

#### PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard) 139 25<sup>th</sup> St., Port Area 1018 Manila

### ADVISORY #13-2021

To : All Newly Appointed CCGO and CCGNO

Subj: Process on Online Payroll Account Application

Date: 13 September 2021

- 1. This pertains to the opening of payroll account for the pay and allowances of the newly appointed Candidate Coast Guard Officers (CCGO) and Candidate Coast Guard Non Officers (CCGNO). Herewith is the step-by-step process on how to open the payroll account online.
- 2. CCGOs and CCGNOs must apply for the opening of payroll account through Land Bank of the Philippines (LBP) Digital Onboarding System (DOBS). Once the application has been acknowledged, proceed to CG Finance Service (for NCR-CL, CGLSC & CGWCEISC appointees) or Finance Service Unit (FSU) for HRMU Districts appointees and submit the following documents for the issuance of Letter of Introduction (LOI):
  - a) Printed LBP DOBS Application Acknowledgment Form;
  - b) **Duly signed order** or duly signed list of trainees/draftees (if order is not yet issued);
  - c) Photocopy of **TIN Identification Card** or Printed Confirmation E-mail from BIR indicating your TIN;
  - d) Photocopy of **PhilHealth Card** or PhilHealth Member Data Record (MDR) Form or Printed Confirmation E-mail indicating your PhilHealth Number; and
  - e) Photocopy of **PAG-IBIG Card** or PAG-IBIG Member Data Record (MDR) Form or Screenshot of SMS indicating your permanent PAG-IBIG MID Number.

#### 3. NOTE:

- <u>STEP 9</u> on the attached process varies as to the LBP Branch that will be provided by the CG Finance Service (for NCR-CL, CGLSC & CGWCEISC appointees) or FSU (for HRMU Districts appointees).
- Be informed that issuance of LOI will be on a *first come, first served basis* for those who will be referred to LBP South Harbor Branch only (LBP-South Harbor Branch can only accommodate 20 CCGO or CCGNO per banking day.
- Appointees at HRMU District will process at their respective LBP branches in coordination with their respective HRMUs and FSUs.
- 4. For information and reference.



# PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS (National Headquarters Philippine Coast Guard)

# ional Headquarters Philippine Coast Guard) COAST GUARD FINANCE SERVICE

139 25th Street, Port Area 1018 Manila



# PROCESS ON HOW TO OPEN PAYROLL ACCOUNT ONLINE

#### STEP 1: OPEN THE LANDBANK DIGITAL ONBOARDING SYSTEM (DOBS)

Using your smartphone or computer, go to the Landbank Digital Onboarding System through this URL: <a href="https://dobs.landbank.com/DOBS/home/applyNow">https://dobs.landbank.com/DOBS/home/applyNow</a>

On the landing page, click "Apply Now".



Go to LANDBANK Main Site www.landbank.com

Regulated by the Bangko Sentral ng Pilipinas (+632) 8-708-708; consumeraffairs@bsp.gov.ph Deposits are insured by PDIC up to P500,000 per depositor LAND BANK OF THE PHILIPPINES. Copyright@2018. All Rights Reserved.





This website works best with the latest versions of Mozilla Firefox, Google Chrome, Safari and Microsoft Edge

#### STEP 2: CHOOSE THE TYPE OF ACCOUNT TO OPEN

Click "I would like to open a Personal Account".

Read the Landbank Online Account Opening Terms and Conditions carefully. Scroll down to the bottom and click "I have read and understood the terms and conditions declared herein".

Then click "Proceed with Application".



**Digital Onboarding System (DOBS)** 

## WELCOME TO LANDBANK ONLINE ACCOUNT OPENING What type of account would you like to open? I would like to open a Personal Account I would like to open a Private Institutional Account I would like to open a Government Account Terms and Conditions LANDBANK Online Account Opening Terms and Conditions I. FEATURES 1. Accessibility a. The LANDBANK Online Account Opening is a facility granted by Land Bank of the Philippines ("LANDBANK"/ "the Bank"), which the client may avail for as long as it is offered and provided that the client continues to be qualified under its terms and conditions. b. While the Online Account Opening is available twenty-four (24) hours a day, seven (7) days a week, some or all of the services may not be available at certain times due to designated service periods, maintenance, computer, telecommunication, electrical or network failure and/or any other reasons beyond the control of the Bank. 2. LANDBANK Online Account Opening Security Policy a. At LANDBANK, the client is always assured that all information submitted are safe and secure. The LANDBANK Online I have read and understood the terms and conditions declared herein. Proceed with Application Cancel

#### STEP 3: ENTER YOUR PERSONAL ACCOUNT INFORMATION

Type in your account and personal information. Fields with asterisks are required.

- Account Sub-Type click "Individual"
- Product click "Deposit Account"
- Product Type click "ATM Savings Account-Payroll"

Solve the captcha code ("I'm not a robot") and click "Proceed with Application" when you're finished.



Note: You will receive a text message from LANDBANK informing that you have successfully initiated an Online Account Opening Application with Reference Number.

A page requiring detailed personal information will appear. Type in your personal information. Fields with asterisks are required. Click "Next" if you're finished.

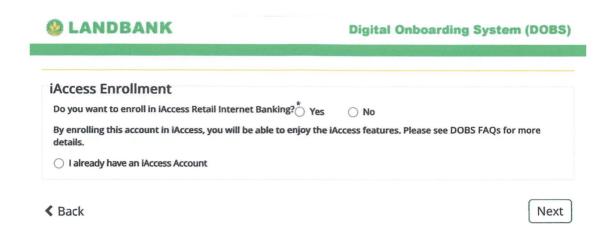


"Patriotic, Compassionate and God-fearing"

#### **STEP 4: IACCESS ENROLLMENT**

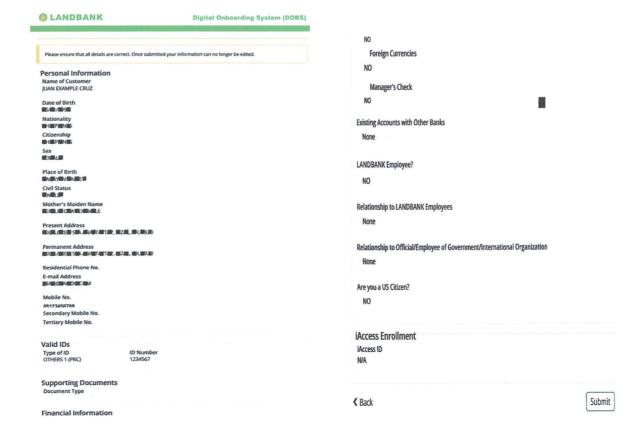
An iAccess Enrollment page will appear.

Click "I already have an iAccess Account" if you already have one. At your discretion, you may or may not enroll your account by clicking "Yes" or "No". If you are finished, click "Next".



#### **STEP 5: REVIEW YOUR INFORMATION**

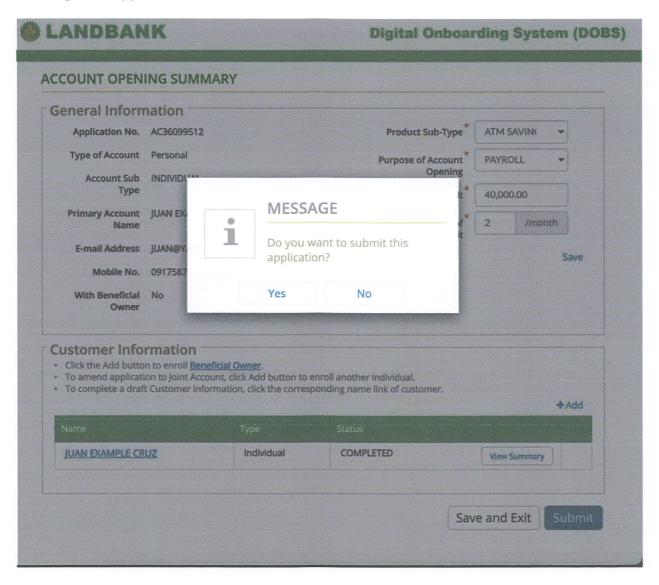
Carefully read and review your provided information. Scroll down to the bottom. If everything is correct and accurate, click "Submit." If you want to make any changes, click "Back".



#### **STEP 6: ACCOUNT OPENING SUMMARY**

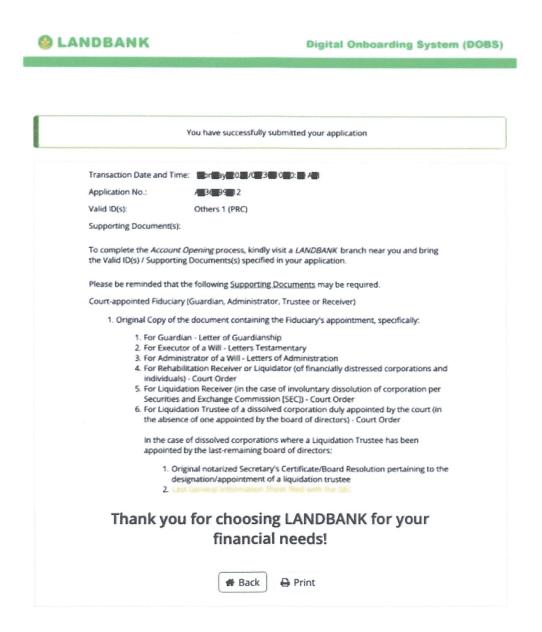
Read the General Information. Fields with asterisks are required.

For Purpose of Account Opening, click "Payroll". Click "Submit". A pop-up message will appear. Click "Yes".



#### STEP 7: APPLICATION ACKNOWLEDGEMENT

Print the Application Acknowledgement Form.



#### STEP 8: PROCEED TO COAST GUARD FINANCE SERVICE (CGFS)

Proceed to Coast Guard Finance Service (DCS for Human Resource Management, FC-1), and submit the following documents for the issuance of Letter of Introduction (LOI):

- a. Printed LBP DOBS Application Acknowledgement Form
- b. Duly signed order **or** duly signed list of trainees/draftees (if order is not yet issued). Highlight your name in the said order or list.

#### STEP 9: PROCEED TO LANDBANK SOUTH HARBOR BRANCH

To complete the Account Opening process, proceed to LBP South Harbor Branch and bring Valid ID(s), printed LBP DOBS Application Acknowledgement Form and LOI issued by Coast Guard Finance Service.

#### STEP 10: SUBMIT TO CGFS YOUR LBP ACCOUNT NUMBER

Once your payroll account has been opened, proceed to DCS for HRM (FC-1), Coast Guard Finance Service and submit a photocopy of the ATM card, if ATM card has already been issued. If not, a photocopy of the validated deposit slip.