



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division
Superintendent

29 NOVEMBER 2019


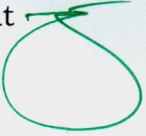
DIVISION MEMORANDUM

No. 705 s. 2019

DEPED MISAMIS ORIENTAL OFFICIAL LETTERHEAD

To: Public Schools District Supervisors
Public Schools Elementary and Secondary Principals
Manangement Committee (ManCom)
Executive Committee (ExeCom)
All Others Concerned

1. In compliance with DepEd Order No. 30 s. 2019 entitled "The Department of Education Manual of Style (MoS); and DepEd Order No. 31 s. 2019 entitled "Department of Education Service Marks and Visual Identity Manual (DSMVIM), this Office hereby informs the field to use our Official Letterhead in all official communications and issuances.
2. The attached templates contain standard designs, style, marks and visual identity for Division Office, District Offices and Schools. These can be downloaded at our website under /downloadables/templates.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.


JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent 

Encls.: As stated

References: DepEd Order Nos. 30 & 31 s. 2019

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATIONS

ISO, MLT



Address: Del Pilar corner Velez Street, Brgy. 29, Cagayan de Oro City 9000
Telephone Nos.: (088) 881-3094 | Text: 0917-8992245 (Globe)
Website: www.deped.misor.net
Email: misamis.oriental@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

**Office of the Schools Division
Superintendent**

STANDARD FORMAT

Header:

- **Seal** - 0.76 inch
- **Republic of the Philippines** - Old English Text MT, 12 point size, bold
- **Department of Education** - Old English Text MT, 18 point size, bold
- **Name of Regional Office** - Trajan Pro, 10 point size, bold
- **Name of Schools Division Office** - Trajan Pro, 10 point size, bold
- **Name of Office** - Tahoma, 10 point size, bold

Footer:

- **Division Seal** - 0.76 inch
- **Office Details (name of school, address, contact numbers, and email address)** - Calibri (Body), 10 point size



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Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL
TAGOLOAN DISTRICT

Office of the Public Schools
District Supervisor

STANDARD FORMAT

Header:

- **Seal** - 0.76 inch
- **Republic of the Philippines** - Old English Text MT, 12 point size, bold
- **Department of Education** - Old English Text MT, 18 point size, bold
- **Name of Regional Office** - Trajan Pro, 10 point size, bold
- **Name of Schools Division Office** - Trajan Pro, 10 point size, bold
- **Name of District** - Trajan Pro, 10 point size, bold
- **Office of the PSDS** - Tahoma, 10 point size, bold

Footer:

- **District/School Seal** - 0.76 inch
- **Office Details (name of school, address, contact numbers, and email address** - Calibri (Body), 10 point size



Address: Tagoloan, Misamis Oriental
Telephone No.:
Website: www.deped.misor.net
Email: @deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL
MISAMIS ORIENTAL GENERAL COMPREHENSIVE HIGH SCHOOL

Office of the Principal

STANDARD FORMAT

Header:

- **Seal** - 0.76 inch
- **Republic of the Philippines** - Old English Text MT, 12 point size, bold
- **Department of Education** - Old English Text MT, 18 point size, bold
- **Name of Regional Office** - Trajan Pro, 10 point size, bold
- **Name of Schools Division Office** - Trajan Pro, 10 point size, bold
- **Name of School** - Trajan Pro, 10 point size, bold
- **Office of the Principal** - Tahoma, 10 point size, bold

Footer:

- **District/School Seal** - 0.76 inch
- **Office Details (name of school, address, contact numbers, and email address)** - Calibri (Body), 10 point size



Address: Velez Street, Brgy. 29, Cagayan de Oro City 9000
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