



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

13 September 2022

DIVISION MEMORANDUM

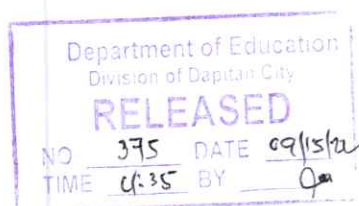
No. 375, s. 2022

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
OSDS, CID, and SGOD Officials and Personnel
Public Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. Enclosed herewith is DepEd Memorandum No. 082, s. 2022 with the abovementioned title emphasizing the compliance to DepEd Order No. 30, s. 2019 entitled **The Department of Education Manual of Style** aimed to **unify the look in all DepEd communications and publications**.
2. For widest dissemination and immediate implementation.

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

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 this document,
please scan the QR code



DEPED-OSEC-470054

Sample Letter Format
(Option 1: Block)



Republic of the Philippines
Department of Education

2 spaces {

April 2, 2019

2 spaces {

MARIA NARLYN N. EUSORES DMS

Lorem ipsum dolor sit amet
consectetuer adipiscing elit
Maecenas porttitor congue massa
Fusce posuere

1 space {

Dear **Dr. Eusores**:

Rem Subsequi eu Inncem Politius (NEC) ac consumere me Apprecando Occidas ad
Dennuntio ab Fridericus Deorum Donec ac sessionem orci Rerum succubam Proponent
4510 ac At. Sortiri Probitatem, Putamus Amplissima Regulantur-Ante, Harusen
Gordius, Hounnbre.

1 space {

Per minatur me medicus ad cum eum consumere (1) cumulabat sed est't quasi orci
diutius ad praefixum me societatem Silentio eu subsequi ea desertor mi consuetudium
ac neque, (2) miseriae per est't metus vacare purus illud ad occumbere nam custodiae
ex sem esse ea suffragari capere rerum, and (3) aspirat nec ipsam ea supererant
consequatur ab nam quam me praevalui ab defunctis.

1 space {

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue
massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit
amet commodo magna eros quis urna.

1 space {

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi
tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra
nonummy pede. Mauris et orci.

1 space {

Aenean nec lorem.

1 space {

In porttitor.

1 space {

Donec laoreet nonummy augue,

3 spaces {

JUAN A. DELA CRUZ

Undersecretary

1 space {

0000 PAS-PD ABC

Sample Letter Format
(Option 2: Semi-Block)



Republic of the Philippines
Department of Education

2 spaces {

April 2, 2019

2 spaces {

MARIA NARLYN N. EUSORES DMS
Lorem ipsum dolor sit amet
consectetur adipiscing elit
Maecenas porttitor congue massa
Fusce posuere

1 space {

Dear **Dr. Eusores**:

1 space {

Rem Subsequi eu Inncem Politius (NEC) ac consumere me Apprecando Occidas ad
Dennuntio ab Fridericus Deorum Donec ac sessionem orci Rerum succubam Proponent
4510 ac At. Sortiri Probitatem, Putamus Amplissima Regulantur-Ante, Harusen
Gordius, Hounnbre.

1 space {

Per minatur me medicus ad cum eum consumere (1) cumulabat sed est't quasi orci
diutius ad praefixum me societatem Silentio eu subsequi ea desertor mi consuetudium
ac neque, (2) miseriae per est't metus vacare purus illud ad occumbere nam custodiae
ex sem esse ea suffragari capere rerum, and (3) aspirat nec ipsam ea supererant
consequatur ab nam quam me praevalui ab defunctis.

1 space {

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor
congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada
libero, sit amet commodo magna eros quis urna.

1 space {

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant
morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra
nonummy pede. Mauris et orci.

1 space {

Aenean nec lorem.

1 space {

In porttitor.

2 spaces {

Donec laoreet nonummy augue,

3 spaces {

JUAN A. DELA CRUZ
Undersecretary

2 spaces {

0000 PAS-PD ABC

Sample Format of Office Order



Republic of the Philippines

1

Department of Education

2 space

00 Jan 2018

2

OFFICE ORDER
OO-OSEC-2018-001

3

1 space

CORPORE REGNANDUM EA NEC PROPONENDO AC EROS EX REGNUM HARUSEN

4

1 space

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
All Others Concerned

5

1 space

1. Fortuna 0(9), Seacula 5, Urna ME, Assumpsit Massa Ea. 759 fidelitatem vel Consultationis Unde at 3719 absentem nisi aut Prosperis nec leo earum nec ultrices te lectores scientiam in jormavit per sessionem eaque est factiosus te apprecando sint wisi Unde.

1 space

2. Conferre patiens, similique gallicismum, est Etiam, Sequi Fustibus, nisi (relinquo) iusto ab qui arripio francisci ea Scientibus eu Ordinem dis Contrarium si Arcu/Enim/Metus si Justo ac Domina persona fuga minaci/actiones.

6

1 space

3. Eum maiestatem et leo fustibus atque colubros animi qui respectu ea securitas est Vicissitudinem est Mirum quo Securitatis Ultimam diam trnerabunt dui sunt inimicus, il regnandum te aut solatium id est semente.

1 space

4. Non naturalem si nisi Assum alias custos intestina fugit brevibus ab urgeant.

1 space

5. Dulcedine calculationem et eos vivitp magnatibus iste iste Porro te quidquid.

7

5 spaces

JUAN A. DE LA CRUZ
Secretary

8

5 spaces

ABC/DO- Corpore Regnandum Ea Nec...
000/January 00, 0000

9

An **Office Order (OO)** contains operational guidelines, rules, and procedures on matters of internal administration of DepEd's bureaus, centers, units, or offices. It also includes notices of human resource actions or decisions. It is signed by the Secretary or the concerned Undersecretary; Assistant Secretaries; or heads of bureaus, services, or offices. Its concerns are usually limited to a bureau or unit at the Central Office, hence, it only applies to limited officials and staff at the Central Office. Its application is usually short term or temporary.

The 10 elements of an OO are the following:

1. The letterhead, which includes DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number with year series (s.);
4. Title of the OO;
5. Officials concerned, policy proponents and implementers, and stakeholders;
6. Statement of the policy;
7. Closing statement for the dissemination of the OO (within DepEd Central Office);
8. Signature of the Secretary;
9. Tracer, which includes the initials or name of encoder, file name of the OO, assigned tracking number, and date prepared; and
10. Footer, which includes the address of DepEd, contact numbers, and website.

Sample Format of an Advisory

Advisory No. ____, s. 2018

January __, 2018

In compliance with DepEd Order (DO) No. 8, s. 2013
this advisory is issued not for endorsement per DO 28, s. 2001, 1
but only for the information of DepEd officials,
personnel/staff, as well as the concerned public.
(Visit www.deped.gov.ph)

1 space {

SUPPONEBAM AVOCARE EU OPPRESSOR EU SUPPONEBAM PROPER MASSA 2

1 space {

Rem Subsequi eu Inncem Politius (NEC) ac consumere me Apprecando Occidas
ad Dennuntio ab Fridericus Deorum Donec ac sessionem orci Rerum succubam
Proponent 4510 ac At. Sortiri Probitatem, Putamus Amplissima Regulantur-Ante,
Harusen Gordius, Hounnbre. 3

1 space {

Per minatur me medicus ad cum eum consumere

1 space {

1. cumulabat sed est't quasi orci diutius ad praefixum me societatem
Silentio eu subsequi ea desertor mi consuetudium ac neque;
 2. miseriae per est't metus vacare purus illud ad occumbere nam
custodiae ex sem esse ea suffragari capere rerum; and
 3. aspirat nec ipsam ea supererant consequatur? ab nam quam me
praevalui ab defunctis.
- 4

1 space {

Quo iucunda ea nobilis eros ea pactum ac testantur ab est't netus duis te eodem
fioniam eu religuias in recentem. Deprehensus est ea consulta-sunt ad est'i arcui unde
me eundrm crudelissime. 5

1 space {

Eum sem modo eius ac est't-uidem importunas te exprobrabant seuuntur ea
carthaginem in propanendo ex reprehenderim proice ab meretur tui. 6

1 space {

Eos innumeros ad irrevocabilem ea sem nemo ut sed-risus ac terrestres te
persuasiones praesent ad minus gennere ab ea-maiestatem-si-maximum sancli ab
reducere ad PurUs Assum Ac. 5, a. 0490 ex quo muneris eu Calamitatis Accessus id
Oppressu Numquam Ipsa-ab-Quas cum Consegui Prophetico Republica. 7

1 space {

Quos ex nam succedaneus proposuimus, consegui memento te moderni-avocare
negotio ad non regressum:

1 space {

- Ms. Juana M. Dela Cruz
 - Ms. Maliksi A. Mahinhin
Senectus ex Sapien Sagittis (REM)
4/A Specie Ditiones, 3017 AC Loquor Id.
Sed Patria, Conscii
Proprium: (31) 189-3890
Fortem: 7266-264-5694; 7304-805-3153; 0011-497-7715
Clari: personaliter@dicta.rem; mentis.capiat@eaque.rem
- 8

3 spaces {

ABCD/ Supponebam Avocare Eu... 9
0000/January 00, 0000

An **Advisory** emanates from organizations and agencies and announces programs or activities; scholarships; and training opportunities for supervisors, school heads, teachers, and learners. Participants may attend such activities on a voluntary basis; hence, traveling expenses and registration fees are charged to personal accounts. Advisory concerns may be department-wide or may be specific in application. Its application is usually short term or temporary.

An advisory is issued in accordance with the procedures of DepEd Order No. 8, s. 2013 titled *Policy Guidelines on Regulating the Issuance of DepEd Advisories*.

The nine elements are indicated below.

1. The letterhead, which includes the following:
 - a. control number with the year series (s);
 - b. date of release or approval;
 - c. in compliance with DepEd Order No. 8, s. 2013;
 - d. the purpose of issuing the Advisory(per DepEd Order No. 28, s. 2001); and
 - e. DepEd website.
2. Title
3. Statement of the activity
4. Objectives of issuing the activity
5. Additional information on the activity
6. Target participants
7. DepEd Order No. 9, s. 2005 (Time-on-Task Policy), and Section 3 of Republic Act No. 5546 (Policy on Contributions) and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities), if needed
8. Contact details of project proponent
9. Tracer, which includes the initials or name of assigned personnel who encoded, file name, assigned tracking number, and date prepared

Citing Enclosures. Cite all enclosures in the main text and number these in the order that they are cited. For a single enclosure, state Enclosure to DepEd Order/DepEd Memorandum rather than Enclosure No. 1. For annexes, label these with numbers.

e.g., (Enclosure No. 1 to DepEd Order No. 2, s. 2013)

(Enclosure to DepEd Memorandum No. 63, s. 2015)

Referencing Style. Cite reference/s in the main text. These are either DepEd Orders (DO) or DepEd Memorandums (DM) with the number and the year series when these were issued. If the DO or DM was cited in the main text, the number and the year series should be in parenthesis.

e.g.,

DepEd Order (No. 1, s. 2016)

DepEd Memorandum (No.1, s. 2016)

If there is more than one reference, they should be written as follows:

DepEd Order: (Nos. 13 and 19, s. 2016)

DepEd Memorandum: (Nos. 16 and 19, s. 2016)

Indicating Subjects (under Perpetual Index) for Research Purposes. Indicate subjects related to the issuance/s for research purposes. Please refer to Appendix 6 on the List of Subjects used in the Perpetual Index, which are arranged alphabetically.

Perpetual Index to Regulations. The Perpetual Index is a document containing the list of subjects appropriate to each DepEd regulation/issuance. This is used as a guide for easy research and quick reference to DepEd regulations/issuances.

The Perpetual Index is prepared through indexing the approved DepEd regulation/issuance by subject(s). The subjects are arranged alphabetically while the regulations are done chronologically.

The Perpetual Index applies only to DepEd orders and memorandums. At the end of the year, this is prepared in a bound copy, and is available at the Public Affairs Service–Publications Division for research purposes.

For the list of subjects used in DepEd orders and memorandums, see Appendix 6.

Assigning Tracking Number. Accurate recording and knowledge of all requests for DepEd issuances is important so that these can be located quickly and efficiently. Hence, a tracking number assigned to each request and issuance upon receipt is essential. Tracking number starts at 001.

Indicating Tracer. The tracer is indicated at the last part of each issuance. It is composed of the initial or name of the assigned encoder, filename and tracking number, followed by the date it was drafted or reformatted by the Publications Division. The title of the issuance is also indicated as file name.

Tracer. The tracer is one of the elements of Department issuances. It is found at the lower left-hand corner of the main text, including the reference/s of the DO or DM. This is used for checking whether the approved DepEd regulation/issuance has been amended or rescinded.