



DepEd – DIVISION OF QUEZON

Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline # (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
www.depedquezon.com.ph
"Creating Possibilities, Inspiring Innovations"



Registration Number:
QAC/R63/0216

UNNUMBERED MEMORANDUM

TO: Assistant Schools Division Superintendent,
Public Schools District Supervisors,
Elementary, Junior and Senior High School Heads,
School Property Custodians and
All DepEd Division of Quezon Office and School Personnel

FROM: CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

SUBJECT: Distribution of New DepEd ID

DATE : January 7, 2020

This office announces the distribution of the new **DEPED IDENTIFICATION CARD** to be used by all employees of DepEd Division of Quezon. All School Heads must provide the list of their teaching and non-teaching personnel to determine the number of IDs to be distributed.

Attached herewith is the template for submission and shall be certified by the School Head.

The Division Property and Supply Office shall be in-charge of the Distribution of DepEd ID. The School Property Custodian shall be responsible in claiming the DepEd ID and must present the List of Personnel.

Your usual cooperation on this matter will be highly appreciated.

Immediate dissemination and strict compliance to this Memorandum is desired.

Supjos1/07/2020

DEPED - QUEZON ICT UNIT	
UPLOADED	
Date/Time	JAN 08 2020
By:	CHRISTINA B. 24/12/20
Ref. no.	DDG

DEPEDQUEZON-TM-SDS-04-010-002

Email address: quezon@deped.gov.ph
Comments: Txt HELEN – 09178902327 (Smart/Sun/TalknTxt) 2327 (Globe and TM)





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Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Cell # 091 75824627 or at www.depedquezon.com.ph
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NAME OF SCHOOL: _____

SCHOOL I.D: _____

LIST OF SCHOOL'S TEACHING AND NON-TEACHING PERSONNEL AS OF _____

NAME OF PERSONNEL	DESIGNATION	DATE OF APPOINTMENT
1.		
2.		

CERTIFIED CORRECT:

SIGNATURE OVER PRINTED NAME OF
SCHOOL HEAD

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