



DIVISION MEMORANDUM
NO., 07, s. 2020

To : All DepEd Personnel
This Division

From : AGUSTINES E. CEPE, CESO V

Date : January 20, 2020

Subject: **UTILIZATION OF PRESCRIBED TEMPLATE FOR DIVISION MEMORANDUM**

1. This Office requires the field and all Division personnel to utilize the prescribed template in crafting Division Memorandum and other DepEd-related issuances as mandated in Section VII of DepEd Order No. 30, s. 2019.
2. This is in relation to the agreement made during the conduct of Quality Management System (QMS) Phase 3 on January 18-19, 2020 at the Division Office Conference Hall, Tangub City.
3. For the said template is attached as Enclosure 1.
 - A. Margin
 - Left - 1.5 inch
 - Right - 1.0 inch
 - Upper - 1.0 inch
 - Lower - 1.0 inch
 - B. Font
 - Bookman Old Style
 - Font Size- 11
 - C. Logo
 - Prescribed Logo should be used.
 - D. Travel Order
 - TO is considered officially perfected if Certificate of Attendance is submitted to this office upon arrival.
4. For guidance and compliance.

AEC/rtm/12-14-19

Encls: As stated
To be indicated in the Perpetual Index
Under the following subjects:





REPUBLIC OF THE PHILIPPINES
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF TANGUB CITY

