



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

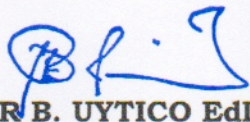
**OFFICE MEMORANDUM**

ICT-2025- 001

To: OIC – Assistant Regional Director  
OIC – Chiefs  
Section/Unit Heads  
All Others Concerned

**PICTURE TAKING FOR THE ISSUANCE OF OFFICIAL IDENTIFICATION CARDS**

1. This Office, through the **ICT Unit**, shall conduct picture taking for the issuance of identification cards at the ICT Office.
2. All personnel are requested to:
  - follow the attached schedule; and
  - wear their Monday ASEAN inspired Attire during the activity.
3. For more information, contact **Mr. Nathaniel E. Lajot Jr.** through email at [nathaniel.lajot001@deped.gov.ph](mailto:nathaniel.lajot001@deped.gov.ph) / [nir@deped.gov.ph](mailto:nir@deped.gov.ph).
4. Immediate dissemination of and compliance with this Memorandum are desired.

  
**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

Reference: None

Incl: As Stated

To be indicated in the Perpetual Index  
under the following subjects:

MEDIA

NJL/ORD-ICT-OM/PICTURE TAKING FOR ID  
/July 24, 2025



Address: Batinguel, Dumaguete City, 6200  
Telephone Nos:  
Email Address: [nir@deped.gov.ph](mailto:nir@deped.gov.ph)  
Website: <https://tinyurl.com/nir-gov-ph>





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**Schedule Per Section**

**July 28, 2025 (Monday)**

<b>ORD</b>	<b>9:00 – 9:30 AM</b>
<b>ADMIN</b>	<b>9:30 – 10:00 AM</b>
<b>CLMD</b>	<b>10:00 – 10:30 AM</b>
<b>ESSD</b>	<b>10:30 – 11:00 AM</b>
<b>FINANCE</b>	<b>11:00 – 11:30 AM</b>
<b>FTAD</b>	<b>11:30 – 12:00 AM</b>
<b>HRDD</b>	<b>1:30 – 2:00 PM</b>
<b>QAD</b>	<b>2:00 – 2:30 PM</b>
<b>PPRD</b>	<b>2:30 – 3:00 PM</b>