



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

March 4, 2022

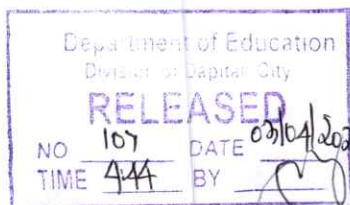
DIVISION MEMORANDUM

NO. 107, s. 2022

ADOPTING THE NEW LETTERHEAD/STATIONERY FOR OFFICIAL COMMUNICATION
AND DOCUMENTS IN THE SCHOOLS DIVISION OFFICE

To: OIC – Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors & Specialists
SDO Section Heads & Personnel
Public Schools District Supervisors & PICDs
Public Elementary & Secondary School Heads
All Others Concerned

1. In adherence to DepEd Order No. 31, s. 2019 or The Department of Education Service Marks and Visual Identity Manual (DSMVIM) and in consideration of the changes in the contact information of the Schools Division Office (SDO) of Dapitan City, specifically its official website, telephone number as well the ISO Certification Seal, **this Office directs all personnel in the Dapitan City SDO to adopt the new template for letterhead/stationery** in accordance with the aforesaid issuance.
2. This is also to reiterate the use of the prescribed font types: Old English Text MT and Trajan Pro (Header); Tahoma (Name of the Office); Calibri (Footer); and Book Antiqua (Body) in all official communications and documents in the Division Office in conformance to the DSMVIM and DepEd Manual of Style (DMOS).
3. Attached is a copy of the format of the new letterhead. Electronic copy may be downloaded from the Google Drive of the SDO which may be accessed by authorized employees. You may also secure a copy from the Quality Assurance Section.
4. For relevant queries and clarifications, please see or contact the Quality Assurance Head and/ or Division Information Officer and alternates.
5. Immediate dissemination of and compliance to this Memorandum is directed.




FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

References: DepEd Order Nos. 30 & 31, s. 2019
Division Memorandum No. 469, s. 2019



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Name of Office / Division



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