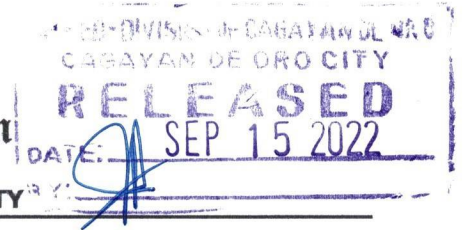




Republic of the Philippines  
**Department of Education**  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent


15 September 2022

DIVISION MEMORANDUM  
No. 368 s.2022

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

TO: OIC-Assistant Schools Division Superintendent  
Division Office Personnel  
All Elementary and Secondary School Heads  
Teaching and Non-Teaching Personnel  
This Division

1. Consistent with **DepEd Memorandum No. 082, s.2022** RE: Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style, this office directs strict adherence to the use of the Department of Education Manual of Style (DMOS)—DepEd Order 30, s. 2019.
2. All personnel at the division office and schools are instructed to follow strictly to the required styling and formatting of official issuances in accordance with the provisions of Appendix 5 of the DMOS. For letters and official communications, use the block letter format found in page 76 of the DMOS.
3. Additionally, the following guidelines for the contents of issuances, letters and communications shall apply:
  - b. Font Style: Bookman Old Style
  - c. Font Size: 11 point
4. A separate memorandum on the additional instructions in the preparation of division issuances, letters, and communications will be issued for guidance.
5. In adherence to Equal Opportunity Principle (EOP), fair and inclusive treatment shall be accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
6. This Office directs the immediate and wide dissemination of this Memorandum.

  
**CHERRY MAE L. LIMBACO - REYES**  
Schools Division Superintendent

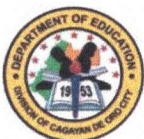


Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048  
Email: [cagayandero.city@deped.gov.ph](mailto:cagayandero.city@deped.gov.ph)

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATIONS  
LANGUAGE  
MANUAL  
POLICY  
RULES AND REGULATIONS

JGTV / DM – reiteration of dmos  
September 15, 2022



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Republic of the Philippines  
**Department of Education**  
OFFICE OF THE SECRETARY

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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](mailto: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



To authenticate this document,  
please scan the QR code.



DEPED-OSEC-470054