



MEMBER’S CHANGE OF INFORMATION FORM (MCIF)

Pag-IBIG MID No.

1

2

1

0

9

7

0

2

7

2

9

4

HOUSING ACCOUNT No. (if applicable)

INSTRUCTIONS

1. This form shall be accomplished in one (1) copy.

2. Accomplish the applicable portions to be changed/corrected only. Indicate N/A if not applicable.

3. Print in BLOCK/CAPITAL LETTERS.

4. Submit duly accomplished form together with required supporting documents to any Pag-IBIG Branch nearest you.

THE FOLLOWING ARE THE INFORMATION THAT MAY BE CHANGED/UPDATED:

1. Change of Membership Category

2. Change/Correction of Name

3. Correction of Date of Birth

4. Change of Marital Status

5. Change of Address/Contact Details

6. Change of Employment Details

7. Updating of Heirs

8. Other Updates

LAST NAME

FIRST NAME

NAME EXTENSION (e.g., Jr., II)

MIDDLE NAME

RODRIGUEZ,

MICHAEL JOHN

BELGERA

1. CHANGE OF MEMBERSHIP CATEGORY

FROM

TO

2. CHANGE/CORRECTION OF NAME (Last Name, First Name, Name Extension, Middle Name)

FROM

TO

3. CORRECTION OF DATE OF BIRTH

FROM (mm/dd/yyyy)

TO (mm/dd/yyyy)

4. CHANGE OF MARITAL STATUS

FROM

TO

☒ Single/Unmarried

☐ Married

☐ Annulled

☐ Widow/er

☐ Legally Separated

☐ Single/Unmarried

☒ Married

☐ Annulled

☐ Widow/er

☐ Legally Separated

FOR MARRIED WOMEN

☐ Use Husband's Surname

☐ Use Maiden Name – Husband's Surname

☐ Retain Maiden Name

SPOUSE (For Married Status)

Last Name

First Name

Name Extension

Middle Name

No Middle Name

RODRIGUEZ,

CZARINA

VARGAS

☐

5. CHANGE OF ADDRESS/CONTACT DETAILS (Please accomplish portions to be changed only)

PERMANENT HOME ADDRESS

Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision

Barangay Municipality/City Province/State/Country (if abroad) Zip Code

PRESENT HOME ADDRESS

Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision

Barangay Municipality/City Province/State/Country (if abroad) Zip Code

PREFERRED MAILING ADDRESS

☐ Present Home Address ☐ Permanent Home Address ☐ Employer/Business Address

(Indicate country code if abroad)

COUNTRY+AREA CODE TELEPHONE NUMBER

Home

Cell Phone

Business (Direct Line)

Business (Trunk Line)

Email Address

6. CHANGE OF EMPLOYMENT DETAILS

EMPLOYER/BUSINESS NAME

EMPLOYER/BUSINESS ADDRESS

Unit/Room No. Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision

Barangay Municipality/City Province/State/Country (if abroad) Zip Code

OCCUPATION

EMPLOYMENT STATUS

DATE EMPLOYED (Month, Year)

7. UPDATING OF HEIRS (Please use separate sheet, if necessary)

LAST NAME	FIRST NAME	NAME EXTENSION (e.g. Jr., II)	MIDDLE NAME	NO MIDDLE NAME (Check if applicable only)	RELATIONSHIP	DATE OF BIRTH (mm/dd/yyyy)	ADDITION/DELETION
RODRIGUEZ,	CZARINA		BELGERA	<input type="checkbox"/>	SPOUSE	01/27/1995	ADDITION
				<input type="checkbox"/>			

8. OTHERS (e.g. Correction of Place of Birth/Mother's Maiden Name/Sex) (Please use separate sheet, if necessary)

FROM

TO

CERTIFICATION

I hereby certify that the information given, and all statements made herein are true and correct. Likewise, I hereby authorize Pag-IBIG Fund to collect record, organize, update/modify, consult, use, consolidate, block, erase or destruct my personal data as part of my information. I hereby affirm my right to: (a) be informed; (b) object to processing, (c) access, (d) rectify, suspend or withdraw my personal data; (e) damages; and (f) data portability pursuant to the provision of R.A. No. 10173 (Data Privacy Act of 2012).

MICHAEL JOHN B. RODRIGUEZ

09-04-2024

Signature over Printed Name of Member

Date

THIS PORTION IS FOR Pag-IBIG USE ONLY

RECEIVED BY

DATE

APPROVED BY

DATE

CHECKLIST OF REQUIREMENTS

HQP-PFF-049  
(V10, 05/2023)

MEMBER	FILING THROUGH A REPRESENTATIVE
<div><div>A. <u>Change of Membership Category</u></div><div><div>▪ Member's Change of Information Form (MCIF, HQP-PFF-049) (1 Original)</div><div>▪ Valid ID acceptable to the Fund (1 Photocopy)</div></div></div> <div><div>B. <u>Change/Correction of Name</u></div><div><div>▪ For Change in name due to Marriage<div><div>- MCIF (1 Original)</div><div>- Marriage Certificate issued by Philippine Statistics Authority (PSA)/National Statistics Office (NSO) or Local Civil Registry Office (LCRO) (1 Photocopy)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div><div>▪ For Change in name (for reason other than Marriage)<div><div><u>Basic Requirements:</u></div><div><div>- MCIF (1 Original)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div></div><div><div><u>Additional Requirements (as applicable):</u></div><div><div>- Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</div><div>- Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy)</div></div></div></div></div> <div><div>C. <u>Correction of Date of Birth</u></div><div><div>▪ MCIF (1 Original)</div><div>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</div><div>▪ Valid ID acceptable to the Fund (1 Photocopy)</div></div></div> <div><div>D. <u>Change of Marital Status</u></div><div><div>▪ For Single to Married<div><div>- MCIF (1 Original)</div><div>- Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div><div>▪ <b>For Married to Legally Separated (if legally separated with previously reported spouse)</b><div><div>- MCIF (1 Original)</div><div>- Decree of Legal Separation (1 Photocopy)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div><div>▪ <b>For Married to Annulled</b><div><div><u>Basic Requirements:</u></div><div><div>- MCIF (1 Original)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div><div><div><u>Additional Requirements (as applicable):</u></div><div><div>- Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate, (if due to annulled or void marriage with previously reported spouse) (1 Photocopy)</div><div>- Certificate of Divorce (OCRG Form No. 102) (if due to the divorce of Muslim member with previously reported spouse) (1 Photocopy)</div></div></div><div>▪ For Married to Single (due to erroneous encoding)<div><div>- MCIF (1 Original)</div><div>- Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div><div>▪ For Married to Widowed<div><div>- MCIF (1 Original)</div><div>- Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy)</div><div>- Valid ID acceptable to the Fund (1 Photocopy)</div></div></div></div></div></div> <div><div>E. <u>Change of Address/Contact Details</u></div><div><div>▪ MCIF (1 Original)</div><div>▪ Valid ID acceptable to the Fund (1 Photocopy)</div></div></div> <div><div>F. <u>Change of Employment Details</u></div><div><div>▪ MCIF (1 Original)</div><div>▪ Valid ID acceptable to the Fund (1 Photocopy)</div></div></div> <div><div>G. <u>Updating of Heirs</u></div><div><div>▪ MCIF (1 Original)</div><div>▪ Valid ID acceptable to the Fund (1 Photocopy)</div></div></div> <div><div>H. <u>Correction of Place of Birth/Mother's Maiden Name/Sex (Due to erroneous encoding)</u></div><div><div>▪ MCIF (1 Original)</div><div>▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy)</div><div>▪ Valid ID acceptable to the Fund (1 Photocopy)</div></div></div>	<div><div>A. <u>Change of Membership Category</u></div><div><div>▪ Member's Change of Information Form (MCIF) (1 Original)</div><div>▪ Valid IDs of both parties (1 Photocopy)</div><div>▪ Authorization Letter (1 Original)</div></div></div> <div><div>B. <u>Change/Correction of Name</u></div><div><div>▪ For Change in name 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<div>NOTES:</div> <div><div>1. In all instances wherein photocopies are submitted, the original or certified true copy must be presented for authentication.</div><div>2. For documents (e.g. Birth Certificate, Marriage Certificate, Death Certificate, etc.) issued abroad the following shall be observed:<div><div>a. If the issuing country is a member of The Hague Apostille Convention, the documents must be apostilized by the concerned apostillization authority/officer.</div><div>b. If not, the said document/s should be duly certified by the Philippine Consulate General/Philippine Embassy in the country where the document was issued.</div></div></div></div>	