



Republic of the Philippines
Department of Education
REGION VII
DIVISION OF GUIHULNGAN CITY

Office of the Schools Division
Superintendent

December 4, 2019

DIVISION MEMORANDUM

No. 494, s. 2019

THE DEPARTMENT OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL

To: **Chief, SGOD**
Education Program Supervisors
Education Program Specialists
Cluster Heads
Elementary and Secondary School Heads
All Other Concerned

1. Attached is the Regional Memorandum No. 0675 s. 2019 RE: THE DEPARTMENT OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL directing the field in the utilization of the Department of Education's Service Marks and Visual Identify Manual as per DepEd Order No. 31, s. 2019 in the preparation of all communication and publications.
2. Templates compliant to DepEd Order No. 31, s. 2019 (herewith attached) can be downloaded at <https://bit.ly/2CXMCGt>.
3. Immediate and wide dessimination of this memorandum is earnestly desired.

For: 
ARDEN D. MONISIT EdD
Schools Division Superintendent





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/2CXMGt>
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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