

Pag-ibig File Converter Guide

1. Fill out the necessary details.

The screenshot shows the 'Pag-IBIG File Converter.xls' spreadsheet. Red arrows and text boxes provide instructions for filling out the form:

- Pag-IBIG Branch Code:** 20 (Annotation: "Your 2-digit Pag-ibig branch code")
- Period Covered:** 201405 (Annotation: "YYYYMM" format)
- Employer Name:** PNB Gen
- Employer Address:** Pasay City
- Employer ID:** 202343450002 (Annotation: "Your 12-digit Pag-ibig employer ID number")
- Postal Code No.:** 1800
- Telephone Number:** 8916040
- Payment Type:** MC (Annotation: "MM/DD/YYYY" format)
- Employee Type:** P (Annotation: "Employees' 12-digit Pag-ibig membership ID number (for payment type M2, input valid 12-digit MP2 Account Number)")

The **Employee Details** table is also shown:

ID Number	Employee's Company ID	Last name	First Name	Middle Name	Employee Contribution	Employer Contribution	TIN	Birth Date
123456789215	123548514712345	San Diego	Mayla	G	1,000.36	10,000.00	123123123123521	10/20/1978
14123456789	123562468221145	Dela Cruz	Juan	K	2,000.00	20,000.00	456456456456456	12/25/1988
126112348856	144521589621364	Carreon	Joel	C	3,000.00	30,000.00	457456789789789	1/6/1985
123584796789	123521458736524	Reyes	Maria	L	4,000.00	40,000.00	321457457321321	5/25/1996
123572523070	152487521425486	Chua	Joyce	P	5,000.00	50,000.00	654574574465469	6/25/1987
125413658780	123625485224597	Panganiban	Teresa	G	6,000.00	60,000.00	845745879879877	9/30/1993
321458423787	123625148789564	Ken	Lober	T	7,000.00	70,000.00	144574772583699	3/5/1986

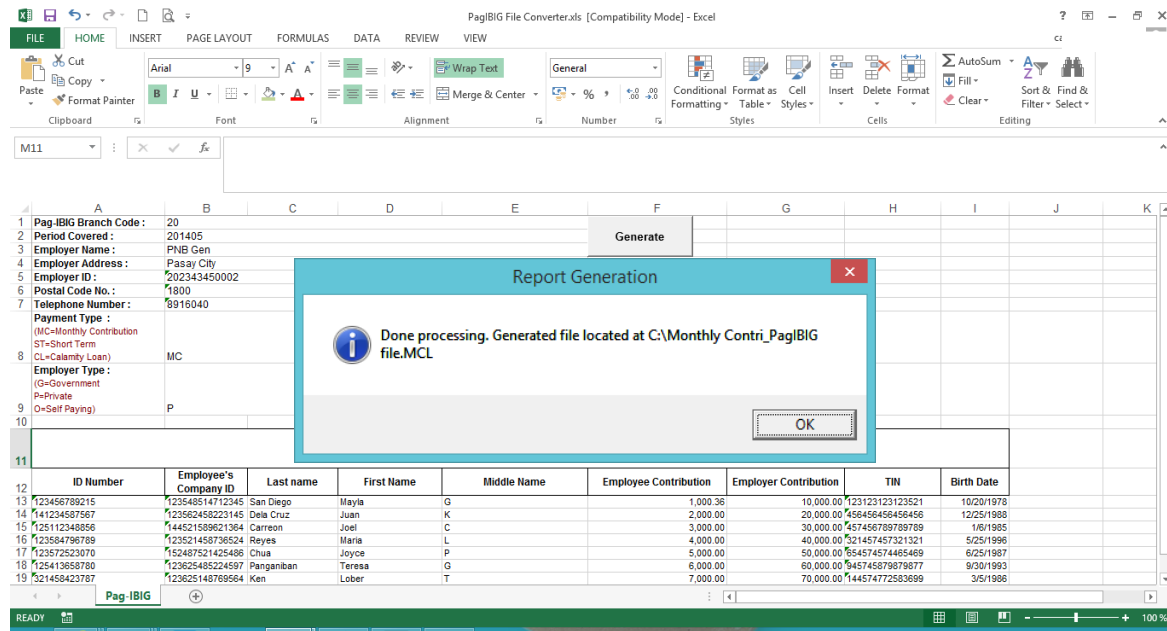
Notes:

- 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.

The screenshot shows the same spreadsheet as before, but with the **Generate** button in cell F6 highlighted by a red rectangle, indicating the next step in the process.

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



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