



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

August 26, 2026

OFFICE MEMORANDUM

NO. 054, s. 2026

**REITERATION OF THE OFFICIAL TEMPLATES AND FORMATS FOR
DIVISION ISSUANCES IN ACCORDANCE WITH DEPED ORDER
NO. 30, S. 2019 (DEPED MANUAL OF STYLE)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
Unit/Section Heads
All Others Concerned

1. The Department of Education (DepEd) issued **DepEd Order No. 30, s. 2019**, otherwise known as the *Department of Education Manual of Style*, to prescribe uniform standards in the preparation, presentation, and issuance of official DepEd documents.
2. In view thereof, all offices and personnel are hereby reminded to strictly observe the prescribed templates and formats in writing the Division Memorandum and Office Memorandum.
3. Attached to this Memorandum are the sample formats for the following issuances for reference:
 - a. DepEd/Division Memorandum
 - b. Memorandum with Limited Application
 - c. Office Order
 - d. Office Memorandum
 - e. Advisory
4. For the information and guidance of all concerned.



JOEL A. ZARTIGA, PhD, CESO VI
OIC-Schools Division Superintendent

RMR/SGOD-SMME-Reiteration of the Official Templates.....
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