

## ID NUMBER FORMAT AND CODING

With the need to properly identify the category and status of a member as well as his/her Organizational Unit using the issued ID number, the following coding was formulated. Although the ID number will still be in four (4) parts form namely, the Organizational Unit, the Batch Year, the ID Proper Series, and the Type, additional codes were added.

With the following ID Format:

**XXXXX - YYYY - SERIES T**

Where;

**XXXXX** may represent one of the following:

- The code of a recognized Collegiate Chapter

Example:

The code for Beta Chi Chapter is **0222**, which was awarded to Don Bosco College (Fraternity).

- The code to be used for Unrecognized Sorority whose Fraternity is already Recognized, or vice versa.

Example:

Beta Chi is a recognized Fraternity chapter with a chapter code 0222. Its Sorority until its recognition should use the code **P0222**.

- The temporary code of a Petitioning Group

Example:

The code for Petitioning Collegiate Chapter with the series **PC001** to **PC999** as listed by the NED.

The code for Petitioning Alumni Association with the series **PA001** to **PA999** as listed by the NED.

Note: The National Executive Director (NED), in coordination with the CoMe ID Database Manager, will handle the assignment of the above code for petitioning groups. Two series are to be maintained. One for petitioning collegiate chapter (**PC**) & one for alumni association (**PA**).

- The code of a recognized Alumni Association who may have an Associate &/or Honorary Members.

Example:

APO Muntinlupa AA is the 28<sup>th</sup> Recognized Alumni Association. Its Associate &/or Honorary Members should use the code **A0028**.

**YYYY** is the batch year of a regular member or the year membership was granted to an Associate or Honorary member.

**SERIES** is the ID number proper issued in series to members - one number per member.

Example: Bro. Librado Ureta's ID number proper is **00001**.

**T** is the code for the Type of membership and are as follows:

<b>R</b> or <b>space</b>	-	Regular Member
<b>L</b>	-	Life Member
<b>A</b>	-	Associate Member
<b>H</b>	-	Honorary Member

With the above coding let us familiarize with the following ID number examples:

**0101-1974-05180 R**

The above ID# belongs to a member with the following info:

- 0101 with no prefix is a recognized collegiate chapter – Alpha Alpha
- batch 1974
- ID# proper assigned is 05180
- Regular Member

### **0002-1974-05185**

The above ID# belongs to a member with the following info:

- 0002 with no prefix is a recognized collegiate chapter – Beta
- batch 1974
- ID# proper assigned is 05185
- Regular Member

### **0222-1973-05107 L**

The above ID# belongs to a member with the following info:

- 0222 with no prefix is a recognized collegiate chapter – Beta Chi
- batch 1973
- ID# proper assigned is 05107
- Life Member

### **0222-2000-02011 A**

The above ID# belongs to a member with the following info:

- 0222 with no prefix is a recognized collegiate chapter – Beta Chi
- granted on 2000
- ID# proper assigned is 02011
- Associate Member

### **P0222-2005-20007**

The above ID# belongs to a member with the following info:

- 0222 prefixed with P means a Petitioning Sorority of Beta Chi Chapter
- batch 2005
- ID# proper assigned is 20007
- Regular Member

### **PC021-2001-19923**

The above ID# belongs to a member with the following info:

- 21<sup>st</sup> Petitioning Collegiate Chapter (as per NED listing)
- batch 2001
- ID# proper assigned is 19923
- Regular Member

**A0028-2004-19990 H**

The above ID# belongs to a member with the following info:

- 28<sup>th</sup> recognized Alumni Association – Muntinlupa AA
- granted on 2004
- ID# proper assigned is 19990
- Honorary Member

**A0028-2004-19993 A**

The above ID# belongs to a member with the following info:

- 28<sup>th</sup> recognized Alumni Association – Muntinlupa AA
- granted on 2004
- ID# proper assigned is 19993
- Associate Member