



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

DEPARTMENT OF EDUCATION  
RECORDS UNIT, REGIONAL OFFICE-CARAGA  
**RELEASED**  
BY: [Signature]

Digitally  
signed by  
Releasing  
Date:  
2026.09.24  
09:39:37  
+0800

24 Sept 2026

REGIONAL MEMORANDUM  
No. **0992**, s. 2026

To: Assistant Regional Director  
Schools Division Superintendents  
Chiefs of Functional Divisions  
Public and Elementary School Heads  
All Others Concerned

DISSEMINATION OF INFORMATION ON THE PHILIPPINE POSTAL CORPORATION  
(PHLPOST) POSTAL ID MOBILE ENROLLMENT SERVICE

1. Attached is a letter from the **Philippine Postal Corporation (PHLPost)** dated August 27, 2026, informing this Office of the availability of its **Postal ID Mobile Enrollment Service** and the enhanced **Postal Identification Card (Postal ID)** with additional security and biometric-based identity verification features.
2. PHLPost offers on-site mobile enrollment services that may be conducted at schools and offices upon coordination and scheduling. The service aims to provide convenient access to Postal ID application, renewal, and replacement services for interested personnel, learners, and stakeholders.
3. The Postal ID is a government-issued identification card that may be used for various transactions, including banking, government services, passport application, employment requirements, SIM registration, school enrollment, and insurance and financial transactions.
4. Interested personnel and stakeholders may directly coordinate with PHLPost regarding the conduct of mobile enrollment activities and application requirements. As indicated in the attached communication, the corresponding fees are **Php 550.00 for regular processing** and **Php 650.00 for rush processing**, subject to PHLPost policies and guidelines.
5. Participation in the Postal ID application process is **strictly voluntary**, and all expenses incidental thereto shall be borne by the interested applicants.
6. For coordination and further details, interested offices and schools may contact **Ms. Cecille A. Cotapte, Area Market Specialist, PHLPost**, through mobile/Viber number **0906-496-6880**.
7. Immediate dissemination of and compliance with this Memorandum is desired.

Digitally  
signed by  
Farnazo  
Allan  
Gabriel  
Date:  
2026.09.23  
09:33:59  
**ALLAN G. FARNAZO**  
Director IV

MCD/ASD/RM- Dissemination of Information on the Philippine Postal Corporation.....  
15299/September 15, 2026



August 27, 2026

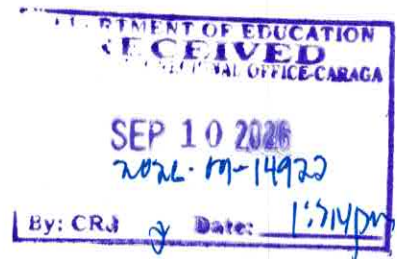
**DR. ALLAN G. FARNAZO, CESO III**

Regional Director

Department of Education – Regional Office Caraga (Region XIII)

J.P. Rosales Avenue.

8600 Butuan City, Agusan del Norte



**DEAR DR. FARNAZO,**

Warmest greetings from PHLPost!

PHLPost is pleased to inform you that it has launched the **NEW POSTAL ID**. Now infused with additional physical security features and a biometric-based uniqueness test to fully ensure an individual's identity and address, it is most accessible government-issued identification card today.

In this connection, we would like to offer our services to conduct the **Postal ID Mobile Enrollment Service** in your school, at your most convenient schedule and venue. This service offers to bring mobile enrollment where your staff, employees, teachers, professors and students can apply for the **Postal Identification Card (PID)**, ultimately reducing travel expenses/costs and lost hours incurred in traveling to apply postal id at PHLPost branches. Aside from first time postal id applicants, we also cater to those who wish to replace or renew their existing IDs. The Postal ID Mobile service is free of charge, and aims to provide ease and convenience to everyone who wishes to apply.

General uses of postal ID as primary government issued ID:

- |                            |                                     |
|----------------------------|-------------------------------------|
| 1. Banking transactions    | 5. Employment Requirements          |
| 2. Government transactions | 6. SIM Registration                 |
| 3. Passport Application    | 7. School enrollment                |
| 4. Ayuda programs          | 8. Insurance and Financial Services |

**POSTAL ID Application costs PhP 550.00** per card for **regular processing** inclusive of 12% VAT and delivery charge. While **rush processing costs PhP650.00** per card, for pick up at specified post office five (5) working days from biometric capture. The Postal Id Card is valid for three (3) years for Filipinos and one (1) year for foreigners who possess a Special Retiree's Resident Visa (SRRV).

Hereto attached are copies of Postal ID Application forms (which can be reproduced) and list of documentary requirements for your reference.

Please feel free to contact our Area **Market Specialist Ms Cecille A. Cotapte** at viber number **09064966880**, for further assistance.

Thank you very much. We look forward for the opportunity to bring postal services to your school very soon.

Very truly yours,

**ENGR. LUCRECIO D. CAALIM, JR.**  
Area Director



**PHLPOST**

Republic of the Philippines  
**PHILIPPINE POSTAL CORPORATION**

# APPLICATION FOR POSTAL ID CARD

ALL FIELDS WITH (✓) ARE REQUIRED

PLEASE READ THE GENERAL TERMS AND CONDITIONS AT THE BACK BEFORE ACCOMPLISHING THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

PID Form No. \_\_\_\_\_

Revision (No.) (Date) \_\_\_\_\_

Application Control No.: \_\_\_\_\_

Accepting Post Office Code: \_\_\_\_\_

Accepting Post Office Name: \_\_\_\_\_

OR No.: \_\_\_\_\_

OR Date: \_\_\_\_\_

POSTAL REFERENCE NO. (Leave blank if New Application)



## PART I - TO BE FILLED OUT BY THE APPLICANT

### A. APPLICATION TYPE

PURPOSE

☐ INITIAL

☐ CARD REPLACEMENT

☐ RENEWAL

☐ Amendment of Name

☐ Amendment of Biographic Data

☐ Replacement of Lost Card

☐ Amendment of Authenticating Finger

☐ Replacement of Damaged Card

☐ Others

### B. APPLICANT DETAILS

APPLICANT'S NAME (FIRST NAME)

(MIDDLE NAME)

(LAST NAME)

(SUFFIX)

GENDER

DATE OF BIRTH (MM/DD/YYYY)

PLACE OF BIRTH (CITY/MUNICIPALITY)

(PROVINCE)

(COUNTRY)

FATHER'S NAME (FIRST NAME)

(MIDDLE NAME)

(LAST NAME)

(SUFFIX)

MOTHER'S MAIDEN NAME (FIRST NAME)

(MIDDLE NAME)

(LAST NAME)

(SUFFIX)

NATIONALITY

OCCUPATION

CIVIL STATUS

☐ Single

☐ Married

☐ Widowed

☐ Separated

☐ Divorced/Annulled

GSIS No. (If GSIS member)

SSS No. (If SSS member)

TIN No. (If Available)

CRN No. (If Available)

PHILHEALTH No. (If member)

HDMF No. (If member)

EYES (COLOR)

HAIR (NATURAL COLOR)

COMPLEXION

TELEPHONE NUMBER

MOBILE NUMBER

DISTINGUISHING FACIAL FEATURES

WEIGHT (KILOS)

HEIGHT (CENTIMETERS)

EMAIL ADDRESS

### C. ADDRESS DETAILS

PREFERRED MAILING ADDRESS (CHOOSE ONE)

☐ PRESENT

☐ WORK

FILL-UP FIELDS WITH (✓) IF APPLICABLE

PRESENT ADDRESS

(RM/FLR/UNIT NO./BLDG. NAME)

(HOUSE/LOT & BLK NO.)

(STREET NAME)

(SUBDIVISION)

(BARANGAY/DISTRICT/LOCALITY)

(CITY/MUNICIPALITY)

(PROVINCE)

(COUNTRY)

(POST CODE)

WORK ADDRESS

EMPLOYMENT STATUS

☐ Contractual

☐ Regular / Permanent

☐ Household

☐ Self Employed

☐ OFW

COMPANY TYPE

☐ Government

☐ Private

☐ Others

(COMPANY/RM/FLR/UNIT NO./BLDG. NAME)

(HOUSE/LOT & BLK NO.)

(STREET NAME)

(SUBDIVISION)

(BARANGAY/DISTRICT/LOCALITY)

(CITY/MUNICIPALITY)

(PROVINCE)

(COUNTRY)

(POST CODE)

### D. APPLICANT'S CERTIFICATION

Notwithstanding the confidentiality of the data that I have supplied herein, I hereby give my consent that the same be secured and accessed for subsequent validation, verification, and other purposes consistent with the objectives of this card enrollment. I further affirm that by affixing my signature on this form, all statements/data appearing in this form are true, correct and complete. While applying for this card, I likewise fully agree to and understand all the terms of its issuance as governed by Postal rules and regulations.

Ibinibigay ko ang aking pahintulot na gamitin ang mga kompidensyal na impormasyong nakasasag sa itaas sa pagpapatunay, pagbeberipika at iba pang pamamaraang kaugnay sa proseso ng paggawa ng Postal ID. Ang aking lagda sa form na ito ay nagpapatibay na ang lahat ng impormasyong makikita sa form na ito ay totoo, tama at kumpleto. Naiintindihan ko rin at sumasag-ayon ako sa mga alituntunin at reglamento na sumasaklaw sa pagkakaroon ng Postal ID card.

APPLICANT'S SIGNATURE

SIGNATURE OVER PRINTED NAME

DATE

Further, all statements/data on the operator's screen, which were shown to me at or about the time I affixed my signature herein, are true, correct and complete to the best of my knowledge and belief.

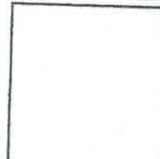
Higit pa rito, ang aking lagda sa form na ito ay nagpapatunay na ang lahat ng impormasyong makikita sa kompyuter screen ng operator ay totoo, tama at kumpleto sa aking buong kaalaman at paniniwala.

APPLICANT'S SIGNATURE

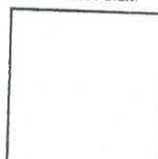
SIGNATURE OVER PRINTED NAME

DATE

FINGERPRINTS IF APPLICANT CANNOT SIGN:



RIGHT THUMB



RIGHT INDEX

WITNESS' SIGNATURE

SIGNATURE OVER PRINTED NAME

## PART II - TO BE FILLED OUT BY PHLPOST

SUPPORTING DOCUMENTS PRESENTED:

☐ NSO Birth Certificate

☐ Barangay Certificate

☐ Others

APPROVED BY:

SIGNATURE OVER PRINTED NAME

DATE

DATA CAPTURE SCHEDULE

Capturing Post Office Name / Code:

Date / Time:

DATA CAPTURED BY:

DATE

SIGNATURE OVER PRINTED NAME

SCREENED BY:

SIGNATURE OVER PRINTED NAME

DATE

TEAR HERE

**PHLPOST**

Republic of the Philippines  
**PHILIPPINE POSTAL CORPORATION**



# APPLICATION FOR POSTAL ID CARD

ACKNOWLEDGEMENT SLIP (CLIENT COPY)

POSTAL REFERENCE NO. (Leave blank if New Application)

NAME (FIRST NAME)

(MIDDLE NAME)

(LAST NAME)

(SUFFIX)

APPROVED BY:

SIGNATURE OVER PRINTED NAME

DATE

DATA CAPTURE SCHEDULE:

Capturing Post Office Name / Code:

Date / Time:

DATA CAPTURED BY:

SIGNATURE OVER PRINTED NAME

DATE



# POSTAL ID MOBILE CAPTURING

Bringing Government Services Closer to Every Filipino



**01** MOBILE  
CAPTURING



## DIGITAL PHOTO CAPTURE

Fast and professional  
ID photography.



## BIOMETRICS

Fingerprint and  
identity verification.



## EASY REGISTRATION

Quick document  
processing.



## SECURE PROCESSING

Protected personal  
information.



**02** APPLICANT  
REGISTRATION



**03** POSTAL ID  
PROCESSING

## WHY CHOOSE OUR SERVICE?



CONVENIENT



RELIABLE



FAST  
PROCESSING



GOVERNMENT  
AUTHORIZED

**GET YOUR  
POSTAL ID  
TODAY** 



TELEPHONE  
0906 496 6880



EMAIL  
ceciliacotapte@yahoo.com



VISIT US  
PHLPost Central Mindanao Area 8  
P. Itum, Macabalan  
9000 Cagayan de Oro City



OFFICE HOURS  
Monday-Friday  
8:00 AM-5:00 PM



REPUBLIC OF THE PHILIPPINES  
Philippine Postal Corporation

**PHLPOST**  
You Send. We Deliver.



BAGONG PILIPINAS



**FAST.  
EASY.  
RELIABLE.**

# ONE ID. MANY OPPORTUNITIES!

YOUR TRUSTED GOVERNMENT-ISSUED PRIMARY ID

**GET YOUR POSTAL ID TODAY!**



BANKING  
TRANSACTIONS



GOVERNMENT  
TRANSACTIONS



PASSPORT  
APPLICATION



AYUDA  
PROGRAMS



EMPLOYMENT  
REQUIREMENTS



SIM  
REGISTRATION



SCHOOL  
ENROLLMENT



INSURANCE &  
FINANCIAL SERVICES



REPUBLIC OF THE PHILIPPINES  
Philippine Postal Corporation

**PHLPOST**



First Name, Middle Name, Surname, Suffix

JUANA REYES DELA CRUZ

Address

585 GEN. TUAZON BLVD.  
BRGY. RIVERA  
1742 PASAY CITY



Date of Birth  
14 Aug 88

Nationality  
PHL

Issuing Post Office  
MNL-DE

Valid Until  
01 Dec 24



PRN 180141234567 P



PREMIUM

*Juana Reyes Dela Cruz*  
HOLDER'S SIGNATURE

## POSTAL ID

# APPLY NOW



GOVERNMENT-ISSUED  
PRIMARY ID



FAST  
PROCESSING



SECURE &  
RELIABLE



NATIONWIDE  
ACCEPTANCE

**PHLPOST**  
You Send. We Deliver.



PHLPost Central Mindanao Area 8