

## Republic of the Philippines

## Bepartment of Education

**REGION X - NORTHERN MINDANAO DIVISION OF MALAYBALAY CITY** 

DM - 2073-	09-393
DEPED MALAYBALAY	
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**DIVISION MEMORANDUM** 

No. <u>3</u>93

TO:

Assistant Schools Division Superintendent Chief- Education Supervisors, CID and SGOD

**Education Program and Public Schools District Supervisors** 

Division Unit Heads All Others Concerned

This Division

FROM:

Schools Division Superintendent

DATE:

September 20, 2023

DIVISION'S MANAGEMENT OF FLOW IN COMMON USAGE OF SUBJECT:

DEPED MANUAL OF STYLE (DMOS) IN OFFICIAL ISSUANCES AND

**LETTERS** 

- For a common flow in the posting and releasing of division's official issuances and letters aligned with DepEd Order No. 030, s 2019 re: The Department of Education Manual of Style, this Office hereby informs the Division Personnel on the unified procedure and system to follow for your guidance which will take effect immediately, to wit:
- a. the proponent or division personnel's draft of DepEd Order, Memorandum, Advisory, letters and other related issuance shall be reviewed for possible revision by Rachel R. Valde, EPS English;
- b. in case of some correction/s, the draft will be returned to the concern personnel for finalization;
- c. if the draft is already consistent with the guidelines enclosed in DMOS it will be countersigned as reviewed which will be affixed in the lower part of the Schools Division Superintendent's name; and
- d. if done with the process, the final copy will be forwarded to the Schools Division Superintendent for her signature ready for posting.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City Telefax No.: 088-314-0094; Telephone No.: 088-813-1246

Email Address: malaybalay.city@deped.gov.ph





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- 2. Further, in the event Rachel R. Valde, EPS English is not available to review the draft, **Dindo M. Gabales**, EPS TLE/TVL will take over and if the two are not around, **Vicente G. San Miguel**, PSDS D9 will do the countersigning.
- 3. Download DepEd Order No. 030, s 2019 Re: The Department of Education Manual of Style for your guidance.
- 4. Queries relative to this can be relayed to **RALPH T. QUIROG**, Chief Education Supervisor, CID.

RRV/The DMOS September 20, 2023



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