



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF SAGAY CITY


DEPARTMENT OF EDUCATION
DIVISION OF SAGAY CITY
RELEASED
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NAME OF APPROVING OFFICER: _____
January 13, 2020

Division Memorandum
No. 013 series 2020

**Orientation on the Use of DepED Manual of Styles and
Service Marks & Visual Identity Manual**

To: Chiefs of CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Unit Heads
Schools Heads of Public Elementary & Secondary Schools

1. The Schools Division Office of Sagay City will conduct an Orientation on the Use of DepED Manual of Styles and Service Marks & Visual Identity Manual on **January 21, 2020 8:00 a.m. at Balay Kauswagan, Sagay City, Negros Occidental.**
2. This aims to orient the participants on the latest language style, format, usage and visual standards set for all communications, presentations, learning resources, advocacy materials, citations and documentations related to the Department of Education.
3. Participants to this orientation are the following:
 - a. DepED Personnel (see attached enclosure for the list of personnel)
 - b. School Heads of Public Elementary & Secondary Schools
4. Participants are advised to bring a copy of DepED Order 30 s. 2019 and DepED Order 31 s. 2019.
5. Should you have any queries you may contact Mr. Jerson F. Donasco at cellphone number 0950 056 7080.
6. Travel expenses shall be charged to local funds subject to the existing accounting and auditing rules and regulations.
7. It is understood that in the conduct of this activity there shall be no discrimination in the provision of Learning and Development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
8. Immediate and wide dissemination of this memorandum is desired.


ARLENE G. BERMEJO, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: D.O. 30 & 31 s. 2019
To be indicated in the Perpetual Index
under the following subjects:

Manuals Orientation



A. List of Division Personnel

OSDS	CID	SGOD
1. SDS Arlene Bermejo	1. Dr. Nenita Gamao	1. Dr. Nicanor Alparito
2. Suzetta Escolta	2. Feliciano Mercurio	2. Dr. Ma. Theresa Bingcang
3. Noe Abdon	3. Dr. Jordan Beleganio	3. Nelson Gellera
4. Atty. Barbara Tolentino	4. Dr. Marlon Dublin	4. Dr. Araceli Craus
5. Jonah Uypico	5. Bella Balandra	5. Dr. Josette Balandra
6. Josie Rebusquillo	6. Jojery Dionaldo	6. Sheilamae Mayonila
7. Lucena Sabajas	7. Gina Ferraris	7. Engr. Edward Martorillas
8. Ma. Leah Linda Tan	8. Dr. Alma Mirasol	8. Dr. Romeo Santillan
9. Rhodora Desamparado	9. Dr. Cesar Demafiles	9. Brenda Labangco
10. Mafe Jaranilla	10. Dr. Roger Rochar	10. Jerson F. Donasco
11. Rhea Alba	11. Elizabeth Romo	11. Inger Pacheco
12. Renalin Villareal	12. Jonel Mañales	12. James Sabio
13. Romie Osal	13. Helen Gargar	13. Grace Lanutan
	14. Lyn Gaca	14. Rex Yangco
	15. Patricia Villavilez	15. Marli Piccio
	16. Dr. Glenda Tan	16. Lisette Grace Umadhay
	17. Dr. Glendame Flores	17. Alyssa Joana Dagunan
	18. Benito Aquino	18. Julie Pearl Duran
	19. Analie Buhayan	19. Irish Theresa Ubamos
	20. Richard Rubin	20. Angeli Jablo
	21. Dr. Marilyn Gamboa	21. Kathreen Mendoza
	22. Arnold Ayco	22. Jaypee Lobaton
	23. Jacinto Garganera	
	24. Mayo Villamor	
	25. Analee Alingco	
	26. Angela Ilagan	

B. School Heads of Public Elementary & Secondary School