

## Inter-Office Memo

To : All Employees  
From : HR Department (Benefits)  
Re : Pag-IBIG Fund – Request for Member's Statement of Accumulated Value (MSAV)  
Date : August 13, 2025  
Ref# : HRD-BEN-25-08-206

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As part of the Pag-IBIG Fund's commitment to keeping its members informed about their benefits, they are offering members the opportunity to obtain a copy of their **Member's Statement of Accumulated Value (MSAV)** under the **Pag-IBIG I – Regular Savings Program**.

This initiative aims to promote transparency and awareness of the benefits you are entitled to, particularly regarding your Regular Savings.

For your reference, the MSAV will contain details of your accumulated savings and benefits as a Pag-IBIG member.

For those interested:

Fill out the **Request for MSAV Slip** (enclosed with this memo).

Scan the accomplished form together with a **photocopy of your valid ID**.

Email the scanned documents to **Ms. Kimberly Diwa** or **Ms. Sherra Ilar** – [guadalupe.me@pagibigfund.gov.ph](mailto:guadalupe.me@pagibigfund.gov.ph)

**Important note:**

Only properly filled-out Request Slips with valid ID copies will be acknowledged and processed by Pag-IBIG.

Best regards,

  
Andrea A. Suministrado  
HR Benefits

Noted by:

  
Mamerta F. Tagle  
HR Supervisor

## REQUEST SLIP

Date: \_\_\_\_\_

To: Pag-IBIG Fund

Dear **Pag-IBIG Fund**,

I would like to receive a copy of my **Pag-IBIG I Regular Savings – Member's Statement of Accumulated Value (MSAV)**.

For verification purposes, I am providing the following information:

Full Name: \_\_\_\_\_  
(including complete Middle Name)  
Pag-IBIG MID No. \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email \_\_\_\_\_

In compliance with the **Data Privacy Act of 2012**, I understand that my MSAV will only be released to me in person, via email provided above, or through my authorized representative upon presentation of the following:

1. Signed **Authorization Letter** (if applicable)
2. A photocopy of my Government-issued ID or Pag-IBIG Loyalty Card
3. A photocopy of my authorized representative's Government-issued ID or Pag-IBIG Loyalty Card (if applicable)

For purposes of this request, I have attached a photocopy of my Government-issued ID/Pag-IBIG Loyalty Card.

Preferred mode of receipt (please check one):

- ☐ Printed copy  
☐ Soft copy via email

Name: \_\_\_\_\_

Signature: \_\_\_\_\_