



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

16 September 2022

OFFICE MEMORANDUM

No. 257 s.2022

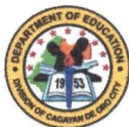
To: Division Office Personnel
This Division

ADDITIONAL INFORMATION TO DM NO. 368, S. 2022
(REITERATION OF THE STRICT COMPLIANCE TO THE USE OF THE
DEPARTMENT OF EDUCATION MANUAL OF STYLE)

1. This issuance reiterates the attached DepEd Memorandum No. 082, s. 2022 on the Strict Compliance to the Use of The Department of Education Manual of Style.
2. This Office provides the following procedures to follow in the preparation and formulation of division issuances, letters, and communications:
 - a. Access and download templates of different issuances and letters through this link: <https://bit.ly/DMOS-CDO>
The link is also sent to the respective DepEd email accounts.
 - b. Refer to the guide and sample copies of different issuances and letters uploaded in the same link for further guidance.
 - c. Use Bookman Old Style font, size 11 point for the contents of the issuances and letters. Use also A4 size bond paper.
 - d. Refer to the Principles of Effective Business Writing found in the DMOS for the language style, format, and usage.
 - e. Submit the issuances, letters, and communications to Mr. Michael Dave B. Tan for the style and format review and January Gay T. Valenzona for the content review.
 - f. Submit edited document to January Gay T. Valenzona for the final checking.
3. With the issuance of this Memorandum, this Office expects a unified and coordinated preparation and formulation of division official issuances, letters, and communications.
4. For widest dissemination and strict compliance.


CHERRY MAE L. LIMBACO - REYES
Schools Division Superintendent

JGTV/OM – additional information
September 16,2022



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

07 September 2022

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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