

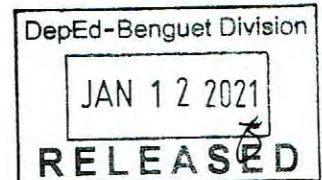


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

January 11, 2021

**DIVISION MEMORANDUM**

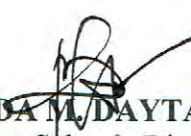
No. 08 s. 2021



**TO: Division Chiefs**  
**Unit/Section Heads**  
**EPS**  
**PSDSs/CPs**  
**All Other Personnel**  
**Others Concerned**

**SDO BENGUET DIVISION MEMORANDUM AND LETTER FORMAT**

1. Pursuant to Deped Order 31 s. 2019 entitled, “The Department of Education Service Marks and Visual Identity Manual” and in line with the SDO Benguet ISO 9001:2015 Quality Policy to provide quality product and service to our customers and meet regulatory and all applicable ISO 9001:2015 requirements; and to address promptly all external and internal issues relevant to our purpose and strategic direction in pursuit of QMS, all SDO Personnel are hereby enjoined to use the format designed for SDO Benguet Memorandum and all letters, correspondence or communication.
2. E-copy of the format is posted in the **PSCP 2020 COVID 2019** while printed copy is herein attached for utilization or reference.
3. For guidance, dissemination and implementation

  
**BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

Encl.: As stated

OSDS/Office of ASDS/stc/III



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Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

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Date \_\_\_\_\_

**DIVISION MEMORANDUM**

No. \_\_\_\_\_

**TO:**

**SUBJECT/ TITLE OF MEMORANDUM**

- 1.
- 2.
- 3.
- 4.
- 5.

**BENILDA M. DAYTACA, EdD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Office of the Schools Division Superintendent

Encl.: As stated

DIVISION/SECTION/initials



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