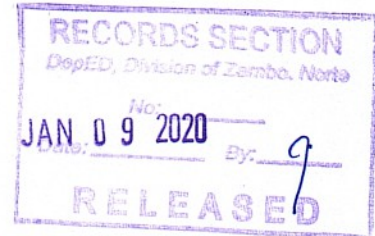




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Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100



Tel No.: (065) 212-5843

e-mail address: zn.division@deped.gov.ph

Division Memorandum No. 06 s. 2020

To: Chief Education Supervisors
Section/Unit Heads
Public Schools District Supervisors
Elementary/Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned
This Division

From:  MA. LIZA R. TABILON EdD, CESO VI
Schools Division Superintendent

Subject: Adoption of the Official Format for Various Communications and Issuances of the
Schools Division Office of Zamboanga Del Norte

Date: January 8, 2020

1. Pursuant to DepEd Order No. 30 s. 2019 – The Department of Education Manual of Style (DMOS), which encourages all field offices the use of the latest language style, format and usage as prescribed, this office announces the adoption of the official format for issuances and various communications which originated from the Schools Division Office (SDO).
2. This initiative aims to create an official and unified format for use in communications and issuances and is geared towards the development of issuances which are objective, neutral, rational, controlled, effortful, abstract and in accordance with DepEd policies and standards of professionalism.
3. The application of this format shall be limited to Office Order, Memorandum, Advisory, Letter and Notice.
4. The official font shall be either Times New Roman or Arial. The font size shall be twelve (12). The paper size to be used in all these issuances shall be A4.
5. The discussion relative to the aforementioned issuances and their corresponding elements is enclosed in this Memorandum and marked as “Appendix 1”, while its samples are marked as “Appendix 2”.



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6. Effectively immediately, it is advised that issuances prepared by field personnel for the signature of the SDO officials should adopt and observe the same format.
7. Immediate and wide dissemination of this Memorandum is hereby directed.

References:
DepEd Order No. 30 s. 2019
DepEd Order No. 8 s. 2013

Classification: Communications

JLR/Adoption of Official Format for Issuances/DM001-2020/01082020



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Appendix 1

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DISCUSSION

SDO ISSUANCES are official documents containing policies, procedures or information released and signed by the SDS or other authorized officials. They may vary in their content, effect, duration and activity. For brevity, it is suggested that the titles of SDO issuances be two lines at most.

Kinds of Issuances/Written Communications:

6. Office Order
7. Memorandum (Division Memorandum and Office Memorandum)
8. Advisory
9. Letter
10. Notice

FONT / FONT SIZE

For uniformity, the font shall either be **Times New Roman** or **Arial** and shall be used in all these issuances. The font size shall be twelve (12).

PAPER SIZE

A4, as agreed by the SDO ExeCom.

ORDERS shall refer to issuances directed to particular offices, officials, or employees, concerning specific matters including assignments, detail and transfer of personnel, for observance or compliance by all concerned. (EO 292, Sec 50, par. 2, Administrative Code of 1987).

An **OFFICE ORDER** (OO) contains operational guidelines, rules, and procedures on matters of internal administration of the SDO, its sections or units. It also includes notices of human resource actions or decisions. It is signed by the SDS or the concerned official; or heads of sections or units. Its concerns are usually limited, hence, it only applies to limited officials and staff at the SDO. Its application is usually short term or temporary.

The **10 elements of an OO** are the following:

1. The letterhead (official stationery)
2. Date of release or approval
3. Control number with year series (s.)
4. Title of the OO (e.g. assignment, transfer, revocation, designation, etc)
5. Officials concerned, policy proponents and implementers, and stakeholders
6. Body (Statement of the guidelines, rules, procedures involved or actions taken)



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7. Closing statement (dissemination, effectivity);
8. Signature of the SDS, other authorized official, Division Chief, Section/Unit Head;
9. Tracer, which includes the initials or name of encoder, file name of the OO, assigned tracking number, and date prepared; and
10. Footer (official stationery)

DIVISION MEMORANDUM (DM) disseminates instructions, information, or related matters, including the (i) creation of committees or task forces; (ii) submission of lists or reports; (iii) announcement of celebrations, surveys, holidays, examinations, contests, or results thereof; (iv) conference or seminars conducted by the bureaus, centers, services, units, and divisions; and (v) reiteration of regulations or laws issued by other agencies and departments.

The DM has 12 elements, as follows:

13. The letterhead
14. Date of issuance
15. Control number, with year series (s.)
16. Title or subject of the DM
17. Officials concerned
18. **Body (purpose, legal basis, discussion on the subject, closing statement)**
19. Signature of the SDS
20. Statement of enclosure/s (if any)
21. Related and/or repealed previous issuances used as references (if any)
22. **Classification in Perpetual Index for easy reference and research**
23. **Tracer, including the initials or name of encoder, file name of DM, assigned tracking number, and date prepared;**
24. Footer

OFFICE MEMORANDUM (OM) disseminates **instructions or information** on officials, personnel, and staff from the Division Office. It is signed by the SDS or other authorized official; heads of sections or units concerned. Its concerns are sometimes limited to a section or unit at the Division Office (DO), hence, it **only applies to limited officials and staff at the DO. Its application is usually short term or temporary.**

The 11 elements of an OM are the following:

1. The letterhead (official stationery)
2. Date of release or approval
3. Title of the OM
4. Officials concerned, policy proponents and implementers, and stakeholders
5. **Statement of the activity**
6. **Objectives of issuing the activity**
7. **Date and venue of the activity**



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8. Closing statement for the dissemination of the OM (within Division Office);
9. Signature of the SDS, other authorized official, Division Chief, Section/Unit Head
10. Tracer, which includes the initials or name of encoder, file name of the OM, assigned tracking number, and date prepared; and
11. Footer (official stationery)

For identification purposes, every DM and OM memorandum issued by the SDO shall properly be chronologically numbered and identified as such. The memorandum issued shall begin with number 1 for each calendar year. As adopted, all issuances shall use the SDO's official stationery.

An **ADVISORY** emanates from organizations and agencies and announces programs or activities; scholarships; and training opportunities for supervisors, school heads, teachers, and learners.

Advisory concerns may be division-wide or may be specific in application. Its application is usually short term or temporary. An advisory is issued in accordance with the procedures of DepEd Order No. 8, s. 2013 entitled Policy Guidelines on Regulating the Issuance of DepEd Advisories.

The nine elements of a Division Advisory are the following:

1. The letterhead (official stationery)
2. The control number with the year series (s), which includes the following:
 - a. date of release or approval;
 - b. in compliance with DepEd Order No. 8, s. 2013;
 - c. the purpose of issuing the Advisory (per DepEd Order No. 28, s. 2001); and
 - d. DO website.
3. Title
4. **Statement of the activity**
5. **Objectives of issuing the activity**
6. **Additional information on the activity**
7. **Target participants**
8. DepEd Order No. 9, s. 2005 (Time-on-Task Policy), and Section 3 of Republic Act No. 5546 (Policy on Contributions) and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities), **if needed/** whichever applies.
8. Contact details of project proponent
9. Signature of the SDS or authorized official
10. Tracer, which includes the initials or name of assigned personnel who encoded, file name, assigned tracking number, and date prepared

Advisory is issued not for endorsement, but only for the information of DepEd officials, personnel/staff as well as the concerned public. (see format sample)



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Pursuant to the Policy Guidelines on Regulating the Issuance of DepEd Advisories under DepEd Order No. 8 s. 2013, corrigenda and addendums may be communicated thru an advisory.

A **corrigendum** is issued when there is a change of information to previously approved/issued memorandum, while an **addendum** is issued when the purpose is to provide additional information to previously approved/issued memorandum.

For identification purposes, every ADVISORY shall properly be chronologically numbered and identified as such. The ADVISORY issued shall begin with number 1 for each calendar year.

A **LETTER** is defined as a written or printed communication addressed to a person or organization and usually transmitted by mail.

Professional types of correspondence such as letters of application, sales letters and letters of reference differ from friendly letters in that they must follow a specific format and should never include informal or slang language. The dos and don'ts in language style are stipulated in the DepEd Manual of Style.

Parts of a letter:

10. Heading
11. Date
12. Address
13. Salutation
14. Body
15. Complimentary Close
16. Signature
17. Statement of enclosure/s
18. Tracer

TYPES: Block / Semi-Block

NOTICES are issued to provide information on certain facts or urgent matters affecting office operations, such as but not limited to, meetings, hearings, bidding process, rankings, suspension of work.

The 11 elements of a notice are the following:

1. The letterhead (official stationery);
2. Date of release or approval;
3. Title of the Notice;
4. Officials concerned, policy proponents and implementers, and stakeholders;
- 5. Statement of the activity;**



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6. **Objectives of issuing the activity;**
7. **Date and venue of the activity;**
8. **Closing statement for the dissemination of the Notice (within Division Office);**
9. Signature of the SDS, other authorized official, Division Chief, Chairperson, Section/Unit Head
10. Tracer, which includes the initials or name of encoder, file name of the OM, assigned tracking number, and date prepared; and
11. Footer (official stationery)



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Appendix 2



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Office Order No. _____ s. 2019

Commented [a2]: CONTROL NUMBER

Commented [a3]: 2 SPACE

TO: **HELEN E. TANGON**
Administrative Officer V
This division

Commented [a4]: PERSONNEL CONCERNED

FROM: **MA. LIZA R. TABILON EdD, CESO VI**
Schools Division Superintendent

SUBJECT: **DESIGNATION AS OIC-OFFICE OF THE SCHOOLS DIVISION
SUPERINTENDENT, DIVISION OF ZAMBOANGA DEL NORTE**

DATE: **DECEMBER 20, 2019**

1. In view of the undersigned's official leave of absence today, you are hereby designated as In-Charge of Office, in addition to your present duties and responsibilities, effective during her absence.

Commented [a5]: Purpose of issuance: designation as OIC

2. As such, you shall act on matters which are routinary in nature and shall hold in abeyance those which are discretionary on her part; however, urgent matters which require immediate action should be communicated directly to her for instruction.

Commented [a6]: Details: scope of functions as OIC

3. For this purpose, you shall affix your signature in official documents in the manner presented hereunder.

Commented [a7]: Other details: how name of OIC should appear in official documents

For the Schools Division Superintendent:

HELEN E. TANGON
Administrative Officer V
In-Charge of Office

4. For information, guidance and compliance.

Commented [a8]: Closing statement

Cc: All concerned

JLR/OICDesignation/OO001-2019/12202019

Commented [a9]: tracer



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Division Memorandum No. _____, S. 2019

To: Chief Education Program Supervisors
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
Division Section/Unit Heads
All Others Concerned
This division

Commented [a10]: personnel involved

From: MA. LIZA R. TABILON EdD, CESO VI
Schools Division Superintendent

Subject: Submission of 2019 Annual Accomplishment Report

Date: December 23, 2019

1. Anchored on the principle of accountability and transparency in the performance of functions and responsibilities at all levels and recognizing that every unit has a particular role, task and responsibility inherent in the office and of which it is principally accountable for outcomes, this office directs the preparation and submission of the 2019 Annual Accomplishment Report from all Elementary and Secondary Schools and the three functional divisions of the SDO not later than January 24, 2020 through the Schools Governance and Operations Division (SGOD) c/o the Quality Assurance, Monitoring and Evaluation Unit for consolidation and subsequent preparation and submission of a Division Annual Accomplishment Report to the region.

Commented [a11]: purpose/directive: submission of AAR

2. The report shall be a presentation of accomplishment of the school/office/section/unit for the year according to its mandate and service deliverables to provide quality, accessible, relevant and liberating education and the promotion of good governance in education which shall follow the outline as hereunder provided.

Commented [a12]: details (contents of AAR)

- I. Foreword
- II. Message
- III. Table of Contents
- IV. Vision/Mission/Core Values
- V. Three-Year Comparative Data on Performance Indicators
- VI. Financial Accomplishment/Budget Utilization/Liquidation FY 2019



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- VII. Outstanding Achievements/Awards and Recognition
- VIII. Programs/Projects/Activities Implemented (with description and pictorials)

3. **Accordingly**, the committee-in-charge for the preparation of the 2019 Division Annual Accomplishment Report (AAR) is hereby composed as follows:

Commented [a13]: further details: composition of the committee in-charge for the AAR preparation

Chairperson: OIC-ASDS Ma. Judelyn J. Ramos
Co-Chairperson: OIC-ASDS Lourma I. Pocular
Members: CID Chief Lilia E. Abello
SGOD Chief Joy L. Singson
EPS Fe G. Jebone
EPS Anita D. Subebe
SEPS Leonido A. Pampilo
PO III Giparel B. Elumba
Secretariat: SEPS and EPS2 SMME Wilson H. Inding/Jed A. Nieves
ITO Julius O. Belagantol
Staff of the Offices of the ASDSs and Chiefs

4. **The** members of the committee shall be granted Compensatory Overtime Credits (COC) commensurate to the services rendered beyond regular office hours.

Commented [a14]: other details: COC

5. **Immediate** dissemination of and compliance with this Memorandum is directed.

Commented [a15]: closing: dissemination

MLRT/Submission of 2019 AAR/DM001-2019/12202019
Classification: Reports

Commented [a16]: tracer

Commented [a17]: classification based on the perpetual index



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Office Memorandum No. ____ s. 2019

To: All SDO Personnel

From: **MA. LIZA R. TABILON EdD, CESO VI**
Schools Division Superintendent

Subject: 123rd Anniversary of the Martyrdom of Dr. Jose P. Rizal

Date: December 27, 2019

1. In view of the invitation from the City Mayor for this office's participation to the short program prepared on the observance of the 123rd Anniversary of the Martyrdom of D. Jose P. Rizal on December 30, 2019, all concerned personnel are enjoined to attend the activity on said date.
2. This is pursuant to Presidential Proclamation No. 126 s. 2001 mandating DepEd, the Local Government Units (LUGs) and other concerned agencies to extend full support to the programs and activities planned for the Rizal Month.
3. The venue will be at the Dipolog City Hall Grounds and the program will commence at 7:00 'clock in the morning on the abovementioned date. A four (4)-hour vacation service credits shall be granted to participants.
4. To check the attendance, Ms. Loremae E. Sumiton of the Personnel Section is tasked to prepare an attendance sheet and to ensure that personnel are able to affix their signatures to prove their participation to the program.
5. For dissemination and compliance.

Commented [a18]: statement of the activity

Commented [a19]: date

Commented [a20]: objective of the activity

Commented [a21]: venue

Commented [a22]: other details: checking of attendance

Commented [a23]: closing: dissemination

RP111/123rd Anniversary of the Martyrdom of Dr. Jose P. Rizal/OM001-2019/12272019

Commented [a24]: tracer



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Division Advisory No. ____ s. 2019
 December 26, 2019

In compliance with DepEd Order No. 8 s. 2013

This advisory is issued not for endorsement per DO 28, s. 2001
 But only for the information of DepEd officials,
 Personnel/staff, as well as the concerned public.
 (depedzn.net)

ZANDIFA's Grassroots Course and Festival

Under its *Kasibularan* 6-12 Football Grassroots Development Program, the Zamboanga Del Norte-Dipolog Football Association (ZANDIFA), an accredited provincial football association of the Philippine Football Federation (PFF), will conduct a Grassroots Course and Festival this coming January 18-20, 2020 at Baliguian Central School (see attached letter-request).

The program, which primarily aims to sustain the interest of elementary students in the said sport and to train DepEd teachers to become grassroots football coaches, is implemented pursuant to the Memorandum of Agreement entered into by and between the Department and the PFF (also attached).

All concerned may participate in this activity and a maximum of fifty (50) teachers are likewise encouraged to take part in the same. Vacation service credits will be granted to participating teachers pursuant to DepEd Order No. 53 s. 2003.

For purposes of identification, the School Principal of Baliguian Central School is advised to submit to this office a complete list of teacher-participants.

Participation of public and private schools shall be subject to the no-disruption-of-classes policy stipulated in DepEd Order (DO) No. 9, s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.

Immediate dissemination of this advisory is desired.

MA. LIZA R. TABILON EdD, CESO VI
 School Division Superintendent

JLR/ZANDIFA's Grassroots Course and Festival/DA055-2019/December 26, 2019



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Commented [a25]: must be included in the advisory

Commented [a26]: title

Commented [a27]: statement of the activity: to conduct a GCF

Commented [a28]: objective

Commented [a29]: target participants: Deped teachers

Commented [a30]: additional information

Commented [a31]: TOT policy mentioned. Policy on contributions and policy on off-campus activities not applicable

Commented [a32]: Authorized official

Commented [a33]: NO CONTACT DETAILS OF THE PROJECT PROPONENT AS IT WAS NOT PROVIDED IN THE LETTER SUBMITTED TO THIS OFFICE, BUT IT SHOULD BE INCLUDED

Commented [a34]: TRACER



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December 4, 2019

Commented [a35]: DATE

ATTY. JERRY N. MAYORMITA

Director II
Civil Service Commission-Provincial Field Office
Estaka, Dipolog City

Commented [a36]: ADDRESSEE

Sir:

Greetings of peace and prosperity!

This is to respectfully inform you that the undersigned assumed office today as Schools Division Superintendent (SDS) of this division pursuant to a Memorandum signed by the DepEd Secretary (see attached) as replacement for DR. PEDRO MELCHOR M. NATIVIDAD, CSEE, who is now assigned at the Regional Office as Officer-In-Charge, Office of the Assistant Regional Director.

Commented [a37]: PURPOSE: TO INFORM ADDRESSEE THAT A NEW SDS ASSUMED OFFICE

Commented [a38]: BASIS CITED

The aforementioned memorandum states that it bears the authority to assume the powers, duties and responsibilities of a Schools Division Superintendent. Thus, she is authorized to sign and approve appointments, among others, as head of this agency.

Commented [a39]: DETAILS: INFORMATION ON BASIS CITED

In view thereof, the undersigned hopes to work closely with you and your team for the betterment of the service.

Commented [a40]: CLOSING

Thank you and please be guided accordingly.

Very truly yours,

MA. LIZA R. TABILON, EdD, CESO VI
School Division Superintendent

Encl: as stated

JLR/SDS Assumption of Office/L001-2019/12042019

Commented [a41]: TRACER



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December 4, 2019

Commented [a42]: DATE

ATTY. JERRY N. MAYORMITA

Director II
 Civil Service Commission-Provincial Field Office
 Estaka, Dipolog City

Commented [a43]: ADDRESSEE

Sir:

Greetings of peace and prosperity!

This is to respectfully inform you that the undersigned assumed office today as Schools Division Superintendent (SDS) of this division pursuant to a Memorandum signed by the DepEd Secretary (see attached) as replacement for DR. PEDRO MELCHOR M. NATIVIDAD, CSEE, who is now assigned at the Regional Office as Officer-In-Charge, Office of the Assistant Regional Director.

Commented [a44]: PURPOSE: TO INFORM ADDRESSEE THAT A NEW SDS ASSUMED OFFICE

Commented [a45]: BASIS CITED

The aforementioned memorandum states that it bears the authority to assume the powers, duties and responsibilities of a Schools Division Superintendent. Thus, she is authorized to sign and approve appointments, among others, as head of this agency.

Commented [a46]: DETAILS: INFORMATION ON BASIS CITED

In view thereof, the undersigned hopes to work closely with you and your team for the betterment of the service.

Commented [a47]: CLOSING

Thank you and please be guided accordingly.

Very truly yours,

MA. LIZA R. TABILON EdD, CESO VI
 School Division Superintendent

Encl: as stated

JLR/SDS Assumption of Office/L001-2019/12042019

Commented [a48]: TRACER



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NOTICE OF MEETING

TO: ALL EXECOM MEMBERS

FROM: MA. LIZA R. TABILON EdD, CESO VI
 Schools Division Superintendent

DATE : DECEMBER 27, 2019

1. This is to notify that there will be an ExeCom meeting to be held on January 3, 2020 at the Conference Room. The meeting will start at exactly 1:00 p.m.

Commented [a49]: PURPOSE OF ISSUANCE: EXECOM MEETING, DATE, VENUE

2. The purpose is to give way for the discussion of topics as stipulated hereunder.

Commented [a50]: OBJECTIVE OF THE ACTIVITY

Time	Topic/Agenda	Discussant/In-Charge
1:00 p.m.	Preliminaries: Opening Prayer Roll Call Determination of Quorum Call to Order	CES Singsion Secretariat SDS Tabilon / Presiding Officer
1:15 p.m.	Presentation of Proposal to Adoption of Format for Issuances/Communications	ADAS III Romarate
1:40 p.m.	BAC Secretariat's Opinion on the ExeCom's Proposal	SEPS Inding
2:00 p.m.	Issues and Concerns in Payroll Preparation	AO IV Bayron Payroll Personnel
2:30 p.m.	Presentation of GAD Plan	SEPS Pocalan
3:00 p.m.	Details of PAPs downloaded in the PMIS	PO III Elumba
3:30 p.m.	Office Functions of Three Functional Divisions	SDS Tabilon
4:30 p.m.	Closing Prayer Adjournment	Atty. Janolino ExeCom

3. The following officials are likewise invited to the said meeting to provide details, give opinion and clarifications on the abovesited topics, to wit:

Commented [a51]: More details: invitation of resource persons

1. The HRMO and payroll personnel
2. The GAD Focal Person
3. The BAC Secretariat
4. Planning Officer III



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4. The members are encouraged to suggest topics which they find necessary for discussion during the meeting. For this purpose, the secretariat is advised to route a slip and gather the suggested topics for its inclusion in the agenda.
5. Attendance of all concerned is enjoined.
6. For guidance.

Commented [a52]: Other details: ideas for discussion

Commented [a53]: closing

JLR/Notice ExeCom Meeting/N001-2019/12272019



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