidation
20	849202001230041	Lot 9 Blk. 7 BLOOMFIELDS HOMES BALIMBING SAN PASCUAL BATANGAS REGION 4-A (CALABARZON) 4204	Duplex with Eaves	T-166060	84.00	55.75	1,622,900.00	11/13/2021	Occupied	For Title Consolidation

## LAGUNA

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
21	804719051700004	Lot 33 Blk. 10 BAY GARDEN HOMES SANTO DOMINGO BAY LAGUNA REGION 4-A (CALABARZON) 4033	Single Attached	060-2018013613	72.00	43.00	1,119,400.00	09/13/2021	Occupied	Title Named in HDMF
22	847201909180003	Lot 3 & 5 Blk. 14 BAY GARDEN HOMES SANTO DOMINGO BAY LAGUNA REGION 4-A (CALABARZON) 4033	Single Attached	060-2011000502 060-2011000503	96.00	66.00	1,474,300.00	09/13/2021	Occupied	For Title Consolidation
23	847201907010003	Lot 13 Blk. 5 MAHOGANY VILLAS PH6B - BAMBOO GROVE BANADERO CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Town House	060-2013014498	48.00	50.00	1,272,500.00	01/04/2022	Unoccupied	For Title Consolidation
24	847202008150002	Lot 4 Blk. 21 PUEBLO DEL RIO BANADERO CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Row House	060-2011019696	32.00	21.20	487,000.00	11/08/2021	Unoccupied	For Title Consolidation
25	847202010160072	Lot 56-A Blk. 8 VISTA HILLS SUBD BARANDAL CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Lot Only	060-2014000200	111.00	-	754,800.00	03/17/2022	Unoccupied - Lot	For Title Consolidation
26	847202001300015	Lot 11 Blk. 9 XDE VILLAGE LAGUERTA CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Duplex	060-2016008286	51.00	45.00	1,474,900.00	07/19/2021	Occupied	For Title Consolidation
27	847202007220029	Lot 2 Blk. 15 XDE VILLAGE LAGUERTA CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Duplex with Eaves	060-2016008373	51.00	45.00	1,474,900.00	07/19/2021	Occupied	For Title Consolidation
28	847202006110003	Lot 53 Blk. 1 HACIENDA HILL PALO-ALTO CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Town House	060-2011017447	40.00	42.00	748,400.00	09/21/2021	Occupied	For Title Consolidation
29	847202010240001	Lot 46 Blk. 3 HACIENDA HILL PALO-ALTO CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Townhouse - End with Eaves	T-689174	70.00	42.00	1,096,500.00	01/03/2022	Occupied	For Title Consolidation
30	847202001300001	Lot 3 Blk. 25 PACIFIC HILL SUBDIVISION PALO-ALTO CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Townhouse - End with Firewall	T-566110	89.00	42.40	1,031,100.00	09/21/2021	Occupied	For Title Consolidation
31	847202001230016	Lot 6 Blk. 34 PALM HILL PALO-ALTO CALAMBA CITY LAGUNA REGION 4-A (CALABARZON) 4027	Row House	060-2011016859	34.00	20.00	343,300.00	10/28/2021	Occupied	For Title Consolidation
32	847202009160007	Lot 21 Blk. 1 Phase 2 LYNVILLE HOMES BAGUMBAYAN SANTA CRUZ (CAPITAL) LAGUNA REGION 4-A (CALABARZON) 4009	Row House	058-2021001342	48.00	35.00	511,500.00	01/17/2022	Occupied	Title Named in HDMF
33	847202107060002	Lot 14 Blk. 9 VILLA CORAZON SUBDIVISION BIÑAN PAGSANJAN LAGUNA REGION 4-A (CALABARZON) 4008	Lot Only	T-261671	120.00	-	456,000.00	02/02/2022	Unoccupied - Lot	For Title Consolidation
34	847202010160006	Lot 3 Blk. 10 Phase 7 KASOY OLIVAREZ HOMES SOUTH CALABOSO BIÑAN LAGUNA REGION 4-A (CALABARZON) 4024	Single Attached	060-2012018256	129.00	51.00	1,359,000.00	01/17/2022	Occupied	For Title Consolidation
35	804719063000027	Lot 01 Blk. 03 CASVILLE SUBDIVISION PUTHO TUNTUNGIN LOS BAÑOS LAGUNA REGION 4-A (CALABARZON) 4030	Single Detached	060-2018014630	133.00	84.00	1,948,300.00	08/31/2021	Occupied	Title Named in HDMF
36	804719082000008	Lot D-2-A-2-1-30 PUTHO TUNTUNGIN LOS BAÑOS LAGUNA REGION 4-A (CALABARZON) 4030	Lot Only	060-2018006051	300.00	-	900,000.00	01/27/2022	Unoccupied - Lot	Title Named in HDMF
37	847202010160075	Lot 1866 F 3 VILLA ANTONINA SAN ANTONIO LOS BAÑOS LAGUNA REGION 4-A (CALABARZON) 4030	Single Attached	060-2012022101	93.00	59.25	1,577,100.00	01/10/2022	Occupied	For Title Consolidation
38	804719050800002	Lot 12 CONCEPCION LUMBAN LAGUNA REGION 4-A (CALABARZON) 4014	Single Detached	058-2020000206	500.00	90.85	2,234,600.00	11/28/2021	Occupied	Title Named in HDMF
39	804719033000031	Lot 1881-C PANGIL MAJAYJAY LAGUNA REGION 4-A (CALABARZON) 4005	Single Detached	058-2020000217	116.00	130.00	1,976,800.00	10/21/2021	Occupied	Title Named in HDMF
40	847202010160004	Lot 3 Blk. 6 Phase 1C SAN LORENZO SOUTH 1C MALITLIT SANTA ROSA CITY LAGUNA REGION 4-A (CALABARZON) 4026	Single Attached	T-736063	90.00	51.00	1,715,000.00	12/01/2021	Occupied	For Title Consolidation
41	847202010160007	Lot 8 Blk. 3 VILLA SUSANA SUBDIVISION MALITLIT SANTA ROSA CITY LAGUNA REGION 4-A (CALABARZON) 4026	Double Attached	060-2013025962	50.00	50.00	1,325,000.00	12/01/2021	Occupied	For Title Consolidation

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
42	804719050800016	Lot 551-D REBONG ST NANHAYA (POB.) VICTORIA LAGUNA REGION 4-A (CALABARZON) 4011	Single Attached	058-2021000828	148.00	67.34	1,133,000.00	03/31/2022	Occupied	Title Named in HDMF

### ORIENTAL MINDORO

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
43	854202001230005	Lot 24 Blk. 35 NEO CALAPAN SANTO NIÑO CALAPAN CITY ORIENTAL MINDORO REGION 4-B (MIMAROPA) 5200	Town House	064-2011001176	45.50	49.00	1,187,000.00	03/02/2022	Unoccupied	For Title Consolidation
44	854201909270002	Lot 46 Blk. 7 Phase II MONTE DE ORO HOMES II SAPUL CALAPAN CITY ORIENTAL MINDORO REGION 4-B (MIMAROPA) 5200	Row House	064-2012005087	60.00	47.50	982,000.00	02/07/2022	Unoccupied	For Title Consolidation
45	854201906270001	Lot 76 Blk. 2 Phase II MONTE ORO SUBD PH2 SAPUL CALAPAN CITY ORIENTAL MINDORO REGION 4-B (MIMAROPA) 5200	Row House	064-2012004888	60.00	37.50	903,300.00	02/07/2022	Unoccupied	For Title Consolidation
46	805420012100002	Lot 1741-I-5 Blk. - NON SUBDIVISION NAG-IBA I NAUJAN ORIENTAL MINDORO REGION 4-B (MIMAROPA) 5204	Single Detached	T-80661	400.00	20.00	675,200.00	11/26/2021	Occupied	For Title Consolidation
47	854201909120001	Lot 1941-D-4-C PANGGULAYAN PINAMALAYAN ORIENTAL MINDORO REGION 4-B (MIMAROPA) 5208	Single Detached	064-2021001552	920.00	57.90	2,486,600.00	10/06/2021	Occupied	For Title Consolidation
48	854201904100002	Lot 7011-A SAN ISIDRO PUERTO GALERA ORIENTAL MINDORO REGION 4-B (MIMAROPA) 5203	Lot Only	064-2020001249	487.00	-	7,305,000.00	08/27/2021	Occupied	Title Named in HDMF

### PALAWAN

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
49	805419112600002	Lot 8-U-4 NON SUBDIVISION POBLACION I BROOKE S POINT PALAWAN REGION 4-B (MIMAROPA) 5305	Lot Only	T-11391	340.00	-	748,000.00	03/09/2022	Unoccupied - Lot	For Title Consolidation
50	805419083000044	Lot 4 Blk. 01 ALTA HOMES SUBDIVISION SAN JOSE PUERTO PRINCESA CITY PALAWAN REGION 4-B (MIMAROPA) 5300	Single Attached	074-2017001483	180.00	52.00	1,266,300.00	01/05/2022	Occupied	Title Named in HDMF

### QUEZON PROVINCE

ITEM NO.	PROPERTY NUMBER	PROPERTY LOCATION	TYPE	TCT/CCT NO.	LOT AREA	FLOOR AREA	MINIMUM BID AMOUNT	APPRAISAL DATE	OCCUPANCY STATUS	TCT STATUS
51	804619052300026	Lot 15 & 17 Blk. 11 VILLA KATRINA SUBD. PAHINGA NORTE CANDELARIA QUEZON REGION 4-A (CALABARZON) 4323	Single Attached	T-500995 T-500996	108.00	42.00	1,009,800.00	10/06/2021	Occupied	For Title Consolidation
52	804619071100015	Lot 8 Blk. 2 Phase N/A ANDAMAN VILLAGE GULANG-GULANG LUCENA CITY QUEZON REGION 4-A (CALABARZON) 4301	Lot Only	T-88058	146.00	-	803,000.00	02/02/2022	Unoccupied - Lot	For Title Consolidation
53	804619063000059	Lot 16 Blk. 15 Phase N/A ST. THOMAS VILLAGE MAYAO KANLURAN LUCENA CITY QUEZON REGION 4-A (CALABARZON) 4301	Row House	073-2019003157	40.00	30.00	710,000.00	09/10/2021	Occupied	Title Named in HDMF
54	804619071700019	Lot 16 Blk. 03 Phase 1 KRISANTA VILLAGE BUKAL PAGBILAO QUEZON REGION 4-A (CALABARZON) 4302	Single Attached	T-484776	80.00	33.00	667,200.00	11/10/2021	Occupied	For Title Consolidation
55	804619073100023	Lot 14 Blk. 36 Phase 3 KRISANTA VILLAGE BUKAL PAGBILAO QUEZON REGION 4-A (CALABARZON) 4302	Single Attached	T-509742	60.00	33.00	598,937.40	04/13/2022	Unoccupied	For Title Consolidation
56	804619063000002	Lot 35 & 36 Blk. 02 Phase 2 PAGBILAO GOLDEN MEADOWS BUKAL PAGBILAO QUEZON REGION 4-A (CALABARZON) 4302	Single Detached	066-2019009332 066-2019009333	132.00	65.50	1,717,200.00	11/03/2021	Occupied	For Title Consolidation
57	804619071100017	Lot 8136M3B1 Phase N/A PLARIDEL QUEZON REGION 4-A (CALABARZON) 4306	Single Attached	066-2019015007	210.00	81.10	1,631,998.20	11/24/2021	Occupied	Title Named in HDMF
58	846201909120001	Lot 13-A Blk. 6 Phase 1 TIERRA MONDE SUBD SAMPALOC SANTO CRISTO SARIAYA QUEZON REGION 4-A (CALABARZON) 4322	Row House	T-420739	50.00	30.00	534,900.00	06/16/2021	Occupied	For Title Consolidation
59	804619052300018	Lot 05 Blk. 03 Phase 3 Section N/ LEVERIZA HEIGHTS SUBDIVISION ISABANG TAYABAS CITY QUEZON REGION 4-A (CALABARZON) 4327	Row House	066-2019000925	50.00	30.00	656,500.00	11/03/2021	Occupied	For Title Consolidation
60	804619111400003	Lot 31 Blk. 37 LEVERIZA HEIGHTS SUBDIVISION ISABANG TAYABAS CITY QUEZON REGION 4-A (CALABARZON) 4327	Row House	066-2017005594	60.00	50.00	734,400.00	10/21/2021	Occupied	Title Named in HDMF





## INSTRUCTION TO BIDDERS

1. Select property/ies from the list of properties available for public auction posted at Pag-IBIG Fund official website @ [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph) then click properties for sale ( Public Auction with discount or with no discount). Bidders should read the Invitation to Bid posted and download the following forms:
  - a. Offer to bid (individual or juridical)
  - b. Special Power of Attorney (if applicable) and
  - c. Instruction to bidders
2. Inspect the chosen property/ies prior to submission of bid offer and determine if there are any unpaid dues on the property/ies. The properties are **sold on an “As Is, Where Is” basis, whatever physical/ occupancy status and any fees, dues pertaining to the properties shall be for the account of the winning bidder.**
3. Secure two (2) copies of Offer to Bid Form (individual bidder or juridical entity) from Acquired Asset Counter Servicing, GF Floor High Rise Business Center Bldg., National Highway, Brgy. Halang, Calamba City, Laguna or download the form at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph).
4. Fill out 2 copies of Offer to Bid Forms (**should be properly accomplished to avoid disqualification of your bid offer/s**) and **AFFIX SIGNATURE** on the designated portion of the form.

NOTES: a. The bid amount shall in no case be lower than the minimum bid price indicated in the Invitation to Bid.  
b. Selling Price will be based on your bid amount/ offer
5. Bidder shall register and submit/ drop his sealed envelope at the Acquired counter servicing in accordance with the schedule date posted. Please provide another photocopy of valid ID upon registration.

Enclose in the envelope the following:

  - a. 2 duly accomplished Offer to bid forms
  - b. photocopy of valid IDs with 3 specimen signatures
  - c. proof of latest income
  - d. Special Power of Attorney together with valid IDs of attorney in fact if applicable
  - e. Signed copy of Instruction to Bidders
6. Cut off time for submission of offer/s is at 4:00 p.m.  
**No more bid offer/ s shall be accepted from the unregistered bidder/ s after the cut-off of time and date posted.**
7. The opening of sealed envelopes shall be done on the date posted (bidders are not required to attend on the opening date as the IATF still prohibits mass gathering).
8. Should the bidder unable to register and submit their bid offer in person, the bidder may designate his/her/their Authorized Representative provided they shall present the following documents:
  - a. **For individual bidder** - Notarized Special Power of Attorney (SPA) together with one (1) government issued ID each for the bidder and Authorized Representative.

NOTE: In case the bidder is an OFW, the SPA shall be duly certified and authenticated by the Philippine Embassy or Consulate in the country where the bidder is assigned/working.

  - b. **For juridical entity** - Secretary's Certificate together with one (1) government issued ID each for the bidder and Authorized Representative.

NOTE: The suggested template of the said documents may be downloaded at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph).

9. Upon registration (based on the scheduled date posted), **drop the sealed bid envelope to the DESIGNATED BID BOX.**
10. At cut-off time, all bid offers received shall be opened on the scheduled date posted. Any bid offers submitted after the cut-off time shall no longer be accepted.
11. The bidder who offers the highest bid shall be declared as the winner. Bidder/s will be informed to pay his 5% bid bond and receive his Notice of Award within **3 working days after the notification.**
12. The result of the sealed public auction shall be released and posted in the Pag-IBIG Fund official website at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph). **Bidders are encouraged to check the result on the said website.**
13. The non-winning bidders will be informed after the opening and established the results of the highest bid offers.
14. If the winning bidder fails or refuses to push through with the purchase of the property, or fails to pay in full the remaining balance within 30 calendar days from receipt of the Notice of Award (NOA), he shall lose his right as winning bidder and the 5% bidder's bond shall be forfeited in Favor of the Fund.

**PAG-IBIG FUND RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, TO WAIVE ANY FORMALITY THEREIN OR ACCEPT SUCH BIDS AS MAY BE CONSIDERED MOST ADVANTAGEOUS TO THE FUND. THE DECISION OF THE FUND IS FINAL AND BINDING.**

Note:

*Please be advised that only bidders or Attorney-In-Fact are allowed in the counter servicing to maintain social distancing in the area. You are required to wear face mask and face shield upon entry and provide your personal writing materials. **Pag-IBIG Fund reserves the right to suspend the scheduled Sealed Public Auction in the event that provision provided in the IATF requirements are violated.***

Conforme:



\_\_\_\_\_  
Signature over printed name of bidder or  
Attorney In-Fact (if any)



Rank

## OFFER TO BID

\_\_\_\_\_  
Date

To: **Pag-IBIG FUND COMMITTEE ON DISPOSITION OF ACQUIRED ASSETS**

Relative to your **“INVITATION TO BID”** on sale of acquired properties published in the newspaper/Pag-IBIG Fund website to be held on \_\_\_\_\_ at \_\_\_\_\_, I/We hereby submit my/our bid offer, subject to the terms and conditions stated in the Invitation to Bid and the Guidelines Implementing the Sale of Pag-IBIG Fund Acquired Assets Program:

1. Location of the Property: \_\_\_\_\_  
\_\_\_\_\_ Property Number: \_\_\_\_\_
2. Bid Offer: \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_)
3. Bid Bond (5% of Bid Offer): \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_)
4. Mode of Payment for the Remaining Balance of Bid Offer:
  - Cash (to pay within 30 days from signing of Deed of Conditional Sale)
  - Short-Term Installment (to pay within \_\_\_\_\_ months) (maximum of 12 months)
  - Long-Term Installment (to pay within \_\_\_\_\_ years) (maximum of 30 years) (please attached a copy of proof of income)

I/We certify that the information/statement indicated herein is to my/our knowledge, true, correct, complete and updated and I/We investigate and inspect the said property/ies before tendering this offer to bid. The signature appearing below is genuine. Further, I/We hereby agree of the following:

- 1) To purchase the property/ies on **“As Is, Where Is”** basis on which I/We accept the physical condition of the property/ies including whether it is occupied or not. That whatever fees and dues pertaining to the property/ies shall be for the account of the me/us;
- 2) To hold Pag-IBIG Fund free and harmless from liabilities of whatever kind and nature arising out of any legal claims which may be filed by third persons involving the property/ies;
- 3) That I/We enclose my/our CASH payment/s or MANAGER’s CHECK payable to the Pag-IBIG FUND, as bidder’s bond in the amount at least 5% of the bid offer. The said deposit shall be returned if my/our proposal is deemed unsuccessful, or applied as part of the payment if my/our bid is declared as winning bid by the Pag-IBIG FUND.
- 4) That Pag-IBIG Fund has no commitment and makes no guaranty to approve the offer, as it is understood to be subject to final approval by Pag-IBIG Fund’s approving authorities.
- 5) That should my/our application be approved, notarial and all other fees pertaining to the purchase of the property/ies shall be for my/our account.
- 6) That any notification posted on website and/or sent by Pag-IBIG Fund through email or SMS shall be sufficient compliance to the notification requirement and presumed to be deemed and received.

Further, I/We hereby agree and consent to the collection, generation, use, processing, storage and retention of my/our personal information for the purpose/s of acquiring a Pag-IBIG Fund acquired asset/s. I/We understand that my/our personal information will be shared with other government agencies and to third parties as may be necessary, for the use of which shall be governed by the Republic Act No. 10173 also known as the “Data Privacy Act of 2012” and its implementing rules and regulations, I/We promise to notify Pag-IBIG Fund should there be any amendment or changes in my/our personal information indicated herein.

\_\_\_\_\_  
SIGNATURE OF BIDDER  
OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED  
REPRESENTATIVE OVER PRINTED NAME  
(IF ANY)

\_\_\_\_\_  
DATE

**Bidder Information (Please write in BLOCK LETTERS):**

<b>NAME OF BIDDER</b> <i>Last Name      First Name      Name Extension (e.g. Jr., III)      Middle Name      Maiden Name</i>					<b>DATE OF BIRTH</b> <table border="1" style="width:100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> <tr> <td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>										m	m	d	d	y	y	y	y
m	m	d	d	y	y	y	y															
<b>PRESENT OCCUPANT</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>FORMER OWNER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Pag-IBIG MEMBER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>WITH PREVIOUS / EXISTING Pag-IBIG HOUSING LOAN ACCOUNT</b> <input type="checkbox"/> Yes, Housing Account Number (HAN) : _____ <input type="checkbox"/> No																
<b>MARITAL STATUS</b> <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Widow/er <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated				<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>CITIZENSHIP</b>																
<b>Pag-IBIG MID NUMBER/RTN</b>		<b>SSS/GSIS ID NO.</b>		<b>TAXPAYERS ID NO. (TIN)</b>		<b>COMMON REFERENCE NO. (CRN)</b>																
<b>NAME OF SPOUSE (IF MARRIED)</b> <i>Last Name      First Name      Name Extension (e.g. Jr., III)      Middle Name      Maiden Name</i>					<b>DATE OF BIRTH</b> <table border="1" style="width:100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> <tr> <td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>										m	m	d	d	y	y	y	y
m	m	d	d	y	y	y	y															
<b>PERMANENT HOME ADDRESS</b> <i>Unit/Room No., Floor      Building Name      Lot No., Block No., Phase No. or House No.      Street Name</i>					<b>CONTACT DETAILS</b> <i>(Indicate country code if abroad)</i> COUNTRY + AREA CODE TELEPHONE NO. <b>Cellphone No.</b> <table border="1" style="width:100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> </table>																	
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<i>Subdivision      Barangay      Municipality/City      Province and State Country (if abroad)      ZIP Code</i>					<b>PREFERRED MAILING ADDRESS</b> <input type="checkbox"/> Present Home Address <input type="checkbox"/> Employer/Business Address <input type="checkbox"/> Permanent Home Address																	

**Authorized Representative Information (if applicable) (Please write in BLOCK LETTERS):**

*(Note: Authorized Representatives must be armed with an SPA when transacting with Pag-IBIG Fund)*

<b>NAME OF AUTHORIZED REPRESENTATIVE</b> <i>Last Name      First Name      Name Extension (e.g. Jr., III)      Middle Name      Maiden Name</i>					<b>DATE OF BIRTH</b> <table border="1" style="width:100%; text-align: center;"> <tr> <td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td><td style="width: 20px;"> </td> </tr> <tr> <td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td> </tr> </table>										m	m	d	d	y	y	y	y
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<b>FORMER OWNER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Pag-IBIG MEMBER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>MARITAL STATUS</b> <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Widow/er <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated																
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**THIS PORTION IS FOR Pag-IBIG FUND USE ONLY**

<b>Reviewed by</b>	<b>Date</b>	<b>Remarks</b>
<b>Noted by Committee on Disposition of Acquired Assets</b>		

**SPECIAL POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:**

I/We \_\_\_\_\_, Filipino citizen/s, of legal age, single/married, with residence and postal address at \_\_\_\_\_ do hereby name, constitute, and appoint \_\_\_\_\_, of legal age, single/married, with residence and postal address at \_\_\_\_\_ to be my/our true and lawful Attorney-in-Fact, for me/us in my/our name, place and stead, to do and perform the following acts, to wit:

1. To participate, for and in my/our behalf, in a public auction of Pag-IBIG Fund Acquired Assets scheduled on \_\_\_\_\_ to be held at \_\_\_\_\_;
2. To make, sign and submit any documents which may be required by the Pag-IBIG Fund subject of my/our participation in public bidding and post-bid documentation thereafter if in case that my/our bid is declared as the winning bid;
3. To receive the Notice of Award issued by the Committee on Disposition of Acquired Assets of Pag-IBIG Fund once my/our bid offer is declared as the winning bid;
4. To receive my/our bidding documents, including the bidder's bond, from Committee on Disposition of Acquired Assets of Pag-IBIG Fund once my/our bid offer is declared as non-winning/ineligible bid; and
5. To perform other acts that the bidder is required to perform in relation to the said public auction of the Fund.

**HEREBY GIVING AND GRANTING** unto my/our said Attorney-in-Fact full power and authority to do and perform each and every act which may be necessary or convenient, in connection with any of the foregoing as fully to all intents and purposes as I/We might or could do, if personally present and acting in person, **HEREBY RATIFYING AND CONFIRMING** all that my said Attorney-in-Fact may also do or cause to be done under and by virtue of these presents.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at the Province/City of \_\_\_\_\_.

\_\_\_\_\_  
Attorney-in-Fact

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
No. \_\_\_\_\_

\_\_\_\_\_  
No. \_\_\_\_\_

Date of Issue \_\_\_\_\_

Date of Issue \_\_\_\_\_

Expiry Date \_\_\_\_\_

Expiry Date \_\_\_\_\_

With marital consent

\_\_\_\_\_

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENT**

**REPUBLIC OF THE PHILIPPINES)**  
**PROVINCE/CITY OF \_\_\_\_\_) S.S.**

**BEFORE ME**, a Notary Public for and in \_\_\_\_\_,  
province/city of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_,  
personally appeared the named-persons in this Special Power of Attorney (SPA), who  
have satisfactorily proven to me their identity through their identifying documents written  
below their names and signature, that they are the same persons who executed and  
voluntarily signed the foregoing SPA, duly signed by their instrumental witnesses at the  
spaces herein provided which they acknowledged before me as their free and voluntary  
act and deed.

The foregoing instrument which relates to a SPA consists of \_\_\_\_\_ (\_\_\_\_) pages  
including the page on which the acknowledgment is written, has been signed by the  
parties and instrumental witnesses on all pages thereof, in my presence, and sealed with  
my Notarial Seal.

**WITNESS MY HAND AND NOTARIAL SEAL.**

**NOTARY PUBLIC**

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.

<b>Rank</b>

## OFFER TO BID

\_\_\_\_\_ Date

To: **Pag-IBIG FUND COMMITTEE ON DISPOSITION OF ACQUIRED ASSETS**

Relative to your **“INVITATION TO BID”** on sale of acquired properties published in the newspaper/Pag-IBIG Fund website to be held on \_\_\_\_\_ at \_\_\_\_\_, I/We hereby submit my/our bid offer, subject to the terms and conditions stated in the Invitation to Bid and the Guidelines Implementing the Sale of Pag-IBIG Fund Acquired Assets Program:

1. Location of the Property: \_\_\_\_\_  
\_\_\_\_\_ Property Number: \_\_\_\_\_
2. Bid Offer: \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_)
3. Bid Bond (5% of Bid Offer): \_\_\_\_\_  
\_\_\_\_\_ (P \_\_\_\_\_)
4. Mode of Payment for the Remaining Balance of Bid Offer:
  - Cash (to pay within 30 days from signing of Deed of Conditional Sale)
  - Short-Term Installment (to pay within \_\_\_\_\_ months) (maximum of 12 months)

I/We certify that the information/statement indicated herein is to my/our knowledge, true, correct, complete and updated and I/We investigate and inspect the said property/ies before tendering this offer to bid. The signature appearing below is genuine. Further, I/We hereby agree of the following:

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- 6) That any notification posted on website and/or sent by Pag-IBIG Fund through email or SMS shall be sufficient compliance to the notification requirement and presumed to be deemed and received.

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\_\_\_\_\_  
SIGNATURE OF BIDDER  
OVER PRINTED NAME

\_\_\_\_\_  
SIGNATURE OF AUTHORIZED  
REPRESENTATIVE OVER PRINTED NAME  
(IF ANY)

\_\_\_\_\_  
DATE

**Company/Organization Information (Please write in BLOCK LETTERS):**

<b>NAME OF COMPANY/ORGANIZATION</b>		<b>DATE ESTABLISHED</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr> <td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td> </tr> <tr> <td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td><td> </td><td> </td> </tr> </table>											m	m	d	d	y	y	y	y		
m	m	d	d	y	y	y	y															
<b>TRADE NAME (IF ANY)</b>		<b>DATE OF INITIAL OPERATION</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> <tr> <td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td><td> </td><td> </td> </tr> </table>											m	m	d	d	y	y	y	y		
m	m	d	d	y	y	y	y															
<b>TYPE OF ORGANIZATION</b> <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Cooperative <input type="checkbox"/> Others <input type="checkbox"/> Partnership <input type="checkbox"/> Local Government Unit (LGU) <input type="checkbox"/> Association   _____		<b>CONTACT DETAILS</b> <i>(Indicate country code if abroad)</i> COUNTRY + AREA CODE TELEPHONE NO. <b>Cellphone No.</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
<b>NATURE OF BUSINESS</b>	<b>NO. OF YEARS IN BUSINESS</b>	<b>Telephone No.</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
<b>Pag-IBIG EMPLOYER NO.</b>	<b>TAX IDENTIFICATION NUMBER (TIN)</b>	<b>Email Address</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
<b>OFFICE ADDRESS</b> <i>Unit/Room No., Floor   Building Name   Lot No., Block No., Phase No. or House No.   Street Name</i> <hr/> <i>Subdivision   Barangay   Municipality/City   Province and State Country (if abroad)   ZIP Code</i>																						
<b>NAME OF KEY OFFICERS (Please attach separate sheet if necessary)</b>	<b>Pag-IBIG MID NUMBER/RTN</b>	<b>POSITION</b>																				
<b>NAME OF AFFILIATED COMPANIES &amp; RELATED BUSINESSES</b> (Please attach separate sheet if necessary)	<b>OFFICE ADDRESS</b>	<b>NATURE OF BUSINESS</b>																				

**Authorized Representative Information (Please write in BLOCK LETTERS):**

*(Note: Authorized Representatives must be armed with an SPA / Secretary's Certificate when transacting with Pag-IBIG Fund)*

<b>NAME OF AUTHORIZED REPRESENTATIVE</b> <i>Last Name   First Name   Name Extension (e.g. Jr., III)   Middle Name   Maiden Name</i>					<b>DATE OF BIRTH</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr> <td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td><td style="width:20px;"> </td> </tr> <tr> <td>m</td><td>m</td><td>d</td><td>d</td><td>y</td><td>y</td><td>y</td><td>y</td><td> </td><td> </td> </tr> </table>											m	m	d	d	y	y	y	y		
m	m	d	d	y	y	y	y																		
<b>FORMER OWNER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Pag-IBIG MEMBER</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>MARITAL STATUS</b> <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Widow/er <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated		<b>CITIZENSHIP</b>																				
<b>Pag-IBIG MID NUMBER/RTN</b>	<b>SSS/GSIS ID NO.</b>	<b>TAXPAYERS ID NO. (TIN)</b>		<b>COMMON REFERENCE NO. (CRN)</b>																					
<b>PERMANENT HOME ADDRESS</b> <i>Unit/Room No., Floor   Building Name   Lot No., Block No., Phase No. or House No.   Street Name</i> <hr/> <i>Subdivision   Barangay   Municipality/City   Province and State Country (if abroad)   ZIP Code</i>					<b>CONTACT DETAILS</b> <i>(Indicate country code if abroad)</i> COUNTRY + AREA CODE TELEPHONE NO. <b>Cellphone No.</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
<b>PRESENT HOME ADDRESS</b> <i>Unit/Room No., Floor   Building Name   Lot No., Block No., Phase No. or House No.   Street Name</i> <hr/> <i>Subdivision   Barangay   Municipality/City   Province and State Country (if abroad)   ZIP Code</i>					<b>Home Tel. No.</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
<b>EMPLOYER/BUSINESS NAME</b>					<b>Employer/Business Tel. No.</b> <table border="1" style="width:100%; text-align:center; font-size:small;"> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>																				
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<b>EMPLOYER/BUSINESS ADDRESS</b> <hr/> <i>Subdivision   Barangay   Municipality/City   Province and State Country (if abroad)   ZIP Code</i>					<b>PREFERRED MAILING ADDRESS</b> <input type="checkbox"/> Present Home Address <input type="checkbox"/> Employer/Business Address <input type="checkbox"/> Permanent Home Address																				

**THIS PORTION IS FOR Pag-IBIG FUND USE ONLY**

<b>Reviewed by</b>	<b>Date</b>	<b>Remarks</b>
Noted by Committee on Disposition of Acquired Assets		

## SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, Filipino, of legal age, with office address at \_\_\_\_\_, after being duly sworn in accordance with law, hereby depose and say:

1. That I am the duly elected Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under the laws of the Republic of the Philippines, with principal office address at \_\_\_\_\_.
2. That during the Regular/Special meeting of the Board of (Directors/Trustees) of the said corporation held on \_\_\_\_\_ at \_\_\_\_\_, at which a quorum was present, the following resolutions were adopted:

**RESOLUTION NO. \_\_\_\_\_**  
**Series of \_\_\_\_\_**

**“RESOLVED**, as it is hereby resolved, that the Corporation is hereby authorized to participate in a public auction of acquired assets of Pag-IBIG Fund, subject to such terms and conditions as may be provided by the Pag-IBIG Fund.

**“RESOLVED FURTHER**, that Mr./Ms. \_\_\_\_\_ is/are hereby authorized for and in behalf of the Corporation to do and perform the following acts, to wit:

“To execute, sign and deliver to the Pag-IBIG Fund any documents which may be required in participation of the Corporation in public bidding and post bid documentation thereafter in case the bid is declared as the winning bid;

“To receive the Notice of Award issued by the Committee on Disposition of Acquired Assets of Pag-IBIG Fund once the bid offer is declared as the winning bid;

“To receive bidding documents, including the bidder’s bond from Committee on Disposition of Acquired Assets of Pag-IBIG Fund once the bid offer is declared as non-winning/ineligible bid; and

“To perform other acts that the corporation is required to perform in relation to the said public auction of the Fund.

**“RESOLVED FINALLY**, that any and all acts of the above-named representative/attorney-in-fact concerning the above-referenced subject matter are hereby affirmed, confirmed and ratified by the Corporation for all legal intents and purposes.”



The foregoing resolutions are in full force and effect and have not been amended, suspended or revoked.

**IN WITNESS WHEREOF**, this Certificate has been signed this \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

**Corporate Secretary**

I.D. \_\_\_\_\_ No. \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Expiry Date: \_\_\_\_\_

**SUBSCRIBED AND SWORN TO** before me at \_\_\_\_\_  
on \_\_\_\_\_ affiant exhibited to me his/her Competent Evidence of Identity  
\_\_\_\_\_ No. \_\_\_\_\_ issued on \_\_\_\_\_, at  
\_\_\_\_\_, and is personally known to or identified by  
me to be the same person who executed the foregoing Secretary's Certificate and  
he/she further affirmed and made oath as to the said instrument.

**NOTARY PUBLIC**

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.