



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

06/March/2023

Division MEMORANDUM

No. 90, s. 2023

FORMAT AND STYLE OF DIVISION MEMORANDA 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 Letterhead
 - d. Enclosure 4 - Office of the SGOD Chief Notepad
 - e. Enclosure 5 - Office of the CID Chief Notepad
 - f. Enclosure 6 - Office of the School Principal Official Letterhead
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.

IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools
Division Superintendent


JAN NOWEL E. PEÑA

OIC Asst. Schools Division Superintendent



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Telephone No: 074-624-1619/074-624-1620
Website: <https://www.tabuk.city@deped.gov.ph>
E-mail: tabuk.city@deped.gov.ph



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

ENCLOSURE 1. Division Memorandum (SDS Signed)

day/month/year

Division MEMORANDUM
No. s.

NEQUE PORRO QUISQUAM EST QUI DOLOREM IPSUM QUIA DOLOR

To: Asst. Schools Division Superintendent

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IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

Office/initial



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Website: <https://www.tabuk.city@deped.gov.ph>
E-mail: tabuk.city@deped.gov.ph



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

ENCLOSURE 2. Division Memorandum (ASDS Signed)

day/month/year

Division MEMORANDUM
No. s.

NEQUE PORRO QUISQUAM EST QUI DOLOREM IPSUM QUIA DOLOR

To: Asst. Schools Division Superintendent

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.
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IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent

For the Authority of the Schools
Division Superintendent

JAN NOWEL E. PEÑA
OIC Asst. Schools Division Superintendent

Office/initial



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Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
Tabuk City, Kalinga

ENCLOSURE 3. OSDS Official Communication Letterhead

**OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT**

day/month/year

IRENE S. ANGWAY PhD, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
SCHOOLS DIVISION OFFICE OF ABRA
School Governance and Operations Division

ENCLOSURE 4. Office of the SGOD Chief Notepad

**OFFICE OF THE CHIEF
EDUCATION SUPERVISOR**

day/month/year

SALLY P. FEKEN
Chief Education Supervisor



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Telephone No: 074-624-1619/074-624-1620
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Republic of the Philippines
Department of Education
SCHOOLS DIVISION OFFICE OF ABRA
Curriculum Implementation Division

ENCLOSURE 5. Office of the CID Chief Notepad

**OFFICE OF THE CHIEF
EDUCATION SUPERVISOR**

day/month/year

RAMONCHITO A. SORIANO
Chief Education Supervisor



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
Telephone No: 074-624-1619/074-624-1620
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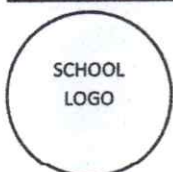
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF TABUK CITY
[NAME OF SCHOOL]
[Address of School]

ENCLOSURE 6. Office of the School Principal Official Letterhead

OFFICE OF THE SCHOOL PRINCIPAL

day/month/year

School Principal



Address:
Website:
E-mail: