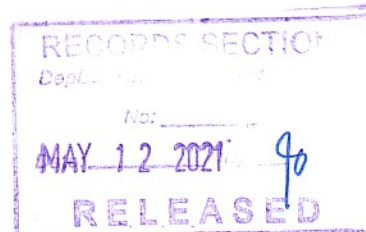




Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



Division Memorandum No. 164, S. 2021

To: PSDSs/PICDs
 School Heads (Both Elementary & Secondary)
 All Others Concerned
 This Division

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

Subject: VIRTUAL ORIENTAON ON THE ADOPTED FORMAT FOR
 COMMUNICATIONS AND ISSUANCES

Date: May 10, 2021

1. Aimed at ensuring that all field offices are acquainted on the use of the latest language style, format and usage as prescribed under the DepEd Manual of Style, this office will conduct a Virtual Orientation on the Adopted Format for Communications and Issuances on **May 14, 2021 via Google Meet.**
2. The activity aims to orient the participants on the adopted format which is patterned after the DepEd Manual of Style and capacitate them in drafting communications and issuances, especially those to be signed by the officials stationed at the SDO.
3. The participants to this orientation are the PSDSs/PICDs and School Heads. The schedule and link are herein provided.

PARTICIPANTS	TIME	LINK
CD 3	9:00AM – 11:00AM	meet.google.com/wcf-onyk-spz
CD 2	1:00PM – 3:00PM	meet.google.com/gve-jxmu-wbh
CD 1	3:00PM – 5:00PM	meet.google.com/yme-kkvr-hpw

4. To ensure attendance to this orientation, PSDSs/PICDs are enjoined to confirm attendance of school heads, make an attested list of actual participants and email the same thru: zn.division@deped.gov.ph. The internet cost for the participants' attendance to this activity shall be chargeable against local fund, subject to usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this memorandum is directed.

References: DO No. 30 s. 2019; DO No. 31 s. 2019; Div. Memo. No. 016 s. 2020

OSDSjlr/Virtual Orientation on Adopted Format/DM015-2021/05102021

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



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"Be and Do Much Better Each Day
 with a
 Sense of Urgency"