



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

DIVISION MEMORANDUM

April 28, 2026

No. 185, s. 2026

**REITERATION AND STRICT COMPLIANCE WITH PRESCRIBED
COMMUNICATION FORMATS PURSUANT TO DEPED ORDER NO. 30, s. 2019
("THE DEPARTMENT OF EDUCATION MANUAL OF STYLE")**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

1. In pursuit of standardization, clarity, and professionalism in official communications, and in accordance with DepEd Order No. 30, s. 2019, titled "The Department of Education Manual of Style," this Office hereby reiterates the need for alignment and strict adherence to the prescribed communication formats across all units, schools, and offices within the Schools Division Office of Bataan.
2. All official communications, including but not limited to memoranda, letters, endorsements, reports, and advisories, shall conform to the standards set forth in the said DepEd Order. This includes the use of proper structure, formatting, official letterheads, subject headings, numbering systems, tone, and language consistent with government communication protocols.
3. All concerned personnel are directed to ensure that all outgoing and internal documents are reviewed and formatted in accordance with the prescribed guidelines prior to submission or dissemination. Non-compliant documents may be returned for correction to ensure uniformity and quality in official issuances.
4. Enclosed in this Memorandum are the following:

Enclosure 1: Key Provisions of DepEd Order No. 30, s. 2019.

Enclosure 2: Standard Templates for Official Communications

(<https://bit.ly/COMMUNICATION-FORMATS>)

5. This Memorandum shall serve as the basis for compliance and as a reference in the preparation and issuance of all official communications within the Division.



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6. Immediate and wide dissemination of this Memorandum is hereby directed.


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

Encl: as stated

To be indicated in Perpetual Index

under the following subjects:
Communication
Format
Publications

April 28, 2026



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

Advisory No. ____, s. (Current Year)
(Month) ____, (Current Year)

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2201,
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.

(Visit www.deped.gov.ph)

(Title of the Advisory)

(Content of the Advisory as follows)

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

(Document owner code)
(Date Created)



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

DIVISION LETTER

No. _____, s. 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

This Office implements uniform and official letter head and template to be prepared, released and issued as official communication emanating from the Schools Division Office – Bataan.

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

(Document owner code)
(Date Created)



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

DIVISION MEMORANDUM
No. _____, s. 2026

**IMPLEMENTATION OF UNIFORM LETTER HEAD AND TEMPLATE FOR ALL
SDO BATAAN ISSUANCES AND OFFICIAL COMMUNICATIONS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

1. This Office implements uniform and official letter head and template to be prepared, released and issued as official communication emanating from the Schools Division Office – Bataan.

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

To be included in the Perpetual Index
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"We Mould Heroes"



CSC PRIME HRM BRONZE AWARD



PHILIPPINE QUALITY AWARD
QUEST FOR EXCELLENCE
COMMITMENT TO QUALITY MANAGEMENT (LAMEL II)



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

(Date of Publication)

OFFICE MEMORANDUM
No. _____, s. 2026

(TITLE OF THE MEMORANDUM)

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary, Junior, and Senior High School Principals
All Others Concerned

1. (Content of the Office Memorandum as follows)

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

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