

DRN: III-FO-HRMDD-PAS-A-COMM-25-02-13452-S**MEMORANDUM**

**TO :** ALL PERSONNEL  
DSWD Field Office III

**FROM :** THE REGIONAL DIRECTOR

**SUBJECT :** STRICT COMPLIANCE ON THE WEARING OF OFFICE IDENTIFICATION CARDS (ID) AND ANTI-RED TAPE ACT (ARTA) ID

**DATE :** 21 FEB 2025

As part of Management's commitment to ensuring workplace security, operational efficiency, and professional decorum, all personnel of DSWD Field Office III are hereby reminded of the strict requirement to wear their respective Office Identification Cards (ID) and ARTA ID at all times while on duty. This policy is essential in reinforcing organizational identity, enhancing security measures, and facilitating seamless office transactions.

Thus, please note that only the updated version of both IDs shall be considered valid. Personnel who have not yet received their updated ID or are still using an outdated version must coordinate immediately with the Personnel Administration Section through [personnel.fo3@dswd.gov.ph](mailto:personnel.fo3@dswd.gov.ph) for proper issuance and updating.

This directive is in compliance with Civil Service Commission (CSC) Memorandum Circular No. 16, s. 2024, which mandates that all government employees must wear their official identification cards during office hours and while performing official duties. Furthermore, Republic Act No. 9485, also known as the Anti-Red Tape Act, stipulates that employees engaging with the public must prominently display their official IDs. Failure to comply with these regulations may result in administrative sanctions in accordance with civil service laws and existing policies.

All personnel are expected to exercise strict compliance with this directive. Your full cooperation in upholding a secure, efficient, and professional work environment is highly appreciated.

For strict compliance.

Thank you very much.

  
**VENUS F. REBULDELA**