



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th St., Port Area
1018 Manila

A D V I S O R Y # 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 & CGWCE/SC 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:

- **STEP 9** on the attached process varies as to the LBP Branch that will be provided by the CG Finance Service (*for NCR-CL, CGLSC & CGWCE/SC 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)
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: <https://dobs.landbank.com/DOBS/home/applyNow>

On the landing page, click “Apply Now”.

LANDBANK Digital Onboarding System (DOBS)

About Us Security Policy Data Privacy Statement FAQs Contact Us Branch Locator

ONLINE APPLICATION

Skip the long queues and apply for an account!

Save time with easier and more convenient online application.

Click below

Start opening a LANDBANK account

Apply Now Update your Account

Continue Draft

1 Fill out the online application form

2 Visit the branch with at least 1 valid ID and initial deposit to complete your application

Go to LANDBANK Main Site
www.landbank.com

Regulated by the Bangko Sentral ng Pilipinas
(*632) 8-708-708; consumeraffairs@bsp.gov.ph
Version: 2.0.28

Deposits are insured by PDIC up to P500,000 per depositor
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This website works best with the latest versions of Mozilla Firefox, Google Chrome, Safari and Microsoft Edge

“Patriotic, Compassionate and God-fearing”

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”**.



LANDBANK

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 Account Opening takes great measures to ensure that its security practices conform to the best banking standards and

☒ I have read and understood the terms and conditions declared herein.

Cancel

Proceed with Application


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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.

 **LANDBANK**

Digital Onboarding System (DOBS)

ONLINE ACCOUNT OPENING
ACCOUNT INFORMATION - PERSONAL

Account Sub-Type *
INDIVIDUAL

Product *
DEPOSIT ACCOUNT

Product Type *
ATM SAVINGS ACCOUNT - PAYROLL

Primary Account Name *
JUAN

EXAMPLE
CRUZ

NAME SUFFIX

Mobile No. *
09123456789

E-mail Address *
JUAN@YAHOO.COM

By providing your e-mail address, you may complete your application at a later time by clicking the Continue Draft button at the DOBS website.

☐ I'm not a robot

Cancel

Proceed with Application

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.

 **LANDBANK**

Digital Onboarding System (DOBS)

ONLINE ACCOUNT OPENING
INDIVIDUAL

Personal Information
Name of Customer *
JUAN
EXAMPLE
CRUZ
NAME SUFFIX
Date of Birth *
MMDDYYYY
Nationality *
SELECT COUNTRY
Citizenship *
SELECT COUNTRY
Sex *
SELECT SEX
Place of Birth *
Civil Status *
SELECT CIVIL STATUS
Mother's Maiden Name *
FIRST NAME MIDDLE NAME LAST NAME
Present Address
No. / Street *
NO. / STREET
Subd./Brgy./Dist *
SUBD./BRGY./DIST1
Subd./Brgy./Dist2
SUBD./BRGY./DIST2

Employment Information
Employer's Name *
PHILIPPINE COAST GUARD
Nature of Business *
PUBLIC ADMINISTRATIVE AND DEFENSE, COMPULSORY ...
Employer's Address
Address Line *
139 25TH ST PORT AREA MANILA
Province *
METRO MANILA
Country *
PHILIPPINES
Job Title
Employment Date
MMDDYYYY
Phone/Fax No.
NUMBER

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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**".



Digital Onboarding System (DOBS)

iAccess Enrollment

Do you want to enroll in iAccess Retail Internet Banking? ☒ Yes ☐ No

By enrolling this account in iAccess, you will be able to enjoy the iAccess features. Please see DOBS FAQs for more details.

☐ I already have an iAccess Account

◀ Back

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**".



Digital Onboarding System (DOBS)

Please ensure that all details are correct. Once submitted your information can no longer be edited.

Personal Information

Name of Customer
JUAN EXAMPLE CRUZ

Date of Birth

Nationality

Citizenship

Sex

Place of Birth

Civil Status

Mother's Maiden Name

Present Address

Permanent Address

Residential Phone No.

E-mail Address

Mobile No.

Secondary Mobile No.

Tertiary Mobile No.

Valid IDs

Type of ID
OTHERS 1 (PRC)

ID Number
1234567

Supporting Documents

Document Type

Financial Information

NO

Foreign Currencies

NO

Manager's Check

NO

Existing Accounts with Other Banks

None

LANDBANK Employee?

NO

Relationship to LANDBANK Employees

None

Relationship to Official/Employee of Government/International Organization

None

Are you a US Citizen?

NO

iAccess Enrollment

iAccess ID

N/A

◀ Back

Submit ▶

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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"**.

LANDBANK Digital Onboarding System (DOBS)

ACCOUNT OPENING SUMMARY

General Information

Application No.	AC36099512	Product Sub-Type*	ATM SAVIN
Type of Account	Personal	Purpose of Account Opening*	PAYROLL
Account Sub-Type	INDIVIDUAL		40,000.00
Primary Account Name	JUAN EX		2 /month
E-mail Address	JUAN@Y		
Mobile No.	0917587		
With Beneficial Owner	No		

Customer Information

- Click the Add button to enroll [Beneficial Owner](#).
- To amend application to Joint Account, click Add button to enroll another Individual.
- To complete a draft Customer Information, click the corresponding name link of customer.

Name

Type

Status

[JUAN EXAMPLE CRUZ](#)

Individual

COMPLETED

View Summary

Save and Exit

Submit

STEP 7: APPLICATION ACKNOWLEDGEMENT

Print the Application Acknowledgement Form.



Digital Onboarding System (DOBS)

You have successfully submitted your application

Transaction Date and Time: 08/03/2020 10:00 AM

Application No.: A3492

Valid ID(s): Others 1 (PRC)

Supporting Document(s):

To complete the *Account Opening* process, kindly visit a *LANDBANK* branch near you and bring the Valid ID(s) / Supporting Documents(s) specified in your application.

Please be reminded that the following Supporting Documents may be required.

Court-appointed Fiduciary (Guardian, Administrator, Trustee or Receiver)

1. Original Copy of the document containing the Fiduciary's appointment, specifically:

1. For Guardian - Letter of Guardianship
2. For Executor of a Will - Letters Testamentary
3. For Administrator of a Will - Letters of Administration
4. For Rehabilitation Receiver or Liquidator (of financially distressed corporations and individuals) - Court Order
5. For Liquidation Receiver (in the case of involuntary dissolution of corporation per Securities and Exchange Commission [SEC]) - Court Order
6. For Liquidation Trustee of a dissolved corporation duly appointed by the court (in the absence of one appointed by the board of directors) - Court Order

in the case of dissolved corporations where a Liquidation Trustee has been appointed by the last-remaining board of directors:

1. Original notarized Secretary's Certificate/Board Resolution pertaining to the designation/appointment of a liquidation trustee
2. Last General Information Sheet filed with the SEC

Thank you for choosing LANDBANK for your financial needs!

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Print

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.

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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.