



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

DIVISION MEMORANDUM
No. 12 s. 2023

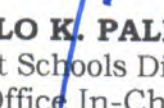
6 JAN 2023

**PHILIPPINE IDENTIFICATION SYSTEM (PhilSys) REGISTRATION
IN ALL EDUCATIONAL INSTITUTIONS THROUGH THE PARTNERSHIP WITH
DEPARTMENT OF EDUCATION**

To: Assistant Schools Division Superintendents
Chief, CID and SGOD
Public Schools District Supervisors/DICs/Dist. Catetakers
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a communication from Philippine Statistics Authority dated January 4, 2023, disseminating the **Instructions on the Conduct of Philippine Identification System (PhilSys) Registration in All Educational Institutions through the Partnership with Department of Education (DepEd)** whose contents are self-explanatory.
2. Anent this, all Public Schools District Supervisors/District In-Charge/District Caretakers and School Heads are advised to make arrangements for possible accommodation of the said activity to be conducted by PSA personnel in school premises with strict observance of the **"no disruption of classes policy"** and the provisions of DepEd Order No. 9, s. 2005, titled: **"Instituting Measures to Increase Engaged Time on Task and Ensuring Compliance Therewith"**.
3. Immediate and wide dissemination of this Memorandum is desired.

By Authority of the Schools Division Superintendent:


MARCELO K. PALISPIS EdD, JD
OIC- Assistant Schools Division Superintendent
Office In-Charge

SPP/MKP-JMA-NLR/SGOD/TEP
1/6/2023



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January 04, 2023



SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent
Negros Oriental Schools Division Office
Dumaguete City, Negros Oriental

Dear Dr. Paulin :

Greetings from the Philippine Statistics Authority (PSA)!

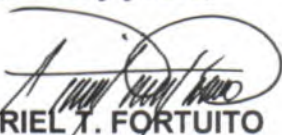
Pursuant to Republic Act 11055 referred to as The Philippine Identification System (PhilSys) which aims to establish a single identification system for all Filipino citizens and resident aliens in the country, the Philippine Statistics Authority (PSA), being the primary implementing agency, commenced its implementation on the year 2020 and will continue with the PhilSys operations in the year 2023.

Part of the PhilSys Step 2 Registration is the conduct institutional registrations in private and public entities and information dissemination towards all end users of the PhilSys. Relative to this and in view of the foregoing partnership of the PSA with the Department of Education (DepEd) on the conduct of Philippine Identification System, PSA-Negros Oriental would like to ask the assistance of your office in disseminating information relative to PhilSys, as well as **allow the PhilSys registration teams to conduct institutional registration in school premises under your supervision.** This is to cater school personnel, students, and parents who are yet to register with PhilSys. With this, school personnel and students won't have to go to PhilSys registrations centers for registration, which will be more convenient to your constituents.

For any clarification concerning this planned activity, you may contact this number **09300369995** and look for **Mr. Yanz A. Adaza**, PhilSys Provincial Focal Person. For your reference, attached is the instructions on the conduct of Philippine Identification System in all educational institutions through the partnership with DepEd. We look forward to your support and cooperation on this activity and to a successful Philippine Identification System.

Thank you so much!

Very respectfully yours,


ENGR. ARIEL T. FORTUITO
Chief Statistical Specialist
Philippine Statistics Authority

Annex A

Instructions on the Conduct of Philippine Identification System (PhilSys) Registration in All Educational Institutions through the Partnership with Department of Education (DepEd)

The gradual re-opening of all educational institutions for face-to-face classes and lowering of alert levels/community quarantine restrictions in the majority of municipalities, cities, and provinces throughout the country is a great opportunity to meet our timeline and goal of registering majority of the population by 2022.

In view of this, all Philippine Statistics Authority (PSA) Regional Statistical Service Offices (RSSO) are highly encouraged to actively coordinate with the regional offices of the Department of Education (DepEd) for assistance and support of whatever nature for the conduct of Philippine Identification System (PhilSys) registration within the school premises, which includes but not limited to the following:

- I. Disseminating information regarding PhilSys through the following:
 - a) Encouraging registration for the online Step 1 registration through the PhilSys web portal (<https://register.philsys.gov.ph>) among the DepEd employees, faculty, students, and their family members with access to the internet. Meanwhile, employees, faculty, and students without access to the internet may register through the PhilSys institutional/mobile registration upon request to the Regional Statistical Services Office (RSSO).
 - b) Uploading and/or sharing of success stories and testimonials regarding their experience during PhilSys registration in their personal or organizational social media accounts
 - c) Providing information, education, and communication (IEC) materials on PhilSys registration and overall project information such as the advantages of registering into PhilSys.

- d) Participating in the online campaign by uploading photos, video clips, news features, and other information relative to the PhilSys campaign "PhilSys: Ang Digital ID para sa Makabagong Pilipinas", using the hashtag #IDNatin.
- II. Providing access to school premises and other DepEd education facilities necessary for the conduct of the following activities:
- a) Registration operations

Education facilities that are yet to open for face-to-face classes are to be used as venues for Step 2 Registration, if necessary. The Provincial Statistical Office (PSO) shall primarily consider the accessibility of education facilities to remote barangays or barangays that are not yet covered with Step 2 Registration in identifying the possible PhilSys Registration Centers

Once education facilities have been identified, the PSO shall prepare a request letter to use these facilities for PhilSys registration. Consequently, the RSSO shall endorse the same to the DepEd Regional Office for approval.

The concerned PSO Chief Statistical Specialist shall meet with the Schools Division Superintendent and the Local Government Unit (LGU) to discuss DepEd's terms and conditions for setting up PhilSys registration centers within school premises. School facilities that may be used include classrooms, covered court/gymnasium, auditorium, school grounds, among others. LGU assistance shall be tapped in scheduling registrants to avoid overcrowding and ensure the security of applicants and registration personnel.

b) Training of registration personnel

Schools may also serve as venues for training PhilSys registration personnel, especially those assigned in cities/municipalities far from the PSO and the RSSO.

III. Assisting in the conduct of institutional registration for students and school personnel

a) Registration of school personnel, students, and their adult family members

The school personnel, students, and their adult family members shall be given priority in the PhilSys registration conducted on school premises. Similarly, the PSA Field Office shall comply with the instructions set forth in Office Memorandum 2021-99 or Conduct of PhilSys Institutional Registration.

As to the scheduling and mobilization of registrants, the PSO shall coordinate with the head of school administration.

b) Registration of students aged 5 to 17 years old

Institutional registration of students may be conducted during weekdays in the premises of schools that will open for face-to-face classes, subject to the approval of the DepEd Regional Director.

As to registration of minors, the registration team must implement the guidelines lifted from Section 5 of Chapter 7 of the Policy and Guidelines Manual for PhilSys (PGMP) or special arrangements for minors aged 5 years old and above.

In the absence of a parent/legal guardian or adult siblings during institutional registration, an authorization letter or parental consent shall be required along with the parent/legal guardian's identification documents. Before the schedule of the institutional registration, the PhilSys form 1A must be provided to the students.

During the registration, the teacher shall accompany the students permitted to register to PhilSys to the registration site within the campus. In addition, minors must bring their accomplished PhilSys form 1A and any supporting document/s listed in Chapter 5 Section 4.1.1. of the PGMP.

The same institutional registration process shall apply to minors aged five and above. This process includes capturing demographic data and a complete set of biometric information (*fingerprints, iris scans, and a front-facing photograph*) sequentially at the registration site on the same day.