



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

DepEd, Division of Zamboanga Sibugay	
<b>RECORD SECTION</b>	
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BY:	18 Feb 2026
<b>RELEASED</b>	

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  
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Office of the Schools Division  
Superintendent

February 18, 2026



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DepEd Tayo Zamboanga Sibugay Division

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**Office of the Schools Division  
Superintendent**

February 18, 2026