



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 25, 2022

DIVISION MEMORANDUM

No. 388, s. 2022

To: Assistant Schools Division Superintendents
Division Chiefs
Division Unit Heads
Division Education Program and District Supervisors
All Others Concerned

**ONLINE CAPABILITY BUILDING ON THE DEPARTMENT OF EDUCATION
MANUAL OF STYLE (DMOS) FOR SDO BULACAN PERSONNEL**

1. In order to establish uniformity and consistency on the preparation of written communication and latest language styles, format, and usage based on *The Chicago Manual of Style*, this Office shall conduct "Online Capability Building on the Department of Education Manual of Style (DMOS) for SDO Bulacan Personnel on November 11, 2022, Friday, 8:00 a.m. – 5:00 p.m. via MS Teams.
2. The objectives of the activity are to:
 - 2.1. revisit the contents of the DepEd Order No.30, s.2019 titled "The Department of Education Manual of Style;"
 - 2.2. implement the standards, and guidelines for styling and formatting of the Department issuances; and
 - 2.3. make pertinent outputs relevant to the topics to be discussed in the activity.
3. Participants involved are all the Division Unit Heads with their Secretaries, Division Education Program Supervisors (DEPS), Public Schools District Supervisors (PSDS), and Senior Education Program Specialists (SEPS) and Education Program Specialists II (EPS II).
4. Enclosure No.1 pertains to the training matrix as well as the list of the resource speakers.
5. Immediate and wide dissemination of this Memorandum is desired.

Digitally signed by
Quiambao Rowena Tizon
Date: 2022.11.03
09:19:28 +08'00'

ROWENA T. QUIAMBAO, CESE
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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TRAINING MATRIX
 November 11, 2022 - Friday
 8:00 a.m. - 5:00 p.m. via MS Teams

Time	Activity	Resource Speaker/ Person Involved
8:00-8:15 a.m.	A. Log-in to MS Team link <i>(to be sent later)</i>	-
8:15-8:30 a.m.	B. Opening Program	-
	C. Training Proper	
8:31-10:00 a.m.	1. Guidelines on the Use of DMOS 2. Principles of Effective Business 3. Writing Abbreviations and Acronyms 4. Capitalization 5. Currencies and Exchange Rates	Jay Arr V. Sangoyo, PhD DEPS, English
10:00-11:00 a.m.	6. Dates 7. Formatting 8. Language Usage 9. Numbers	Ma. Jesusa V. Pampilon, PhD EPS II, Social Mobilization and Networking
11:00-12:00 p.m.	10. DepEd Official Issuances and Letters (DO 30, 2019, pages 62-77) 11. Letterhead and Stationery (DepEd Order No.31, s.2019, pages 32-35)	Richard C. Biglete IT Officer I
12:00-1:00 p.m.	Lunch Break	
1:00 onwards	12. Work Class 13. Punctuation 14. References 15. Spelling 16. Appendixes Writeshop Proper and Presentation of Outputs	Anastacia N. Victorino, EdD DEPS, Filipino
4:30-5:00 p.m.	Closing Program Program Evaluation	Jennifer O. Daguman ADA VI

Jennifer O. Daguman
 ADA VI/Emcee