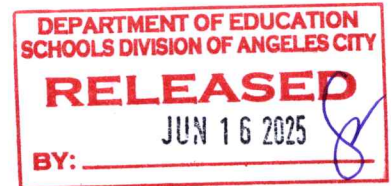




Republic of the Philippines  
**Department of Education**  
REGION III

SCHOOLS DIVISION OFFICE OF ANGELES CITY



13 June 2025

**DIVISION MEMORANDUM**  
No. 178, s. 2025

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

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

1 In compliance with the Department of Education (DepEd) Manual of Styles (DMOS), as outlined 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 the Service Marks and Visual Identity Manual, the following personnel are hereby designated as reviewers to ensure that the layout and formatting of Division issuances conform to the prescribed standards:

**Designated Reviewers of Division Issuances**

Edgar L Manabat PhD, Chief-ES - School Governance and Operations Division  
Amando C. Yutuc PhD, Chief-ES - Curriculum Implementation Division  
Maria Cristina S. Sarmiento, AOV - Office of the SDS

2. The designated reviewers shall ensure that the following elements conform to DMOS standards:

- 2.1 Document format and layout, including spacing
- 2.2 Page margins (top, bottom, left, and right)
- 2.3 Letter Head, Enclosure Reference, Perpetual Index
- 2.4 Font styles and sizes
- 2.5 Placement and sizes of the DepEd Seal, Division Seal, and/or ISO Seal
- 2.6 Proper formatting of headers and footers and tracer

3. The documents subject to review under this Memorandum include, but are not limited to:

- 3.1 Division Memoranda, Advisories
- 3.2 Indorsement/Transmittal Letters
- 3.3 Office Orders, Office Letters
- 3.4 Notices of Meeting
- 3.5 Certifications
- 3.6 Reply Letters



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4. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

**ENGR. EDGARD C. DOMINGO PhD CESO V**  
Schools Division Superintendent

*Encl.: As stated*

*Reference: As stated*

DMOS DESIGNATED REVIEWER

MCS/AOV/June 11, 2025