



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS – TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

INTER-OFFICE MEMORANDUM
ADMIN-IM-2020- 002

TO : **ALL DIVISION OFFICE PERSONNEL**

FROM : **JOSEPH IRWIN A. LAGURA PhD**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : **ORIENTATION ON THE USE OF THE DEPARTMENT OF
EDUCATION SERVICE MARKS AND VISUAL IDENTITY
MANUAL AND DEPED MANUAL OF STYLE**

DATE : February 28, 2020

To effectively implement the DepEd Order No. 31, s. 2019 and DepEd Order No. 30, s. 2019 titled Department of Education Service Marks and Visual Identity Manual and DepEd Manual of Style, respectively, this Office will conduct an orientation on the use of the said manuals on March 9, 2020 at 9:00 a.m. at the Division Office Conference Room.

In this regard, all Division Office personnel are to attend the said activity.

Your attendance is compulsory.

JIAL/MKP/ADMIN/ATM/alr



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph