



TITLE : PROPOSED CSU ID POLICY

PROPONENTS : Office of the Caraga State University Press (CSUP)
Office of the Human Resource Management Services (HRMS)

STATEMENT OF PURPOSE: To harmonize the existing rules, practices, and/or guidelines with respect to the Issuance and Wearing of Identification Card (ID) of CSU personnel and their Family members, and CSU partners and stakeholders.

DATE : August 05, 2019

RATIONALE

An individual identity card is integral in proving people access to social protection and services, granting of privileges, and the freedom to exercise one's rights. CARAGA STATE UNIVERSITY is consistently recognizing the need to provide proper identification of its personnel and students. In 2011, the Student ID-Wearing policy was established, however to date, there has been no comprehensive university-wide ID policy.

As practiced, the university implements and impose the utilization of identification card by virtue of memoranda.

STATEMENT OF THE POLICY

CARAGA STATE UNIVERSITY promotes legitimate, secured and truthful identity of its personnel and partners to ensure transparent dealings with the general public and clients. It is with the use of proper identification (ID) that would provide the bearer a legal proof of identity to validate his/her relationship with the university. With the CSU ID, it would allow any client to have a guided action in availing services in the university. It is with an established rules and regulations that the process of obtaining, usage, and access to CARAGA STATE UNIVERSITY ID (CSU ID) be simple and organized.

OBJECTIVES OF THE POLICY

Generally, this policy aims to establish a university ID policy. Specifically, this policy aims to:

1. Identify who may have the CSU ID;
2. Provide mechanism in obtaining the CSU ID;
3. Provide guidelines in the usage of the CSU ID; and
4. Provide mechanism on crafting, production, and issuance of CSU ID.



GENERAL PROVISION

All personnel of CARAGA STATE UNIVERSITY regardless of employment status are required to obtain his/her CSU ID. Any individual who are or may become partner of the university as an outsourced workforce or consultants may obtain an appropriate CSU ID. And any person may also obtain appropriate CSU ID subject to duly approved or authorized mechanism.

OPERATIONAL DEFINITION OF TERMS

CARAGA STATE UNIVERSITY adopts various types of identification cards (ID) which shall be used by anyone who is an employee, a recognized stakeholder, or authorized partner of the university. These IDs are defined as follows:

- Employee ID :** Refers to the CSU ID which is printed on the standard wallet-size identification card;
- Office ID :** Refers to the CSU ID which is printed on any appropriate substrate with variable size, depending on applicable rules as required by Civil Service Commission (CSC) or other higher governing office of the Republic of the Philippines;
- Regents ID :** Refers to the CSU ID given to the members of the university Board of Regents;
- Associate ID :** Refers to the CSU ID which is given to any person who may have transactions or activities in the CSU premises for more than five (5) days. These may be issued to visiting professors, consultants, research collaboration partners, and the like.
- Alumni ID :** Refers to the CSU ID issued to the graduates from CSU from any undergraduate or graduate degree program.
- CSU Retiree :** Refers to the CSU ID issued to a CSU Retiree.
- Student ID :** Refers to the CSU ID issued to the students enrolled in any program or course offered by CSU.
- Dependent ID:** Refers to the CSU ID issued to the legal dependent/s of a CSU personnel.
- PASS ID :** Refers to the CSU ID which is provided as temporary pass to any person wanting to transact in any office of CSU;

I. RULES ON OBTAINING CSU ID

A. For New Entrant Personnel



Upon proper appointment of any person who may become personnel of Caraga State University, the university through the HRMS office shall issue proper notification to the personnel for him/her to proceed in obtaining his/her CSU ID. The university shall issue two (2) IDs: 1.) Employee ID, and 2.) Office ID.

B. For Existing Personnel

The university shall ensure that existing personnel maintains their two (2) IDs:

- 1.) Employee ID, and 2.) Office ID. (*Refer to section V below for additional applicable provisions*).

C. For CSU Board of Regents

Upon formal installation, the university shall provide a Regent ID to all duly elected members of the CSU Board of Regents.

D. For CSU Associates

With formal agreement between the university and its associate/s, CSU may issue an associate ID to its business associate/s. The processing of issuing such ID shall form part of the coordination with the HRMS and the direct supervisor or immediate partner of the business associate.

E. For CSU alumni

The university through its Alumni Relations Office (ARO) shall establish mechanism on the issuance of Alumni ID. The issuance of such ID shall be in accordance to the duly approved Constitutions and By-Laws of the alumni association.

F. For CSU Retiree

The university through the office of the Human Resource and Management Service (HRMS) may issue a CSU Retiree ID to any retired personnel of CSU.

G. For CSU students

The university through the Office of Student Affairs and Services (OSAS) shall enforce its mechanism on the issuance of Student ID and the Student ID wearing policy.

H. For CSU employee dependents

The university shall provide a mechanism on the issuance of CSU employee's legal dependent/s ID.

I. For Visiting Costumers

The university, through the Office of Campus Security (OCS), shall provide mechanism on requiring visiting costumers or partners to properly identify themselves prior to the issuance of "Pass ID". Same unit shall coordinate with the HRMS office and CSU Press for the content, layout, and production of said ID.



For a considerable volume of visiting costumers, the university through the OCS, may implement appropriate mechanism that would provide ease upon entry of the visitors and in a manner that would not compromise campus security.

II. RULES ON THE USAGE OF CSU ID

The CSU ID shall primarily be used for official transactions within the university, and may be for other legal transactions in external legal entities, organizations, or agencies (with few exceptions to certain types of ID as stated in the succeeding provisions). The CSU ID shall NOT be used in any anomalous or malicious transactions to any person, group, organizations, or institutions.

The bearer of any type of CSU ID may be granted access to access university facilities such as but not limited to: Library, Sports and recreation, Shops, and other facilities which may not require exclusive access to certain authorized university personnel. However, this privilege may be subjected to specific compliance of requirements which form part of the established procedures of the unit or facility concern.

For Personnel

CSU personnel, regardless of office/unit assignment or status of employment, shall wear the *Office ID* under the following circumstance:

- i.) Upon entry and while inside the university premises; and
- ii.) When attending external meetings or transactions which form part of his/her regular function or while on delegated representation of any authority of the university;

The use of the *Employee ID* shall be primarily on providing proof of identity when required by any person in authority both external and internal of CSU campus.

A. For Students

Students are obliged to abide by the Student ID-Wearing Policy.

B. For CSU Board of Regents

Upon entry and while inside the university premises, BOR member/s shall wear their respective *BOR ID*. However, any BOR member who may have their corresponding agency/company ID, he/she may wear such ID upon entry and while inside the university premises.

C. For CSU Associates

Upon entry and while inside the university premises CSU associates shall wear their respective *Associate ID* as issued to them by the university. The user shall surrender their respective IDs to their direct supervisor or immediate partner upon the last day of official business transactions; which the latter shall forward the same to the HRMS office.



D. For Alumni

Alumnus/alumnae shall wear their respective *Alumni ID* upon entry and while inside the university premises.

E. For CSU Retiree

A retiree shall wear his/her respective *CSU Retiree ID* upon entry and while inside the university premises.

F. For CSU Personnel Dependents

All legal dependents of CSU personnel shall wear their respective *Dependent ID* upon entry and while inside the university premises. The *Dependent ID* may also be used as proof of identity when required by any person of legal authority.

G. For Visiting Costumers or Partners

Upon entry and while inside the university premises; visitors or costumers shall wear their respective *ID* as issued to them by the university or appropriate *ID* duly recognized by the University. University issued *IDs* shall be surrendered to the Campus Security Personnel upon exit from the university premises.

III. RULES ON THE VALIDITY OF CSU ID

A. For Personnel

Employee ID : The *Employee ID* shall have a maximum validity of four (4) years or along with the term of the University President, whichever is shorter. (For renewal, refer section V).

Office ID : Table 1.

Employment Status	Validity
Permanent Personnel	Four (4) years
Contract of Service	Four (4) years or length of service, whichever is shorter

B. For Students

The validity of student *ID* shall be within the specified term as stipulated in the policy established by the OSAS. However, any student may only be allowed to have his/her *ID* re-validate within four (4) years from the term/semester of issue. Student's who may have to stay in the university beyond four (4) years shall obtain a new *ID*.

C. For CSU Board of Regents

The validity of the *BOR ID* shall; be within the specified term of office. Any *BOR* member who may be elected/appointed for another term shall be given new *BOR ID*, reflecting the new term of office.



D. For CSU Retiree

The CSU *Retiree ID* shall have a lifetime validity.

E. For Alumni

The validity of the *Alumni ID* shall be determined in accordance to the duly approved Constitution and By-Laws of the alumni organization.

F. For CSU Dependent

The validity of the *Dependent ID* shall be the same with the concerned CSU employee. However, for the dependent children, the validity may be terminated upon his/her 25th birthday.

G. For Visiting Partners and Associates

The validity of the *Pass ID* and the *Associate ID* shall be within the period of entry or official transaction inside the university premises only. (Refer section VIII for additional provision).

IV. RULES ON ID INFORMATION SECURITY

The university shall ensure mechanism on data and information privacy of any person given with the CSU ID. The university shall further establish mechanism in ensuring the integrity and validity of the CSU ID.

No ID shall be produced NOR distributed to any person without proper information validation by the HRMS office personnel and due approval from appropriate higher authority of the university.

V. RULES ON RENEWAL OR REPLACEMENT OF ID

Any personnel, bonafide student, and recognized visitors or partners shall be given access to avail renewal or replacement of their respective IDs subject to applicable rules and guidelines.

Table 2 shows the lists of circumstance when to apply for renewal or replacement of CSU ID.

Table 2

ID Type	Reason/s for renewal or replacement	Documentary Requirement/s	Responsible Person/s
BOR ID, Employee ID & CSU Dependent ID	-Maximum validity reached/Damaged/Lost	-Expired/Damaged ID; -Affidavit of Loss*** -Request for the issuance of ID*	-User
Office ID	-Lost/Damage upon usage	-Affidavit of Loss***	-User



ID Type	Reason/s for renewal or replacement	Documentary Requirement/s	Responsible Person/s
		-Request for the issuance of ID*	
	-Normal wear and tear	-Damaged ID -Request for the issuance of ID*	-User -HRMS
Retiree ID	-Lost/Damage upon usage	- Affidavit of Loss*** -Proof of payment/replacement**	-User
	-Normal wear and tear	-N/A	-HRMS
Pass ID	-Lost/Damage upon usage	-Written Apology -Proof of payment/replacement**	-User
	-Normal wear and tear	-N/A	-HRMS
Business Associate ID	-Lost/Damage upon usage	-Written Apology -Proof of payment/replacement**	-User

* the university may provide a form/system for sending a request.

** the university may establish mechanism for appropriate fee/replacement.

*** for lost ID only

VI. RULES ON TERMINATION OF USING THE CSU ID

CSU ID is a property of the university. Any person given an ID is obliged to use the ID with utmost care and within good moral discretion. In the instance when the privilege of using the CSU ID is terminated, the university shall establish mechanism on the return of the CSU ID to the HRMS office. Below are the circumstances when the privilege of using a CSU ID shall be terminated.

Table 3

ID Type	Reason/s for Termination	Responsible Person/s
Employee ID & CSU Personnel Dependent ID	-Retirement/Resignation/ Suspension of the CSU Personnel	-User and HRMO
Office ID	-Retirement/Resignation/ Re-assignment of office	-User and HRMO
Student ID	-Leave of Absence/Dropping from school -Transfer of institution -Graduation	-Student and OSAS
Pass ID	-Lost/damaged	-CSU Administration
Associate ID	-End of Business Engagement	-Concerned unit & HRMO

VII. RULES ON FEES AND INTERVENTIONS

Generally, the university shall ensure that the production/distribution of CSU ID shall be in accordance to appropriate government laws and regulations. Below is a matrix of collecting fees and/or implementation of possible interventions.



Table 4

ID Type	Conditions on Fees/ Interventions	Responsible Person
Employee ID & CSU Personnel Dependent ID	-The CSU personnel shall pay the ID fee -Shall be within the prevailing production cost in the market	-Personnel and CSU administration
Office ID	-Shall be given to the personnel for free	-CSU administration
	-The personnel shall pay for replacement of ID for lost/damaged IDs NOT due to normal wear and tear	-Personnel & HRMO
Alumni and Retiree ID	-the Alumni/Retiree shall pay the required ID Fee	-CSU Alumni/Retiree
Student ID	-for the first issuance of ID, the ID fee shall form part of the scholarship/grant given to the student; --The student shall pay for replacement of ID for lost/damaged IDs	-Student
Pass ID	-Shall be given for free	-CSU administration
	-The visitor shall pay for replacement of ID for lost/damaged IDs other than normal usage conditions	-Personnel & OCS
Associate ID	-Shall be given for free	-Concerned unit & HRMO
	-The business associate shall pay for replacement of ID for lost/damaged IDs other than normal usage conditions	-Personnel

VIII. MISCELLANEOUS

- Employee ID* shall only be given to CSU personnel. This ID need not be given to visiting partners NOR associates (as defined above);
- Pass ID* and *Associate ID* could NOT be used as proof of identity for external transactions;
- The ARO shall establish mechanism on the renewal of *Alumni ID*.
- The university shall establish mechanism on the management and/or implementation with regards to information entry, layout and design of the CSU ID;



- v. The *Dependent ID* may be issued to:
 - a. The lawful spouse;
 - b. Unmarried children [including step child, legally adopted child, or a child whom the employee is granted legal guardianship] not older than 25 years old;
 - c. Children [including step child, legally adopted child, or a child whom the employee is granted legal guardianship] who is not eligible for employment due to considerable assistance needs; and/or
 - d. Senior citizen parents who are no longer employed.
- vi. For a CSU personnel dependent/s, the full name of the concerned CSU personnel shall be indicated in the ID. And only one (1) shall be granted to the identified CSU personnel dependent.
- vii. The university president shall be the signatory of all IDs.
- viii. The university may adopt upgrading the CSU ID to cope with recent trends, such as the integration of electronic, online, or automation systems.

Prepared and Submitted by:

JOEY ARLES O. VERGARA
Director, CSU Press

Conformed

JENNY MAE F. BERSABAL
Director, HRMS

Endorsed by:

LUISITO I. TABADA, PhD.
VPEAOS

ANTHONY M. PENASO, PhD.
University President



List of comments/recommendations during the UDPRC meeting on October 14, 2019

1. Define the CSU ID and enumerate the various ID types;
2. Consider including BOR ID and Retiree ID;
3. Consistently define "Associate" instead of using "Business Associate" in some sections;
4. In table 2 & 3, write "CSU personnel dependent" instead of "dependent";
5. In table 3, row 1, column 2, incorporate the phrase "of the CSU personnel";
6. In table 4, provide the condition of student ID fee as written in the student ID policy;
7. State that the signatory of the CSU ID shall be the university president;
8. In the miscellaneous provision, vi, rephrase the statement to make it gender-equal.