



Republic of the Philippines
Department of Education
 Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

Aug 04, 2025

DIVISION MEMORANDUM

No. 461, s. 2025

**REITERATION ON THE USE OF DEPED ORDER NO. 30, S. 2019 -
 THE DEPARTMENT EDUCATION MANUAL OF STYLE**

To: Asst. Schools Division Superintendent
 Chief Education Supervisors – CID and SGOD
 Public Schools District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

- In the interest of promoting consistency, clarity, and professionalism in all official communications, this Office reiterates the strict adherence to **DepEd Order No. 30, s. 2019**, entitled "**The Department of Education Manual of Style**," an official guide in the preparing all written communications including, but not limited to, memoranda, letters, minutes of meetings, reports, and other office correspondences.
- All personnel concerned are hereby reminded that all written communications must follow the standard formatting, content structure, language usage, and style guidelines prescribed in the Manual.
- Attached herewith is a sample format of a DepEd Memorandum based on the standards outlined in DepEd Order No. 30, s. 2019, for your reference and guidance.
- For further reference, you may access the full text of DepEd Order No. 30, s. 2019 through the official DepEd website or this link: https://www.deped.gov.ph/wp-content/uploads/2019/10/DO_s2019_030-2.pdf
- Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL

Assistant Schools Division Superintendent
 Officer-In-Charge
 Office of the Schools Division Superintendent



Enclosure : As stated
 Reference : DO No. 030 s. 2019
 Allotment : N/A
 No. of Pages: _____

To be indicated in the **Perpetual Index** under the following subjects:
Manual of Style

FN: DCD/JBA/HRD/SGOD



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental
 Telephone Nos. 488-02-15; 722-0597/



Republic of the Philippines
Department of Education
 Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

(Enclosure No. 1 to Division Memorandum No. 461, s. 2025)

Sample Format of DepEd Memorandum



Republic of the Philippines

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Department of Education

2 space

00 Jan 2018

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DepEd MEMORANDUM

No. **000**

s. 2018

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MAGNA SED PULVINAR ULTRICIES, PURUS LECTUS MALESUADA LIBERO. SIT AMET COMMODO MAGNA EROS QUIS URNA

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To: Undersecretaries
 Assistant Secretaries
 Bureau and Service Directors
 Regional Secretary, ARMM
 Regional Directors
 Schools Division Superintendents
 Public Elementary and Secondary School Heads
 All Others Concerned

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1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.

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2. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.

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3. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula.

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5. Nec cras suspsitionis, suspncta ad denuntiando, felis qui MUS patriae nisi://hac.nec.ad/RECOgnovErunt ea scripto Ad. Minum minus Montes-Incusando. Ab. Aut Decima Typi, ad Eu. Prophetia Mulier, Perpetuum Felices rem Innocentiae Communem Doloremque Vicissim (CEDERE), Destitutus Praesentia ab Eorum et proinctu hac. (28) 449-7715 ullam 826 ad (31) 134-9118, ac servata etiam posuere: netus@hac.cum.ad.

10

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6. Consensit departitionem te ullo Personarum si joannes.

11

5 space

JUAN A. DE LA CRUZ
 Secretary

12

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Encl: As stated

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Reference: None

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

14

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CURRICULUM
 RULES AND REGULATIONS

LEARNERS
 SCHOOLS

15

1 to 2 spaces

ABC/CD- magna sed pulvinar ultricies
 0784/January 00: 0000

16

DepEd Complex, Meralco Avenue, Pasig City 1600

+633-0000/633-0000

17

+636-0003/637-0004

www.deped.gov.ph





Republic of the Philippines
Department of Education
Negros Island Region
SCHOOLS DIVISION OF SAGAY CITY

A **Memorandum** with Limited Application is similar to a DepEd Memorandum, but is limited only to regions or offices. It is limited in scope.

The 13 elements of a Memorandum are the following:

1. The letterhead, which includes the DepEd seal, with the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number with year series (s.);
4. Officials concerned, policy proponents and implementers, and stakeholders;
5. Title of the Memorandum;
6. Statement of the activity;
7. Objectives of the activity;
8. Target participants;
9. Contact details of the project proponent;
10. Closing statement for dissemination of the Memorandum (to regions and divisions concerned through email);
11. Signature of the Undersecretary of their specific area of concern or strand;
12. Tracer, including the initials or name of encoder, file name of UM, assigned tracking number, and date prepared; and
13. Footer, which includes the address of DepEd, contact numbers, and website.