



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

Office of the Schools Division Superintendent

23 September 2022

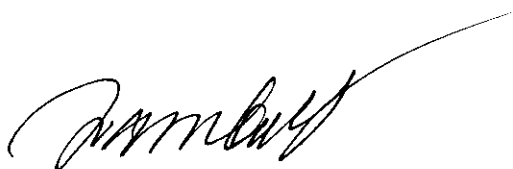
DIVISION MEMORANDUM

No. 391, s. 2022

**CONDUCT OF RE-ORIENTATION ON THE DEPARTMENT OF EDUCATION
MANUAL OF STYLE (DMOS) CUM DIVISION EDUCATION DEVELOPMENT PLAN
(DEDP) 2023-2028 WRITESHOP PHASE II**



To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
OSDS, CID, and SGOD Officials and Personnel
All Program Holders / Process Owners
All Others Concerned



1. DepEd Memorandum No. 082, s. 2022 reiterates the strict compliance to the use of the DepEd Manual of Style (DMOS) to produce a unified look in all DepEd communications and publications. Anent this, SDO Dapitan will conduct a re-orientation on DMOS on **September 29, 2022, Thursday, 8:30 a.m.** at the **SDO Conference Hall**.
2. Additionally, as a follow through of the crafting of the Division Education Development Plan (DEDP) 2023-2028, a second phase of the writeshop will also be held on the same day to set the direction of the Schools Division Office for the next six years.
3. Participants to this orientation-writeshop are the Division Planning Team / Top Management, Education Program Supervisors and Specialists, SDO Section Heads and Program Handlers.
4. Expenses related to this activity including meals and snacks shall be charged against SDO MOOE subject to accounting and auditing rules and regulations.
5. For widest dissemination and immediate implementation.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent

Department of Education Division of Dapitan City	
RELEASED	
NO <u>391</u>	DATE <u>09/23/22</u>
TIME <u>8:40</u>	BY <u>[Signature]</u>



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ACTIVITY PROPOSAL

- I. Activity:** Re-Orientation on the Department of Education Manual of Style (DMOS) cum Division Education Development Plan 2023-2028 Writeshop Phase II
- II. Date:** September 29, 2022
- III. Venue:** SDO Conference Hall, Schools Division of Dapitan City
- IV. Participants:** 50 pax
- V. Budget:** P20,000.00
- VI. Fund Source:** SDO-MOOE (Training Funds)

VII. Background and Rationale

DepEd Memorandum No. 082, s. 2022 reiterates the strict compliance to the use of the DepEd Manual of Style (DMOS) to produce a unified look in all DepEd communications and publications. Anent this, SDO Dapitan will conduct a re-orientation on DMOS to ensure clarity, completeness of information, conciseness, and consistency in spelling, grammar, punctuation, hyphenation, capitalization, typeface, and abbreviation in all documents.

As a follow through of the Crafting of the Division Education Development Plan (DEDP) 2023-2028, a second phase of the writeshop will also be held to set the direction of the Schools Division Office for the next six years. The DEDP details the various steps to take to address the pressing issues in the Division. Thus, it needs to be carefully and delicately crafted to ensure that all the important aspects of the plan are well thought out.

VIII. Objectives:

The seminar-writeshop aims:

1. To re-orient the SDO personnel on the strict implementation of the DMOS;
2. To review and revisit the previous cycle of the DEDP's targets and accomplishments;
3. To harmonize and align plans and targets based on current needs and situation in congruence to the Basic Education Development Plan (BEDP) 2030 as the medium-term plan for the Department of Education.





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IX. Participants

50 pax Division Planning Team -- Top Management/ExeCom,
 Education Program Supervisors & Specialists
 Section Heads, Program Handlers

X. Activity Implementation Plan

ACTIVITY	SCHEDULE	PERSONS RESPONSIBLE
1. Submission of Activity Proposal	September 16, 2022	Division Planning Team
2. Issuance of Division Memorandum on the conduct of the seminar-workshop	September 20, 2022	Office of the SDS
3. Submission of Purchase Request for meals & snacks	September 21, 2022	Division Planning Team
4. Procurement Process	September 22-26, 2022	BAC, Supply Section
5. Conduct of the Activity	September 28, 2022	Committees

XI. Activity Program

(See attached matrix of program and activities)

XII. Budget

1 Lunch & 2 Snacks (50 pax @ 400 each) P20,000.00

Prepared by:

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 Planning Officer III

Reviewed by:

SHERLITO E. SAGAPSAPAN
 Chief Education Supervisor, SGOD

Recommending Approval:

ROSALIO B. CONTURNO, JR., PhD
 OIC-Asst. Schools Division Superintendent

APPROVED:

FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



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**RE-ORIENTATION ON THE DEPARTMENT OF EDUCATION MANUAL OF STYLE
(DMOS) CUM DIVISION EDUCATION DEVELOPMENT PLAN
(DEDP) 2023-2028 WRITESHOP PHASE II
September 29, 2022**

Time	Activity / Topic	In-Charge
08:00 a.m. - 08:30 a.m.	Registration	Secretariat
08:30 a.m. - 09:00 a.m.	Preliminaries / Opening Program	Program Committee
09:00 a.m. - 10:00 a.m.	Re-Orientation on the Department of Education Manual of Style (DMOS)	
10:00 a.m. - 11:00 a.m.	Presentation of Strategic Directions (BEDP 2030)	OIC-ASDS
11:00 a.m. - 12:00 nn	Review of DEDP 2020-2022 and Performance Targets	Planning Officer
12:00 nn – 01:00 p.m.	Lunch Break	
01:00 p.m. – 05:00 pm	Writeshop Proper <ul style="list-style-type: none">• Pillar 1 – Access• Pillar 2 – Equity• Pillar 3 - Quality• Pillar 4 – Resiliency & Well-Being• Enabling Mechanisms – Governance	Division Planning Team Division Chiefs Section Heads Supervisors & Specialists Program Handlers

