



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

16 SEPTEMBER 2022

DIVISION MEMORANDUM

No. 580 s. 2022

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

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisors
All Heads, Public Elementary and Secondary Schools
All Heads, Unit/Section Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. Relative to DepEd Memorandum 082 s. 2022 dated September 07, 2022, 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. Attached is the Regional Memorandum for your reference.
3. Immediate dissemination of this memorandum is desired.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:


ANTONIO P. FAUSTINO JR.
OIC- Assistant Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or (042) 785-9615



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>



Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

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DepEd MEMORANDUM
No. **082**, s. 2022

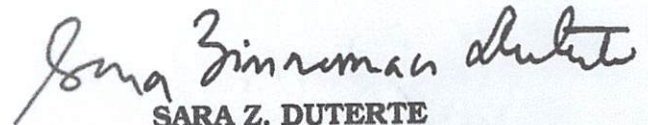
**REITERATION OF THE STRICT COMPLIANCE TO THE USE OF THE
DEPARTMENT OF EDUCATION MANUAL OF STYLE**

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



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