



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



**DIVISION MEMORANDUM**  
No. 1004, s. 2019

November 12, 2019

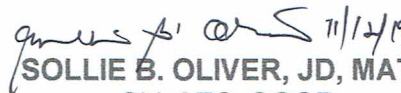
**Change of Schedule and Additional Information for the Conduct of the National Orientation on the Use of the DSMVIM and the DepEd Manual of Styles**

To: PETER-JASON C. SENARILLOS  
Senior Education Program Specialist


1. Attached is Regional Memorandum dated November 6, 2019 signed by Evelyn R. Fetalvero, OIC – Regional Director, DepEd Regional Office XI regarding the schedule of the National Orientation on DSMVIM and DMOS which is November 27-30, 2019 at Apo View Hotel, Davao City.
2. As the Division Information Officer you are hereby directed to attend said orientation.
3. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
4. For your information and guidance.

**CRISTY C. EPE, CESE**  
Schools Division Superintendent

For and in the absence of the SDS:

  
**SOLLIE B. OLIVER, JD, MATE**  
Chief ES, SGOD

DepEd Schools Division of Digos City  
RECORDS SECTION

**RELEASED**  
46020  
DATE: NOV 12 2019 TIME: 3:30 PM  
BY: 

Encls: List Enclosures  
References: DepEd Order  
To be indicated in the Perpetual Index under the following subjects:

GOVERNANCE                      COMMUNICATIONS                      ORIENTATION ON DMOS

PJSENARILLOS: Change of Schedule and Additional Information for the Conduct of the National Orientation on the Use of the DSMVIM and the DepEd Manual of Styles

12 November 2019



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
**REGION XI**  
 Davao City



Address: F. Torres St., Davao City (8000)  
 Contact/Telefax Numbers: (082) 291-1665/(082) 221-6147

Email: region11@deped.gov.ph  
 Website: www.depedroxi.ph

DepEd Schools Division of LIGOS CITY  
**RECORDS SECTION**

**RECEIVED** 2/6/20

DATE: NOV 06 2019 TIME: 9:22 AM

**MEMORANDUM**

To : Schools Divisions Superintendents

Subject: **CHANGE OF SCHEDULE AND ADDITIONAL INFORMATION FOR THE CONDUCT OF THE NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DSMVIM AND THE DMOS**

Date : November 6, 2019

Attached are DepEd Memorandum No. 164, s. 2019 dated November 4, 2019 and DepEd Memorandum No. 142, s. 2019 dated October 18, 2019 on the **Conduct of the National Orientation and Workshop on the Use of the Department of Education Services Marks and Visual Identity Manual (DSMVIM) and the Department of Education Manual of Style (DMOS).**

Please be informed that the final schedule will be on **November 27-30, 2019** to be held at the **Apo View Hotel, Davao City.**

Kindly inform the following identified participants of the change and additional information:

- |                               |                    |
|-------------------------------|--------------------|
| 1) Maria Gemima V. Galang     | -Regional Office   |
| 2) Ravenscar C. Ygloria       | -Compostela Valley |
| 3) Neil Edward Diaz           | -Davao del Norte   |
| 4) Antonio G. Pace IV         | -Davao del Sur     |
| 5) Raymond Aquino             | -Davao Occidental  |
| 6) Mc Adriane Nouve B. Cobero | -Davao Oriental    |
| 7) Joanna Paula Cagape        | -Davao City        |
| 8) Peter Jason C. Senarillos  | -Digos City        |
| 9) Arnold M. Benabaye         | -Mati City         |
| 10) Neil Michael A. De Asis   | -Panabo City       |
| 11) Dianne Jean M. Dumdum     | -IGACOS            |
| 12) Roy R. Baniyas            | -Tagum City        |

For immediate dissemination.

*[Signature]*  
**EVELYN R. FETALVERO, CESO V**  
 Assistant Regional Director  
 Officer-In-Charge  
 Office of the Regional Director

Enclosed: As Stated

RDO/PAU/mmu

DEPARTMENT OF EDUCATION ROXI  
 RECORDS SECTION  
**RELEASED**

Empowerment Adaptability Goal-oriented Leadership Excellence  
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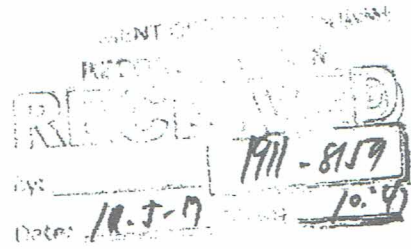
Document Number : ROXI-176  
 Version Number : 2.0  
 Revision Number : 0  
 Date of Effectivity : July 15, 2019



1911-5664



Republic of the Philippines  
**Department of Education**



04 NOV 2019

DepEd MEMORANDUM  
No. **164**, s. 2019

**CHANGE AND ADDITIONAL INFORMATION TO  
DEPED MEMORANDUM NO. 142, S. 2019**

(National Orientation and Workshop on the Use of the Department of Education  
Service Marks and Visual Identity Manual, and the DepEd Manual of Style)

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Minister, Basic, Higher and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. Relative to DepEd Memorandum (DM) No. 142, s. 2019 titled **National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual, and the DepEd Manual of Style**, this Department, through the Public Affairs Service-Publications Division, announces the change and additional information below.

**a. Change**

The schedule of Cluster 4, which was originally scheduled on **November 26-29, 2019** has been moved to **November 27-30, 2019**.

**b. Additional Information**

The venue of Cluster 4 (Regions IX, X, XI, XII, Caraga and BARMM) is at the Apo View Hotel, Davao City.

2. All other provisions in DM 142, s. 2019 remain in effect.

3. For more information, please contact the **Public Affairs Service-Publications Division**, Ground Floor, Aguinaldo Building near Motorpool Area, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [pas.pd@deped.gov.ph](mailto:pas.pd@deped.gov.ph) or at telephone no. (02) 8633-9341.

4. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References: DepEd Memorandum (No. 142, s. 2019)  
Advisory dated October 14, 2019  
Memorandum (OM-OAGA-2019-00145) dated May 23, 2019

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
CHANGE  
COMMUNICATIONS  
MANUAL

SMMA. DM Additional Information and Change to DM 142, s. 2019  
0768 - October 30, 2019



Republic of the Philippines  
**Department of Education**

18 OCT 2019

DepEd MEMORANDUM  
No. **142**, s. 2019

**NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPARTMENT  
OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL,  
AND THE DEPED MANUAL OF STYLE**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the Public Affairs Service-Publications Division, will conduct the **National Orientation and Workshop on the Use of the Department of Education (DepEd) Service Marks and Visual Identity Manual (DSMVIM), and the DepEd Manual of Style (DMOS)** by cluster on the following dates and venues:

Cluster	Central/Region	Date	Venue
1	I, II, III and CAR	November 5-8, 2019	Puerto de San Juan San Juan, La Union
2	IV-A, IV-B, V and NCR	November 12-15, 2019	Tagaytay Haven Hotel-Mendez Tagaytay City
3	VI, VII, VIII	November 19-22, 2019	One Central Hotel and Suites Sanciangko St, Cebu City
4	IX, X, XI, XII, Caraga and BARMM	November 26-29, 2019	To be announced

2. The activity aims to

- orient the participants on the specific usage of the DSMVIM and DMOS;
- enable them to gain understanding and knowledge on the application of the DepEd name, seal and logo;
- familiarize them on the contents of the two manuals, which include the standards for language styling, writing and formatting of DepEd issuances (DIs) and other official documents, including the visual standards to be applied in all DepEd communications, presentations, learning resources, advocacy materials, citations and documentations, and other official collaterals; and
- guide them to write clear and easy-to-understand materials or documents for communication and publication purposes.

3. The target participants to this activity are the personnel designated as regional and division information officers/administrative officers and supervisors or other personnel involved in the preparation of official issuances/communications and management of social media. The breakdown of the number of participants per region and schools division is indicated in Enclosure No. 1.

4. The Indicative Program of Activities is provided in Enclosure No. 2.

5. Expenses relative to the aforementioned activity, including board and lodging of the management staff/secretariat, resource persons (RPs) and participants, contingency, supplies and materials, transportation of the management staff/secretariat and RPs, and payment of venues, which will be done through downloading of funds to Regional Offices of Regions I, IV-A, VII and XI, shall be charged to the Organizational and Professional Development for Non-School Personnel (OPDNSP) Funds. The transportation expenses of the participants shall be charged to local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.

6. Arrival and registration of participants will be 11:00 a.m. onwards on Day 1 of each cluster. The first meal to be served will be lunch on the same day, while the last meal to be served will be lunch on Day 4 of each cluster. The program will start at exactly 8:00 a.m. on Day 2.

7. For more information, please contact the **Public Affairs Service-Publications Division**, Ground Floor, Aguinaldo Building near Motorpool Area, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at [pas.pd@deped.gov.ph](mailto:pas.pd@deped.gov.ph) or at telephone no. (02) 633-9341.

8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:

As stated

References:

Advisory dated October 14, 2019

Memorandum (OM-OAGA-2019-00145) dated May 23, 2019

Unnumbered Memoranda dated April 4 and August 16, 2018

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
COMMUNICATIONS  
LANGUAGE  
LOGO  
MANUAL  
MONITORING AND EVALUATION  
PUBLICATIONS  
RULES AND REGULATIONS  
SEAL  
TRAINING PROGRAMS  
WORKSHOPS

(Enclosure No. 1 to DepEd Memorandum No. **142**, s. 2019)

**NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPARTMENT  
OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL  
AND THE DEPARTMENT OF EDUCATION MANUAL OF STYLE**

**Cluster 1 (Regions I, II, III and CAR)**

Date: November 5-8, 2019

Venue: Puerto de San Juan, San Juan, La Union

No. of Participants:

Region	-	4
Schools Division	-	<u>51</u>
<b>Total</b>		<b><u>55</u></b>

**Cluster 2 (Regions IV-A, IV-B, V, and NCR)**

Date: November 12-15, 2019

Venue: Tagaytay Haven Hotel-Mendez, Tagaytay City

No. of Participants:

Region	-	4
Schools Division	-	<u>57</u>
<b>Total</b>		<b><u>61</u></b>

**Cluster 3 (Regions VI, VII, and VIII)**

Date: November 19-22, 2019

Venue: One Central Hotel and Suites Sanciangko St, Cebu City

No. of Participants:

Region	-	3
Schools Division	-	<u>52</u>
<b>Total</b>		<b><u>55</u></b>

**Cluster 4 (Regions IX, X, XI, XII, Caraga, and BARMM)**

Date: November 26-29, 2019

Venue: within the area of Davao City

No. of Participants:

Region	-	6
Schools Division	-	<u>63</u>
<b>Total</b>		<b><u>69</u></b>

(Enclosure No. 2 to DepEd Memorandum No. 142, s. 2019)

**NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPARTMENT  
OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL  
AND THE DEPARTMENT OF EDUCATION MANUAL OF STYLE**

**TENTATIVE PROGRAM OF ACTIVITY**

<b>DAY/TIME</b>	<b>ACTIVITY</b>
<b>DAY 1</b>	<b>Arrival Time and Registration</b>
11:00 a.m.-12:00 p.m.	• Arrival
12:00-1:00 p.m.	• Lunch Break
1:00-3:00 p.m.	• Check-in
3:00-4:00 p.m.	• Afternoon Break/Snack
4:00-5:30 p.m.	• Registration and Distribution of Kits
6:00-7:00 p.m.	• Dinner
<b>DAY 2</b>	<b>The DSMVIM Session</b>
7:00-8:00 a.m.	• Breakfast
8:00-9:30 a.m.	• Leveling of Expectations
9:30-10:00 a.m.	• Opening Rites and Welcome Remarks
10:00-10:30 a.m.	• Morning Break/Snack
10:30 a.m.-12:00 p.m.	• Introduction to the DSMVIM
12:00-1:00 p.m.	• Lunch Break
1:00-3:00 p.m.	• Walk-Through of the DSMVIM
3:00-4:00 p.m.	• Afternoon Break/Snack
4:00-6:00 p.m.	• Group Work, and Presentation of Outputs by Region
6:00-7:00 p.m.	• Dinner
<b>DAY 3</b>	<b>The DMOS Session</b>
7:00-8:00 a.m.	• Breakfast
8:00-9:30 a.m.	• Introduction to the <i>Chicago Manual of Style</i> (CMOS) 17th Edition • What's New on the CMOS
9:30-10:30 a.m.	• Principles of Effective Business Writing
10:00-10:30 a.m.	• Morning Break/Snack
10:30 a.m.-12:00 p.m.	• Introduction to the DepEd Manual of Style (DMOS) • Objectives, Sections of the DMOS
12:00-1:00 p.m.	• Lunch Break
1:00-3:00 p.m.	• Walk-Through of the DMOS
3:00-3:30 p.m.	• Afternoon Break/Snack
3:30-4:00 p.m.	• Writing Tips and Exercises
4:00-4:30 p.m.	• Editing and Proofreading Tips and Exercises
4:30-5:00 p.m.	• Editing Exercises (Group Work)
5:00-5:30 p.m.	• Proofreading Exercise (Group Work)
5:30-6:30 p.m.	• Group Work, and Presentation of Outputs by Region
6:30-7:30 p.m.	• Dinner
<b>DAY 4</b>	<b>Closing and Departure</b>
7:00-8:00 a.m.	• Breakfast
8:00-9:30 a.m.	• Closing Rites
9:30-10:00 a.m.	• Morning Break/Snack
10:00-11:00 a.m.	• Photo Ops
10:00 a.m.-12:00 p.m.	• Fellowship, Lunch, and Departure