



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

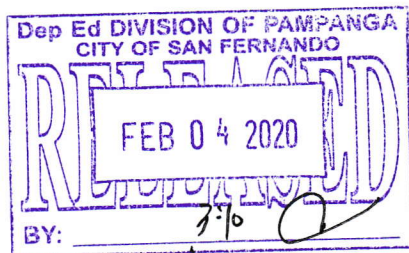
January 24, 2020

DIVISION MEMORANDUM  
NO. 70, s. 2020

**WEARING OF IDENTIFICATION CARDS**

TO : CID and SGOD Chiefs, Public Elementary and Secondary School Heads, Unit Heads and All concerned

1. This Office reiterates the important provisions relative to wearing of Identification Card during working hours and its official template, to wit:
  - a. Section 8 (f) of Republic Act No. 9845 (ARTA) states that "All employees transacting with the public shall be provided with an official identification card which should be visibly worn during office hours.
  - b. Section 4, Rule VI of CSC MC No. 12 s. 2008 re: RA No. 9485 (ARTA) and its IRR stipulate that "Information on the identification card should be easy to read, such that the officials and employees concerned can be identified by the clients; and
  - c. Deped Order No. 31 s. 2019 or the The Department of Education Service Marks and Visual Identity manual prescribing the official template for the Identification Card.
2. In view of the above, all school personnel are mandated to have Identification Cards; the ATM size ID and an enlarged ID 5x3.5 inches not later than February 28, 2020.
3. Cost of 5x3.5 inches ID with lace should not exceed P100.00 and the ATM size ID should not exceed P50.00 chargeable to School MOOE subject to usual accounting, auditing rules and regulations.
4. Wide dissemination of the contents of this memorandum is requested.



  
**ZENIA G. MOSTOLES EdD, CESO V**  
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