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MEMORANDUM CIRCULAR NO. ⁸⁵ _____
Series of 2025

TO: **All VSU Employees**

RE: **On-Site Pag-IBIG Fund Services and Loyalty Card Plus (LCP) ID Issuance**

FROM: 
PROSE IVY G. YEPES
University President

DATE: **March 18, 2025**

We are pleased to inform you that representatives from the **Pag-IBIG Fund – Ormoc Branch** will visit Visayas State University (VSU) once again on **March 20, 25, and 26, 2025**, to provide on-site services.

On **March 20, 2025**, they will set up a service desk to assist with membership registration, records verification, MP2 enrollment, loan applications, housing loan inquiries, and other Pag-IBIG services.

On **March 25-26, 2025**, they will process and issue **Pag-IBIG Loyalty Card Plus (LCP) IDs**, accommodating 60 applicants per day on a first-come, first-served basis.

For those applying for the LCP ID, please complete the **Members Change of Information Form (MCIF)** if any updates to your records are required. The MCIF form is attached for your convenience. Applicants are also required to submit a copy of a **valid ID, birth certificate, and/or marriage contract** as supporting documents. Kindly submit the completed form and supporting documents to Pag-IBIG personnel on **March 20, 2025**, to allow sufficient time for record updates before the ID issuance on **March 25-26, 2025**.

For inquiries, please contact HRMD at odahrd@vsu.edu.ph or call (053) 565-0600 local 1080.

Thank you for your attention and continued support.

OFFICE OF THE PRESIDENT

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