



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 304, s. 2021

May 28, 2021

**Online Step 1 Registration of the DepEd Workforce to the Philippine ID System**

To: All DepEd Personnel

1. Attached is Regional Memorandum No. 40, series of 2021 and DepEd Central Office Memorandum regarding instructions on how to go about the step 1 of the registration process for the Philippine ID System.
2. All DepEd personnel and their families are hereby enjoined to avail of this opportunity for ease of enrolment to the online registration facility.
3. Included in the attachments are the link to the online facility, a process flow for the registration, and the relevant dates that the online registration is available.
4. For immediate dissemination.



**CRISTY C. EPE**  
Schools Division Superintendent



Encls: DepEd Memo; RM 40, 2021

References:

To be indicated in the Perpetual Index under the following subjects:  
REGISTRATION ID SYSTEM

PJSENARILLOS:  
28 May 2021





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Office of the Regional Director

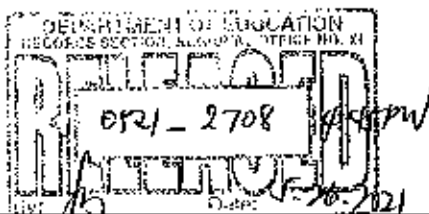
May 25, 2021

REGIONAL MEMORANDUM  
No. 040, s. 2021

**REITERATION ON THE ONLINE STEP 1 REGISTRATION OF THE DEPED  
WORKFORCE TO THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys)**

To : Schools Division Superintendents

1. This is in reference to the attached Memorandum from Atty. Revsee A. Escobedo, Undersecretary, Field Operations, Palarong Pambansa Secretariat, and DEACO dated May 18, 2021 regarding the Online Step 1 Registration of the DepEd Workforce to the Philippine Identification System (PhilSys).
2. The Republic Act No. 11055, otherwise known as the Philippine Identification System Act, mandates the establishment of a central national identification system for all Filipino citizens and resident aliens in the Philippines. The PhilSys aims to provide free, valid, and centralized identification with the objective of accelerating financial inclusion, increased access to social and economic opportunities, and the transition to digital transactions that are secure, affordable and efficient.
3. In view of the aforementioned, this Office enjoins all Schools Division Superintendents to encourage and mobilize all teachers, as well as their families to participate in the Step 1 registration to the Philippine Identification System (PhilSys) through <https://register.philsys.gov.ph> from May 17 to 21, 2021.
4. In case of failure to register during the prescribe dates, all enjoined may still register beyond May 21, 2021.
5. A step-by-step guide to Online Step 1 Registration to the PhilSys is also attached for guidance. For more information, visit the PhilSys website at [www.philsys.gov.ph](http://www.philsys.gov.ph) and PhilSys social media account at <https://www.facebook.com/PSAPhilSysOfficial>.
6. Immediate dissemination of this Memorandum is highly desired and appreciated.



ALLAN G. FARNAZO  
Director

ROP2/cad



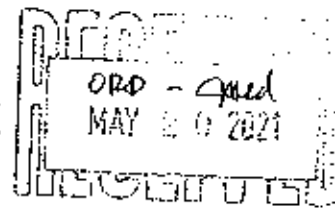
Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147



Certificate Number: AJA19-9237




Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY



**MEMORANDUM**

TO : **ALL REGIONAL DIRECTORS**  
**ALL SCHOOLS DIVISION SUPERINTENDENTS**  
**ALL OTHERS CONCERNED**

FROM :   
**ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary*  
Field Operations, Palarong Pambansa Secretariat, and DEACO

SUBJECT : **ONLINE STEP 1 REGISTRATION OF THE DEPED WORKFORCE**  
**TO THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys)**

DATE : May 18, 2021



This is in reference to the attached letter addressed to Secretary Leonor Magtolis Briones from Undersecretary Dennis S. Mapa, Ph.D., National Statistician and Civil Registrar General, Philippine Statistics Authority, dated May 14, 2021, regarding the registration of the DepEd workforce to the Philippine Identification System (PhilSys).

The Republic Act No. 11055, otherwise known as the *Philippine Identification System Act*, mandates the establishment of a central national identification system for all Filipino citizens and resident aliens in the Philippines. The PhilSys aims to provide free, valid, and centralized identification with the objective of accelerating financial inclusion, increased access to social and economic opportunities, and the transition to digital transactions that are secure, affordable, and efficient.

As indicated in the letter, the PSA aims to prioritize the registration of the entire DepEd workforce, especially teachers, using the recently launched PhilSys Step 1 website. This step will only involve the online collection of demographic information, without the appointment scheduling for Step 2 Registration, which is a feature due to open soon.

In view of the aforementioned, this Office enjoins all Regional Directors and Schools Division Superintendents to encourage and mobilize all teachers, as well as their families to participate in the Step 1 registration to the Philippine Identification System (PhilSys) through <https://register.philsys.gov.ph> from **May 17 to 21, 2021**.

MLD/21-0275/05182021

Office of the Undersecretary for Field Operations, Palarong Pambansa Secretariat, and DEACO  
Department of Education, Central Office, Meralco Avenue, Pasig City (Room 515, Mabini Building)  
Tel. No: (02) 631 84 92 Fax No: (02) 633 53 13  
Email: usec.regops@deped.gov.ph



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In case of failure to register during the prescribed dates, all enjoined may still register beyond the May 21, 2021. However, it is highly encouraged to participate during the said timeline.

A step-by-step guide to Online Step 1 Registration to the PhilSys is also attached for guidance. For more information, visit the PhilSys website at [www.philsys.gov.ph](http://www.philsys.gov.ph) and PhilSys social media account at <https://www.facebook.com/PSAPhilSysOfficial>.

Should there be any questions and concerns, please reach out to PSA Assistant Secretary Rosalinda P. Bautista, Deputy National Statistician of the PhilSys Registry Office, at [r.bautista@psa.gov.ph](mailto:r.bautista@psa.gov.ph) or her office through Ms. Noreen D. Pagkatipunan, Executive Assistant III, at [n.pagkatipunan@psa.gov.ph](mailto:n.pagkatipunan@psa.gov.ph).


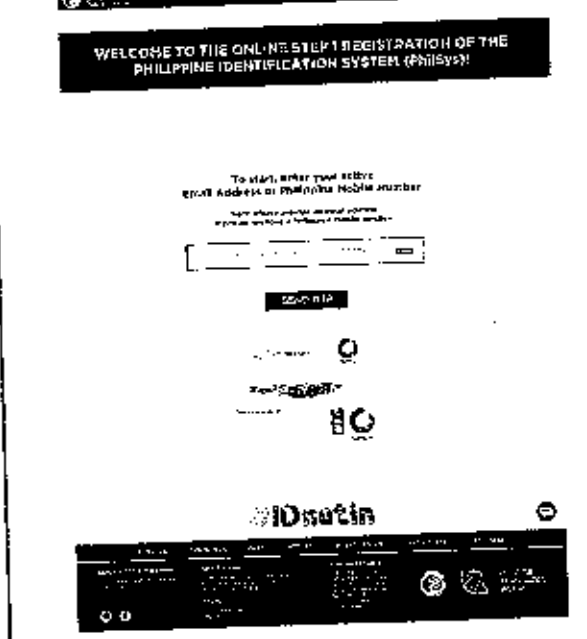
For reference and appropriate action.

MED/21-02/5/06182021

**Office of the Undersecretary for Field Operations, Palarang Pambansa Sekretariat, and DEACO**  
Department of Education, Central Office, Merito Avenue, Pasig City (Room 515, Mabini Building)  
Tel. No: (02) 631 84 92 Fax No: (02) 633 53 13  
Email: [usec.regops@deped.gov.ph](mailto:usec.regops@deped.gov.ph)

Annex 2  
**STEP-BY-STEP GUIDE TO ONLINE STEP 1 REGISTRATION TO THE  
 PHILIPPINE IDENTIFICATION SYSTEM (PhilSys)**

*Note: This guide only covers the collection of demographic information. The appointment scheduling feature of the site is NOT yet open to the public.*

<p><b>STEP 1</b></p> <p>To register online, go to <a href="https://register.philsys.gov.ph">https://register.philsys.gov.ph</a>.</p> <p>Please note that those who have been registered via house-to-house collection <b>NEED NOT</b> register online.</p> <p>For first time registrants, click "PROCEED"</p>	 <p>The screenshot shows the top of the registration page. At the top, it says 'WELCOME TO THE ONLINE STEP 1 REGISTRATION OF THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys)'. Below this is a warning icon and text: 'Now is our only bid registrants thank you for participating in the initial launch of this site. Your experience is invaluable in improving the online registration experience for millions of Filipinos. Please share your feedback here.' Another paragraph says: 'For those who completed Step 1 registration through HOUSE-TO-HOUSE COLLECTION, there is NO NEED to proceed and register online to avoid issues on your registration.' Below this is a 'PROCEED' button. At the bottom, the 'IDnet.in' logo and a navigation menu are visible.</p>
<p><b>STEP 2</b></p> <p>Next, type your active email address or mobile number in the field provided.</p> <p>Check the CAPTCHA box then click "SEND OTP" to generate a one-time password or OTP to login.</p>	 <p>The screenshot shows the registration page with a form. The text says: 'To start, enter your active email Address or Philippine Mobile number. You will receive an OTP on your phone or email as well as a backup mobile number.' There is an input field for the email or mobile number, a 'SEND OTP' button, and a CAPTCHA box. Below the form, there are social media icons for Facebook, Twitter, and YouTube. At the bottom, the 'IDnet.in' logo and a navigation menu are visible.</p>

### STEP 3

Your OTP will be sent to the mobile number or email address provided.

If an email address is used to receive the OTP, kindly check the SPAM folder if it doesn't show in your inbox.

Type the "OTP" and click the "VERIFY" button.

A timer will be displayed to indicate that the OTP should be entered within 5 minutes. If the timer lapses, click the "RESEND" button and a new OTP will be sent to your email or mobile number.

WELCOME TO THE ONLINE STEP 1 REGISTRATION OF THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys)

Provide the OTP sent to your email address or mobile number. If not found, kindly check your spam folder or [click here to send OTP again.](#)

04:59:59

VERIFY

iDnet.in

Home | About Us | Contact Us | FAQ | Privacy Policy | Terms of Service

### STEP 4

After a successful login, a Privacy Notice will pop up on your screen.

After reading the Terms and Conditions of Online Step 1 PhilSys Registration, click the "AGREE" button at the bottom of the pop-up page.

You shall then be redirected to the "Fill-out Online Application Form" page.

WELCOME TO THE ONLINE STEP 1 REGISTRATION OF THE PHILIPPINE IDENTIFICATION SYSTEM (PhilSys)

PRIVACY NOTICE

The Philippine National Identity System (PhilSys) is established by an Act of the Philippine Congress and is managed and operated by the Philippine Identification System (PhilSys). The PhilSys is a secure and reliable system that provides a single source of truth for the identification of all Filipino citizens and permanent residents of the Philippines. The PhilSys is a secure and reliable system that provides a single source of truth for the identification of all Filipino citizens and permanent residents of the Philippines.

By clicking on the "AGREE" button, you agree to the terms and conditions of the system. The system will process your personal information and use it to provide you with the services of the system. The system will also use your personal information to provide you with the services of the system.

AGREE

Editha R. Ordoñez  
PhilSys Project Manager  
PhilSys Project Manager  
PhilSys Project Manager  
PhilSys Project Manager

## STEP 5

Provide your demographic information on the "Fill-out Online Application Form" page:

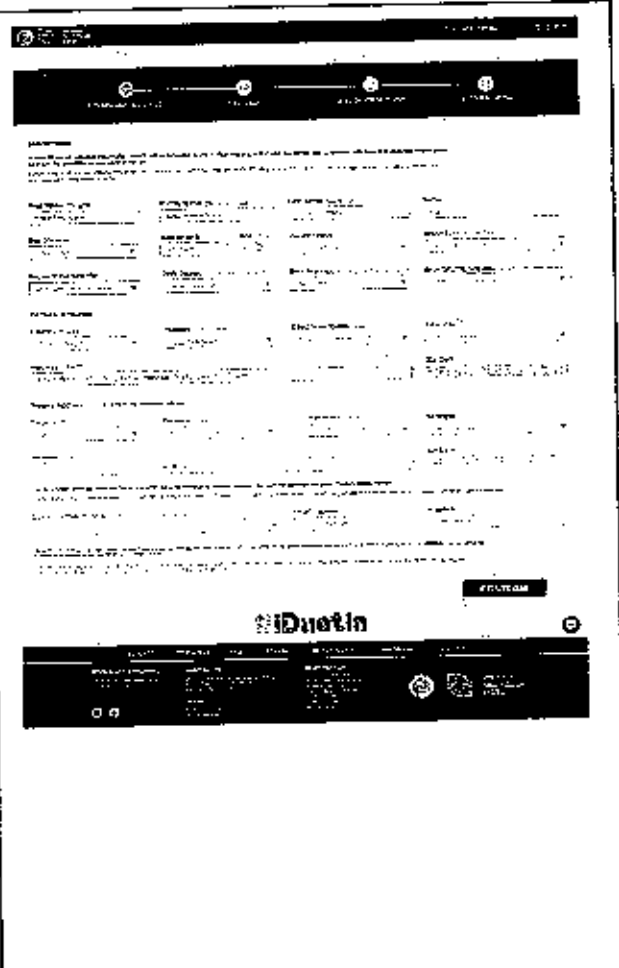
- Fill out your name;
- Click the drop-down menu and select your sex, citizenship, marital status, and blood type. Providing your marital status is only optional;
- Select your date of birth by clicking the calendar icon.

In the address line, you only need to provide your House No. and Street Name. Then, select from the corresponding drop-down menus your province, city, and barangay.

Make sure to fill out all required fields. The registration will not proceed if a field is left blank.

Provide again your active email and mobile numbers at the bottom of the page for updates on your registration status.

Please note that you may be logged out of this page due to inactivity for 5 minutes.



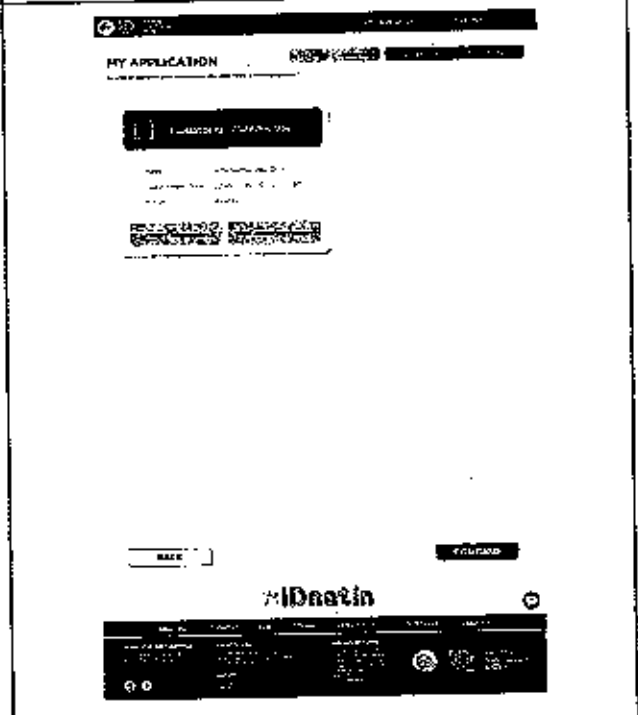
## STEP 6

If you want to delete your application, proceed to the "My Applications" page and select the application to be deleted.

Click the "trash" icon at the upper right corner of the application box.

Choose whether the entire application will be discarded or only the demographic information will be saved. If the "entire application" is chosen, the application will be deleted upon login.

Registrants can modify their demographic information until the booking of appointment opens in the PhilSys web portal by clicking "BOOK/MODIFY APPOINTMENT" from the upper right menu.





REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**

Reference No. 21-PRO-COMMS-05-094

14 May 2021

**Honorable LEONOR M. BRIONES**  
Secretary  
Department of Education (DepEd)  
DepEd Complex, Meralco Avenue, Pasig City

ATTN: **REVSEE A. ESCOBEDO**  
Undersecretary for Field Operations, DepEd

SUBJECT: Registration of the DepEd Workforce to the Philippine Identification System (PhilSys)

Dear Secretary Briones:

Greetings from the Philippine Statistics Authority (PSA)!

On behalf of the National Economic and Development Authority (NEDA) Socioeconomic Planning Secretary Karl Kendrick T. Chua, we would like to express our heartfelt gratitude for your support to the Philippine Identification System (PhilSys) program, especially in the communication campaign for the youth.

As a valued partner, we aim to prioritize the registration of the entire DepEd workforce, especially the teachers, using the recently launched PhilSys Step 1 website. In particular, we respectfully propose the **online Step 1 registration** to happen from **17 to 21 May 2021**, Monday to Friday.

Note that this step will only involve the collection of demographic details, without the appointment scheduling for Step 2. We would also like to inform you that teachers may still get to register beyond the prescribed dates, but we highly encourage in participating during said timeline.

We believe that this is a huge milestone for both the program and DepEd and would undoubtedly help in advocating for more Filipinos, especially students, to eventually register to the PhilSys. Further, having our



PSA Complex, East Avenue, Diliman, Quezon City, Philippines 1101  
Telephone: (832) 8938-5267  
www.psa.gov.ph

CSM



teachers familiarize themselves with the online Step 1 registration would also help better communicate how to complete this step to their immediate circles.

The support of the DepEd is crucial in achieving the vision of the PhilSys to usher the Philippines towards a digital society where no one will be left behind. For your reference, attached to this letter are the following: the draft memorandum template for PhilSys registration, and the step-by-step guide on how to complete the online Step 1 Registration.

For any concerns, please contact Assistant Secretary Rosalinda P. Bautista of the PhilSys Registry Office (PRO) at [r.bautista@psa.gov.ph](mailto:r.bautista@psa.gov.ph) or [n.pagkatipunan@psa.gov.ph](mailto:n.pagkatipunan@psa.gov.ph).

Thank you very much.

Very truly yours,



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

Cc: **KARL KENDRICK T. CHUA**  
*Socioeconomic Planning Secretary  
National Economic and Development Authority*

**JUNE GUDOY**  
*Director for Communications  
Department of Education*

**Attachments:**

1. *Draft Memorandum Template for Online Step 1 Registration of DepEd Workforce to PhilSys*
2. *Step-by-Step Guide to Online Step 1 Registration to PhilSys*