February 14, 2020

SCHOOL MEMORANDUM

No. \_\_\_\_\_\_, s. 2020

**REVISED OFFICIAL LETTERHEAD FOR DIVISION MEMORANDUMS,**

**ORDERS, ADVISORIES AND OTHER OFFICIAL COMMUNICATIONS**

To: OIC - Assistant Schools Division Superintendent (ASDS)

Chief, Curriculum Implementation Division (CID)

Chief, School Governance and Operations Division (SGOD)

Education Program Supervisors, Public Schools District Supervisors

School Heads and Principals

All Others Concerned

1. Pursuant to DepEd Orders No. 30 and 31, s. 2019 titled **“THE DEPARTMENT OF EDUCATION MANUAL OF STYLE”** and **“THE DEPARTMENT OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL,”** this Office directs all correspondences, Division Memorandums, Advisories, Orders and other Official Communications to use this revised prescribed letterhead and to adhere to the provisions of the above stated DepEd Orders.
2. The change in the design of the letterhead is in conformity with the above mentioned DepEd issuance that mandates all offices and schools of DepEd to follow the said standard.
3. The body text of all issuances and correspondents to be released by the Office shall use Bookman Old Style font, size 10. For consistency in spelling and vocabulary, please refer to the DepEd Manual of Style.
4. Any alterations to the standard design, font and size shall not be accepted and will be grounds for the draft issuance or letter not to be signed.
5. Soft copy of this template may be accessed via our official website or from the Records Section, and sent to the Official Messenger Group Chat of DepEd Davao del Norte’s Management Committee. Schools may ask technical assistance from Neil Edward D. Diaz of the Learning Resource Management Section regarding the template.
6. This shall be implemented effective immediately until the Orders are repealed or rescinded.
7. Immediate dissemination of and strict compliance to this memorandum is directed.

**NAME OF PRINCIPAL**

POSITION/DESIGNATION