



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

06 November 2025

DIVISION MEMORANDUM
No. 787 s. 2025

**GUIDELINES ON THE PREPARATION AND DRAFTING OF DEPARTMENT AND
OFFICE ORDERS AND MEMORANDA**

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


1. For the information and guidance of all concerned, this Office hereby disseminates **DepEd Office Order OO-OSEC-2025-255** dated November 3, 2025, titled **Guidelines on the Preparation and Drafting of Department and Office Orders and Memoranda**. These guidelines aim to promote clear concise, and reader-oriented writing, which is in line with the principles of plain language and effective communication.

2. Immediate dissemination and strict compliance of this Memorandum is hereby desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


CONRADO C. GABARDA
Administrative Officer V
Officer-in-Charge

Encl.: As stated

Reference: DepEd Office Order OO-OSEC-2025-255

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

GUIDELINES
OFFICE ORDERS

MEMORANDA

OSDS Admin Unit – guidelines on the preparation and drafting of department and office orders and memoranda
RECJQRD4-006933/October 27, 2025



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Republic of the Philippines
Department of Education

OFFICE ORDER
OO-OSEC-2025-255

NOV 03 2025

**GUIDELINES ON THE PREPARATION AND DRAFTING OF DEPARTMENT
AND OFFICE ORDERS AND MEMORANDA**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers, and Heads of Units
Division Chiefs
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education issues Department and Office Orders and Memoranda to communicate policy directions, to prescribe operational guidelines, and to establish administrative procedures within and outside the Department.
2. To improve the clarity and readability of these Issuances, this Office sets forth the following drafting guidelines. These Guidelines aim to promote clear, concise, and reader-oriented writing, which is in line with the principles of plain language and effective communication.
3. This Office Order is issued in support of the **DepEd Manual of Style**, which prescribes the rules and standards of style and form for DepEd issuances and other official documents.
4. These Guidelines shall apply to all personnel involved in the preparation, drafting, review, and release of these Issuances within DepEd.
5. As a guiding premise, this Office adopts the following core principles in preparing and drafting Issuances:
 - a. **Clarity.** All Issuances shall be written in plain, direct, and simple language. Sentences must be straightforward.
 - b. **Conciseness.** All Issuances shall be brief yet complete. Each sentence must be written in such a manner that directly serves its purpose and avoids redundancy or excessive elaboration.
 - c. **Completeness.** Every word must count. An Issuance must provide all essential information necessary for comprehension and implementation. Reference to other issuances or documents shall be avoided unless absolutely necessary.
 - d. **Accuracy.** All information, citations, and enclosures shall be factual, verified, and consistent with existing laws, rules, and DepEd policies.

- e. **Audience-Centeredness.** All Issuances must be prepared and drafted with the ordinary reader in mind, and not solely for specialists or technical personnel.

6. In drafting Issuances, the drafter must write with the reader in mind. The appropriate tone, approach, and use of terms must be considered in addressing the intended audience. The drafter shall assume that the reader has no prior knowledge of related issuances. Thus, all essential information must be contained within the document itself and must be presented clearly and succinctly.

7. All Issuances shall adhere to the following general standards in drafting:

- a. **Clear Statement of Purpose and Basis.** Each Issuance shall begin and be guided by a clear statement of its purpose to immediately provide context to the reader. It shall likewise cite the basis from which it originates, such as, but not limited to a law, a related rule, or previously issued DepEd order or memorandum. Providing such basis or point of reference lends legitimacy to the Issuance and prevents uncertainty as to its contents.
- b. **Logical Structure and Organization.** The sections of an Issuance must be arranged logically and purposefully. It shall begin with a statement of objectives and background and followed by the main provisions of the subject matter. Related matters shall be grouped together before proceeding to subsequent sections.
- c. **Defining Technical Terms.** When an Issuance uses specialized or technical language, such terms must be defined clearly at the outset and used consistently throughout the document. This ensures that readers share a common understanding of the technical terms, particularly where such terms deviate from their ordinary meaning.
- d. **Consistency of Use of Terms.** Once a term, acronym, abbreviation, or reference has been defined, it shall be used consistently throughout the document. To avoid confusion, alternation between synonymous terms or varied abbreviations must be avoided.
- e. **Formatting of Numbers.** The numbers zero to nine must be spelled out. Any number that begins a sentence must also be spelled out to maintain clarity and consistency.
- f. **Clarity of Denomination.** Where monetary amounts are stated, the denomination shall be clearly indicated. Amounts in Philippine currency shall be prefixed with "PhP". When referring to foreign currency, the appropriate international currency code (e.g., USD, EUR, JPY) shall be used.
- g. **Visual Presentation of Data and Information.** When appropriate, the use of tables, charts, bullet points, and graphs are encouraged to simplify complex information. Presenting data through visual aids allows the reader to understand key points more quickly and more accurately.
- h. **Using Footnote Citations.** Citations are used to acknowledge sources and indicate authorities relevant to the topic. References or supporting

documents shall be cited through footnotes placed at the bottom of the page. Footnotes shall be brief and used only when necessary.

- i. ***Length of Issuances.*** As a general rule, Issuances shall be **limited to a maximum of five (5) pages**. This is consistent with the principle of drafting the document for the reader's convenience and comprehension.
- j. ***Citation of Specific Orders that Are Modified, Repealed, or Supplemented.*** When an Issuance specifically amends, repeals, or supplements a prior Issuance of the Department, the same must be expressly stated or enumerated, as far as practicable. The specific reference shall be cited by document number, title, and date of issuance for proper tracking of the document.
- k. ***Amending Provisions.*** When amending an existing provision, the full text of the amended section shall be reproduced in the new Issuance to provide complete context. The amendment/s shall be indicated by boldfacing and underlining the amended portions for easy reference and comparison.

8. In the preparation and drafting of Issuances, the following practices shall be strictly avoided:

- a. ***Excessive Use of Acronyms and Abbreviations.*** The repetitive or indiscriminate use of acronyms and abbreviations shall be avoided. As much as practicable, the term shall be written in full.
- b. ***Use of Undefined Technical Terms and Jargon.*** Technical terms or jargon that are not commonly understood by the general public shall be avoided, unless indispensable to the subject matter. When such terms are necessary, they shall be defined upon first mention in the Issuance.
- c. ***Referencing Separate Issuances.*** Issuances shall not require readers to refer to other documents, orders, or memoranda to understand the policy being communicated. Each document must be complete in itself, presenting all essential information within its text.
- d. ***Inclusion of Irrelevant Background and Historical Context.*** Unnecessary background details, historical narratives, or discussions not directly relevant to the policy or directive shall be omitted.

9. All personnel of DepEd are enjoined to strictly adhere to the elementary usage of grammar and style rules to promote the above-mentioned core principles for drafting Issuances, as follows:

- a. ***Run-on Sentences.*** Keep ideas concise and clearly separated. If two or more clauses are not joined by a conjunction, use a semicolon or, preferably, divide them into separate sentences for clarity and readability.
- b. ***Unity of Paragraphs.*** Each paragraph shall focus on a single main idea or topic. When a subject has multiple points, each point shall be

discussed in a separate paragraph to make the text easier to follow. Starting a new paragraph signals that a new idea is being introduced.

- c. **Topic Sentences and Logical Endings.** Each paragraph shall begin with a topic sentence and conclude consistently with that opening. This structure enables the reader to recognize the purpose of the paragraph and keep it in mind until the end. Ending with a digression or an unimportant detail shall be avoided.
 - d. **Preference for the Active Voice.** In the active voice, the subject acts while the verb describes the action. The active voice shall be used whenever appropriate, as it is more direct than the passive voice.
 - e. **Grouping Related Words Together.** The order of the words in a sentence shows how they relate to each other. The drafter must, as far as practicable, bring together words related in thought, and keep apart those which are not.
 - f. **Consistency of Tense.** The drafter shall maintain the same tense throughout the Issuance. If the document is written in the present tense, earlier actions shall be expressed in the perfect tense. If written in the past tense, earlier actions shall use the past perfect tense.
10. This Order shall take effect immediately upon its issuance and publication on the DepEd website.
11. The immediate dissemination of and strict compliance with this Order is directed.

ATTY. FATIMA LIPP D. PANONTONGAN
Undersecretary and Chief of Staff

