



Republic of the Philippines
Department of Education
REGION IX – ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

DepEd, Division of Zamboanga Sibugay	
RECORD SECTION	
NO: 315767	TIME: 4:32 PM
BY: f	DATE: 18 Feb 2026
RELEASED	

February 18, 2026

DIVISION MEMORANDUM

No. **103**. s. 2026

USE OF OFFICIAL LETTERHEAD FOR OFFICE CORRESPONDENCE

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Public Schools District Supervisors/District in Charge
Section Heads
Public School Heads
All Others Concerned

1. Pursuant to DM 30, S. 2019, *DepEd Manual of Style*, DM 14. s. 2022, *DepEd Service Marks and Visual Identity Manual*, and DO 31, S. 2019, *DepEd Quality Management System Manual and Procedures and Work Instructions Manual*, this Office announces the **Use of Official Letterhead for Office Correspondence**.
2. The use of official letter head will ensure professional consistency and institutional identity across the division. Further, it aims to formalize all written communications and uphold the quality standards required for official government records.
3. This Memorandum shall take effect upon its approval. However, the district and public schools, may still use the remaining copies of their current letterheads, certificates, report forms, and other educational materials with the Department's official name, seal and logo until the end of School Year 2025-2026.
4. The official letterhead can be accessed through this link: http://tiny.cc/DZS_DO_Letterhead or scan this QR code:



5. For compliance with, guidance, and information of all concerned.

VIRGILIO P. BATAN JR. CESO V
Schools Division Superintendent

Reference:

Encl.: As Stated

Reference:

To be indicated in the Perpetual Index

under the following subjects: QMS – Letterhead

ZS-CID-DM-2026-02-31

RJR20260218



Republic of the Philippines

Department of Education






REGION IX - ZAMBOANGA PENINSULA

SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY

**Office of the Schools Division
Superintendent**

February 18, 2026



 Pangi, Ipil, Zamboanga Sibugay, 7001
 0968-520-9123
 zamboanga.sibugay@depd.gov.ph
 depdzamboangasibugay.ph
 DepEd Tayo Zamboanga Sibugay Division

Doc. Ref. Code	SDO-SGOD-F001	Rev	00
Effectivity	Click or tap to enter a date.	Page	1 of 1



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