Department of Agriculture
BUREAU OF PLANT INDUSTRY
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May 19, 2023

MEMORANDUM ORDER
No. 149
Series of 2023

SUBJECT : IMPLEMENTATION OF THE BPI ONLINE IDENTIFICATION CARD (ID) GENERATOR

In compliance to the DA Brand Guidelines dated 2023 March 28 to establish a distinct and consistent identity for Department of Agriculture (DA) employees, the BPI created an Online ID Generator to establish a secure and verifiable ID system and to organize the process of issuing ID cards. The following standards and guidelines shall apply:

Section 1. Scope. All BPI employees must apply for an ID through the official online generator system.

Section 2. Application Process. All employees must register through myid.buplant.da.gov.ph and provide all necessary information for the issuance of the IDs. Queries may be directed to their respective focal person. The system can generate both ID cards: ARTA ID (5.3"x 3.4") and PVC card ID (3.418" x 2.152").

The process and responsible persons/units are as follows:

STEP/PROCESS	ARTA ID	PVC CARD) ID
Application (Applicants may apply at anywhere or you may visit ICS for assistance)	**Requestor/ Applicant**	
Validation of all the information provided	**Personnel Section**	
Rejection	Reasons for rejection: 1. Wrong information 2. Fraudulent application 3. Improper ID picture 4. Other justifiable causes *Note:* The applicant shall be informed of the specific reason for rejection through their registered email address.	
Approval	**Information and Computer Section (ICS)** *Note:* The applicant shall be informed of the approval of the application through their registered email address.	
Printing *(You may print and laminate your own ID or you may visit ICS for assistance)*	**Requestor/ Applicant/ICS**	**Personnel Section**
Request for re-printing *(Reason is required for evaluation and documentation purposes)*	Requestor/ Applicant shall apply online through the system	Request to Personnel Section

GENERAL GUIDELINES		
Signature	Requestor/ Applicant shall wet sign over printed name	Requestor/ Applicant shall upload there e-signature
Devices	Application and printing must be done using laptop or desktop computer. *Google chrome* is the recommended browser in accessing the system.	
Picture/Photo *(You may visit ICS for ID photo capture)*	Should be collared (blue or white), no accessories, not wearing ID, visible ears.	

Section. 3. Data storage. The Personnel Section must validate the applications by cross-checking of the provided information based on the available records and the ICS must approve once validated. All information shall be stored in a secure and encrypted data storage.

Section 4. Focal Persons. The focal person must guide their assigned offices, cascade the process, and assist the ICS in the implementation of the said system. The ICS must provide the accounts (username and temporary password) exclusively for their respective offices. *Attached is the list of operating units with respective username IDs, designated focal persons and the other necessary information.*

Section 5. Effectivity. This shall supersede all previous issuances inconsistent herewith. This memorandum order shall take effect starting **May 22, 2023** and shall remain in force until revoked in writing.

For strict compliance.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director