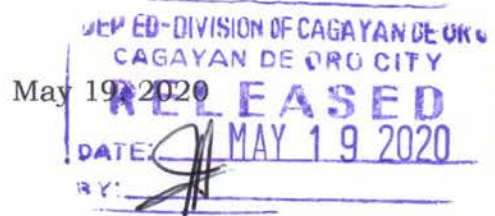




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY

**Office of the Schools Division Superintendent**

Division Memorandum  
No. 251 s. 2020



**New DepEd Identification Cards**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
Teaching and Non-teaching Personnel  
All Other Concerned  
This Division

1. In line with DepEd Order No. 31, s. 2019 *re: The Department of Education Service Marks and Visual Identity Manual* which sets the 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. There shall be two (2) DepEd IDs; 1 ATM size and 1 CSC prescribed ID.
4. The ATM size 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 placed. 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.
5. In the space provided for "Other Information", the following data shall be printed:
  - a. Home Address
  - b. Birthday
  - c. TIN
  - d. GSIS
  - e. Pag-ibig No.
  - f. PhilHealth No.
  - g. PRC License No.
  - h. Blood Type

6. In taking ID pictures, employees shall wear appropriate attire. Photos shall be in black and white.
7. The CSC prescribed ID shall be back-to-back and 5" x 3.5" in size. Design shall be the same with the **front** of the ATM size ID.
8. School Heads shall facilitate the reproduction of both the ATM size and CSC prescribed ID cards (with lanyard) for their respective schools. Distribution of IDs shall not be later than **August 24, 2020**.
9. Expenses for the reproduction of ID cards for Division Office personnel shall be charged against Division MOOE while for school personnel, it shall be charged against School MOOE, subject to the usual accounting and auditing rules and regulations.
10. To ensure card authenticity and to reduce the chances of fraudulent reproduction of ID cards, email the Planning & Research Unit at **planning.depedcdo@gmail.com** for the ID card templates.
11. 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.
12. Immediate and wide dissemination of this memorandum is desired.


  
**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent



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**Address:** Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City  
**Telephone:** (08822)-8550048  
**Email:** [cagayandeoro.city@depd.gov.ph](mailto:cagayandeoro.city@depd.gov.ph)


**FRONT**

  
**SURNAME,  
FIRSTNAME**  
OFFICE/SCHOOL NAME  
**POSITION**


EMPLOYEE NO. XXXXXXXX

REGION X  
DIVISION OF CAGAYAN DE ORO

PHOTO




RED for permanent teaching and non-teaching permanent item holders

  
**SURNAME,  
FIRSTNAME**  
OFFICE/NAME OF SCHOOL  
**POSITION**

ID NO. 000-0000

REGION X  
DIVISION OF CAGAYAN DE ORO CITY

PHOTO



YELLOW for contracts-of-service and consultants

**BACK**

**DEPARTMENT OF EDUCATION**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY  
Fr. William Masterson Avenue, Balulang, Cagayan de Oro City  
[www.depedcdo.net](http://www.depedcdo.net)

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent

In case of emergency, please contact:  
Name of Person #09XX-XXX-XXXX

**Other Information:**

Home Address:

Birthday:

TIN:

GSIS:

Pagibig No.:

PhilHealth No.:

PRC License No.:

Blood type:

\_\_\_\_\_  
Name and Signature of Employee