

Pag-ibig File Converter Guide

1. Fill out the necessary details.

Red annotations in the screenshot:

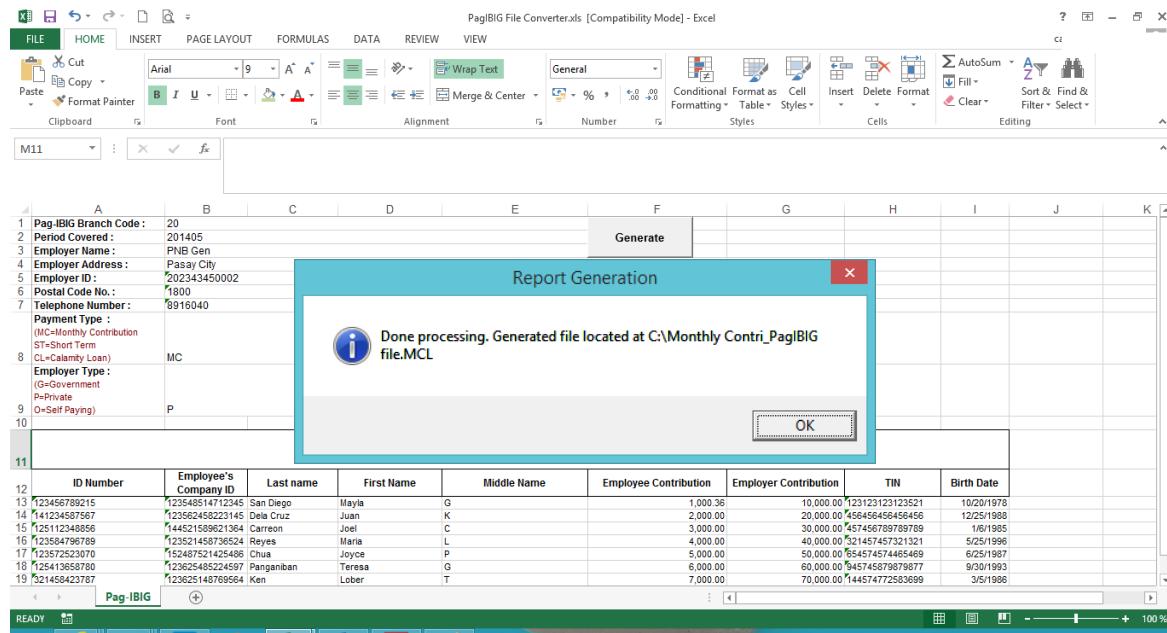
- Red arrow pointing to the 'Generate' button: "Your 2-digit Pag-ibig branch code"
- Red arrow pointing to the 'Employer ID' field: "YYYYMM" format
- Red arrow pointing to the 'Telephone Number' field: "Your 12-digit Pag-ibig employer ID number"
- Red arrow pointing to the 'Birth Date' field: "MM/DD/YYYY" format
- Red box around the 'Employee Details' table: "Employees' 12-digit Pag-ibig membership ID number
(for payment type M2, input valid 12-digit MP2 Account Number)"

Notes:

- Under Payment Type, you can choose MC (monthly contribution), ST (short term loan), CL (calamity loan) and M2 (Modified Pag-IBIG2). For payments for multi-purpose loan and salary loan, choose ST. On the other hand, housing loan amortizations are not accepted thru eGov. For loan payment, input the amounts in employee contribution column and zeroes in the employer contribution column.
- Ensure that valid 12-digit Pag-IBIG Membership ID number is inputted (for payment types MC, ST, CL) or valid 12-digit MP2 Account Number (for payment type M2)
- Data entered into the file converter should not include any special character (e.g. comma, hyphen, apostrophe)
- Under Period Covered, please ensure to indicate the current applicable month. This is the month immediately preceding the transmission month. E.g. if you are uploading this month of October (transmission month), the current applicable month you are making the Pag-ibig payment for would be September.

2. Click "Generate" button.

3. The following message box will appear. Click OK.



4. Locate the saved file. It is now ready to be uploaded in eGov.