



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

March 19, 2025

DIVISION MEMORANDUM

No. 152, s. 2025

**REITERATION TO THE COMPLIANCE ON THE USE OF DEPED LOGO,  
LETTERHEAD AND UPDATING OF FOOTER INFORMATION**

To: Assistant Schools Division Superintendent  
Chiefs – SGOD and CID  
Education Program Supervisors  
Public Schools District Supervisors/Districts-In-Charge  
Public Elementary and Secondary School Heads  
SDO Section/Unit Heads/Personnel  
All Others Concerned

1. This Office reiterates the compliance to DepEd Memorandum No. 031, s. 2019, re: The Department of Education Service Marks and Visual Identity Manual, on the use of official SDO and schools' letterhead.
2. It also reiterates compliance to Memorandum Circular No. 24, s. 2023 from the Office of the President titled "Launching the Bagong Pilipinas Campaign as the Administration's Brand of Governance and Leadership", adopting the Bagong Pilipinas logo and incorporating it to the agency's letterheads, websites, official social media accounts and other documents pertaining to the flagship programs of the government.
3. The sample letterhead for SDO can be accessed from the SDO website – Downloads – SDO Nueva Vizcaya Template.
4. For the school level, the footer shall bear the Bagong Pilipinas logo, DepEd Matatag logo, the School logo and the school information (address, cellphone/telephone number, email address and website) as applicable.
5. Additionally, the following guidelines below shall apply for the contents of all issuances, letters and all other communications:
  - a. Font Style: Bookman Old Style, and
  - b. Font Size: 11 points.
6. The foregoing forms/template shall be the only official forms/templates to be used in all correspondences including memoranda of SDO, districts, schools and learning centers.



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7. Immediate dissemination and strict compliance of this memorandum is directed.

**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

MEV/DM-Reiteration to the Compliance on the use of DepEd Logo,  
Letterhead and Updating of Footer Information  
152/March 19, 2025

