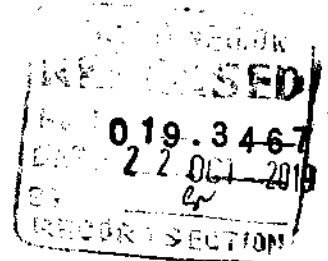




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region VII, Central Visayas  
**SCHOOLS DIVISION OF NEGROS ORIENTAL**  
www.depednegor.net

October 21, 2019

**TRAVEL ORDER**  
NO. 1463 s. 2019



**TO:** KARLA P. ANTONIO – EPS II/Soc. Mob.

**PURPOSE:** To attend the National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual, and the DepEd Manual of Style

**DATE:** November 19-22, 2019

**VENUE:** One Central Hotel and Suites, Sanciangko St. Cebu City

*ALLOWED/CHARGED TO: (Division MOOE subject for usual accounting and auditing rules and regulations)*

- \_\_\_\_\_ : Registration/Transportation and other expenses
- \_\_\_\_\_ : Transportation/per diems
- \_\_\_\_\_ : Dn official time/business only
- x   : Transportation/per diem & other incidental expenses

**WILFREDA D. BONGLOS, Ph.D., CESO V**  
Schools Division Superintendent

10/22/19

Tel. Nos: (035)225-2838 / 225-0867/422-7644 (Division Supr's Office); (035) 225-1622 (CID); (035) 225-1623 (Legal Section); (035)225-6180 (SGOD); (035) 422-7843 (Cash Section); (035) 422-8511 (Planning Section); (035) 225-8987 (Record's Section); (035) 422-5243 (Admin. Section); (035) 422-0267 (Personnel Section); (035) 225-2376 (Guard/Medical/Dental Sections); (035) 225-7012 (Educ. Facilities Section); (035) 225-1840 & (035) 225-1840 (Acct. Budget Section); (035) 422-3921 (Supply Section)



Republic of the Philippines  
**Department of Education**

18 OCT 2019

DepEd MEMORANDUM  
No. **142**, s. 2019

**NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPARTMENT  
OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL,  
AND THE DEPED MANUAL OF STYLE**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education (DepEd), through the Public Affairs Service-Publications Division, will conduct the **National Orientation and Workshop on the Use of the Department of Education (DepEd) Service Marks and Visual Identity Manual (DSMVIM), and the DepEd Manual of Style (DMOS)** by cluster on the following dates and venues:

Cluster	Central/Region	Date	Venue
1	I, II, III and CAR	November 5-8, 2019	Puerto de San Juan San Juan, La Union
2	IV-A, IV-B, V and NCR	November 12-15, 2019	Tagaytay Haven Hotel-Mendez Tagaytay City
3	VI, VII, VIII	November 19-22, 2019	One Central Hotel and Suites Sanciangko St, Cebu City
4	IX, X, XI, XII, Caraga and BARMM	November 26-29, 2019	To be announced

2. The activity aims to

- orient the participants on the specific usage of the DSMVIM and DMOS;
- enable them to gain understanding and knowledge on the application of the DepEd name, seal and logo;
- familiarize them on the contents of the two manuals, which include the standards for language styling, writing and formatting of DepEd issuances (DIs) and other official documents, including the visual standards to be applied in all DepEd communications, presentations, learning resources, advocacy materials, citations and documentations, and other official collaterals; and
- guide them to write clear and easy-to-understand materials or documents for communication and publication purposes.

3. The target participants to this activity are the personnel designated as regional and division information officers/administrative officers and supervisors or other personnel involved in the preparation of official issuances/communications and management of social media. The breakdown of the number of participants per region and schools division is indicated in Enclosure No. 1.

4. The Indicative Program of Activities is provided in Enclosure No. 2.
5. Expenses relative to the aforementioned activity, including board and lodging of the management staff/secretariat, resource persons (RPs) and participants, contingency, supplies and materials, transportation of the management staff/secretariat and RPs, and payment of venues, which will be done through downloading of funds to Regional Offices of Regions I, IV-A, VII and XI, shall be charged to the Organizational and Professional Development for Non-School Personnel (OPDNSP) Funds. The transportation expenses of the participants shall be charged to local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.
6. Arrival and registration of participants will be 11:00 a.m. onwards on Day 1 of each cluster. The first meal to be served will be lunch on the same day, while the last meal to be served will be lunch on Day 4 of each cluster. The program will start at exactly 8:00 a.m. on Day 2.
7. For more information, please contact the **Public Affairs Service-Publications Division**, Ground Floor, Aguinaldo Building near Motorpool Area, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at pas.pd@deped.gov.ph or at telephone no. (02) 633-9341.
8. Immediate dissemination of this Memorandum is desired.

  
**LEONOR MAGTOLIS BRIONES**  
Secretary

Encls.:  
As stated

References:  
Advisory dated October 14, 2019  
Memorandum (OM-OAGA-2019-00145) dated May 23, 2019  
Unnumbered Memoranda dated April 4 and August 16, 2018

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

BUREAUS AND OFFICES  
COMMUNICATIONS  
LANGUAGE  
LOGO  
MANUAL  
MONITORING AND EVALUATION  
PUBLICATIONS  
RULES AND REGULATIONS  
SEAL  
TRAINING PROGRAMS  
WORKSHOPS

(Enclosure No. 1 to DepEd Memorandum No. **142**, s. 2019)

**NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPARTMENT  
OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL  
AND THE DEPARTMENT OF EDUCATION MANUAL OF STYLE**

**Cluster 1 (Regions I, II, III and CAR)**

Date: November 5-8, 2019

Venue: Puerto de San Juan, San Juan, La Union

No. of Participants:

Region	-	4
Schools Division	-	<u>51</u>
<b>Total</b>		<b><u>55</u></b>

**Cluster 2 (Regions IV-A, IV-B, V, and NCR)**

Date: November 12-15, 2019

Venue: Tagaytay Haven Hotel-Mendez, Tagaytay City

No. of Participants:

Region	-	4
Schools Division	-	<u>57</u>
<b>Total</b>		<b><u>61</u></b>

**Cluster 3 (Regions VI, VII, and VII)**

Date: November 19-22, 2019

Venue: One Central Hotel and Suites Sanciangko St, Cebu City

No. of Participants:

Region	-	3
Schools Division	-	<u>52</u>
<b>Total</b>		<b><u>55</u></b>

**Cluster 4 (Regions IX, X, XI, XII, Caraga, and BARMM)**

Date: November 26-29, 2019

Venue: within the area of Davao City

No. of Participants:

Region	-	6
Schools Division	-	<u>63</u>
<b>Total</b>		<b><u>69</u></b>

**NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPARTMENT  
OF EDUCATION SERVICE MARKS AND VISUAL IDENTITY MANUAL  
AND THE DEPARTMENT OF EDUCATION MANUAL OF STYLE**

**TENTATIVE PROGRAM OF ACTIVITY**

<b>DAY/TIME</b>	<b>ACTIVITY</b>
<b>DAY 1</b>	<b>Arrival Time and Registration</b>
11:00 a.m.-12:00 p.m.	• Arrival
12:00-1:00 p.m.	• Lunch Break
1:00-3:00 p.m.	• Check-in
3:00-4:00 p.m.	• Afternoon Break/Snack
4:00-5:30 p.m.	• Registration and Distribution of Kits
6:00-7:00 p.m.	• Dinner
<b>DAY 2</b>	<b>The DSMVIM Session</b>
7:00-8:00 a.m.	• Breakfast
8:00-9:30 a.m.	• Leveling of Expectations
9:30-10:00 a.m.	• Opening Rites and Welcome Remarks
10:00-10:30 a.m.	• Morning Break/Snack
10:30 a.m.-12:00 p.m.	• Introduction to the DSMVIM
12:00-1:00 p.m.	• Lunch Break
1:00-3:00 p.m.	• Walk-Through of the DSMVIM
3:00-4:00 p.m.	• Afternoon Break/Snack
4:00-6:00 p.m.	• Group Work, and Presentation of Outputs by Region
6:00-7:00 p.m.	• Dinner
<b>DAY 3</b>	<b>The DMOS Session</b>
7:00-8:00 a.m.	• Breakfast
8:00-9:30 a.m.	• Introduction to the <i>Chicago Manual of Style</i> (CMOS) 17th Edition • What's New on the CMOS
9:30-10:30 a.m.	• Principles of Effective Business Writing
10:00-10:30 a.m.	• Morning Break/Snack
10:30 a.m.-12:00 p.m.	• Introduction to the DepEd Manual of Style (DMOS) • Objectives, Sections of the DMOS
12:00-1:00 p.m.	• Lunch Break
1:00-3:00 p.m.	• Walk-Through of the DMOS
3:00-3:30 p.m.	• Afternoon Break/Snack
3:30-4:00 p.m.	• Writing Tips and Exercises
4:00-4:30 p.m.	• Editing and Proofreading Tips and Exercises
4:30-5:00 p.m.	• Editing Exercises (Group Work)
5:00-5:30 p.m.	• Proofreading Exercise (Group Work)
5:30-6:30 p.m.	• Group Work, and Presentation of Outputs by Region
6:30-7:30 p.m.	• Dinner
<b>DAY 4</b>	<b>Closing and Departure</b>
7:00-8:00 a.m.	• Breakfast
8:00-9:30 a.m.	• Closing Rites
9:30-10:00 a.m.	• Morning Break/Snack
10:00-11:00 a.m.	• Photo Ops
10:00 a.m.-12:00 p.m.	• Fellowship, Lunch, and Departure