



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

04 August 2026

DIVISION MEMORANDUM

No. 287, s. 2026

**ADOPTION AND IMPLEMENTATION OF THE NEW SDO NUEVA VIZCAYA
FOOTER FORMAT FOR ALL OFFICIAL DOCUMENTS**

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors/ Districts In-charge
Public Elementary and Secondary School Heads
Division Office/Section/Unit Heads
All others concerned

1. Pursuant to **Regional Memorandum No. 323, s. 2026**, entitled "*Removal of the DepEd MATATAG Logo from the Footer of All Official Documents of DepEd Regional Office No. 02,*" and in support of the Department's efforts to maintain uniformity in official issuances and documents, this Office hereby adopts and implements the **new SDO Nueva Vizcaya Footer Format** for use in all official documents. DepEd's Manual of Style also prescribes standardized formats for official issuances and document elements, including footers.

2. All offices/sections/units, and public elementary and secondary schools, shall use the attached footer format in all official documents, including but not limited to the following:

- a. Division Memoranda;
- b. Unnumbered Memoranda;
- c. Office Memoranda;
- d. Division Bulletin;
- e. Special Orders;
- f. Indorsements;
- g. Certifications;
- h. Travel Orders;
- i. Reports and Technical Assistance Documents;
- j. Official Communications
- k. Forms and Templates; and
- l. Other official issuances and administrative documents

3. Attached to this Memorandum are the New SDO Nueva Vizcaya Footer Formats for adoption and implementation. Editable soft copies may also be downloaded through <https://sdonuevavizcaya.com/downloads/>.

- **Enclosure 1** – New SDO Nueva Vizcaya Footer Format for the Division Office
- **Enclosure 2** – New SDO Nueva Vizcaya Footer Format for District Offices



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- **Enclosure 3**– New SDO Nueva Vizcaya Footer Format for Schools
4. Immediate dissemination of and strict compliance with this Memorandum is directed.


ORLANDO E. MANUEL PhD, CESO V
Schools Division Superintendent
08-2026-515





Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya
(Name of District)



Republic of the Philippines
Department of Education

Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

(Name of School)

(School Address)



Republic of the Philippines
Department of Education
Region II – Cagayan Valley



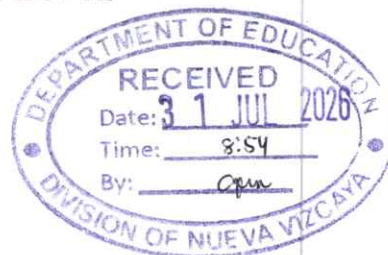
July 30, 2026

REGIONAL MEMORANDUM

No. **323** s. 2026

**REMOVAL OF THE DEPED MATATAG LOGO FROM THE FOOTER OF ALL
OFFICIAL DOCUMENTS OF DEPED REGIONAL OFFICE NO. 02**

To: Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
Section/Unit Heads
All Others Concerned



1. In line with the decision during the 1st Semester Management Review conducted on 28 July 2026 at the Main Conference Hall, DepEd Regional Office No. 02, and to ensure consistency, professionalism, and compliance with the prescribed standards on official government communications, **this Office directs the removal of the DepEd MATATAG Logo from the footer of all official documents** issued by the Regional Office and the Schools Division Offices within Region 02.

2. Effective immediately upon the issuance of this Regional Memorandum, all official documents, including but not limited to the following, shall no longer bear the DepEd MATATAG Logo in the footer:

- a. Regional Memoranda;
- b. Office Memoranda;
- c. Advisory and Advisory Notices;
- d. Special Orders;
- e. Indorsements;
- f. Certifications;
- g. Travel Orders;
- h. Reports and Technical Assistance Documents;
- i. Official Communications;
- j. ISO Documents, Forms, and Templates; and
- k. Other official issuances and administrative documents.

3. All offices are directed to revise and update their official document templates to ensure that the footer complies with the approved Department of Education (DepEd) branding and document standards. Existing electronic templates shall likewise be updated accordingly.

4. This directive forms part of the agreements and management actions adopted during the Minutes of the 1st Semester Management Review held on 28 July 2026,



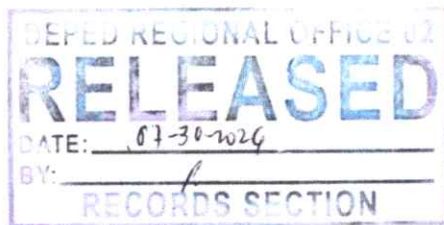
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aimed at promoting uniformity, consistency, and proper institutional branding in all official communications issued by DepEd Regional Office No. 02.

5. Assistant Regional Director, Division Chiefs, Section/Unit Heads, and Schools Division Superintendents shall ensure the strict implementation and monitoring of this directive within their respective offices and schools.

6. Immediate and wide dissemination of this Memorandum is desired.



FTAD/zpa/csbjr2026

BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

For : [signature]

FLORANTE E. VERGARA

Director III/Assistant Regional Director



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