



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

DEPED DIVISION OF DAVAO DEL NORTE  
RECORDS SECTION  
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By: \_\_\_\_\_

**Office of the Schools Division Superintendent**

November 3, 2022

**DIVISION MEMORANDUM**

No. 1121, s. 2022

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

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  
Teaching and Non-Teaching Personnel  
All Others Concerned

Attached is the Regional Memorandum No. 063, s. 2022 re: Reiteration of the strict compliance on the use of the manual of style.

The Office hereby advises to strictly adhere to the required styling and formatting of Deped official issuances in accordance with the provisions of Deped Ord'r 30, s. 2019 on Deped Manual of Style (DMOS) for a unified look in all Deped communications and publications.

Attention is invited to items no. 3,4, and 5 and other important details are stipulated as enclosed in this Memorandum.

Immediate dissemination is desired.

**ALLAN G. FARNAZO**

Director IV

and concurrent Officer-In-Charge  
Office of the Schools Division Superintendent

For the Schools Division Superintendent

**REBECCA C. SAGOT, CESO VI**  
Assistant Schools Division Superintendent

Page 1 of 1



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

Office of the Regional Director

November 2, 2022

**REGIONAL MEMORANDUM**

No. 063 s.2022

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

To: All Schools Division Offices  
Functional Divisions


1. The Department of Education (DepEd), through the Public Affairs Service and Publication, has developed the DepEd Manual of Style (DMOS)-DepEd Order 3, 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

By the Authority of the Regional Director:

Enclosed: As stated.

PAUT/mgug

  
**ROY T. ENRIQUEZ**  
Chief Administrative Officer  
Officer-In-Charge

RECORDS SECTION  
**RELEASED**  
BY:   
Date: 11-2-22 Time: 9:47



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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07 September 2022

DepEd MEMORANDUM  
No. 022, s. 2022

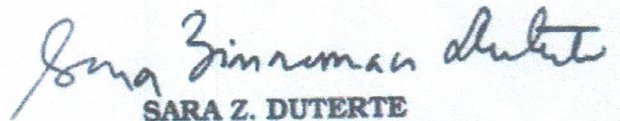
**REITERATION OF THE STRICT COMPLIANCE TO THE USE OF THE  
DEPARTMENT OF EDUCATION MANUAL OF STYLE**

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 Z. DUTERTE**  
Vice President and Secretary



DEPED-DIVISION OFFICE - PASIG CITY  
DEPED-DIVISION OFFICE - PASIG CITY