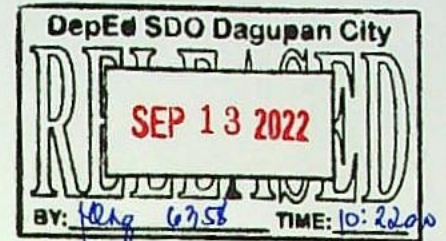




Republic of the Philippines  
**Department of Education**  
REGION I

SCHOOLS DIVISION OFFICE OF DAGUPAN CITY



**Office of the Schools Division Superintendent**

**Division Memorandum**

No. 341 s. 2022

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

From: **OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

Date: September 13, 2022

Subject: **REITERATION OF THE STRICT COMPLIANCE TO THE USE OF  
DEPED SERVICE MARKS AND VISUAL IDENTITY MANUAL  
(DSMVIM) AND DEPED MANUAL OF STYLE (DMOS)**

1. Pursuant to DepEd Memorandum 82, s. 2022 or the Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style, this office reiterates the Strict Compliance to DepEd Order 30, s. 2019 or the DepEd Manual of Style (**DMOS**) and DepEd Order 31, s. 2019 or the Department of Education Service Marks and Visual Identity Manual (**DSMVIM**).
2. 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.
3. Additionally, the following guidelines for the contents of the issuances, letters and communications shall apply:
  - a. Font Style: Bookman Old Style
  - b. Font size: 11 point




Address: Burgos St. Poblacion Oeste, Dagupan City, Philippines  
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4. 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 these DepEd Orders.
5. Immediate dissemination and compliance of this Memorandum is desired.

  
**AGUEDO C. FERNANDEZ CESOS V**  
Schools Division Superintendent

Encl.: As stated



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

07 September 2022

DepEd MEMORANDUM  
No. 022, s. 2022

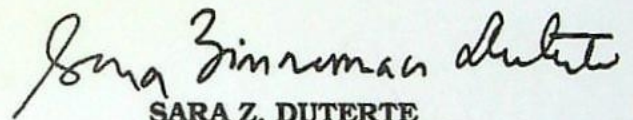
**REITERATION OF THE STRICT COMPLIANCE TO THE USE OF THE  
DEPARTMENT OF EDUCATION MANUAL OF STYLE**

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

Received: Sept 12, 2022

- 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*



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please scan the QR code.



DEPED-OSEC-470054