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FEB 07 2024
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

February 6, 2024

DIVISION MEMORANDUM

No. 38, s. 2024

REITERATION OF THE ADOPTION OF THE DEPED MATATAG AND BAGONG PILIPINAS LOGOS IN ALL DOCUMENTS IN DEPED SDO NAGA CITY

To: Assistant Schools Division Superintendent
Chiefs of Functional Divisions
CID, SGOD, and OSDS Unit/Section Heads
Public Schools District Supervisors Concerned
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Public Affairs Service Memorandum No. PAS-OD-2023-031 and consistent with the previously issued Division Memorandum 260, s. 2023, this Office **REITERATES THE ADOPTION OF THE DEPED MATATAG AND BAGONG PILIPINAS LOGOS IN ALL DOCUMENTS IN DEPED SDO NAGA CITY.**

2. The templates for the School and the Document used in the Schools Division Office with proper Headers and Footers and Template for Tarpaulin for Programs, Projects and Activities (PPAs) can be downloaded through the link:

<https://tinyurl.com/SDONagaDocsBranding>

or scan the QR Code:



3. All DepEd Officials performing monitoring and evaluation shall ensure the observance of these templates based on the DepEd Manual of Style before submitting documents to this Office.

4. For concerns, contact document controller at sdonaga.qms@deped.gov.ph.

5. Immediate and widest dissemination of and compliance with this memorandum is desired.



DM 31, s. 2019 DM Rev. 01

SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent



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Enclosure No. 1 of DM No. 38, s. 2024

VISUAL APPEARANCE OF DEPED SDO NAGA CITY BRANDING

(The template are downloadable through <https://tinyurl.com/SDONagaDocsBranding>)

A. SDO Naga Documents


Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

[Date]

DIVISION MEMORANDUM
No. _____, s. 2024






[TITLE]

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public School Heads
All Others Concerned


1. [Legal bases, instruction and details such as the what, when, where]
2. [Objectives]
3. [Who are involved]
4. [Instruction including contact persons and number for inquiries]
5. [Enclosures/ references, if any]
6. Expenses are chargeable against [source of fund] subject to the usual accounting and auditing rules and regulation.
7. Immediate dissemination of this Memorandum is desired. [for other relevant instruction]

SUSAN S. COLLANO PhD, CESO V
Schools Division Superintendent

This is the updated footer. All other parts are retained.

B. School Documents







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TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

SCHOOL
SCHOOL ADDRESS

The Name of Schools and School Address will be placed in this portion.

The official telephone number if any of the CP number of the school and the official email address of the school will be placed here.
The page number should not be omitted/removed to determine the number of pages of documents.

The school logo will be placed here.


    

C. Tarpaulins for PPAs (Applicable to SDO and Schools)

ACTIVITY TITLE

VENUE:
DATE

24010109
08 FEB 2024

DM 31, s. 2019 DM Rev. 01