## Issuance of Identification Cards (ID)

**Procedure No:** ADM-PROC-0013  
**Procedure Title:** Issuance of Identification Cards (ID)  
**Related Policy:** ADM-POL-0016 Wearing of Identification Cards Policy  
**Date of Issuance:** S.Y. 2009-2010  
**Effectivity:** S.Y. 2009-2010 to present  
**Page Number:** One (1)  
**Office of Origin:** Human Resources Department  

**Supersedes** Notification:  

### Procedure Description:
The procedure is designed to regulate and centralize the issuance of employee IDs.

### Areas of Responsibility:
Human Resources Department

### Procedure Details:

**Issuance of ID for New Employees**

1. **Step 1.** All newly hired employees will be asked to fill out a form the Human Resources Department for the issuance of company ID.

2. **Step 2.** The newly hired employee is directed to proceed to the Media Center to have his ID picture taken.

3. **Step 3.** The Media Center produces the ID and submits it to the HRD.

4. **Step 4.** The HRD gives the new employee his ID.

**In cases of lost ID**

1. **Step 1.** Any employee who loses his ID should proceed to the HRD.

2. **Step 2.** The employee will be asked to fill out a form for the ID replacement.

3. **Step 3.** The employee proceeds to the Cashier to pay for the ID replacement.

4. **Step 4.** After payment, the employee proceeds to the Media Center to have his new ID picture taken.

5. **Step 3.** The Media Center produces the ID and submits it to the HRD.

6. **Step 4.** The HRD gives the replacement ID to the employee.

### Procedure Approval Authority:
Human Resources Department

### References:
Employee Manual 2009

### Definition:

**Help Page:** Human Resources Department

**Prepared by:** Planning, Funding and Development Office

**Approved by:**  

[Signature]

**Date of Approval:**