



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CITY SCHOOLS – TAGBILARAN
City of Tagbilaran



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December 2, 2019

Division Memorandum
No. 701, s. 2019

**THE DEPARTMENT OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY
MANUAL**

To : Division Chiefs
Education Program Supervisors (EPS)
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is Regional Memorandum No. 0675, s. 2019, in compliance with DepEd Order No. 031, s. 2019, disseminating and directing the utilization of the Department of Education **Service Marks and Visual Identity Manual** in the preparation of all official communications and publications.
2. The said manual refers to the appropriate use of the Department's name, seal, and logo. This is also a reference for the reproduction of official forms, publications, and advocacy materials in communication, multimedia and graphic creative solutions.
3. For details, please see attached Regional Memorandum.
4. Immediate and wide dissemination of this Memorandum is desired.

FOR THE SDS:

JOSEPH IRWIN A. LAGURA, PhD
Schools Division Superintendent


MICHELLE T. SAGABAL, CPA, MM
DIVISION ACCOUNTANT

*Dr. Miller /
For dissemination and
appropriate action*



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM
No. **0675**, s. 2019

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THE DEPARTMENT OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL

TO: Schools Division Superintendents/OICs
Division Information Officers
All Others Concerned

1. The Department of Education hereby disseminates and directs the utilization of its **Service Marks and Visual Identity Manual** per **DepEd Order No. 31, s. 2019** in the preparation of all official communications and publications.
2. The said manual refers to the appropriate use of the Department's name, seal, and logo. This is also a reference for the production of official forms, publications, and advocacy materials in communication, multimedia and graphic creative solutions.
3. Relative to the adoption of DepEd Service Marks and Visual Identity Manual and its Manual of Style (see RM No. 575, s. 2019), this Office shall be disseminating the prescribed formats for its official communications (Regional Memorandum, Memorandum with Limited Applications, Inter-Office Memorandum, Regional Advisory). Schools Division Offices shall use such formats and access them through this link: <https://bit.ly/2CXMCGt>
4. A copy of the said Manual can be accessed through the Official DepEd Website or through https://www.deped.gov.ph/wp-content/uploads/2019/11/DO_s2019_031.pdf
5. The said DepEd Order is attached for further reference.
6. Immediate dissemination of and compliance with this Memorandum is enjoined.

SALUSTIANO T. JIMENEZ EdD, JD, CESO V
Director III
Officer-In-Charge
Office of the Regional Director

STJ/CAE/PAU:ARV



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Jim *11/27/19*