



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

September 30, 2022

DIVISION MEMORANDUM

No. 589, s. 2022

**REITERATION OF THE STRICT COMPLIANCE ON THE USE OF THE
MANUAL OF STYLE**

To : BEVERLY S. DAUGDAUG, *CID Chief*
SOLLIE B. OLIVER, *SGOD Chief*
FRANCIS JUDE ALCOMENDRAS, *Admin*
MYHARRA FAYE C. LLANOS, *HR*
HEIDI B. ESCALONA, *Supply*
ALELI M. CHIONG, *Records*
ROSARIO B. DIAMANTE, *Cash*
NORELIZA A. MISAL, *Accounting*
NEPTUNE L. TAMBILAWAN, *Budget*
Public Schools District Supervisors
Public Secondary and Elementary School Heads

1. As per Regional Memorandum No. ORD-2022-040 dated September 22, 2022, **Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style**, all personnel in this Division are reminded to comply with the Department of Education Manual of Style (DMOS).
2. The Department of Education (DepEd), through the Public Affairs Service and Publication, has developed the DepEd Manual of Style-DepEd Order No. 30 s. 2019, to produce a unified look in all DepEd communications and publications.
3. The Public Schools District Supervisors shall ensure that their schools conduct Learning Action Cell on this topic.
4. The DepEd Manual of Style can be accessed through https://www.deped.gov.ph/wp-content/uploads/2019/10/DO_s2019_030-2.pdf.
5. For information, guidance and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

Enclosed: As stated
CID/time
DATE: 22-91489
OCT 10 2022 TIME: 9:20AM
BY: [Signature]


CRISTY C. EPE
Schools Division Superintendent



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education
 DAVAO REGION

SCHOOLS DIVISION OFFICE
 RECORDS SECTION

RECEIVED

91489

DATE: 26 SEP 2022 TIME: 10:18

BY: _____

Office of the Regional Director

REGIONAL MEMORANDUM
 ORD-2022-040


To : All Schools Division Offices
 Functional Divisions

Attn : Schools Division Superintendents
 Assistant Schools Division Superintendents
 Chief Education Supervisors
 Public Elementary and Secondary School Heads

Subject: **REITERATION OF THE STRICT COMPLIANCE ON THE USE OF THE
 MANUAL OF STYLE**

Date : September 22, 2022

1. The Department of Education (DepEd), through the Public Affairs Service and Publication, has developed the DepEd Manual of Style (DMOS) - DepEd Order 30, s. 2019 to produce a unified look in all DepEd communications and publications.
2. As per DepEd Memorandum no. 082, s. 2022, **Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style**, all personnel of this Region are reminded to comply with the Department of Education Manual of Style (DMOS).
3. For information, guidance, and strict compliance.


ALLAN G. FARNAZO
 Director IV

DEPARTMENT OF EDUCATION ROXI
 RECORDS SECTION

RELEASED

By: 6851

Date: _____ Time: Sept. 26, 2022

PAU1/jbcv



Address: F. Torres St., Davao City (8000)
 Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified

TC: 22-6851



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

22 - 6851

07 September 2022

DepEd MEMORANDUM
No. 082, s. 2022

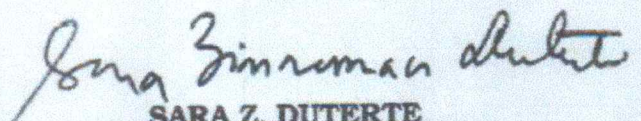
**REITERATION OF THE STRICT COMPLIANCE TO THE USE OF THE
DEPARTMENT OF EDUCATION MANUAL OF STYLE**

To: Undersecretaries
Assistant Secretaries
Bureau, Service and Regional Directors
School Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Public Affairs Service and Publication has developed the **DepEd Manual of Style (DMOS)** - DepEd Order 30, s. 2019 to produce a unified look in all DepEd communications and publications.
2. The Department shall enforce the aforementioned DepEd Order to ensure clarity, completeness of information, conciseness, and consistency in spelling, grammar, punctuation, hyphenation, capitalization, typeface and abbreviation in all DepEd official documents.
3. In relation thereto, the DepEd officials and personnel at the central, regional, schools divisions, district offices, and schools are hereby instructed to strictly adhere to the required styling and formatting of DepEd official issuances in accordance with the provisions of Appendix 5 of the DMOS:
 - a. DepEd Order (page 63);
 - b. Office Order (page 70);
 - c. Memorandum with Limited Application (page 68);
 - d. DepEd Memorandum (page 66);
 - e. Office Memorandum (page 72); and
 - f. Advisory (page 74)
4. For letters and official communications, all offices shall strictly use the block letter format which is provided for in page 76 of the DMOS under Appendix 5.
5. Additionally, the following guidelines for the contents of issuances, letters and communications shall apply:
 - a. Font Style: Bookman Old Style

b. Font Size: 11 point

6. All personnel of this Department are also reminded that administrative disciplinary action and other legal remedies may be initiated against anyone found responsible for violating any provisions in this Order.
7. For more information and requests for official copies of the Manual, please send an email at pas.pd@deped.gov.ph or contact the Public Affairs Service-Publications Division, Ground Floor Aguinaldo Building, Motorpool Area, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-9341.
8. For information, guidance, and strict compliance.


SARA Z. DUTERTE
Vice President and Secretary



To authenticate the document, please scan the QR code. DEPED-COSEC-47354