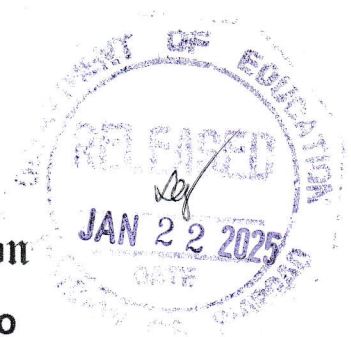




Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Office of the Schools Division Superintendent

January 20, 2025

**DIVISION MEMORANDUM**

No. 1-013s, 2025

**REITERATION OF THE STRICT COMPLIANCE AND ADHERENCE TO THE  
DEPARTMENT OF EDUCATION MANUAL OF STYLE (DMOS) AND  
DEPARTMENT OF EDUCATION SERVICE MARKS AND  
VISUAL IDENTITY MANUAL (DSMVIM)**

To: Assistant Schools Division Superintendent  
Functional Division Chiefs  
Curriculum Implementation Division (CID) Personnel  
School Governance and Operations Division (SGOD) Personnel  
Office of the Schools Division Superintendent (OSDS) Personnel  
Elementary and Secondary School Heads  
All concerned  
This Division

1. DepEd Order No. 30, s. 2019 titled **The Department of Education Manual of Style (DMOS)** serves as the standard reference for the preparation and formatting of all official documents to ensure consistency, professionalism, and alignment with DepEd's communication standards. Thus, this office reiterates the strict adherence to and compliance with the DMOS foster clarity, uniformity, and credibility in all forms of communication of schools and functional divisions.
2. All communications from this office shall follow the format attached in Enclosure 1 (Format for School and Division Issuances). Further, in adherence to the mentioned DepEd Order, all issuances, and other correspondences shall apply:
  - a. Official paper size: A4 (*legal size 8.5x13 and landscape orientation may be used and applied for other documents such as templates, certificates, etc. as may be prescribed by proper authorities*)
  - b. Font size: 11 point
  - c. Font style: Bookman Old Style
  - d. Spacing: 1.0
  - e. Letter format: Block (DMOS, page 76)
3. The schools shall adopt the same format and shall replace the division seal with their respective school seals. All other details (address, contact, social media accounts, website) at the footer shall be modified, as applicable. At the header, the name of the school shall be placed below the division name following same format.





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4. For certificates, plaques, and other applications of the service marks and visual identity of DepEd, all functional divisions and schools are hereby directed to revisit and observe compliance with the provisions stipulated in the DepEd Order No. 031, s. 2019 (DSMVIM).
5. There shall no division memorandum or document and school correspondences be received and or signed by this office unless the DMOS and DSMVIM formats and provisions are deliberately followed.
6. For immediate dissemination to, guidance, and strict compliance of all concerned.

**MANUEL O. CABERTE**

Assistant Schools Division Superintendent  
Officer-in-Charge

Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

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

DMOS   DSMVIM        COMMUNICATIONS

SGOD/rsoraliza

01/20/25





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**Enclosure 1.** Format for School and Division Issuances




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 DepEd Siargao