



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

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AUGUST 26, 2025

REGIONAL MEMORANDUM
No. **0882**, s. 2025

To: Schools Division Superintendents
Division Records Officers
Division Information Officers
All Others Concerned

**CONDUCT OF ORIENTATION ON DEPED MANUAL OF STYLES AND DEPED
SERVICE MARKS AND VISUAL IDENTITY MANUAL**

1. The Department of Education - Caraga Region, through the Public Affairs Unit (PAU), will conduct an **Orientation on the DepEd Manual of Style (DMOS) and DepEd Service Marks and Visual Identity Manual (DSMVM)** on **September 10-12, 2025** within Butuan City. The exact venue will be announced in a separate memorandum.
2. The activity aims to strengthen the quality and consistency of official documents, research outputs, and publications across all governance levels by promoting adherence to DepEd's editorial and branding standards. Specifically, the orientation seeks to:
 - a. understand the purpose and scope of the DepEd Manual of Style,
 - b. identify and apply the standard writing conventions prescribed in the manual,
 - c. enhance the quality and consistency of official documents, research outputs, and publications, and
 - d. promote adherence to DepEd branding and editorial standards across all communication platforms.
3. The participants in this activity are the Records Officers and Information Officers, or their alternates, from each Schools Division Office in the region. In addition, the ICTU and PAU staff shall serve as members of the Technical Working Group to provide support in documentation, logistics, and technical requirements. All participants are requested to confirm their attendance through the following link **on or before August 25, 2025**: <https://forms.office.com/r/w6K5GP8bwd>.
4. The first meal to be served will be morning snacks on September 10, and the last meal will be lunch on September 12.
5. Meals, accommodation, travel expenses, and per diem of the participants shall be charged to the Program Support Fund under Sub-ARO No. OSEC-13-25-02898, subject to the usual accounting and auditing rules and regulations.



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6. For reference, copies of DMOS and DSMVIM may be accessed through the following link: <https://shorturl.at/YBMoHz>.
7. For inquiries, you may contact the Public Affairs Unit through:
 - a. Email: pau_caraga@deped.gov.ph
 - b. Mobile: 0961-737-0873
8. Immediate and wide dissemination of this memorandum is desired.


MARIA INES C. ASUNCION
Director IV
Regional Director

Encl.: Activity Matrix
Reference: DepEd Order (Nos. 30 and 31, s. 2019)
To be indicated in the Perpetual Index
under the following subjects:
MANUALS ORIENTATIONS

ORD/jmrm
08/18/2025



Enclosure to Regional Memorandum 0882, s. 2025:

**ORIENTATION ON DEPED MANUAL OF STYLES AND DEPED SERVICE MARKS
(DMOS) AND VISUAL IDENTITY MANUAL (DSMVIM)
SEPTEMBER 10-12, 2025**

ACTIVITY MATRIX

Date	Time	Topics/Activity	Resource Speaker/Person Responsible
September 10, 2025 (Day 1)	8:00 a.m. – 10:00 a.m.	Arrival and Registration of Participants	Secretariat
	10:00 a.m. – 10:15 a.m.	Nationalistic Song Prayer DepEd Quality Policy	
	10:15 a.m. – 10:20 a.m.	Statement of Purpose and Acknowledgement of Participants	Pedro A. Tecson Regional Information Officer
	10:20 a.m. – 10:30 a.m.	Welcome Message	Pedro T. Escobarte Jr. Assistant Regional Director
	10:30 a.m. – 11:00 a.m.	Inspirational Message	Maria Ines C. Asuncion Regional Director
	11:00 a.m. – 12:00 p.m.	Records Management	Cristabelle R. Jaguit Regional Records Officer
	12 p.m. – 1:00 p.m.	Lunch	
	1:00 p.m. – 3:00 p.m.	Records Management (continuation)	Cristabelle R. Jaguit Regional Records Officer
	3:00 p.m. – 3:30 p.m.	Break	
	3:30 p.m. – 4:00 p.m.	Session 1: Introduction to the DepEd Manual of Style (Overview, purpose, and scope of the Manual)	Pedro A. Tecson Regional Information Officer
	4:00 p.m. – 5:30 p.m.	Session 2: Writing Standards and Editorial Guidelines (Grammar, punctuation, formatting, and tone)	Pedro A. Tecson Regional Information Officer
	5:30 p.m. – 6:00 p.m.	Dinner	
September 11, 2025 (Day 2)	7:00 a.m. – 8:30 a.m.	Breakfast	
	8:30 a.m. – 9:00 a.m.	Preliminaries	Secretariat
	9:00 a.m. – 10:00 a.m.	Workshop 1: Application of Learning (Hands-on editing of sampled DepEd documents)	Secretariat
	10:00 a.m. – 10:10 a.m.	Break	
	10:00 a.m. – 11:00 a.m.	Session 3: DepEd Service Marks and Visual Identity Manual (Overview of branding)	Jez Marie R. Macuno PDO II, PAU

		guidelines and service marks)	
	11:00 a.m. – 12:00 p.m.	Session 4: Logo Usage and Visual Standards (Proper use of logos, colors, typography, and layouts)	Jez Marie R. Macuno PDO II, PAU
	12:00 p.m. – 1:30 p.m.	Lunch	
	1:30 p.m. – 3:00 p.m.	Workshop 2: Branding Application (Participants apply visual identity standards to sample materials)	Secretariat
	3:00 p.m. – 3:15 p.m.	Health Break	
	3:15 p.m. – 5:00 p.m.	Workshop 3: Review and Feedback	Secretariat
	5:00 p.m. – 6:00 p.m.	Dinner	
September 12, 2025 (Day 3)	7:00 a.m. – 8:30 a.m.	Breakfast	
	8:30 a.m. – 9:00 a.m.	Preliminaries	Secretariat
	9:00 a.m. – 10:00 a.m.	Client Satisfaction Measurement Overview/8888 and Draft Memo	Jez Marie R. Macuno PDO II, PAU
	10:00 a.m. – 10:45 a.m.	Client Satisfaction Measurement System and RO Portal	Nerison S. Pitogo Computer Programmer, ICTU
	10:45 a.m. – 11:00 a.m.	Break	
	11:00 a.m. – 12:00 p.m.	Office 365 Account Handling	Marcelino M. Ahon Jr. ITO I, ICTU
	12:00 p.m. onwards	Closing	