



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

JUL 17 2025

**DIVISION MEMORANDUM**  
No. 297, s.2025

**SUBMISSION OF UPDATED AND HIGH-RESOLUTION SCHOOL LOGO**

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Public Elementary, Junior and Senior High School Principals  
School ICT Coordinators  
All Others Concerned

1. In line with the ongoing efforts of the Schools Division Office of Bataan to maintain an accurate and professional online presence, particularly on the official Division Website, all public elementary and secondary schools are hereby directed to submit an **updated and high-resolution copy of their official school logo** in **JPEG or PNG format**.
2. The submitted logo will be used to update the School Directory section of the Division Website. All school heads, with the assistance of their respective School ICT Coordinators, are requested to upload their official school logo through the OneDrive link: **[bit.ly/SDOBTN\\_School\\_Logo](https://bit.ly/SDOBTN_School_Logo)** on or before **July 26, 2025 (Friday)**.
3. Prompt submission is encouraged to ensure the accuracy and completeness of the Division's digital records.
4. For immediate dissemination and strict compliance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent

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