



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

10 May 2021

DIVISION MEMORANDUM
DM No. 274, s. 2021

DEPED ISSUANCES AND OFFICIAL CORRESPONDENCE GUIDELINES

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Section Heads
Education Program Supervisors
Education Program Specialists
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to standards on official correspondence and Department of Education (DepEd) issuances stipulated in DepEd Order No. 30, s. 2019 (The DepEd Manual of Style [DMOS]), and in DO 31, s. 2019 (The DepEd Service Marks and Visual Identity Manual [DSMVM]), this Office reiterates the importance of observing the set guidelines for maintaining quality, uniformity, and clarity in all forms of written communication addressed to Division-based and field-based personnel.
2. For common understanding and usage, the following terms are hereby defined:
 - a. **DepEd Issuances (DI)** are official documents containing policies, procedures, or information released and signed by the Secretary or other authorized officials. They vary in content, effect, duration and activity.
 - b. **DepEd Order (DO)** contains policies promulgated by the Central Office, which are general or permanent in nature. It is department-wide or nationwide in scope, and is usually long-term in nature unless rescinded or amended.
 - c. **DepEd Memorandum (DM)** disseminates instructions, information, or related matters, including the (i) creation of committees or task forces; (ii) submission of lists or reports;

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

DEPED - QUEZON ICT UNIT
UPLOADED
Date/Time: <u>May 11, 2021</u>
By: <u>crystal 2:19 PM</u>
Ref. no. <u>DM 274, s. 2021</u>



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

- (iii) announcement of celebrations, surveys, holidays, examinations, contests, or results thereof; (iv) conference or seminars conducted by the bureaus, centers, services, units, and divisions; and (v) reiteration of regulations or laws issued by other agencies and departments.
- d. **Division Memorandum (DM)** is an issuance of the Schools Division Office (SDO) containing instructions or information which are temporary in nature, and involves the attention, compliance or participation of either **field-based personnel only**, or of **both field-based and Division-based personnel**.
- e. **Office Memorandum (OM)** is similar in purpose with a DM, but differs in addressees, as an OM is communicated to **all or specific Division-based personnel and sections/offices**.
- f. **Advisory** emanates from non-DepEd organizations and agencies which announces programs or activities; scholarships; and training opportunities for supervisors, school heads, teachers, and learners. Participants may attend such activities on a voluntary basis; hence, traveling expenses and registration fees are charged to personal accounts. Its application is usually short term or temporary.
- g. **Enclosures** are parts of a document which cannot be directly included in the main body due to length, complexity or difference in formatting. They must be cited in the main text and should appear in the order that they are cited. For single enclosure, state **Enclosure to DM No. ___, s. [year]**. For multiple enclosures, indicate **Enclosure No. ___ to DM No. ___, s. [year]**.
- h. **Annexes** are extra materials that are parts of the Enclosure. They must be cited in the Enclosure and should appear in the order that they are cited. Annexes should be labeled in alphabetical order (e.g. **Annex A**).
- i. **Attachments** are materials from higher governance levels or other agencies (i.e. invitation to participate in a webinar sponsored by a private institution; DO to be issued for public information; or letter of invitation to serve as resource speaker in another SDO) which are added to the main document (e.g. a DM) for reference or additional information. They are not labeled, and attached directly to the main document.

DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph





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

3. Change in schedule of programs/activities should NOT be issued as Advisory; instead, it should be issued as a Corrigendum (e.g. **CORRIGENDUM TO DM NO. ___, S. [YEAR], RE: [INSERT TITLE OF DM TO BE CORRECTED]**).
4. The date entries for DM and OM should be arranged in this format: **Date Month Year**—without comma (e.g. 10 May 2021). However, the date for letters, advisories, or indorsements should appear in this format: **Month Date, Year**—with comma (e.g. May 10, 2021).
5. For consistency, the SDO will adopt the **semi-block style** for all **letters** to be prepared.
6. The **list of addressees** in a DM/OM should be patterned with the formatting of DepEd issuances, in order of authority. The last addressee should be **All Others Concerned**.
7. A **title** should be encoded in ALL CAPS and rendered in **bold**. It should be structured in inverted pyramid style, NOT exceeding three (3) lines.
8. Body text should be in Arial 11, and has 1.5 line spacing. Body text in DM should be **numbered**, whereas OM should be in **paragraph form** with the first line of each paragraph indented.
9. The Schools Division Superintendent's name and position/designation should be **justified** and **flush-left** on the lower right portion of the document.
10. The **tracer** below the document should include the initials of the section/office and of the encoder and the date of document creation, appearing in Arial 8, and italicized (e.g. *smeard05/10/2021*).
11. Registered templates for the DM, OM, Advisory, letter, and other official correspondence can be downloaded by Division-based personnel through: tinyurl.com/dopersonneltemplate.
12. Please follow specific guidelines in the use of **letterheads** (header/footer) for documents originating in the schools. Refer to **pages 34 to 35** of the DSMVIM. **District offices** are also encouraged to adopt the same letterheads using their respective district logo.
13. Previous issuances inconsistent with this Memorandum are hereby rescinded.
14. Immediate dissemination of and strict compliance to this Memorandum is desired.

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

smeard01/22/2021
DEPEDQUEZON-TM-SDS-04-009-003



"Creating Possibilities, Inspiring Innovations"
Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

