



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

Shoe Ave., Sta. Elena, Marikina City  
+63 (02) 682-2472 / 682-3989 (CID) / 508-6113 (SGOD)  
<https://depedmarikina.ph> / (email) [sdo.marikina@deped.gov.ph](mailto:sdo.marikina@deped.gov.ph)



DEC 21 2020

**MEMORANDUM TO:**

Assistant Schools Division Superintendent  
Chief Education Supervisors – CID and SGOD  
Elementary and Secondary School Principals  
Officers-In-Charge  
Public Schools  
All Concerned

**REQUEST FOR RE-ISSUANCE OF DEPED SCHOOL IDENTIFICATION CARD  
FOR SHOO-LED EMPLOYEES**

This office has been receiving a number of requests for re-issuance of School Personnel's IDs due to varied reasons such as loss, incorrect details, etc. In this regard, such concerns need to be consolidated by the School Clerk/HR In-Charge and requested by the School Head to the undersigned, Attention: Human Resource Management Office.

Attached is the template to be used for the said request.

Immediate and wide dissemination of this Memorandum is highly desired.

  
**SHERYLL T. GAYOLA**

Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

*Sample template for Request for Re-issuance of School ID*

	NAME (LAST, FIRST, MIDDLE)	POSITION	REASON
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Prepared by:

\_\_\_\_\_  
School Clerk/HR In-Charge

Noted:

\_\_\_\_\_  
School Head