



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

September 8, 2022

DIVISION MEMORANDUM
No. 334, s. 2022

ISSUANCE OF NEW DEPED IDENTIFICATION CARD

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Public Elementary and Secondary School Heads
Teaching and Non-teaching Personnel
All Others Concerned

1. In line with DepEd Order No. 31, s. 2019 titled The Department of Education Service Marks and Visual Identity Manual which sets visual standard in all communications, presentations, learning resources, advocacy materials, citations and documentations and all other official collaterals, this Office hereby issues guidelines in the usage and reproduction of the New DepEd Employees Identification Cards.
2. As prescribed in the manual, Ids are color coded. Blue for the third level positions appointed by the President, Red for chiefs and other plantilla or regular items and Yellow for contract of service and consultants.
3. The DepEd ID shall be vertical. In front of the card, the DepEd seal and logo, name and photo of employee, employee number and position shall be place. At the back of the card, the employee's name and signature, address and contact details of the Division Office, name and signature of the Schools Division Superintendent and the statement, "In case of emergency, please contact..." are written.
4. In the space provided for "Other Information", the following data shall be printed:
 - a. Blood Type
 - b. Birthday
5. In taking Id pictures, employees shall wear appropriate attire:
 - a. Teaching Personnel (Monday or Wednesday Uniform)
 - b. Non-Teaching Personnel (Monday or Wednesday Uniform)



Address: Dampas District, Tagbilaran City, Bohol
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Email Address: tagbilarancity.division@deped.gov.ph

6. The Division Office shall facilitate the reproduction of the DepEd Identification Card and with a printing fee of Php 100. For Division Office Personnel, it will be charged to the division MOOE. On the other hand, for Teachers and Non-Teaching Personnel assigned in schools, the printing fee will be charged to their corresponding School MOOE.
7. Any employee who alters a photo ID card or who allows any card issued in his or her name to be used by any other person is subject to disciplinary action.
8. In case of loss of ID, the said loss shall be reported to the Division Office. For the issuance of a new ID, following documentary requirements shall be submitted to the Division Office:
 - a. Affidavit of Loss duly notarized stating the date and circumstances of loss.
 - b. Endorsement letter by the School Head/Division Head/Section Head with a request for issuance of a new ID with a printing fee of Php100 at Personnel's personal expense.
9. Only the Division Office is authorized to issue the said Identification Card.
10. Immediate dissemination of this Memorandum is desired.



JOSEPH IRWIN A. LAGURA PhD
Schools Division Superintendent

