



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL
www.depednegor.net

September 27, 2019, OR

TRAVEL ORDER

No. 1732 s. 2019

RELEASED
NO: 019-3217
DATE: 04 OCT 2019
RECORD SECTION

TO : **Mrs. KARLA P. ANTONIO**
Education Program Specialist II

PURPOSE : To attend the Conduct of the National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual (DSMVIM) and the Department of Education Manual of Style (DMOS)

DATE OF TRAVEL : October 8 - 11, 2019

VENUE/PLACE : Fortuna Hotel, Cebu City

ALLOWED/CHARGED TO: *(Subject to the usual accounting and auditing rules and regulations)*

- _____ : Transportation
- _____ : Per Diems
- _____ : On official time/business only
- _____ : Charged to local funds
- : Transportation/per diem & other incidental expenses incurred shall be charged against Division MOOE/local funds

WILFREDA D. BONGALOS, Ph.D., CESO V
Schools Division Superintendent
10/2/19

SGOD/RBP/kpantonio



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Assistant Secretary for Public Affairs Service
 and Alternative Learning System

MEMORANDUM
 OM - OAGA - 2019 - 00415



FOR : REGIONAL DIRECTORS
 ASSISTANT REGIONAL DIRECTORS
 SCHOOLS DIVISION SUPERINTENDENT

DepEd REGIONAL OFFICE 1
RECEIVED

FROM : *G. H. S. Ambat*
 G. H. S. AMBAT
 Assistant Secretary

By: _____ Time: _____

SUBJECT : Conduct of the National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual (DSMVIM) and the Department of Education Manual of Style (DMOS)

DATE : May 23, 2019

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

Cluster	Central/Region	Date	Tentative Venue
1-A	DepEd Central Office	July 23-26, 2019	Tagaytay Haven
1-B		August 6-9, 2019	Tagaytay City
2	I, II, III and CAR	August 27-30, 2019	within the area of Luzon
3	IV-A, IV-B, V and NCR	September 10-13, 2019	Oasis Hotel and Resort Tanza, Cavite
4	VI, VII, VIII	October 8-11, 2019	Fortuna Hotel Cebu City
5	IX, X, XI, XII, Caraga and BARMM	November 5-8, 2019	within the area of Davao City

The activity aims to:

- a. orient the participants on the specific usage of the DSMVIM and the DMOS; and
- b. familiarize them on the contents of the manuals, which include the standards for language styling, writing and formatting of DepEd issuances (Dis) and other official documents, including the DepEd seal and logo usage in all communications, presentations, learning resources, advocacy materials, citations, and other official collaterals.

The target participants to this activity are the regional and division personnel designated as information officers, administrative officers, and other personnel involved in the preparation of official issuances, communications and social media. Each region and schools division is

requested to send one representative. The participants are requested to confirm their attendance by accomplishing the enclosed Confirmation Slip, and submit it through pas.pd@deped.gov.ph.

Expenses relative to board and lodging, and supplies and materials shall be charged to the Organizational and Professional Development for Non-School Personnel (OPDNSP) Funds. Transportation expenses of the participants shall be charged to local funds. All expenses incurred shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations.

For more information, please contact the Public Affairs Service-Publications Division, Ground Floor, Aguinaldo Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-9341, or email at pas.pd@deped.gov.ph.

Immediate dissemination of and compliance to this Memorandum is desired.

Thank you.

