



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

January 07, 2021

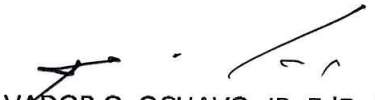
DIVISION MEMORANDUM

No. 004 s. 2021

**ADDENDUM TO DIVISION MEMORANDUM NO. 145, S. 2020 TITLED
“GUIDELINES IN THE IMPLEMENTATION OF STANDARD AND UNIFORM SCHOOL DIRECTIONAL
SIGNAGES FOR PUBLIC ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS”**

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. Relative to the Division Memorandum No. 145, s. 2020 titled “Guidelines in the Implementation of Standard and Uniform School Directional Signages for Public Elementary, Secondary and Integrated Schools”, the putting-up of Standard and Uniform School Directional Signage must be finished this first quarter of 2020 and its expenses must **be incorporated on the Request for Cash Advance (RCA) under the expenditure of Other Maintenance and Other Operating Expenses (MOOE).**
2. Immediate dissemination of this memorandum is desired.


SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent

JAN 08 2021



1950

1950

1950

1950

1950

1950



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

November 9, 2020

DIVISION MEMORANDUM
No. 145, s. 2020

GUIDELINES IN THE IMPLEMENTATION OF STANDARD AND UNIFORM SCHOOL DIRECTIONAL SIGNAGES FOR PUBLIC ELEMENTARY, SECONDARY AND INTEGRATED SCHOOLS

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary and Integrated School Heads
All Others Concerned

1. The Schools Division of Capiz through the Education Facilities Unit (EFU) of the School Governance and Operations Division (SGOD) hereby issues the guidelines for the implementation of standard and uniform school directional signage for all public elementary, secondary and integrated schools of this schools division.
2. The EFU will provide standard school signage to replace the old, worn-out and/ or dilapidated school signage. This initiative is intended to give a singular look and a common organizational identity to all public schools in this schools division.
3. School directional signage can contain one (1), two (2) or three (3) school names which is to be placed at the strategic area of the main road. For school directional signage intended for one (1) school only, the layout is consist of DepEd logo and Schools Division of Capiz logo, the official header with the name of the Department and schools division, school name, school address and distance from school.
4. In the case of school directional signage for two (2) or three (3) schools, the layout is consist of DepEd logo and Schools Division of Capiz logo, the official header with the name of the Department and schools division, school name and distance from school.
5. The size and height of the standard school directional signage and Approved Program of Works are found in Enclosure Nos. 1,2 & 3.
6. Immediate dissemination of this memorandum is desired.

SALVADOR O. OCHAVO, JR., EdD, CESO V
Schools Division Superintendent

NOV 12 2020



