



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

DEPED DIVISION OF DAVAO DEL NORTE  
RECEIVED

Date: 30 SEP 2022  
By: [Signature] 9:31 am

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

NO. 1081, S. 2022

To: **Assistant Schools Division Superintendent**  
**Chief, School Governance and Operations Division**  
**Chief, Curriculum Implementation Division**  
**Public Schools District Supervisors**  
**Public Elementary and Secondary School Heads**  
**All Other Concerned**

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

Date: **September 28, 2022**

Pursuant to the DepEd Memorandum No. 082, s. 2022, **Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style**, dated September 7, 2022 from the Office of the Secretary of the Department of Education, the Department of Education through the Public Affairs Service and Publication has developed the DepEd Manual of Style (DMOS)- DepEd Order 30, s. 2019.

With this, all personnel of this Region, Schools Division and school levels are reminded to comply with the Department of Education Manual of Style (DMOS) to produce a unified look in all DepEd communications and publications.

Further, 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.

For information, guidance, and strict compliance.

[Signature]

**DEE D. SILVA, DPA, CESO V**  
Schools Division Superintendent





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

**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: 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 - 6857  
07 September 2022

DepEd MEMORANDUM  
No. 022, 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](mailto: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 Zimmerman Duterte*

**SARA Z. DUTERTE**  
Vice President and Secretary



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please scan the QR code.



DEPED-OSEC 47024