



October 28, 2016

TO: Assistant Schools Division Superintendent
SGOD/CID Chief, Education Program Supervisors
Coordinators, Public Schools District Supervisors
Elementary & Secondary School Heads/Principals
and other concerned


FROM: ARNULFO M. BALANE, CESOV
Schools Division Superintendent

ADDENDUM TO DM No. 215 GUIDELINES ON THE IMPLEMENTATION OF DEPED-CAMARINES SUR UNIFIED IDENTIFICATION CARD (UNID)

We are on the process of encoding the information in the application of Official Unified Identification Card (UNID) but due to the large number of teaching and non-teaching personnel in the Division of Camarines Sur, we have encountered problem with regards to the encoding.

In connection to the ongoing submission of application for UNIFIED Identification for Teachers and Non-Teaching personnel, we will be implementing new guideline for immediate processing of the said identification card.

Starting November 4, 2016, the school heads/principals shall submit to the Supply Office the compiled soft copy (CD) of application form (in excel) together with picture (save in jpeg) by following format below:

Name	Designation	School	District	Emp. No.	Station Code	Tin No.	GSIS No.	PHIL. No.	Contact No.	B-day	Height	Weight	Blood Type	Contact Person	Address	Picture
------	-------------	--------	----------	----------	--------------	---------	----------	-----------	-------------	-------	--------	--------	------------	----------------	---------	---------

In addition, please refer to the following flow of submission of accomplished data/forms relative to the UNID;

1. Request (OP) Order of Payment from Accounting Section.
2. Proceed to the Cashier Section for the Payment of UNID, amounting to P25.00 pesos per Identification Card.
3. After payment Submit to the Property & Supply Section the CD with accomplished data of UNID and attached Xerox copy of Official Receipt issued by the Cashier.

For your information and strict compliance.