

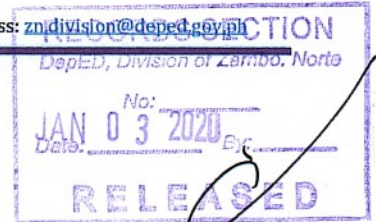


Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
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Division Memorandum No. 002, s. 2020



To: Chief Education Supervisors  
Section/Unit Heads  
Public Schools District Supervisors  
Elementary/Secondary School Heads  
Teaching and Non-Teaching Personnel  
All Others Concerned  
This Division

From: *Liza R. Tabilon*  
MA LIZAR TABILON, EdD, CESO VI  
Schools Division Superintendent

Subject: Adoption of the Official Stationery of the Schools Division Office of  
Zamboanga del Norte

Date: January 2, 2019

In accordance with the provisions of D.O. no. 31, s. 2019, entitled The Department of Education Service Mark and Visual Identity Manual, the DepEd Zamboanga del Norte Division announces the adoption of the official stationery of the Schools Division Office.

The purpose of the adoption and use of the official stationery are the following:

1. To promote the distinct identity of the Schools Division Office;
2. Adopt uniformity and standard in all its communication and
3. Provide control on the application of its standard design and service marks.

The use of the official stationery is exclusive to all communication deemed to have emanated from the Schools Division Office and sent to the field or within the office which comes in three paper sizes (A4, short and legal) in either portrait or landscape for its orientation downloadable through [www.depedzn.net](http://www.depedzn.net).

Effective immediately, it is advised the use of the official stationery in all communication prepared at the field which origin is that of the Schools Division Office.

Immediate and wide dissemination of this Memorandum is hereby directed.



*"Be and Do Much Better Each Day with a Sense of Urgency"*

