



Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Division MEMORANDUM
No. 03, 2020

6 JAN 2020

NEW DIVISION EMPLOYEES IDENTIFICATION CARD

To: Chiefs of Functional Divisions (CID & SGOD)
Education Program Supervisors
Public Schools District Supervisors
SDO Section Heads
Public Elementary and Secondary Schools Heads
All Teaching and Non-teaching Personnel
This Division



1. With the assumption in the office of the undersigned as the new Schools Division Superintendent of Surigao City Division and the issuance of DepEd Order No. 31, s. 2019 entitled "**The Department of Education Service Marks and Visual Identity Manual**" (DSMVIM), this division is hereby informed that there will be a data gathering for all of its employees for the new DepEd ID.
2. DepEd ID shall consist of **two cards** for each employee, one card with the size of A6 shall be visibly worn during work/office hours and the other card with the size of an Automated Teller Machine (ATM) card shall be used for official transactions.
3. For the whole Department, blue is for the third level positions appointed by the President of the Philippines; red is for the chiefs and other plantilla positions or regular items; and yellow is for the contracts-of-service and consultants.
4. The **Division ICT Services Section** shall facilitate the collection of data from the division personnel while **District and School ICT Coordinators** shall facilitate the collection and submission of data, picture and signature from the district and school personnel using the templates that can be downloaded at bit.ly/depedsclidtemplates, on or before January 31, 2020 to the Division ICT Services Section.
5. The following are the **guidelines** that should be followed when taking picture of an employee:
 - a. Attire must be Monday - National Uniform. For Medical and Dental Staff, please wear your appropriate profession's uniform.
 - b. The picture should be in half-body, white background and for women, hair should be at the back with both ears visible (except for Muslim women wearing hijab).
 - c. Wearing of eyeglasses is not allowed during picture taking.
 - d. Women should wear light make-up and simple accessories only.
6. The **fund** that will be used on the DepEd ID card production of Division Office Personnel shall be charged to **Division MOOE** while for School Personnel, it shall be charged to **School MOOE**.
7. Immediate and wide dissemination of the contents of this Memorandum to all concerned is desired.


DR. KAREN L. GALANIDA, CESO VI
Schools Division Superintendent



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