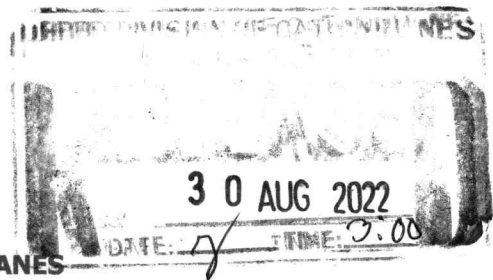




Republic of the Philippines
Department of Education
Region V - Bicol
SCHOOLS DIVISION OFFICE OF CATANDUANES



August 26, 2022

To: **Asst. Schools Division Superintendent**
Chief Education Supervisors (CID and SGOD)
Education Program Supervisors
Public Schools District Supervisors
Section Chiefs
Elementary and Secondary School Heads
All others concerned

Please find attached letter of Philippine Statistics Authority (PSA) for information and widest dissemination.

SUSAN S. COLLANO
Schools Division Superintendent





REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

CATANDUANES PROVINCIAL STATISTICAL OFFICE

22 August 2022

SUSAN S. COLLANO
Schools Division Superintendent
Department of Education
Virac, Catanduanes

Dear SDS Collano;

Greetings!

The Philippine Statistics Authority being the lead implementer of RA 11055 or the Philippine Identification Act of 2018, is tasked to register all Filipino citizens for National ID. As of 18 August 2022, we already registered 223,522 or 93% of our target registrants. However, there are still around 15,000 unregistered individuals that we aim to register before the end of 2022.

The gradual re-opening of face-to-face classes provides a great opportunity to register the unregistered students and personnel. Permitting us to conduct the National ID Registration would greatly help Catanduanes to attain the remaining 15,000 target.

In reference to the Office Memorandum No. 2021-272 re Partnership with the Department of Education (DepEd) on the conduct of the PhilSys Step 2 registration, we would like to request for your permission to allow us to conduct registration in schools within the province.

In this regard, may we request your assistance on the following:

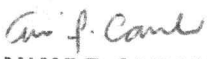
1. Dissemination of information to schools within the province on the conduct of PhilSys Step 2 Registration on-wheels;
2. Accomplishment of List of Unregistered for the National ID Form;
3. Provision of schedule of availability of all unregistered; and
4. Preparation of acceptable supporting document/s

The school personnel, students and their adult family members will be given priority in the PhilSys registration. During the registration, the teacher will also be requested to accompany the students permitted to register to PhilSys.

For your questions and/or clarifications you may contact us through philsyscatnes20202@gmail.com or contact **Ms. Cielo Mae Q. Del Rosario** through mobile number **0946-141-2871**.

My warmest regards and stay safe.

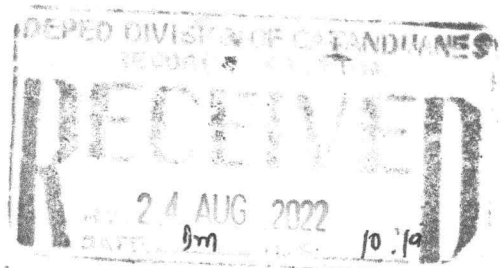
Sincerely yours,


ANAVI F. CAMACHO
Chief Statistical Specialist

Attachments:

1. OM 2021-272, Partnership with the Department of Education (DepEd) on the conduct of the Philippine Identification Registration
2. List of Unregistered for the National ID
3. List of Acceptable Supporting Documents
4. Step-by-Step process of PhilSys Step 2 Registration

✉ B.L. Jastrid Bldg. (along National Road) Cavinitan, 4800 Virac, Catanduanes
☎ 09209681179 ☎ (052) 740-5374
✉ psacatanduanes2005@gmail.com





REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY

Reference No. 21ROS04-11-387

OFFICE MEMORANDUM NO. 2021-272

TO : ALL REGIONAL DIRECTORS, CHIEF STATISTICAL SPECIALISTS, AND OFFICERS-IN-CHARGE

SUBJECT : Partnership with the Department of Education (DepEd) on the Conduct of the Philippine Identification System Registration

DATE : 29 December 2021

In view of the gradual re-opening of educational institutions for face-to-face classes, you are encouraged to meet with your respective Department of Education (DepEd) counterparts to discuss the following areas for collaboration:

1. Assistance in disseminating information on Philippine Identification System (PhilSys) registration and benefits
2. Use of schools and other DepEd facilities for the following:
 - a. Registration operations
 - b. Training of registration personnel
3. Conduct of institutional registration for students and school personnel during weekends and holidays

Relative to these, attached are the detailed instructions for your information and appropriate action.

DENNIS S. MAPA, Ph.D.
Undersecretary
National Statistician and Civil Registrar General

Ms
RPB/JFB/KLA

Attachment:

1. *Annex A – Instructions on the Conduct of Philippine Identification System (PhilSys) Registration in All Educational Institutions through the Partnership with Department of Education (DepEd)*



Management System
ISO 9001:2015



Diliman, Quezon City, Philippines 1101

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.

Reference No. 21ROS04-11-387

Subject: Partnership with the Department of Education (DepEd) on the Conduct of the Philippine Identification System Registration

Date: 29 December 2021

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.



LIST OF ACCEPTABLE SUPPORTING DOCUMENTS

- PSA-Certificate of Live Birth with (BreN)
- DFA-issued Philippine Passport or E-Passport
- GSIS or SSS-issued Multi-purpose Identification (UMID)
- LTO-issued Student's License Permit / Non-Pro / Professional Driver's License / Conductor's License
- LCRO-Issued Certificate of Live Birth
- PSA / LCRO-Issued Certificate of Marriage (*additional document for married woman who opt to adopt the surname of the husband*)
- PSA-Issued Report of Birth
- PSA-Issued Certificate of Foundling
- Integrated Bar of the Philippines (IBP) ID
- PRC ID
- Seaman's Book or ID
- OWWA ID
- Senior Citizen's ID
- SSS ID
- 4P's ID
- License to Own or Possess Firearm ID
- NBI Clearance
- Police Clearance / ID
- Solo Parent's ID
- PWD ID
- Voter's ID or Certification
- Postal ID
- National ID from other countries
- Residence ID from other countries
- MARINA-Issued Professional Identification Card
- CSC-Issued Certificate of Eligibility
- AFP or PNP-Issued Dependent's / Survivor ID
- AFP / PNP / PCG-Issued Retiree's ID
- PVAO Pensioner's ID (Veteran or Dependent)
- TIN ID
- PhilHealth ID
- PRA-Issued Resident Retiree's Visa
- BJMP-Issued Prison Record or Jail Booking Sheet
- GSIS e-Card
- PIPA ID
- Muslim Filipino Identity Card / MILF ID
- Membership / Cooperative / Consumer ID
- Home for the Aged-Issued Case Summary Report
- PH Embassy / BI / Consulate General-Issued Certificate
- Tribal ID or Certificate
- NCIP / ICC / IPs / CIPM-Issued Certificate of Confirmation
- NCMF-Issued Muslim Filipino ID or Certificate of Tribal Membership
- Certificate of Detention
- Certificate of Discharge

Accepted secondary documents with Front-Facing Photograph, Signature/Thumbmark / Full Name, Permanent Address and Date of Birth

- Employee ID
- School ID
- Barangay Clearance
- Barangay Certificate
- Barangay ID
- City / Municipal ID

REMINDER:

- The registrant must present atleast one (1) of any supporting documents listed (**ORIGINAL COPY**) that contains correct data upon registration
- The registration are open for all Filipino Citizens aged 5 years old and above who are still unregistered for the National ID



Ano ang mga hakbang para sa PhilSys Step 2 Registration?

- 1 Pumunta sa Registration Area dala ang iyong Supporting Document/s
- 2 Ibigay sa screener ang Supporting Document/s para ma-check kung tama ang dalang dokumento
- 3 Hintayin ang abiso ng PhilSys Staff kapag maaari nang lumapit sa RegKit Operator
- 4 Sa oras ng pagpaparehistro, itatanong ang iyong demographic information
- 5 Kukunin ang iyong iris-scan, fingerprints at front-facing photograph
- 6 I-check kung tama ang iyong impormasyong naka-encode sa system
- 7 Kunin at itago ang transaction slip

Mga paalala para sa Philsys Step 2 Registration!

- 1 Iwasan ang pagsuot ng sando o sleeveless na damit
- 2 Iwasan ang paglalagay ng heavy o makapal na make-up
- 3 Tanggalin ang eyeglasses o contact lenses, hikaw at iba pang uri ng facial piercing bago kunin ang biometrics