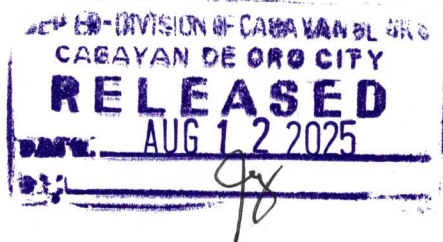




Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent



11 AUG 2025

DIVISION MEMORANDUM

No. 670 s. 2025

**SUBMISSION OF REQUIREMENTS FOR THE DEPED CDO
INFORMATION BROCHURE**

TO: Assistant Schools Division Superintendent
Public Schools District Supervisors
All Elementary and Secondary School Heads
This Division

1. An information brochure will be reproduced to be displayed in the receiving areas of the Division Office and in schools offices, containing relevant information and current data about DepEd CDO.
2. In line with this, all School Heads are directed to upload the following to this drive, <https://tinyurl.com/CDOinfoBrochure>, on or before **August 13, 2025, at 5:00PM**. When uploading, all are requested to create a folder for their respective school to ensure proper organization.
 - a. **Official School Seal** – high-resolution PNG file with transparent background
 - b. **School Head formal photo** – preferably in Barong Tagalog/Filipiniana attire, high resolution JPEG, JPG or PNG file; a clear well-lit waist-up shot with a neutral and uncluttered background (solid white, gray or plain wall)
3. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment are accorded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.
4. For information and compliance.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
under the following subjects:
INFORMATION

DM027-SGOD-YF-LLT / submission of requirements for the deped cdo information brochure
August 11, 2025