



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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MEMORANDUM




**TO: ALL CITY PAID EMPLOYEES OF SCHOOLS DIVISION
OFFICE – MARIKINA CITY**

SUBJECT: CSC MC NO. 02, S. 2018

DATE: April 17, 2018

Please see attached Memorandum No. 18-005 dated April 05, 2018, signed by the City Personnel Officer, Janet S. Obispo, content of which is self-explanatory.

Immediate and wide dissemination of this memorandum is desired.


SHERYLL V. GAYOLA

Office-In-Charge
Office of the Schools Division Superintendent



Republic of the Philippines
CITY OF MARIKINA
 CITY PERSONNEL OFFICE

DIVISION OF CITY SCHOOLS
 MARIKINA

05 April 2018

MEMORANDUM CIRCULAR
 NO. 18-005

RECEIVED
10 APR 2018
 RECORDS UNIT

FOR : All City Officials and Employees

SUBJECT : CSC MC No. 02, s. 2018

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For the information and guidance of all city officials and employees, attached is a copy of the Memorandum Circular No. 02, s. 2018 issued by the Civil Service Commission re: **Unified List of Accepted I.D. Cards and Acceptance of Expired I.D. Cards for Civil Service Examinations, Grant of Eligibility under Special Laws and CSC Issuances and Certification/Authentication of Eligibility**, content of which is self-explanatory.

All heads of department/office/division shall be responsible for the proper dissemination of this memo to all employees under their jurisdiction.

BY AUTHORITY OF THE MAYOR:


 JANET S. OBISPO
 City Personnel Officer

LUNGSOD NG MAY MABUTING UGALI
(CITY OF GOOD CONDUCT)

STA. ELENA, MARIKINA CITY METRO MANILA, PHIL. 1800 TEL. NOS.: 646-2360 TO 65 LOCAL 205; TELEFAX: 646-0365
 Email Address: www.marikina.gov.ph

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT, LOCAL GOVERNMENT UNITS, GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS WITH ORIGINAL CHARTERS AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Unified List of Accepted I.D. Cards and Acceptance of Expired I.D. Cards for Civil Service Examinations, Grant of Eligibility Under Special Laws and CSC Issuances, and Certification/Authentication of Eligibility

Based on CSC Resolution No. 1800124 promulgated on January 31, 2018, the unified list of accepted I.D. cards for transactions involving civil service examinations, grant of eligibility under special laws and CSC issuances, and certification/authentication of eligibility shall include the following:

1. Driver's License/Temporary Driver's License (LTO O.R. must be presented together with old Driver's License, O.R. alone is not allowed)/Student Driver's Permit;
2. Passport;
3. PRC License;
4. SSS I.D.;
5. GSIS I.D. (UMID);
6. Voter's I.D./Voter's Certification;
7. BIR/Taxpayer's I.D. (ATM type/TIN card type with picture);
8. PhilHealth I.D. (must have the bearer's name, clear picture, signature and PhilHealth number);
9. Company/Office I.D.;
10. School I.D.;
11. Police Clearance/Police Clearance Certificate;
12. Postal I.D.;
13. Barangay I.D.;
14. NBI Clearance;
15. Seaman's Book;
16. HDMF Transaction I.D.;
17. PWD I.D.;
18. Solo Parent I.D.;
19. Senior Citizen's I.D.
20. Alien Certificate of Registration Identity Card (ACR I-CARD); and
21. CSC Eligibility Card (*note: Implemented only beginning with the May 3, 2015 CSE-PPT*)

All other I.D. cards not included in the above list shall not be accepted. Moreover, at least one (1) I.D. card shall be required to be presented/submitted for any transaction on examination, grant of special eligibility, and certification/authentication of eligibility. Preferably, the I.D. card is valid (not expired) on the date of transaction.

On the other hand, expired I.D. cards may be accepted for examination, grant of special eligibilities, and certification/authentication of eligibility transactions, provided that, an expired I.D. card shall be accepted only within, and until the end of, the year the I.D. card is expiring. For emphasis, the expired I.D. card shall be used as a last resort.

Please be guided accordingly.

ALICIA dela ROSA-BALA
Chairperson

08 FEB 2018

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