



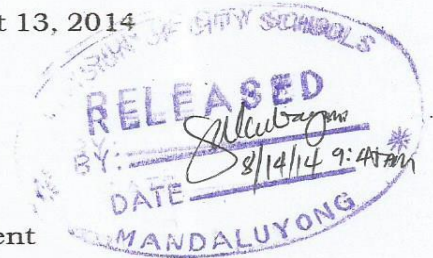
Republic of the Philippines  
Department of Education  
National Capital Region  
**DIVISION OF CITY SCHOOLS**  
City of Mandaluyong

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August 13, 2014

**TEACHERS' IDENTIFICATION CARD (ID)**



**MEMORANDUM TO:** Assistant Schools Division Superintendent  
Education/District Supervisors  
Principals, Public Elementary and Secondary Schools  
Administrative Officer V

Due to the importance of Identification Cards (IDs) in official transactions of newly hired teachers in different schools in our Division, the school heads are hereby advised to take action of providing Identification Card (ID) to the newly hired teachers under their jurisdiction from School Year 2013-2014 up to this date. Expenses can be charged to local school funds/School MOOE subject to availability of funds and existing accounting and auditing rules and regulations. However, for those schools which have limited funds, said ID can be charged to the concerned teacher with a minimal price of not more than ₱60.00.

The above-mentioned ID is ***for teachers only*** especially for those newly hired teachers from School Year 2013-2014 up to this date who do not yet have an ID. Schools can make a format of ID of their own ***duly signed by the Principal***.

For information and strict compliance.

  
**EVANGELINE P. LADINES, CESO VI**  
Schools Division Superintendent