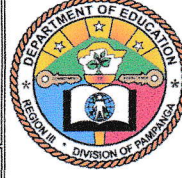




Republic of the Philippines  
Department of Education  
Region III – Central Luzon  
**SCHOOLS DIVISION OF PAMPANGA**  
High School Blvd. Brgy. Lourdes, City of San Fernando



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**DIVISION MEMO. NO. 243, S. \_\_\_\_\_**

**TO :** Public Elementary, Junior, and Senior High School Heads  
PSDSs/ EPSs/ ASDSs and All Division Personnel

**FROM :** Office of the Schools Division Superintendent

**SUBJECT:** **FORMAT OF DIVISION COMMUNICATIONS**

**DATE :** May 10, 2018

1. As part of our effort to better improve systems towards providing quality services to all our customers, this Division shall adopt a uniform format for all internal communications. Below are the specifications which shall be observed in the preparation and layout of all communications/documents (memos, letters, reports, etc.)
  - a. The letterhead must bear the following information:
    - 1) complete name and address of the department;
    - 2) DepEd National logo and the Division's logo;
    - 3) Document Code, Revision No., and Effectivity Date;
    - 4) Name of the Office; and
    - 5) Title of the communication issued or submitted.
  - b. The following are the technical specifications which must be followed:
    - 1) Font style – Arial;
    - 2) Font size – 10-11;
    - 3) Margins – .5 inch on all sides;
    - 4) Single spaced for long body texts and 1.5 shall be used for short body texts; and
    - 5) For memos body texts must be numbered.
2. The National Logo shall be placed over the left side while the Division's Logo shall be positioned on the right side. Meanwhile, schools may follow their existing formats or adopt this style guide whichever suits their contexts.
3. The Division's Campaign Slogan "*One DepEd... One Pampanga*" must be placed as the footer for all documents.
4. It is imperative that all concerned authorities and personnel shall adopt the same format in order to facilitate easy and efficient transactions within the division.
5. Attached are samples of format for Memos, Letter and Reports.
6. Soft copies of the sample formats can be requested from the ICTU Office through John Paul Pallasigui or Dennis Sicat, CID Clerk.
7. Wide dissemination of this Memorandum to all concerned is earnestly desired.

  
**LEONARDO D. ZAPANTA, Ed.D., CESO VI**  
Schools Division Superintendent