

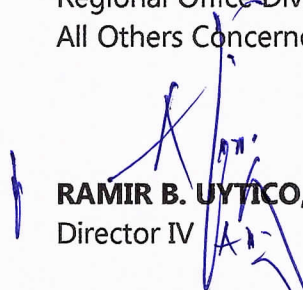


Republic of the Philippines  
**Department of Education**  
**REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)**  
 Government Center, Candahug, Palo, Leyte  
**ISO 9001:2015 CERTIFIED**



**MEMORANDUM**  
 OM-2020- 025

**TO:** Regional Office Division Chiefs  
 All Others Concerned

**FROM:**  **RAMIR B. UYTICO, Ed.D., CESO IV**  
 Director IV

**SUBJECT:** **DIT'S QUALITY PROCEDURE AND ON CONTROL OF DOCUMENTS AND RECORDS AND ORIENTATION ON DEPED'S MANUAL OF STYLE, SERVICE MARKS, AND VISUAL IDENTITY**

**DATE:** February 3, 2020

1. This Office, through the Public Affairs Unit (PAU), will be conducting a two-day live-out Orientation on DepEd's Manual of Style, Service Marks, and Visual Identity, and Documented Information Team's (DIT) Quality Procedure on Control of Documents and Records on February 6 & 7, 2020 at the RELC NEAP Training Hall, DepEd RO8 Complex, Government Center, Candahug, Palo, Leyte.
2. This activity aims for the participants to:
  - a. be oriented on the following policies:
    - i. DepEd Order No. 13, s. 2015;
    - ii. DepEd Order No. 30, s. 2019;
    - iii. DepEd Order No. 31, s. 2019;
    - iv. DIT's Quality Procedure
  - b. develop a shared understanding of the abovementioned policies.
3. The specific number of expected participants and the indicative program of activities are attached for reference. Participants are advised to bring a laptop.
4. Expenses for meals (2 lunch and 4 snacks) and venue for the conduct of this activity shall be charged to the Special Funds of the Public Affairs Unit subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.



**DIT'S QUALITY PROCEDURE AND ON CONTROL OF DOCUMENTS AND RECORDS AND  
ORIENTATION ON DEPED'S MANUAL OF STYLE, SERVICE MARKS, AND VISUAL IDENTITY  
February 6 & 7, 2020 at NEAP-VIII Training Hall**

**INDICATIVE PROGRAM OF ACTIVITIES**

TIME		ACTIVITY/TOPIC
<b>DAY 1</b>	<b>Thursday</b>	
08:00-09:00		Opening Program
09:00-10:00		DepEd Order No. 13, series 2015 <b>Policy Development Process</b>
10:00-11:00		DepEd Order No. 30, series 2019 <b>DepEd's Manual of Style (DMOS)</b>
11:00-12:00		DepEd Order No. 31, series 2019 <b>DepEd's Service Marks and Visual Identity (DSMVI)</b>
12:00-01:00		LUNCH BREAK
01:00-02:00		<b>DIT's Quality Procedure (QP) on Control of Documents and Records</b>
02:00-03:00		New Regional Office Templates and Forms
03:00-05:00		Validation of Master List of Coded Forms and Documents
<b>DAY 2</b>	<b>Friday</b>	
08:00-12:00		Workshop on the Utilization of the New Templates and Forms, DMOS, DSMVI, and DIT QP
12:00-01:00		LUNCH BREAK
01:00-02:00		Presentation and Critiquing of Outputs
02:00-03:00		Ways Forward
04:00-05:00		Closing Program

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**EXPECTED PARTICIPANTS**

<b>Office/Division/Unit</b>	<b>No. of Pax</b>
Office of the Regional Director	1
Office of the Assistant Regional Director	1
Public Affairs Unit	3
Legal Unit	1
ICT Unit	2
Curriculum and Learning Management Division	2
Learning Resource Management Section	1
Education Support Services Division	1
School Health Section	1
Field Technical Assistance Division	1
Quality Assurance Division	2
Policy Planning and Research Division	2
Human Resource Management Division	2
Dormitory	1
Administrative Division Proper	1
Personnel Section	1
Asset Management Section	1
Records Section	1
Cash Section	1
General Services Unit	1
Finance Division Proper	1
Accounting Section	1
Budget Section	1
<b>Total</b>	<b>30</b>