



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

11 MAY 2023

DIVISION MEMORANDUM
No. 227 s. 2023

**CAPACITY-BUILDING ON DEPED MANUAL OF STYLE (DMOS) AND DEPED'S
SERVICE MARKS AND VISUAL IDENTITY MANUAL (DSMVIM)**

To: OIC-Schools Division Superintendent
Chief Education Supervisors
EPS/Designated PSDSs
Heads, Unit/Section
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. With reference to DepEd Order 30, s. 2019, entitled, The Department of Education Manual of Style and DepEd Order 31, s. 2019, entitled, The Department of Education Service Marks and Visual Identity Manual, a capacity-building activity for select personnel shall be conducted on **May 23, 2023**, in a venue to be announced later.
2. This activity aims to foster continuous improvement as SDO Tayabas works on the National Quality Management System (NQMS) – a mechanism to improve basic education service delivery and client satisfaction, based on DepEd standards. Furthermore, it targets to help NQMS and Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) publication and documentary requirements, achieve a unified look.
3. Attached are Enclosure 1-List of Participants, Enclosure 2 – Program Matrix, and Enclosure 3 – Technical Working Committee.
4. Registration fee of Seven Hundred Pesos (Php.700.00) shall be charged to each participant to cover food, materials, and venue. Registration fee, travel and other incidental expenses are chargeable against MOOE/local funds subject to the usual accounting and auditing rules and regulations.
5. Widest dissemination and strict compliance of this Memorandum is desired.

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Enc.

As stated.

References:

DepEd Order No. 30, s. 2019
DepEd Order No. 31, s. 2019

To be indicated in the Perpetual Index under the following subjects:
Continuous Improvement



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Enclosure 1

List of Participants
 CAPACITY-BUILDING ON DEPED MANUAL OF STYLE (DMOS) AND DEPED'S
 SERVICE MARKS AND VISUAL IDENTITY MANUAL (DSMVIM)
May 23, 2023

SDO Personnel

NO.	NAME	DESIGNATION	OFFICE	SEX
1	Balderas Jr., Celedonio B.	Schools Division Superintendent	OSDS	M
2	Faustino Jr., Antonio P.	OIC-Asst. Schools Division Superintendent	OASDS	M
3	Rodriguez, Edwin R.	Chief Education Supervisor	CID	M
4	Raymundo, Imelda C.	Chief Education Supervisor	SGOD	F
5	Gabarda, Conrado C.	Administrative Officer V	ADMIN	M
6	Oabel, Josefina R.	Administrative Officer IV/HRMO II	PERSONNEL	F
7	Luzadas, Agnes M.	Accountant III	ACCOUNTING	F
8	Millares, Benjamin A.	Administrative Officer V/Budget Officer Iii	BUDGET	M
9	Tan, Dianah G.	Administrative Officer IV/Cashier III	CASH	F
10	Limbo, Joyce Anne P.	Administrative Officer IV/Supply Officer II	SUPPLY	F
11	Malijan, Ma Jobelle M.	Administrative Officer IV/Records Officer II	RECORDS	F
12	Valencia, Mark Bryan F.	Information Technology Officer I	ICTU	M
13	Agudilla, Montano L.	Senior Education Program Specialist	SGOD	M
14	Aureada, Joseph Jay U.	Education Program Supervisor	CID	M
15	Bables, Christian J.	Education Program Supervisor	CID	M
16	Borbon, Maria Corazon A.	Education Program Supervisor	SGOD	F
17	Brizuela, Joan Kathleen T.	Education Program Specialist II	SGOD	F
18	Buera, Jeanette M.	Administrative Officer II	PROCUREMENT	F
19	Cabalsa, Pazzyla Lydda A.	Administrative Assistant III	OASDS	F
20	Cabuyao, Ariel C.	Project Development Officer II	SGOD	M
21	Calatrava, Sancho C.	Education Program Supervisor	CID	M
22	Chavez, Jerome A.	Education Program Supervisor	CID	M
23	Contreras, Mariles F.	Nurse II	SGOD	F
24	Cuaterno, Marilou C.	Administrative Assistant III	ACCOUNTING	F
25	Datario, Luisa M.	Administrative Assistant III	SGOD	F
26	Balbarosa, Nathaniel G.	Administrative Assistant III	PERSONNEL	F
27	Demandante, Arjoy C.	Administrative Aide VI	SGOD	F
48	Eclavea, Edna E.	Librarian II	CID	F
28	Escobar, Jaypee	Senior Technical Assistant I	SGOD	M
29	Escobinas, Ermelo A.	Project Development Officer II	CID	M
30	Eslacin, Ma Theresa	Administrative Aide VI	ADMIN	F



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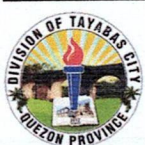

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31	Fulledo, Louie L.	Education Program Supervisor	CID	M
32	Galleno, Mildred Z.	Education Program Supervisor	CID	F
33	Hernandez, Grasiela L.	Administrative Officer II	PERSONNEL	F
34	Lagar, Marife R.	Planning Officer III	SGOD	F
35	Lagar, Nicole May R.	Project Development Officer I	SGOD	F
36	Lubiano, Michael Leonard D.	Education Program Supervisor	CID	M
37	Mirandilla, Jennelyn M.	Administrative Officer II	PERSONNEL	F
38	Ocumin, Teofila A.	Education Program Specialist II	CID	F
39	Omlas, Lailani T.	Nurse II	SGOD	F
40	Padillo, Alelie A.	Nurse II	SGOD	F
41	Quesea, Sherwin C.	Education Program Supervisor	CID	M
42	Quintero, Richelle F.	Education Program Supervisor	CID	F
43	Rabano, Jean Rose B.	Education Program Specialist II	SGOD	F
44	Saludares, Luzviminda E.	Senior Education Program Specialist	SGOD	F
45	Sanchez, Juslyn Rose F.	Administrative Assistant II	OSDS	F
46	Supetran, Cris John V.	Medical Officer III	SGOD	M
47	Tabernilla, Frenalyne	Administrative Aide VI	CID	F
49	Talavera, Jayne Paula	Dentist II	SGOD	F
50	Zubieta, Generosa F.	Education Program Supervisor	CID	F

School Heads

NO.	NAME	POSITION	OFFICE/SCHOOL	SEX
1	Labrada, Larvin O.	Head Teacher III	Alsam Elem School/Katigan-Alupay ES	M
2	Pacague, Luz A.	Head Teacher III	Eugencio Francia ES	F
3	Naynes, Adrian N.	Teacher-in-Charge	Busal Elem School	M
4	Safred, Michael M.	Asst. School Principal II	Dapdap Integrated School	M
5	Abaricia, Girlie A.	Head Teacher III	Domoit Elem School/Mayuwi Community School	F
6	Palayan, Elpidia C.	School Principal II	East Palale ES	F
7	Labita, Dennis O.	School Principal II	F.E. Lopez ES	M
8	Andaya, Natalia A.	School Principal I	Gibanga Elem Sch	F
9	Go, Joy B.	School Principal III	Ilasan Elem School	F
10	Crisanto, Alona C.	School Principal II	Ipilan-Alitao ES	F
11	Andaya, Teresa E.	School Principal I	Kalumpang ES	F
12	Cosico, Lea A.	School Principal I	Lakawan Elem Sch	F
13	Labita, Julieta M.	Head Teacher III	Lalo Elem School	F
14	Palad, Ingrid A.	School Principal I	Lawigue Elem Sch	F
15	De Sagun, Lorynel C.	Head Teacher III	Malao-a/Calantas ES	F



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16	Olandes, Baby Lyn T.	Head Teacher III	North Palale ES	F
17	Maaño, Adrian D.	Head Teacher III	Pandakake ES/Mate Elem School	M
18	Hugo, Roderick O.	School Principal II	Potol Elem Sch	M
19	Oabel, Corazon M.	School Principal I	South Palale ES	F
20	Ranillo, Ronan R.	School Principal II	Tayabas East Cenral School	M
21	Hugo, Cherry G.	School Principal II	Tayabas West CS I	F
22	Caagbay Jr., Honesto P.	School Principal I	Tayabas West CS II	M
23	Pasacsac, Waldymar E.	School Principal II	Tayabas West CS III	M
24	Sabiduria, Rowena O.	School Principal I	Tayabas West CS IV	F
25	Capistrano, Aldwin V.	Head Teacher III	Valencia Elem Sch/Masin Elem Sch	M
26	Clado, Leah	School Principal I	Wakas Elem School	F
27	Baylongo, Wenefredo B.	School Principal I	West Palale ES	M
28	Cabili, Mary Grace M.	School Principal II	West Palale NHS	F
29	Cabile Jr., Democrito C.	Head Teacher III	Rosario Quesada Integrated National High School	M
30	Delos Reyes, Gener C.	School Principal IV	Luis Palad IHS	M
31	Abella, Maricel L.	Master Teacher I	Luis Palad IHS	F
32	Averilla, Ma. Aillen A.	Master Teacher I	Luis Palad IHS	F
33	Constantino, Geraldine M.	Master Teacher I	Luis Palad IHS	F
34	Rada, Michaela R.	Teacher III/Planning Officer	Luis Palad IHS	F
35	Eclarin, Emelia R.	Asst. School Principal II	Buenaventura Alandy National High School	F
36	Palambiano, Evelyn R.	School Principal I	Buenaventura Alandy National High School	F

Administrative Officers

NO.	NAME	POSITION	OFFICE/SCHOOL	SEX
1	Reyes, Jerick C.	Administrative Officer II	East Palale ES	M
2	Pastrana, Maria Elizabeth S.	Administrative Officer II	F.E. Lopez ES	F
3	Oval, Kaydeen Micka T.	Administrative Officer II	Ilasan Elem School	F
4	Salazar, Beatrice B.	Administrative Officer II	Ipilan-Alitao ES	F
5	Aguila, Joy Liwayway O.	Administrative Officer II	Kalumpang ES	F
6	Zafranco, Ferex O.	Administrative Officer II	Lalo Elem School	F
7	Evangelista, Jeanette F.	Administrative Officer II	Potol Elem School	F
8	Domirez, Juanito D.	Administrative Officer II	South Palale ES	M
9	Caagbay, Donnabelle F.	Administrative Officer II	Tayabas East Cenral School	F
10	Oabel, Loveday Alyssa O.	Administrative Officer II	Tayabas West CS I	F
11	Cabriga, Cleotilde L.	Administrative Officer II	Tayabas West CS II	F
12	Songcaya, April Jean V.	Administrative Officer II	Tayabas West CS III	F
13	Andanza, Desiree Carla C.	Administrative Officer II	Wakas Elem School	F
14	Rada, Claribel C.	Administrative Officer II	West Palale ES	F
15	Teresa Palma	Administrative Officer IV	Luis Palad IHS	F



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16	Anareta, Joselito R.	Administrative Officer II	Buenaventura Alandy NHS	M
17	Villalba, Ma. Angelica T.	Administrative Assistant III	Dapdap IS	F

Enclosure 2



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Enclosure 2

Program Matrix

CAPACITY-BUILDING ON DEPED MANUAL OF STYLE (DMOS) AND DEPED'S
SERVICE MARKS AND VISUAL IDENTITY MANUAL (DSMVIM)

May 23, 2023

Time	Activity/Topic	Group	Resource Speaker/Facilitator
8:00 – 8:30	Opening Program Overview and Rationale Conduct of Pre-Test	Plenary	Dr. Jean Rose B. Rabano Imelda C. Raymundo Montano Agudilla Jr.
8:30 – 10:30 a.m.	DepEd Manual of Style (Principles of Effective Writing, Abbreviations and Acronyms, Capitalization, Currencies and Exchange Rates, Dates, Formatting, Language Usage)	Group 1	Dr. Jennifer M. Oestar
	DepEd Manual of Style (Numbers, Organizations, Word Class, Punctuation, References, Spelling, Appendices)	Group 2	Dr. Reicon C. Condes
10:30 a.m. – 12:00 noon	DepEd Manual of Style (Numbers, Organizations, Word Class, Punctuation, References, Spelling, Appendices)	Group 1	Dr. Reicon C. Condes
	DepEd Manual of Style (Principles of Effective Writing, Abbreviations and Acronyms, Capitalization, Currencies and Exchange Rates, Dates, Formatting, Language Usage)	Group 2	Dr. Jennifer M. Oestar
12:00 noon – 1:00 p.m.	LUNCH BREAK		
1:00 – 1:45 p.m.	Service Marks and Visual Identity Identity Basics (Official Name, Seal, Logo)	Group 1	Dr. Reicon C. Condes
	Service Marks and Visual Identity Applications, Digital Media)	Group 2	Dr. Jennifer M. Oestar
1:45 – 2:30 p.m.	Service Marks and Visual Identity	Group 1	Dr. Jennifer M. Oestar



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	Applications, Digital Media)		
	Service Marks and Visual Identity Identity Basics (Official Name, Seal, Logo)	Group 2	Dr. Reicon C. Condes
2:30 – 4:00 p.m.	Synthesis and Application of the 2 Manuals	Group 1 Group 2	Dr. Jennifer M. Oestar Dr. Reicon C. Condes
4:00 – 4:15 p.m.	Conduct of Post-test and Evaluation	Groups 1 & 2	Dr. Montano Agudilla J.
4:15 – 4:45	Closing Ceremony	Plenary	Dr. Jean Rose B. Rabano



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Enclosure 3

Technical Working Committee (TWC)
CAPACITY-BUILDING ON DEPED MANUAL OF STYLE (DMOS) AND DEPED'S
SERVICE MARKS AND VISUAL IDENTITY MANUAL (DSMVIM)
May 23, 2023

Over-all Chairperson: CELEDONIO B. BALDERAS JR.
Co- chairpersons: ANTONIO P. FAUSTINO JR.
IMELDA C. RAYMUNDO

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Prepares Training Design and other Training Package requirements. • Coordinates with SEPS-M&E on other activity requirements. • Prepares and submits activity completion report (ACR) to SEPS-M&E
Over-all Management including (Logistics) L&D	Luzviminda E. Saldares	<ul style="list-style-type: none"> • Manages the conduct of L&D. • Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. • Monitors L&D activities. • Prepares and submits complete report (narrative report) to SGOD Chief • Leads the debriefing sessions. • Prepares memo/advisories. • Assists the proponent in the preparation of documentary requirements including but not limited to PR. • Oversees the cleanliness, sanitation, and orderliness in the venue/s . • Conducts on-site inspection of the venue prior to the conduct of the scheduled activities.
QAME	Montano Agudilla, PhD	<ul style="list-style-type: none"> • Quality Assure the Activity Designs an L&D Package



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		<ul style="list-style-type: none"> • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Medical/First Aid	Alelie Padillo	<ul style="list-style-type: none"> • Ensures observance/compliance of health protocols including but not limited to conduct of Triage. • Administers first aid and health services during the event. • Ensure the provision of proper handling, storage and serving of foods and food packs' disposals.
Resource Speakers/Facilitator	Dr. Jennifer M. Oestar Dr. Reicon Condes	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions
Support Staff	Arjoy Demandante	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that sound system and projectors are properly set up. • Manage/s unexpected system glitches.
Certificate	Arjoy Demandante	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	Jean Rose B. Rabano	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity



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		<ul style="list-style-type: none"> • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference
Utility/Physical Plant	N/A (Service Provider)	<ul style="list-style-type: none"> • Prepares and maintains cleanliness and orderliness of session hall. • Ensures that left-over food and used food packs are properly disposed. (N/A) • Ensures that comfort room have enough supply of water..
Process Observer/s	N/A	<ul style="list-style-type: none"> • Observe/s the processes being employed by the speaker/facilitator. • Engage/s in the debriefing sessions.
Class Managers	Luzviminda E. Saldares Jean Rose B. Rabano	<ul style="list-style-type: none"> • Monitor attendance of the participants and assist speakers on the whole durations. • Assist the speaker/facilitator throughout the session. • Take over the session when the speaker/facilitator attends to an emergency call/ matter. • Conducts the MOL.



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