



Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA SIBUGAY



September 12, 2022

DIVISION MEMORANDUM
NO. 307, s. 2022

**DISSEMINATION OF DEPED MEMORANDUM NO. 082, s. 2022 RE REITERATION OF
THE STRICT COMPLIANCE TO THE USE OF THE DEPARTMENT OF EDUCATION
MANUAL OF STYLE (DMOS)**

To: OIC-Assistant Schools Division Superintendent
Chiefs (SGOD and CID) and all Education Program Supervisors
All District Supervisors/District In-Charge
All School Heads and Teachers
All Others Concerned
This Division

1. This Office hereby disseminates DepEd Memorandum No. 082, s. 2022 titled **Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style (DMOS)** with the instruction that all Division Office personnel, District Supervisors/District In-Charge, School Heads, and teachers shall adhere to the procedures and processes of **DepEd Order No. 030, s. 2019 re: The Department of Education Manual of Style**.
2. The DMOS intends to standardize style and usage in all DepEd official issuances. It prescribes usage based on *The Chicago Manual of Style* with some exceptions, specifically those that pertain only to the Department.
3. The attached DepEd Memorandum articulates salient provisions of DMOS. It further clarifies the prescribed font style which is Bookman Old Style and font size which is 11 point.
4. Furthermore, all Zamboanga Sibugay Division DepEd personnel across levels-division, districts, and schools are reminded of the proper utilization of the official header and footer as provided for in DepEd Order No. 031, s. 2019 re: **The Department of Service Marks and Visual Identify Manual**. As such, districts and schools are reminded to refrain from using the TUVSUD mark in as much as only the Division Office proper is an ISO-certified office.
5. All DepEd personnel are hereby mandated to strictly adhere to the provisions of DepEd Order No.030, s. 2019 re: **The Department of Education Manual of Style** in preparing official communications and publications.
6. As mentioned in paragraph 6 of the attached DepEd Memorandum, administrative action and other legal remedies may be initiated against anyone found responsible for violating any provisions of DepEd Order No. 030, s. 2019.
7. For information, guidance, and strict compliance.


DR. JEANELYN A. ALEMAN, CESO VI
Schools Division Superintendent

References : DepEd Memorandum No. 082, s. 2022
DepEd Order No. 030, s. 2019
DepEd Order No. 031, s. 2019

To be indicated in the perpetual index under the ff. subjects

POLICY	COMMUNICATIONS	LANGUAGE
MANUAL	RULES AND REGULATIONS	PUBLICATIONS

ZS-DM-SGOD-P& R-2022-09-163-0
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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 Zimmerman Duterte

SARA Z. DUTERTE

Vice President and Secretary



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