Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

DepEd-Benguet Division
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28 October 2026

DIVISION MEMORANDUM
No. 460, s. 2026

REMINDER ON THE PROPER USE OF THE DEPARTMENT OF EDUCATION (DEPED) SEAL AND LOGO

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Public Schools District Supervisors/District In-Charges
Elementary and Secondary School Heads
All Others Concerned

1. In line with DepEd Order No. 031, s. 2019, otherwise known as the **Department of Education Service Marks and Visual Identity Manual (DSMVIM)**, and DepEd Order No. 030, s. 2019, otherwise known as the **Department of Education Manual of Style**, all offices and schools are hereby reminded to observe the proper and appropriate use of the Department's official service marks in all communications, publications, presentations, certificates, advocacy materials, and other official documents and collaterals.

2. To avoid misuse and ensure consistency in branding and communication, all concerned are advised of the following distinctions:

A. The **DepEd Seal** shall be used in official and formal documents that represent the authority and official functions of the Department. These include, but are not limited to:

- Memoranda, advisories, and office orders;
- Official correspondence and endorsements;
- Certificates, diplomas, and recognitions;
- Official forms, reports, and records; and
- Other documents requiring official authentication.

B. The **DepEd Logo** shall be used primarily for information, advocacy, promotional, and visibility purposes, including:

- Tarpaulins, streamers, and banners;
- Publications, brochures, and newsletters;
- PowerPoint presentations and learning materials;
- Social media cards, posters, and infographics;
- Signages, vehicle markings, and other information and advocacy materials.

Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Website:sdo.depedbenguet.com

3. All personnel are further reminded that the DepEd Seal and Logo are official service marks of the Department and shall not be altered, distorted, modified, or used for personal, commercial, political, or unauthorized purposes.

4. The Seal and Logo maybe downloaded through the following link: **https://tinyurl.com/45tuv9ym, https://l1nk.dev/wp17nvo**

5. *Immediate dissemination of and compliance with this Memorandum are hereby directed.*

CARMEL F. MERIS
OIC-Schools Division Superintendent

For the OIC- Assistant Schools Division Superintendent

sgd

NOVER KEITHLEY S. MENTE
OIC- Assistant Schools Division Superintendent