



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

August 12, 2024

DIVISION MEMORANDUM

No. 262 s. 2024

INSTITUTING THE USE OF VISITOR'S PASS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Section and Unit Heads
 School Heads (Public Elementary and Secondary Schools)
 All Others Concerned

1. In compliance with the Republic Act No. 11032 re: "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, Amending For The Purpose Republic Act No. 9485, otherwise known as the Anti-Red Tape Act Of 2007, this Office establishes the use of Visitor's Pass.
2. The following steps must be undertaken on the proper use of the Visitor's Pass:
 - a. Fill Out Visitor Log:
 All visitors are requested to sign in on a visitor's logbook at the guard, providing their name, address, contact information, purpose, office intended to have transaction with.
 - b. Security Screening:
 Visitors must be ready for any security screening procedures such as visual inspection of bag. It is advised that concealed unlicensed weapons are to be surrendered to guard on duty.
 - c. Fill Out Public Assistance and Complaint Desk (PACD) Logbook:
 All visitors are requested to sign in on the PACD logbook, providing your name, address, contact information and purpose.
 - d. Present Identification:
 Visitors are advised to surrender any valid government issued identification card at the PACD Officer.



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur

Telephone No: (077) 722-20-23 / (077) 632-05-33

Email Address: vigan.city@deped.gov.ph

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e. Issuance of Visitor's Pass:

The PACD Officer determines which functional division the client's transaction is related to. The PACD Officer issues a color-coded Visitor's Pass according to the functional division. The pass is given in exchange for the client's valid government ID.

The color codes are as follows:

- Cream – Office of the Schools Division Superintendent
- Yellow – Curriculum Implementation Division
- Blue – School Governance and Operations Division

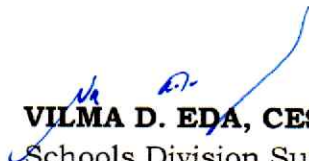
The client is also advised to wear the pass visibly at all times while on the office premises.

f. Return and Retrieval of ID:

Upon completion of the transaction, the client returns to the PACD Officer and submit the properly accomplished Client Satisfaction Measurement (CSM) Form and the Best Employee Award for Merit (BEAM) Nomination Form which was provided by the functional division/office visited.

The PACD Officer shall check the forms if its properly accomplished and return the ID of the client. The client shall also return the earlier issued Visitor's Pass.

3. Immediate dissemination of this Memoranda is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent

Reference:

As stated



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