



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

June 25, 2026

OFFICE MEMORANDUM

AD-PS-2026- **317**

**SUBMISSION OF UPDATED PROFESSIONAL
IDENTIFICATION CARDS (PIC)**

To: Director III
Functional Division Chiefs
All Others Concerned

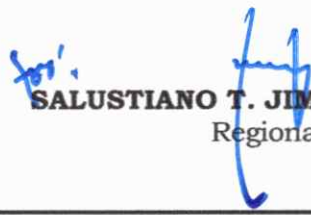
1. Pursuant to Regional Memorandum No. 335, s. 2024 titled "Renewal of Professional Identification Cards (PICs)," all personnel occupying teaching, related-teaching, and other positions requiring a valid professional license are reminded to ensure that their Professional Identification Cards (PICs) are updated and unexpired.

2. To maintain accurate and updated personnel records, employees occupying the following positions which constitute the practices of profession(s) regulated by the Philippine bar/board laws are hereby directed to submit one (1) copy of a certified photocopy of their renewed and updated Professional Identification Card (PIC) to the Administrative Division-Personnel Section immediately after renewal for inclusion in their 201 Personnel File:

- a. Accountant I-III
- b. Attorney III-IV
- c. Chief Education Supervisor
- d. Dentist III
- e. Drivers
- f. Education Program Supervisor
- g. Engineer III
- h. Librarian II
- i. Medical Officer IV
- j. Nutritionist-Dietician
- k. Security Guards

3. Employees are advised to monitor the validity of their licenses and renew them on or before their expiration dates to ensure continuous compliance with applicable Civil Service Commission and Department of Education policies.

4. Immediate dissemination of and strict compliance with this Memorandum are desired.


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Regional Director

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