



Republic of the Philippines
Department of Education
Region VII, Central Visayas
Division of Bohol

**Office of the Schools Division
Superintendent**

April 22, 2024

DIVISION MEMORANDUM
No. 196, s. 2024

**REITERATION OF THE STRICT COMPLIANCE TO THE USE OF THE DEPED SERVICE
MARKS AND VISUAL IDENTITY MANUAL**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private School Heads
All Other Concerns

1. In accordance with DepEd Order No. 31, s. 2019 titled, **The Department of Education Service Marks and Visual Identity Manual**, all schools are hereby reminded and instructed to strictly complied to the required styling and formatting of Certificates and Diploma for the End of School Year 2023-2024.
2. The following provisions in the DO 31, s 2019 shall be reiterated and adhered:
 - a) Kindergarten and Grade 6 Certificates of Completion (page 56)
 - b) Junior High School Certificate of Completion (page 57)
 - c) Senior High School Diploma (page 58)
3. Kindergarten, Grade 6, and Grade 10 Certificate of Completions will be submitted to the District Office for the electronic/stamped signature of the SDS, while the Senior High School Diploma with RO approved Track and Strand with complete specialization shall be checked by the SGOD personnel care off Ms. Marina H. Bernasor and team, for the organic signature of the SDS.
4. May 31, 2024 will be the uniform date of the Diploma and Certificate of Completion.
5. For more information and guidance please refer to **DO 31, s. 2019**.
6. Strict compliance and widest dissemination of this Memorandum is desired.


CASIANA P. CABERTE PhD, CESO VI
Schools Division Superintendent

CPC/SGDD/MRB/mhb



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