



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

SGOD-2023-272

To : Assistant Schools Division Superintendent  
SGOD & CID Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All others concerned

Subject : **REVIEW OF THE REGIONAL TEMPLATES, STYLING AND  
BRANDING BASED ON DEPED MANUAL OF STYLE, SERVICE  
MARKS AND PAWIM**

Date : June 27, 2023

This is in relation to Regional Memorandum HRDD-2023-148 dated June 13, 2023 re: Review of the Regional Templates, Styling and Branding Based on DepEd Manual of Style, Service Marks and PAWIM, which mentioned Memorandum No. 014 s. 2022 titled, **DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM)**.

In line with this, the field is hereby informed that the Public Affairs Unit, is advised to conduct thorough review of the Regional Templates, Styling and Branding of Forms, Seal, Logo, Signages and Advocacy Materials which have been designed and used to standardize and harmonize the implementation of Quality Management System.

Further, to ensure knowledge management for One DepEd, One QMS that is applicable at all levels of governance, the utilization of standard templates and forms for documented information shall be according to DO 30, s. 2019 titled, Department of Education Manual of Style, DO 31, s. 2019 on DepEd Service Marks, and Visual Identity Manual, DO 63 s. 2011: DepEd Seal, and DO 69 s. 2003: DepEd Logo.

For Terms of Reference, access <https://tinyurl.com/kmttemplates>.

Immediate dissemination of this memorandum is desired.

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED  
29-101580

MELANIE P. ESTACIO

OIC-Schools Division Superintendent

Enclosed: As stated  
SGOD/cab

DATE: JUL 03 2023 TIME: 1:41 PM

BY: [Signature]



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Telephone Nos.: (082) 553-8375; (082) 553-8396

REG-2023

23-2024



Republic of the Philippines  
**Department of Education**  
DAVAO REGION

Ed Schools Division of Davao Region  
RECORDS SECTION

RECEIVED 103580

DATE: 14 JUN 2023 TIME: 3:20

BY: [Signature]

Office of the Regional Director

**REGIONAL MEMORANDUM**  
HRDD-2023-148

To : Assistant Regional Director  
Schools Division Superintendents  
Chiefs of the Functional Divisions

Subject: REVIEW OF THE REGIONAL TEMPLATES, STYLING  
AND BRANDING BASED ON DEPED MANUAL OF  
STYLE, SERVICE MARKS AND PAWIM

Date : June 13, 2023

In reference to Memorandum No. 014 s. 2022 titled, **DepEd Quality Management System (QMS) Manual and Procedures and Work Instructions Manual (PAWIM)**, the Public Affairs Unit (PAU), is advised to conduct thorough review of the Regional Templates, Styling and Branding of Forms, Seal, Logo, Signages and Advocacy Materials which have been designed and used to standardize and harmonize the implementation of Quality Management System.

Along this vein, to ensure knowledge management for One DepEd, One QMS that is applicable at all levels of governance, the utilization of standard templates and forms for documented information shall be according to DO 30, s. 2019 titled, Department of Education Manual of Style, DO 31, s. 2019 on DepEd Service Marks, and Visual Identity Manual, DO 63 s. 2011: DepEd Seal, and DO 69 s. 2003: DepEd Logo.

For Terms of Reference, access <https://tinyurl.com/kmttemplates>.

Immediate dissemination of this memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION ROXI  
RECORDS SECTION  
**RELEASED**

By: 20846

Date: [Signature] Time: June 14, 2023

Enclosed: As Stated.

ROH1/nrb

