May 31, 2019

REGIONAL MEMORANDUM
No. 163, s. 2019

NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF
DEPED SERVICE MARKS AND VISUAL IDENTITY MANUAL
(DSMVIM) AND DEPED MANUAL OF STYLE (DMOS)

To: Schools Division Superintendents

1. There will be a 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) on
August 27-30, 2019. Exact venue to be announced.

2. The participants include Regional Information Officer, designated
Division Information Officers/Administrative Officers/division personnel
involved in the preparation of official issuances/communications and social
media.

3. Each schools division is requested to send one representative.

4. Selected participants are requested to confirm their attendance
through the enclosed Confirmation Slip and submit through
region1@deped.gov.ph for consolidation and submission to Central Office
not later than 4:00 PM today.

5. Attached is the Memorandum from the Office of the Assistant
Secretary for Public Affairs Service and Alternative Learning System for your
reference.

6. For information and guidance.

MALCOLM S. GARMAN
Regional Director

PAU/ sac
Assistant Secretary for Public Affairs Service and Alternative Learning System

MEMORANDUM
OM - OAGA – 2019 – 00415

FOR : REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT

FROM : G.H. S. AMBAT
Assistant Secretary

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:

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

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 pns.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.
NATIONAL ORIENTATION AND WORKSHOP ON THE USE OF THE DEPED SERVICE MARKS AND VISUAL IDENTITY MANUAL, AND THE DEPED MANUAL OF STYLE

Date ____________________
Venue ____________________

Cluster ____________________

CONFIRMATION OF ATTENDANCE

Region: ____________________
Schools Division: ____________________

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<thead>
<tr>
<th>Name</th>
<th>Position/Designation</th>
<th>Contact Details (Email Address, and Mobile Phone No.)</th>
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