



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

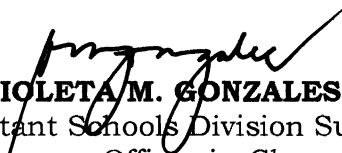
Office of the Schools Division
Superintendent

MEMORANDUM

**MUNTIZEN ID REGISTRATION FOR CITY GOVERNMENT OF MUNTILUPA
EMPLOYEES**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School
Administrative Officer V
All Others Concerned

1. Attached is a letter from the Muntizen ID Core Team, dated July 13, 2026, on the above-captioned activity, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Please be guided that registration will take place from July 15 to August 31, 2026, from Mondays through Fridays, between 7:00 AM and 4:00 PM at the Business Permits and Licensing Office (BPLO), located in the Main Building of Muntinlupa City Hall. Registration will be accommodated on a first-come, first-served basis.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: None

To be indicated in the **Perpetual Index**
Under the following subjects:

MB/NAV/DM – MUNTIZEN ID REGISTRATION FOR CITY GOVERNMENT OF MUNTILUPA EMPLOYEES
288 / July 15, 2026



Republic of the Philippines
CITY GOVERNMENT OF MUNTINLUPA

TO: ALL CITY GOVERNMENT DEPARTMENT HEADS
DATE: JULY 13, 2026
SUBJECT: MUNTIZEN ID REGISTRATION FOR CGM EMPLOYEES

Greetings!

The City Government of Muntinlupa remains committed to strengthening its digitization and Smart City development initiatives. As part of this effort, the MUNTIZEN Core Team respectfully requests all offices to ensure the active participation of their employees in the MUNTIZEN Identification Card registration.

The registration will take place from **July 15 to August 31**, Mondays through Fridays, between 7:00 AM and 4:00 PM at the Business Permits and Licensing Office (BPLO), located in the Main Building of Muntinlupa City Hall. Registration will be conducted on a **first-come, first-served basis**, strictly limited to **200 employees per day**. **MUNTIZEN application forms will be provided directly at the venue during registration**. Please note that designated registration stations are provided at the OSCA and PDAO offices for Senior Citizens and Persons with Disabilities (PWDs).

All participating employees are required to bring their requirements and supporting documents to the venue. Please refer to the attached detailed list of requirements for your reference.

Should you need any further assistance or clarification, please contact Mr. John Carlo Alegre of the Muntinlupa Population Development Office at 8862-8865 local 3030.

Thank you very much for your usual support, cooperation, and full compliance with this important initiative.

Truly yours,


MS. MILDRED P. ANDALEON
Muntizen ID Core Team
City Population Officer


EnP. ALVIN F. VERON
Muntizen ID Core Team
CPDO Head


MS. NANCY B. TORERO
Muntizen ID Core Team
MIS Acting Head

Noted by:


ROZANO RUFINO B. BIAZON
City Mayor

CENTRAL RECORDS OFFICE
RECEIVED
BY: ROAN MORALES
DATE: 7/13/2026 TIME: 5:13

M N
Muntinlupa
Not a stamp

GENERAL PUBLIC



Requirements:

RESIDENTS/CITIZENS/MIGRANTS (REGISTERED VOTERS)

1. Duly accomplished and filled-out form/questionnaire
2. One (1) Original and Photocopy of any of the following Primary identification cards that **must indicate proof of voter's registration in Muntinlupa**:
 - a. Voter's ID or Voter's Certificate
 - b. Valid Muntinlupa Care Card (MCC)
3. If **Voter and with NO Primary ID listed above**, please provide Original and Photocopy of any Two (2) of the following Secondary IDs that **must indicate address in Muntinlupa**:
 - a. Philippine National ID (PhilSys ID)
 - b. GSIS / SSS / UMID
 - c. Driver's License
 - d. PWD / Senior Citizen ID
 - e. PhilHealth ID
 - f. TIN ID
 - g. Postal ID
 - h. Certificate of Employment
 - i. Barangay ID

FOR MINORS

- a. Duly accomplished and filled-out form/questionnaire
- b. Original and Photocopy of Birth Certificate (NSO/PSA/LCR)
- c. Original and Photocopy of Parent's Voter's ID or Voter's Certificate or Minor's Valid Muntinlupa Care Card (MCC)
- d. Barangay ID

NON-VOTER RESIDENTS



Requirements:

NON-VOTER RESIDENTS

1. Duly accomplished and filled-out form/questionnaire
2. Provide Two (2) Original and Photocopy of any of the following Primary IDs that **must indicate address in Muntinlupa**:
 - a. Philippine National ID (PhilSys ID)
 - b. GSIS / SSS / UMID
 - c. Driver's License
 - d. School ID
 - e. PhilHealth ID
 - f. TIN ID
 - g. Postal ID
3. If **residing in Muntinlupa and with NO Primary ID with such address**, please provide Original and Photocopy of any Two (2) of the following requirements that **must indicate address in Muntinlupa**:
 - a. Certificate of Employment
 - b. Notarized Contract of Lease (if renting)
 - c. Utility Bills
 - d. Barangay ID

*Payment of Php 100.00 for Transient Applicants

*Indigent Non-Voter Residents of Muntinlupa (Transients) shall submit Original and Photocopy of Certificate of Barangay Indigency

FOR MINORS

- a. Duly accomplished and filled-out form/questionnaire
- b. Original and Photocopy of Birth Certificate (NSO/PSA/LCR)
- c. Original and photocopy of valid government ID that shows proof of residency in Muntinlupa; if NONE, Parent's valid government ID or document that shows proof of residency in the City
- d. Barangay ID

SENIOR CITIZENS



Requirements:

REGISTERED SENIOR CITIZENS

1. Duly accomplished and filled-out form/questionnaire
2. Original and Photocopy of Existing Senior Citizen ID
3. One (1) Original and Photocopy of any of the following Primary identification cards that **must indicate proof of voter's registration and residence in Muntinlupa**:
 - a. Voter's ID or Voter's Certificate
 - b. Philippine National ID (PhilSys ID)
 - c. Valid Muntinlupa Care Card (MCC)

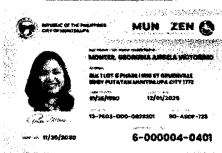
UNREGISTERED SENIOR CITIZENS

1. Duly accomplished and filled-out form/questionnaire
2. OSCA (Office for Senior Citizens Affairs) requirements for applying and registering for a Senior Citizen ID
3. One (1) Original and Photocopy of any of the following Primary identification cards that **must indicate proof of voter's registration and residence in Muntinlupa**:
 - a. Voter's ID or Voter's Certificate
 - b. Philippine National ID (PhilSys ID)
 - c. Valid Muntinlupa Care Card (MCC)

TRANSFER of SENIOR CITIZEN ID REGISTRATION

- a. Certificate of Cancellation from the previous City/Municipality
- b. Complete all requirements for a NEW SENIOR CITIZEN registration

PERSONS WITH DISABILITIES (PWDs)



Requirements:

REGISTERED PWDs

1. Duly accomplished and filled-out form/questionnaire
2. Original and Photocopy of Existing PWD ID
3. Copy of Virtual ID from NCDA Registration and NCDA ID Number
4. One (1) Original and Photocopy of any of the following Primary identification cards that **must indicate proof of voter's registration and residence in Muntinlupa**:
 - a. Voter's ID or Voter's Certificate
 - b. Philippine National ID (PhilSys ID)
 - c. Valid Muntinlupa Care Card (MCC)

UNREGISTERED AND TRANSFERRING PWDs

1. Duly accomplished and filled-out form/questionnaire
2. PDOA (Persons with Disability Affairs Office) requirements for applying and registering for a PWD ID (<https://pdoo.muntinlupacity.gov.ph/>)
3. Copy of Virtual ID from NCDA Registration and NCDA ID Number
4. One (1) Original and Photocopy of any of the following Primary identification cards that **must indicate proof of voter's registration and residence in Muntinlupa**:
 - a. Voter's ID or Voter's Certificate
 - b. Philippine National ID (PhilSys ID)
 - c. Valid Muntinlupa Care Card (MCC)

FOR MINOR PWDs

- a. Duly accomplished and filled-out form/questionnaire
- b. Original and Photocopy of Existing PWD ID
- c. Original and Photocopy of Birth Certificate (NSO/PSA/LCR)
- d. Original and Photocopy of Parent's Voter's ID or Voter's Certificate or Minor's Valid Muntinlupa Care Card (MCC)
- e. Copy of Virtual ID from NCDA Registration and NCDA ID Number



MUN ZEN

Ang ID ng bawat Muntinlupeño

Ang **MUNTIZEN** ay opisyal na pagkakakilanlan ng bawat residente ng Lungsod ng Muntinlupa. Sa pamamagitan nito, mas madali ang access sa mga serbisyo, programa, at benepisyo ng pamahalaang lungsod.

MAG-REGISTER NA!

- ✓ **Mas mabilis** na proseso sa health, scholarship, social services, atbp.
- ✓ **Mas malawak** na access sa mga programa, benepisyo, at diskwento
- ✓ **Mas malinaw** na pagkakakilanlan bilang Muntinlupeño



APPLY IN 3 EASY STEPS!

1. Pumunta sa assigned caravan registration center
2. I-submit ang filled out MUNTIZEN form kasama ang mga requirements para ma-validate
3. Abangan ang release ng card

1. Ano ang MUNTIZEN?

Ang **MUNTIZEN** ay opisyal na pagkakakilanlan ng bawat Muntinlupeño. Gamit ito, mas madali mong maa-access ang mga serbisyo, benepisyo, at programa ng pamahalaang lungsod. Bahagi din ito ng programa ni Mayor Ruffy Biazon sa digital transformation para gawing mas mabilis, maayos, at organisado ang paghahatid ng serbisyo sa mga Muntinlupeño.

2. Bakit kailangan kong kumuha ng MUNTIZEN?

- ✓ **Mas Mabilis** na proseso sa health, scholarship, social services, atbp.
- ✓ **Mas Malawak** na access sa mga programa, benepisyo, at diskwento
- ✓ **Mas Malinaw** na pagkakakilanlan bilang Muntinlupeño

3. Anu-ano ang mga benepisyo ng MUNTIZEN?

- 🔑 Pagkuha ng financial o medical assistance
- 🎓 Access sa scholarships, educational support, social services, atbp.
- 👴 Benepisyo ng Senior Citizens
- ♿ Benepisyo ng PWDs
- 🏠 Paglahok sa mga programa at livelihood projects

At marami pang pribilehiyo na aabangan!

1. Ano ang pinagkaiba ng MUNTIZEN sa National ID?

- ✓ Ang National ID (PhilSys) ay pambansang pagkakakilanlan para sa lahat ng Pilipino.
- ✓ Ang **MUNTIZEN** ay lokal na ID ng Muntinlupa na nakatuon sa mga serbisyo, benepisyo, at programa mula sa City Government.

2. Libre ba ang MUNTIZEN?

Oo. Libre para sa mga botanteng residente ng Muntinlupa at sa mga naninirahan sa lungsod ng anim na buwan patas. May minimal processing fee kung ikaw ay transient.

3. Gaano katagal ang validity ng MUNTIZEN?

Tatlong (3) taon mula sa petsa ng pagkakaloob, maliban sa senior citizens dahil walang expiration ang kanilang ID. Limang (5) taon ang validity para sa mga PWD. Para sa transient, ito ay valid ng isang taon. Maaaring i-renew ang MUNTIZEN ng libre maliban sa transients.

4. Saan ako puwedeng mag-register?

Sa itinakdang registration centers. Abangan ang announcements para sa schedule ng bawat barangay.

5. Kailangan bang personal ang pag-register?

Oo. Kailangan ng personal appearance para sa validation ng dokumento at identity.

6. Dapat bang i-register din ang mga anak na minor?

Oo. Ang mga batang 6-17 taong gulang ay dapat i-register. Kailangang magdala ng kanilang Birth Certificate at iba pang requirements.

7. Ligtas ba ang aking impormasyon sa MUNTIZEN?

Oo. Ang lahat ng datos na kukunin para sa MUNTIZEN ay protektado alinsunod sa Data Privacy Act of 2012.

- ✓ Tanging ang Pamahalaang Lungsod ng Muntinlupa lamang ang may access sa iyong impormasyon

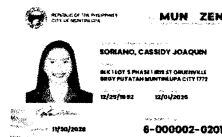
- ✓ Gagamitin lang ito para sa pagpapatunay ng iyong pagkakakilanlan at pagbibigay ng mga serbisyo at benepisyo

- ✓ Hindi ito ibabahagi sa pribadong kumpanya o indibidwal nang walang pahintulot

GENERAL PUBLIC



NON-VOTER RESIDENTS



SENIOR CITIZENS



PERSONS WITH DISABILITIES (PWDs)

