



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION ADVISORY NO. 40, 2025
September 03, 2025

REFUND DUE TO EXCESS/OVERPAYMENT OF PAG-IBIG FUND SHORT-TERM LOAN (STL) AMORTIZATION PAYMENT

Relative to the communication received from the Pag-IBIG Fund Western Mindanao last September 01, 2025 in reference to their Clean-Up of Book of Accounts Payable – Borrowers, the following employees of this Division are hereby advised to process their refund application due to excess/overpayment of Pag-IBIG Fund Short-Term Loan (STL) amortization payment at the Dipolog City branch as soon as possible, to wit:

- | | |
|--------------------------------------|---------------------------------|
| 1. Acoymo, Leah Bael | 27. Esmade, Marlyn Elcamel |
| 2. Adasa, Hazel Bulay-Og | 28. Estoque, Andrew Legados |
| 3. Adasa, Lindo Onganiza Jr | 29. Lagasca, Joy Ebgao |
| 4. Arances, May Love Mongcupa | 30. Luna, Leonora Gajetela |
| 5. Baes, Richie Geromo | 31. Madarieta, Elsa Galan |
| 6. Ballares, Blanca Mae Montederamos | 32. Magsayo, Lyra Balase |
| 7. Bantilan, Rosalita Lebores | 33. Morido, Nenette Lumantas |
| 8. Bongcawel, Perla Dagayloan | 34. Obnimaga, Mercedita Boligao |
| 9. Bongcawil, Floria Dagpin | 35. Panosa, Mildred Dabodabo |
| 10. Bulay-Og, Marimar Galleposo | 36. Perong, Jerry Maghanoy |
| 11. Cagbabanua, Joy Ico | 37. Racho, Jocelyn Jalapadan |
| 12. Calalang, Fe Quimiguing | 38. Realiza, Alma Rudas |
| 13. Calio, Jolly Flor Pioco | 39. Regañon, Estrella Amarille |
| 14. Campos, Marrylen Percoheles | 40. Revil, Mariejane Gahum |
| 15. Cayongcong, Erlina Eguia | 41. Robaro, Eldie Dagpin |
| 16. Dagpin, Hazel Bayron | 42. Ruiz, Patricia Dalman |
| 17. Daquipil, Maureen Cotingjo | 43. Saguin, Rola Obordo |
| 18. Dumasig, Chessel Bation | 44. Saldon, Riza Turno |
| 19. Eguia, Leonila Gallemitt | 45. Sodoso, Raquel Balladares |
| 20. Elcamel, Melissa Balladares | 46. Tagapan, Ronita Andilab |
| 21. Elumba, Judith Calasang | 47. Tan, Imelda Ferraren |
| 22. Elumbaring, Lyra Elim | 48. Tangcalagan, Jimmy Jugo |
| 23. Empeynado, Maria Joan Zason | |
| 24. Empeynado, Sheila Inding | |
| 25. Enjambre, Liberty Ligason | |
| 26. Escudero, Rosemarie Dalman | |



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Further, said employees are advised to fill out and submit to the Pag-IBIG Fund Dipolog City branch the Application for Refund Due to Excess/Overpayment of STL Amortization Payment Form as attached herein and a photocopy of two (2) valid government-issued identification cards.


JAY S. MONTEALTO, EdD, JD, CESO VI
Schools Division Superintendent





APPLICATION FOR REFUND DUE TO EXCESS/OVERPAYMENT OF STL AMORTIZATION PAYMENT

HQP-SLF-103
(V06. 06/2022)

(Branch)

INSTRUCTIONS

1. Type or print all entries in BLOCK or CAPITAL LETTERS.
2. Submit this form and one (1) valid ID (photocopy).

DATE

LAST NAME FIRST NAME NAME EXTENSION (e.g., Jr, II) MIDDLE NAME Pag-IBIG MID NO.

EMPLOYER/BUSINESS NAME

EMPLOYER/BUSINESS ADDRESS

ADDRESS AND CONTACT DETAILS

COMPLETE MAILING ADDRESS CELLPHONE NO. EMAIL ADDRESS

HOME TEL. NO.

BUSINESS TEL. NO.

MODE OF REFUND

- ☐ CREDIT TO DISBURSEMENT CARD ACCOUNT
☐ CREDIT TO LANDBANK PAYROLL ACCOUNT
☐ CHECK DISBURSEMENT
☐ OPERATIONAL REVOLVING FUND

DISBURSEMENT/PAYROLL
ACCOUNT NO.

NAME OF BANK

REASON FOR REFUND

- ☐ EXCESS/OVERPAYMENT
☐ OVER DEDUCTION
☐ OTHERS please specify.

SIGNATURE OF APPLICANT OVER PRINTED NAME

DATE

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

AMOUNT OF REFUND: P

RECEIVED BY

DATE

APPROVED/DISAPPROVED BY

DATE

IN CASE OF DISBURSEMENT THROUGH CHECK, THE FOLLOWING SHALL BE OBSERVED:

- MEMBER SHALL BE GIVEN SIXTY (60) DAYS FROM NOTIFICATION TO CLAIM THE CHECK. FAILURE TO DO SO, THE SAID EXCESS/OVERPAYMENT SHALL BE CREDITED TO THE MEMBER'S TOTAL ACCUMULATED VALUE (TAV).
- MEMBER WHO HAS CLAIMED HIS/HER TAV SHALL BE GIVEN SIX (6) MONTHS FROM NOTIFICATION TO CLAIM THE CHECK.



APPLICATION FOR REFUND DUE TO EXCESS/OVERPAYMENT OF STL AMORTIZATION PAYMENT

HQP-SLF-103
(V06. 06/2022)

(Branch)

INSTRUCTIONS

1. Type or print all entries in BLOCK or CAPITAL LETTERS.
2. Submit this form and one (1) valid ID (photocopy).

DATE

LAST NAME FIRST NAME NAME EXTENSION (e.g., Jr, II) MIDDLE NAME Pag-IBIG MID NO.

EMPLOYER/BUSINESS NAME

EMPLOYER/BUSINESS ADDRESS

ADDRESS AND CONTACT DETAILS

COMPLETE MAILING ADDRESS CELLPHONE NO. EMAIL ADDRESS

HOME TEL. NO.

BUSINESS TEL. NO.

MODE OF REFUND

- ☐ CREDIT TO DISBURSEMENT CARD ACCOUNT
☐ CREDIT TO LANDBANK PAYROLL ACCOUNT
☐ CHECK DISBURSEMENT
☐ OPERATIONAL REVOLVING FUND

DISBURSEMENT/PAYROLL
ACCOUNT NO.

NAME OF BANK

REASON FOR REFUND

- ☐ EXCESS/OVERPAYMENT
☐ OVER DEDUCTION
☐ OTHERS please specify.

SIGNATURE OF APPLICANT OVER PRINTED NAME

DATE

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

AMOUNT OF REFUND: P

RECEIVED BY

DATE

APPROVED/DISAPPROVED BY

DATE

IN CASE OF DISBURSEMENT THROUGH CHECK, THE FOLLOWING SHALL BE OBSERVED:

- MEMBER SHALL BE GIVEN SIXTY (60) DAYS FROM NOTIFICATION TO CLAIM THE CHECK. FAILURE TO DO SO, THE SAID EXCESS/OVERPAYMENT SHALL BE CREDITED TO THE MEMBER'S TOTAL ACCUMULATED VALUE (TAV).
- MEMBER WHO HAS CLAIMED HIS/HER TAV SHALL BE GIVEN SIX (6) MONTHS FROM NOTIFICATION TO CLAIM THE CHECK.