



Republic of the Philippines

Department of Education

CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

DepED
DEPARTMENT OF EDUCATION

Schools Division of Tabuk City

RELEASED

By: fn
Date: 10/28/25 Time: 12:37

October 28, 2025

Division MEMORANDUM

No. 495 s. 2025

FORMAT AND STYLE OF DIVISION MEMORANDUM AND OTHER WRITTEN COMMUNICATIONS IN THE SCHOOLS DIVISION OF TABUK CITY

To: Asst. Schools Division Superintendent
Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Head of Units and Offices
All other concerned

1. In accordance with DepEd Order 30, s. 2019 otherwise known as the DepEd Manual of Style and DepEd Order 31, s. 2019 or the Implementation of the DepEd Service Marks and Visual Identity Manual in the Central, Regional and Division Offices, the Schools Division of Tabuk City issued Division Memorandum No. 67, s. 2023 to enjoin all program holders and personnel to adhere with the provisions of said issuances.
2. Hence, to guide all DepEd personnel and program holders, the Schools Division of Tabuk City issues the following enclosures for reference of the standard format and style of Division Memoranda and all other written communications:
 - a. Enclosure 1 - Division Memorandum (SDS Signed)
 - b. Enclosure 2 - Division Memorandum (ASDS Signed)
 - c. Enclosure 3 - OSDS Official Communication
3. Soft copy of the enclosures can be downloaded from bit.ly/Official_Comm.
4. Widest dissemination of and compliance to this memorandum is desired

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools
Division Superintendent

JAN NOWEL E. PEÑA
Asst. Schools Division Superintendent

OASDS/jnp



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
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DepEd Tayo Tabuk City



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SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

ENCLOSURE 2. Division Memorandum (ASDS Signed)

Month Day, Year

Division MEMORANDUM

No. _____ s. _____

NEQUE PORRO QUISQUAM EST QUI DOLOREM IPSUM QUIA DOLOR

To: Asst. Schools Division

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Cras tempor justo at justo blandit efficitur. Nam quis dignissim quam, sed maximus mi. Pellentesque feugiat risus nunc, sed porta lectus euismod id. Nam pellentesque arcu ut nisl fermentum.
2. Curabitur interdum ipsum eget diam suscipit efficitur. Sed auctor pellentesque purus, et volutpat libero pharetra ac. Vestibulum euismod ullamcorper nibh sed tincidunt. Nulla sodales commodo justo, facilisis lacinia risus fringilla pulvinar. Aenean eu vulputate ante.
3. Curabitur vehicula libero sit amet sapien iaculis, pellentesque pellentesque nulla porttitor. Ut sagittis enim metus, ut euismod est efficitur vel. Quisque vel sagittis metus, quis dapibus eros. Quisque laoreet sem eros, eu pulvinar dui vehicula eu. Ut posuere finibus rutrum. Duis maximus sed tellus in auctor.
4. Nullam bibendum vehicula volutpat. Cras pretium mollis efficitur. Proin eu orci in justo consectetur efficitur et eget eros. Donec pharetra libero in nunc gravida faucibus non non odio.
5. Vivamus semper nisi eu turpis dignissim, vitae sagittis felis consectetur. Quisque sed semper nulla, sit amet tempus arcu.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools
Division Superintendent

JAN NOWEL E. PEÑA
Asst. Schools Division Superintendent

Office/initial



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Tabuk City, Kalinga

ENCLOSURE 3. OSDS Official Communication

**OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT**

Month Day, Year

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent



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