Office of the Schools Division Superintendent
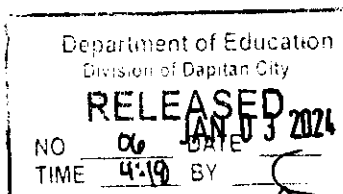
02 January 2024

OFFICE MEMORANDUM
No. _____ 06 _____, s. 2024

USE OF THE UPDATED LETTERHEAD/STATIONERY FOR OFFICIAL COMMUNICATION AND DOCUMENTS IN THE SCHOOLS DIVISION OFFICE

To: Assistant Schools Division Superintendent
        Chief Education Supervisors, CID and SGOD
        OSDS, CID, and SGOD Section Heads and Personnel
        All Others Concerned

1.   Pursuant to Memorandum Circular No. 24, s. 2023 of the Office of the President and, and as reiterated by the memorandum from the Public Affairs Service (PAS) of the DepEd Central Office enjoining DepEd field offices to incorporate the *Bagong Pilipinas* logo and updated *Deped MATATAG* brand guidelines in all official communication materials, and in consideration of the changes in the contact information of the Schools Division Office (SDO) of Dapitan City as well as the expiration of the validity of the ISO Certification last December 23, 2023, this Office directs all personnel in the SDO to use the updated template for the SDO letterhead/stationery.

2.   Consequently, the said DepEd MATATAG logo and Bagong Pilipinas logos shall be used on the following:
        • Official Letterheads (as a footer);
        • Official Websites;
        • Official Social Media Accounts (DepEd Tayo); and
        • Other documents and instruments related to flagship programs of DepEd.

3.   Electronic copies of the sample letterhead / stationery, high-resolution copies of logos may be downloaded using the following link: **https://bit.ly/dap-sdo-letterhead.** Make sure to log-in using your DepEd account.

4.   For further inquiries and clarifications, you may contact the Division Information Officer at the School Governance and Operations Division (SGOD)

5.   For immediate implementation and wide dissemination.

DANNY B. CORDOVA, EdD, CESO VI
Schools Division Superintendent