



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Office of the Schools Division Superintendent

September 16, 2024

DIVISION MEMORANDUM

No. 244, s. 2024

**REITERATION ON THE IMPLEMENTATION OF THE DEPED MANUAL OF STYLE
AND DEPED SERVICE MARK AND VISUAL IDENTITY**

To: Assistant Schools Division Superintendent
Chiefs of the Division, CID and SGOD
Division Unit Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary Schools Principals/School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 009, s. 2021 titled, Institutionalization of a Quality Management System in the Department of Education and in conformance with the ISO 9001:2015 Certification Standards, this Division reiterates the strict implementation of DepEd Order 30, s. 2019 or the DepEd Manual of Style (MOS) and DepEd Order 31, s. 2019 or the DepEd Service Marks and Visual Identity Manual (DSMVIM).
2. The guidelines stated in the DSMVIM shall be used by all concerned pertaining to the standard specifications and applications of DepEd's name, seal, logo, official letterheads, learning resources, citations, documentations, and other official collaterals.
3. All issuances and communications shall be printed in A4 size bond paper, except for instances when the use of other paper size is directed or necessary, bearing the official DepEd Northern Samar Division letterhead and footer. The format must be in Full Block Style. It must use the font style Bookman Old Style, size 11, for all parts except for the header, footer, and tracer. All communications' margins shall be set at one (1) inch for both the left and right sides. The top and bottom margins are pre-set according to the specifications provided in DO 30 and 31, s. 2019. Attached to this Memorandum is the template for issuances and communication.
4. Functional Divisions/Units/Sections Heads are instructed to revise, if necessary, the templates used by their respective Division/Unit/Section and designate a Document Controller responsible for ensuring that all new document templates applicable to or generally used are the ones submitted to the Schools Division Office (SDO). Hence, these designated Document



Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
Telefax: (055) 500 9801
Division Official Website: <https://depednsamar.ph>
Email: nsamardivision@deped.gov.ph

Controllers shall first check that the submitted documents from the field comply with MOS, DSMVIM, and the new document templates before they are stamped and received by the Division Records Unit. The names of the Document Controller shall be submitted to the Office of the Schools Division Superintendent.

5. The Division Information Officer shall serve as the focal person and provide technical assistance concerning specific situations on service marks, the DepED seal, and the logo, in the Schools Division.
6. The Information and Communication Technology (ICT) Unit is directed to make these new document templates accessible through the SDO Website. It shall coordinate with the School ICT Coordinators to ensure these templates are used at the school level.
7. This Memorandum shall take effect on October 1, 2024.
8. Immediate dissemination of and strict compliance thereof is highly expected.


GAUDENCIO C. ALJIBE JR., PhD, CESO VI
OIC-Schools Division Superintendent

Encl.:
As stated

References:
DepEd Order Nos. 30 and 31, s. 2019



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