



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

July 28, 2021

Division Memorandum
No. **198**, s. 2021

**COMPLIANCE TO DEPED ORDER NO. 30,s. 2019
(The DepEd Manual of Style)**

To All Division Personnel
All Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 30,s. 2019 **The DepEd Manual of Style (DMOS)**. The DMOS 30 Manual prescribes the latest language style, format, and usage based on The Chicago Manual of Style, 17th Edition and integrates DepEd House Style, which includes common usage within the Department.
2. The DMOS Manual, containing set of rules of standards, shall serve as reference for DepEd personnel involved in styling and formatting DepEd issuances and other official documents to ensure clarity; completeness of information; conciseness; and consistency in spelling, grammar, punctuation, hyphenation, capitalization, typeface, and abbreviation, among other rules. It aims to guide concerned employees to prepare official documents for communication and publication of the Department's strategic priorities. It shall assist them in facilitating the processes, mechanisms, and procedures in formulating easy-to-understand official issuances; and strengthen the communication channels of field offices to facilitate the flow of information and expand linkages with other government units for effective governance.
3. The adoption and use of the DMOS shall take effect immediately.
4. For dissemination and strict compliance.

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OSDS/JAM



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