



Republic of the Philippines
Department of Education
Region III
Schools Division of Angeles City



23 Jan 2024

DIVISION MEMORANDUM

No. **035**, s. 2024

DESIGNATING REVIEWERS OF DIVISION ISSUANCES TO ENSURE COMPLIANCE TO DEPED MANUAL OF STYLES (DMOS)

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

1. To ensure the compliance of this Division to DepEd Manual of Styles (DMOS) as specified in DepEd Order No. 30, s. 2019 dated October 18, 2019 and DepEd Order No. 31, s. 2019 dated November 4, 2019 also known as Service Marks & Visual Identity Manual, the following personnel are designated to check the adherence of layout of Division issuances to the DMOS.

Designated Reviewers of Division Issuances

Engr. Ma. Cristina S. Sarmiento, AO 5- Office of the SDS
Arcely G. Garcia, SEPS HRD - School Governance and Operations Division
Rita P. Bundalian, EPS English- Curriculum Implementation Division.

2. Layout and specifications to be checked include issuances format, top, bottom, left and right margins, font styles and sizes, placement and sizes of DepEd Seal, Division Seal, ISO Seal, header, and footer.

3. Documents being referred to be reviewed in this Memorandum include:

- 3.1 Division Memoranda
- 3.2 Indorsement/Transmittal Letters
- 3.3 Notice of Meeting
- 3.4 Certification
- 3.5 Reply Letter

4. Division Advisories will be prepared by the SEPS/EPS II-HRD.





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5. All Unit Heads are to submit their Memoranda for checking of format to the designated reviewers before forwarding them to the Office of the Assistant Schools Division Superintendent for his/her initial.
6. The designated reviewers are requested to conduct an orientation to their respective units on the proper lay- out of the different Division issuances.
7. The Flow Chart in the preparation of Division issuances is found in Inclosure No. 1 of this Memorandum.
8. Immediate and wide dissemination of and strict compliance to the contents of this memorandum is enjoined.



ENGR. EDGARD C. DOMINGO Ph.D. CESO V
Schools Division Superintendent

Reference: DepEd Order No. 31, s. 2019 dated November 4, 2019
DepEd Order No. 30, s. 2019 dated October 18, 2019

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

SCHOOL ADMINISTRATORS
UNIT HEADS

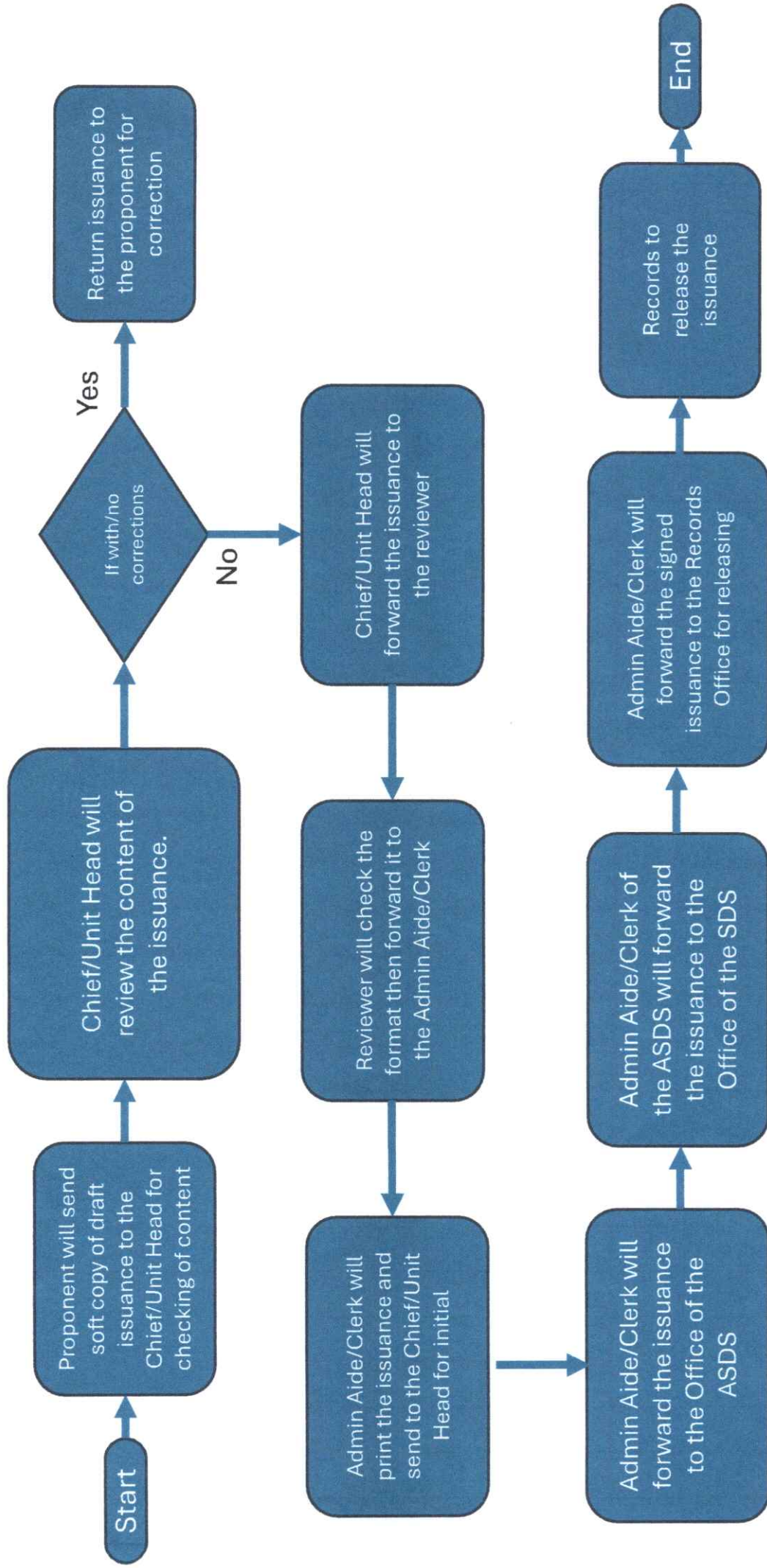
EDUCATION PROGRAM SUPERVISORS
CURRICULUM IMPLEMENTATION DIVISION
SCHOOLS GOVERNANCE & OPERATIONS DIVISION

ASDS/January 23, 2024



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Enclosure No. 1 to the Division Memorandum No 95



Flowchart in the preparation of Division Issuances