



DIVISION MEMORANDUM

No. 72, s. 2017

TO : Public Secondary and Elementary Schools Personnel
This Division

FROM : **LEONARDO M. BALALA, CESE**
OIC-Schools Division Superintendent

SUBJECT : **IMPLEMENTATION OF NEW DEPED IDENTIFICATION CARD**

DATE : July 25, 2017

1. In view of the designation of the undersigned as OIC-Schools Division Superintendent of the City Schools Division of Tacurong effective June 30, 2017, all personnel under this division shall secure their new **IDENTIFICATION (ID) CARD** bearing the name and signature of the undersigned.
2. To ensure uniformity in design and correctness of data, and to prevent possible counterfeits, there will be one official and authorized ID provider for all personnel of the City Schools Division of Tacurong which is the **Q-Works and Arts Design**. It is located at Lapu-lapu Street, Poblacion, Tacurong City beside Foodstuff and in front of Nuestra Señora dela Candelaria Parish Church.
3. The following are the steps in securing your NEW IDENTIFICATION CARD:
 - a. **Step 1:** Secure an ID Information Sheet available in HRM Office. A signature is necessary from the HR Personnel in order to proceed to the ID provider.

Note: ID Number (new ID number is provided by the HRMI System) will now be provided by the HR Personnel. Q-Works will not accept missing information from your ID Information Sheet.
 - b. **Step 2:** Prerequisites of step 1 should have been complied. Proceed to Q-Works and present your **complete ID Information Sheet** together with your payment of Php 100.00.
 - c. **Step 3:** Have your ID picture taken and wait for the release date of your ID.
4. Any concern and question regarding the above mentioned procedures shall be addressed to the Administrative Officer V or the Human Resource Management Officer.
5. Immediate dissemination of this Memorandum is desired.


LEONARDO M. BALALA, CESE
OIC-Schools Division Superintendent