



Republic of the Philippines  
**Department of Education**  
**Schools Division Office of Benguet**

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**DIVISION MEMORANDUM NO. 106 s.2020**

Name of Office:  
ICTU-OSDS-SDS

May 22, 2020

**Policies and Guidelines on the Crafting of District/School Personnel Identification Cards**

To: Assistant Schools Division Superintendent  
SGOD and CID Chiefs  
All SDO Unit Heads  
All School Heads  
All SDO Benguet employees  
All Others Concerned

MAY 28 2020

1. In compliance to Republic Act No. 9485 or the Anti-Red Tape Act (ARTA) of 2007 and DepEd Order No. 31, s. 2019, the School Division of BENGUET hereby initiates the policies and guidelines to District and Public Schools in their creation of their official district/school Identification Cards (CSC required and DepED required) for their personnel.

2. There will be two classification of IDs to be crafted by the District/School. Furthermore, the School Head shall be held responsible in securing all Personal information data of each of their employee needed in crafting their IDs in accordance to Republic Act 10173 or the Data Privacy Act of 2012.

3. The ID classification and policies are as follows:

a. CSC Required ID

- Size: 3.5" x 6"
- Should be printed back to back
- Can be issued to permanent, Job Order, Contract of Service employees
- SDO template will be provided
- Can be edited minimally in accordance to District/School mandates
- Always to be worn while on duty
- Crafted per School Year

b. DepEd ID

- Size: 2<sup>1</sup>/<sub>8</sub>" x 3<sup>7</sup>/<sub>8</sub>"
- Will be issued ONLY to permanent DepEd employees
- Template will be provided
- Must strictly abide by DepEd Order 31, s. 2019 guidelines
- Will used for official transactions
- 3-years validity

4. The SDO will be responsible for the issuance of the Big IDs for School Heads and School Nurses only while the rest will be crafted by the School. Learners IDs shall be designed by the School on their preferred size and design.



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5. The guidelines in crafting the IDs are as follows:  
 a. BIG ID (FRONT & BACK)

**NOTE TO CONSIDER:**

- For the Authorized Signature

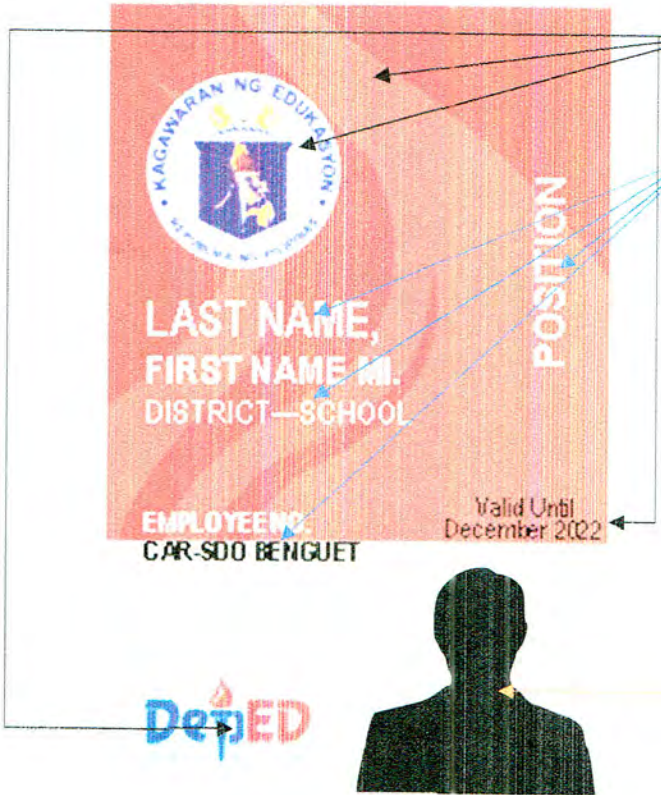
#	PERSONNEL	SIGNATORY
1	Bookkeepers of cluster of schools with official station in a certain school	School Head of Official Station
2	ALS Teachers	
3	Teacher In-charge	Cluster Head
4	Teaching & non-teaching school-based personnel	School Head/TIC

- To be printed as Front and Back of the ID





b. DepEd ID aka Wallet size ID  
 FRONT

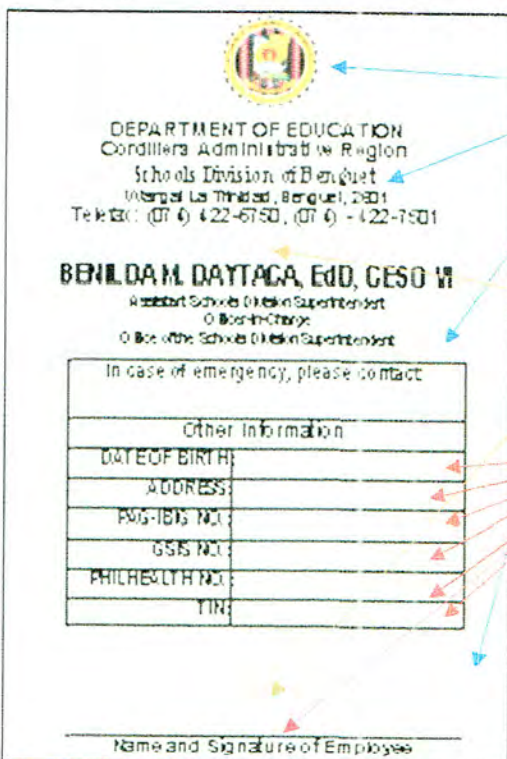


NO EDITING TO BE MADE AT ALL COST (design is aligned to DO No. 31, s. 2019)

INPUT all necessary DATA limit your editions only when needed

Latest ID picture should be in Passport Size in either DepEd Uniform or in DepEd Colors. No hats, No caps, No Bonnets, No shades, No eyeglasses and No face mask

BACK



NO EDITING TO BE MADE ON ITS DESIGN AT ALL COST

SECURE ALL Electronic SIGNATURE: SHOULD NOT BE USED FOR ANY KIND OF TRANSACTION BUT TO THIS PURPOSE ONLY

Input all correct and necessary information. NOTE: all data collected here must be kept secure at all cost in accordance to the Data Privacy Act of 2012






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6. The schools can download the ID template at the link [bit.ly/SDOBenguetID2021](https://bit.ly/SDOBenguetID2021). Schools or personnel concerned must first log to their DepEd Email before accessing the link as a security measure.
7. Lastly, school heads must adhere to all provision stated in the Data Privacy Act of 2020 for the security of personal information and electronic signatures of all their school personnel
8. For information, guidance and compliance.

  
**BENILDA M. DAYTCA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-charge  
Office of the Schools Division Superintendent

