

# Republic of the Philippines

# Department of Education

**REGION VIII - EASTERN VISAYAS** 

November 24, 2023

#### REGIONAL MEMORANDUM

No.

1 3 2 0 , s. 2023

#### ELEVATING STANDARDS THROUGH RENEWED EMPHASIS ON DEPED'S MANUAL OF STYLE: A WEBINAR FOR THE NON-TEACHING PERSONNEL

To:

Schools Division Superintendents

All Others Concerned

- 1. This Office, through the Human Resource and Development Division (HRDD), shall conduct a webinar for the non-teaching personnel entitled **Elevating Standards through Renewed Emphasis on DepEd's Manual of Style** on **December 5-7, 2023**, via **MS Teams**.
- 2. The activity aims to (a) revisit the DepEd's Manual of Style, (b) reinforce the application of the set rules and standards in styling and formatting issuances and official documents, and (c) maintain excellence and strengthen communication channels of field offices and its stakeholders.
- 3. The participants in this activity are the non-teaching personnel of the Regional Office and Schools Division Offices.
- 4. The aforementioned shall register through **https://bit.ly/DMOS-NTP8Webinar** not later than **December 1, 2023**. Meeting details shall be sent to the registered email addresses upon completion of the registration process.
- 5. For further inquiries, contact Dr. Harvie D. Villamor, HRDD Chief, through hrdd.region8@deped.gov.ph.
- 6. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV

Regional Director Y

Enclosure:

Activity Matrix

Reference:

2023 OPDNTP Plan

To be indicated in the Perpetual Index under the following subjects:

DMOS

NON-TEACHING PERSONNEL

WEBINAR

HRDD-CDPA



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph Website: https://region8.deped.gov.ph Page 1 of 1

3897

Enclosure to Regional Memorandum No.

1320 , s. 2023

## ELEVATING STANDARDS THROUGH RENEWED EMPHASIS ON DEPED'S MANUAL OF STYLE: A WEBINAR FOR THE NON-TEACHING PERSONNEL

via MS TEAMS December 5-7, 2023

### **Activity Matrix**

Time/Day	Day 1	Day 2	Day 3
8:30AM-8:45AM	Opening Program	Management of Learning	Management of Learning
8:46AM-10:00AM	The Mindset of a Business Writer	Spelling and Language Usage in Business Correspondence	DepEd Official Issuances and Letters
	ROGELIO O. TICOY,	Correspondence	JASMIN F. CALZITA
	JR.	ARIEM V. CINCO	AO V
	Education Program Specialist II	AO V, Records Officer	Public Information Officer
10:01AM-10:15AM	Health break	Health break	Health break
10:16AM-12:00PM	Activity 1	Activity 3	Activity 5
12:01PM-1:00PM	Lunch break	Lunch Break	Lunch Break
1:01PM-2:45PM	Abbreviations, Acronyms, Capitalization, Dates and Formatting	Numbers, Organizations, Word Class and Punctuation  ARIEM V. CINCO	Guidelines on the Use of the DepEd's Manual of Styles
	JASMIN F. CALZITA AO V	AO V, Records Officer	
	Public Information Officer		MARK LITO B. GALLANO PO III, PPRD
2:46PM-3:00PM	Health break	Health break	
3:01PM-4:30PM	Activity 2	Activity 4	Closing Program

Prepared by:

Noted by:

CLARK DAVE P. ARANTE

Chief, HRDD

HARVIE D. VILLAMOR EdD

EPS II, HRDD



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph Website: https://region8.deped.gov.ph