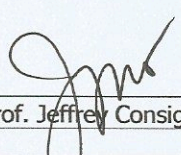


Procedure No:	ADM-PROC-0013
Procedure Title:	Issuance of Identification Cards (ID)
Related Policy:	ADM-POL- 0016 Wearing of Identification Cards Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	One (1)
Office of Origin: (Procedure Expert)	Human Resources Department
"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:	<p>Issuance of ID for New Employees</p> <p>Step 1. All newly hired employees will be asked to fill out a form the Human Resources Department for the issuance of company ID.</p> <p>Step 2. The newly hired employee is directed to proceed to the Media Center to have his ID picture taken.</p> <p>Step 3. The Media Center produces the ID and submits it to the HRD.</p> <p>Step 4. The HRD gives the new employee his ID.</p> <p>In cases of lost ID</p> <p>Step 1. Any employee who loses his ID should proceed to the HRD.</p> <p>Step 2. The employee will be asked to fill out a form for the ID replacement.</p> <p>Step 3. The employee proceeds to the Cashier to pay for the ID replacement.</p> <p>Step 4. After payment, the employee proceeds to the Media Center to have his new ID picture taken.</p> <p>Step 3. The Media Center produces the ID and submits it to the HRD.</p> <p>Step 4. The HRD gives the replacement ID to the employee.</p>
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:	 _____ Asst. Prof. Jeffrey Consignado
Date of Approval:	

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