



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

01 March 2021

DIVISION MEMORANDUM

DM No. 090, s. 2021

Seminar on DepEd Official Correspondence and Division Press Releases

To: OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Section Heads, Public Schools District Supervisors, Quezon-PREFiC Members, and Others Concerned

1. Relative to the release of **DepEd Order 30, s. 2019** (The Department of Education Manual of Style) and **DepEd Order 31, s. 2019** (The Department of Education Service Marks and Visual Identity Manual) prescribing the latest language style, format and usage and highlighting the significance of institutionalizing a common format for DepEd seal and logo for official communications, presentations, learning resources, advocacy materials, and citations and all other collaterals, the SGOD-SME will conduct a live-out learning activity in **three batches** titled **"Seminar on DepEd Official Correspondence and Division Press Releases"** at **Sevilla's Resort, Lucena City on March 8-10, 2021**.
2. This endeavor is part of the SME's **Project APPRAISE** (Applying Results-oriented Assessment for Improved School Effectiveness) which aims to capacitate the participants in writing clear, concise, and audience-appropriate correspondence and press releases, and in complying with standards set forth in the Service Marks and Visual Identity Manual.
3. **Strict health protocols in accordance with IATF guidelines** will be enforced during the conduct of the program. The total expected participants per batch follow: 1st day- 44 pax only; 2nd day- 43 pax only; and 3rd day- 22 pax only. Participants are also advised to wear protective gears, such as face shield and face mask.
4. The schedules and list of participants, separated into three batches, appear below. For Batch 3 participants, **Members of the SDO Quezon PREFiC Team**, please refer to **DM No. 84, s. 2021** (Announcing the New Members of the SDO Quezon Press Release Field Correspondents).

DEPEDQUEZON-TM-SDS-04-009-003



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By: Romull
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Batch 1 - DSMVIM/DMOS	
March 8, 2021 – SDO Personnel	
Office/Section/Unit	Frequency
Top Management	4
Office of the SDS (ADAS/Secretary)	2
Office of the ASDS (ADAS/ Secretary)	1
SGOD Chief	1
CID Chief	1
CID EPS	6
ALS Specialist	1
CID Secretary	1
SGOD EPS	1
SMME	2
SMN	2
Research	1
SGOD Secretary (ADAS)	1
PDO	2
Health	1
Budget	1
Cashier	1
Supply	2
Records	2
EFS	2
ICT	1
Personnel	2
Resource Speakers	2
Select PSDSs (District 1- Pagbilao 2, Mauban South)	2
Select PSDSs (District 2- Candelaria East, Dolores)	2
Total	44

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Batch 2 - DSMVIM/DMOS	
March 9, 2021 – SDO Personnel	
Office/Section/Unit	Frequency
Top Management	4
Office of the SDS (ADAS)	1
Office of the ASDS (ADAS)	2
SGOD Chief	1
CID EPS	5
SGOD EPS	1
SMME	2
DRR	1
PSDS-SGOD	1
Planning	2
Health/Dentist	2
Accounting	2
CID Secretary	2
Legal Section	2
ICT	1
Personnel	3
Library	2
Admin	2
Budget	1
Resource Speakers	2
Select PSDSs (District 3- Agdangan, Mulanay 1)	2
Select PSDSs (District 4- Gumaca East, Calauag East)	2
Total	43

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Batch 3 - Press Release Writing/Information Dissemination Support March 10, 2021 – Select Teachers (PREFIC Members) and SDO Personnel	
Office/Section/Role	Frequency
Project Owners/SMME	2
Top Management	4
SGOD Chief	1
SGOD EPS	1
PSDS-SGOD/Program Facilitator	1
Press Release Writers	9
Resource Speaker 1/SEPS – DMOS	1
Resource Speaker 2 – Straight News Writing	1
Resource Speaker 3 – Grammar Conventions	1
Resource Speaker 4 – Basic Layout/Photography	1
TOTAL	22

- The Travel Order of SDO personnel shall be prepared by the SME in coordination with the section/unit heads; while those of the PREFiC team members shall be issued by their respective school heads.
- Training and meal expenses of all participants shall be charged against the Division HRTD fund, while travel expenses of the SDO personnel and the PREFiC team members shall be charged against Division and school MOOE or local funds, respectively, subject to the usual accounting and auditing rules and procedures.
- Dissemination of this Memorandum is highly sought.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

mmt3/01/2021

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