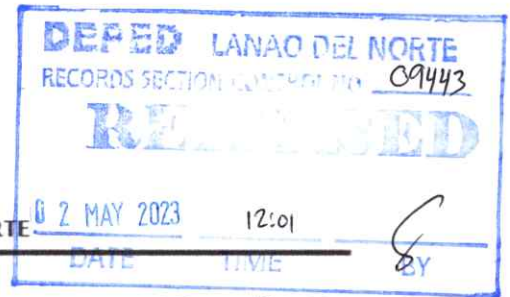




Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OFFICE OF LANA DEL NORTE



25 April 2023

DIVISION MEMORANDUM

No. 195 , s. 2023

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads
Service/Unit Heads
All Others Concerned

1. To produce a unified look in all communications and publications, the Department of Education released DepEd Order No. 030, s. 2019 titled **The Department of Education Manual of Style (DMOS)** which prescribes the language style, format, and usage based on *The Chicago Manual of Style*, 17th Edition and integrates DepEd House Style which includes common usage within the Department.
2. The Department has enforced the aforementioned Order to ensure clarity, completeness of information, conciseness, and consistency in spelling, format, grammar, punctuation, hyphenation, capitalization, typeface, and abbreviation in all DepEd official documents.
3. In view thereof, this Office directs division and field personnel to strictly adhere to the required styling and formatting of all official issuances and correspondences in accordance with the provisions of the DMOS.
4. Particular attention is invited to the following guidelines for letters and official communications:
Format: Block
Font Style: Bookman Old Style
Font Size: 11 Points
Paper Size: A4
5. Division personnel are also advised to use the attached official letterhead and footer in all documents, the e-copy of which can be requested from Division Chiefs and Section Heads while school heads are instructed to design their respective school letterheads and footers based on the specifications provided in DepEd Order No. 31, s. 2019 titled **The Department of Education Service Marks and Visual Identity Manual**.



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6. Queries relative to this matter can be relayed to Jayvy C. Vegafria, OIC, Office of the Assistant Schools Division Superintendent at 09364739395.

7. For information, guidance, and strict compliance.

EDWIN R. MARIBOJOC, PhD, CESO V
Schools Division Superintendent 

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

COMMUNICATION

ISSUANCES

MANUAL OF STYLE

JCV/DM – Reiteration of the Strict Compliance to the Use of the Department of Education Manual of Style
April 25, 2023



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