



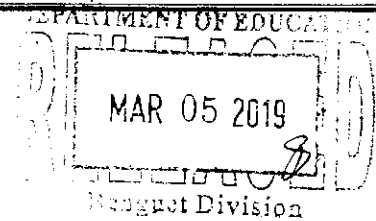
Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BENGUET
Wangal, La Trinidad, Benguet 2601



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February 22, 2019

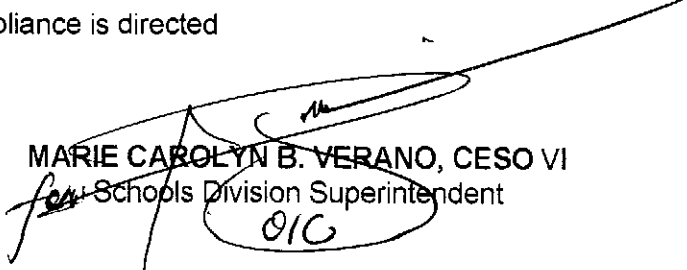
DIVISION MEMORANDUM
No. 3.s. 2019



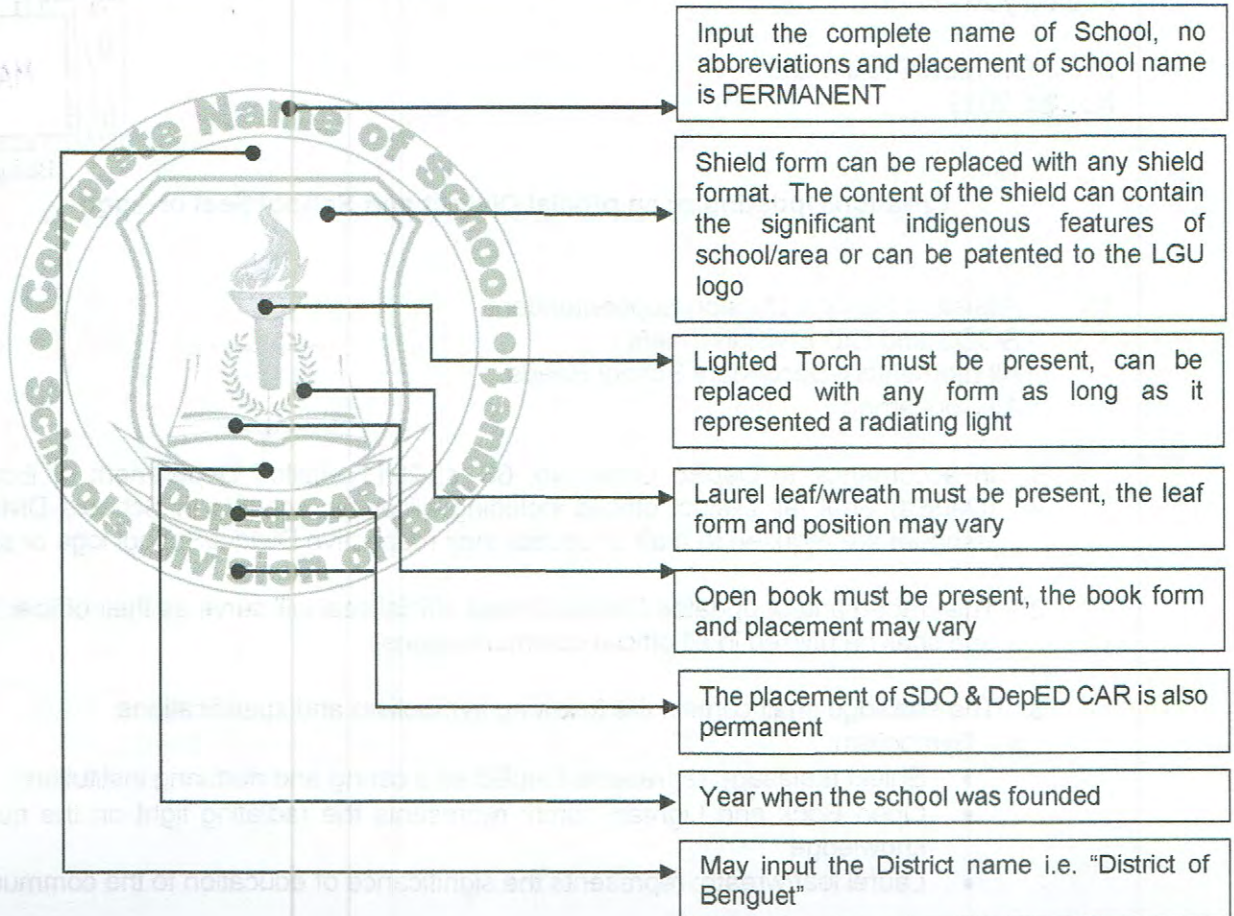
Creation/Updating of an official District and School Seal or Logo

To: Assistant Schools Division Superintendent
SGOD and CID Division Chiefs
All Elementary/Secondary School Heads
All Concerned

1. In accordance to DepEd Order No. 63, s. 2011 entitled Department of Education (DepEd) Seal, all District offices including all public schools in Schools Division of Benguet are required to craft or update their respective District/School logo or seal.
2. The crafted and/or updated District/School official seal will serve as their official identity and shall be utilized in all official communications.
3. The seal/logo shall contain the following symbolism and specifications:
 - a. Symbolism
 - Shield (kalasag): represents DepEd as a caring and nurturing institution;
 - Open Book and Lighten Torch: represents the radiating light on the quest for knowledge
 - Laurel leaf/wreath: represents the significance of education to the community
 - b. Specifications
 - Colors: at least 3 colors to be used in accordance to the dominant IPed clothing
 - Size: at least 10,000 x 10,000 pixels or 2' x 2' or a high definition (HD) size
 - Font: use only one font style and can be easily read (i.e. Arial, Bookman Old style)
 - Seal borders and inner background: can be optional or patented from the LGU seal/logo
4. The layout of the different required symbols may vary or patented from the official Central/Regional/Division DepEd logo/seal.
5. A guideline guide shall be provided to have a consistency of all District/School logo or a sample template can be downloaded at the link bit.ly/SDObengsamplelogo
6. The crafted/updated seal/logo shall be presented (soft/hardcopy) to SDO office on or before April 08, 2019 for clarification and approval of our Schools Division Superintendent.
7. Immediate dissemination and strict compliance is directed


MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent
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Guidelines in crafting/updating the District and School Seal/Logo



Size: must be High Definition (HD) or 10,000 x 10,000 pixels or 2' x 2'

Colors: can be taken from the LGU logo or can be patterned to the prominent IPEd colors in the area, use at least 3 sets of colors

File: .jpeg, .jpg but preferred to be in .png file format

NOTE: the circle border is optional if the school has an old logo, however old school logos shall be updated following the symbols and specifications.