



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



DEPED - QUEZON
ICT UNIT

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Ref. no. DM 780, S. 2022

15 September 2022

DIVISION MEMORANDUM

DM No. 780, s. 2022

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

To: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors and Specialists
Public Schools District Supervisors
School Heads In-Charge of Governance and Operations
Secondary and Elementary School Heads
School/District Information Coordinators
All Others Concerned

1. With reference to **DepEd Memorandum No. 082, s. 2022** dated September 07, 2022, regarding the **Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style**, this Office provides this Memorandum in support to the said issuance.
2. As per **DepEd Order 30, s. 2019** or **The Department of Education Manual of Style**, the Division including all schools and learning centers shall adhere to the use of the Department's Manual of Style in all official documents highlighting the guidelines for the contents of issuances, letters and communications such as:
 - a. Font Style: Bookman Old Style
 - b. Font Size: 11
3. In connection, **all official documents** of the Division, schools and learning centers shall be reviewed and revised, as necessary to strictly adhere to the required styling and formatting of DepEd official issuances in accordance with the provisions in the Manual.
4. Appropriate actions in relation to the strict adherence to the DepEd Manual of Style shall take effect immediately.

DEPEDQUEZON-TM-SDS-04-009-003



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5. All concerned are reminded on the administrative disciplinary action and other legal remedies which shall be provided for violating any provisions in the Department Order.
6. For further reference on the DepEd Manual of Style, please refer to DO 30, s. 2019.
7. For strict compliance.

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

smme09/15/2022

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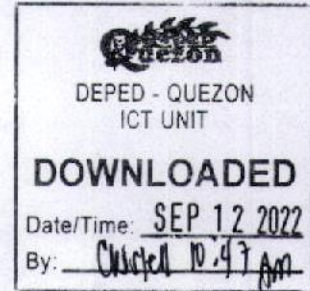


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Republic of the Philippines
Department of Education
 OFFICE OF THE SECRETARY



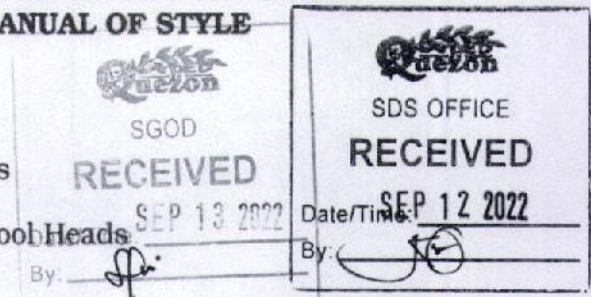
07 September 2022

DepEd MEMORANDUM
 No. 082, s. 2022

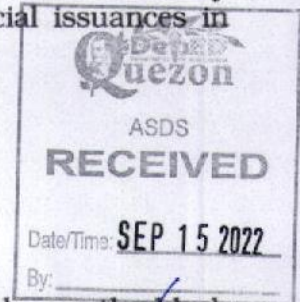
DO 091322-106898

**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

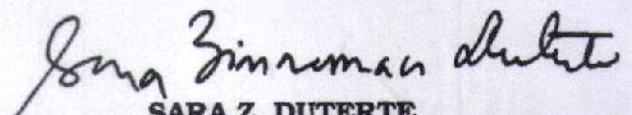


1. The Department of Education (DepEd), through the Public Affairs Service and Publication has developed the **DepEd Manual of Style (DMOS)** - DepEd Order 30, s. 2019 to produce a unified look in all DepEd communications and publications.
2. The Department shall enforce the aforementioned DepEd Order 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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DEPED-OSEC-470054