



## CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR PLAN OF PAYMENT FOR DELINQUENT HOUSING LOAN BORROWER

| REQUIRED DOCUMENTS  | WHERE TO SECURE   |
|---|---|
| <b>For Borrower/Co-Borrower</b>   |   |
| <p>1. Application for Plan of Payment (HQP-HLF-502) (1 original copy)</p> <p>2. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse and co-borrower and spouse (if applicable). Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO/Host Country)<br/>Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP)<br/>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/<br/>Department of Social Welfare and Development (DSWD)<br/>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
| <p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>   |   |

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| <p><b>For Representative</b></p> <ol style="list-style-type: none"> <li>Application for Plan of Payment (HQP-HLF-502) (1 original copy)</li> <li>Notarized Special Power of Attorney (SPA) of the borrower and spouse and co-borrower and spouse (1 original copy and 1 photocopy)</li> </ol> <p><u>For OFW Borrowers/Co-Borrowers</u></p> <ul style="list-style-type: none"> <li>✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy)</li> <li>✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <ol style="list-style-type: none"> <li>One (1) valid ID with signature (1 photocopy, back-to-back) of the representative, borrower and spouse, co-borrower and spouse (if applicable). Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (OWWA) ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> </ul> </li> </ol> | <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Branch/Person being Represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> <p>Department of Foreign Affairs (DFA)<br/>Land Transportation Office (LTO)<br/>Professional Regulation Commission (PRC)</p> <p>National Bureau of Investigation (NBI)</p> <p>Local Police Station<br/>Post Office<br/>Commission on Election (COMELEC)<br/>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)<br/>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)<br/>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)<br/>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> |

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