



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OFFICE OF KABANKALAN CITY
Tayum St., Barangay 8, Kabankalan City, Negros Occidental
Tel. No. (034) 471-2003 • (034) 471-2454



AUTHORITY TO TRAVEL



CONTROL NO:

14367

REGION VI - WESTERN VISAYAS
BUREAU/DIVISION/SCHOOL:

SDO Kabankalan City

Date of Filing: November 15, 2019

NAME	Position/Designation	Permanent Station
1. JAKE CARLYNE G. TUGBANG	SEPS	SDO Kabankalan City
Purpose of Travel	To attend the Conduct of the National Orientation and Workshop on the Use of DepEd Service Marks and Visual Identity Manual (DSMVIM) and the DepEd Manual of Style	
Activity Organized/ Sponsored By		
Period Covered	November 18-22, 2019	
Please Check	<input checked="" type="checkbox"/> Official Business <input type="checkbox"/> Official Time	
Venue/Destination	One Central Hotel and Suites, Cebu City	
Expenses Covered	(subject to the usual accounting and auditing rules and regulations)	
Fund Source (Pap Code/...)	MOOE/Local Funds/OPDNSP Funds	
Recommending Approval:	Approved:	
 <u>CECILIA G. ABELLO</u> Chief, SCOD	 <u>PORTIA M. MALLORCA, PhD, CESO V</u> Schools Division Superintendent	
Date: _____	Date: _____	



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Department of Education
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SCHOOLS DIVISION OFFICE of KABANKALAN CITY
City of Kabankalan

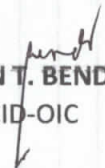


Tel. No. (034) 4710-192
E-mail:
kabankalan.city001@deped.gov.ph

This is to endorse **JAKE CARLYNE TUGBANG, SEPS-SOCMOB**, to attend the Conduct of the National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual (DSMVIM) and the Department of Education Manual of Style (DMOS) on November 19 - 22, 2019 at One Central Hotel & Suites, Cebu City.


DIVISION PERFORMANCE MANAGEMENT TEAM

PETER J. GALIMBA
OIC – ASDS


BERNADIN T. BENDO
EPS, CID-OIC


CECILIA G. ABELLO
Chief, SGOD

ARNOLD S. MAGDAET
AO – V


EULYNE D. LUCERNA
SEPS – HRD



Assistant Secretary for Public Affairs Service
and Alternative Learning System

October 14, 2019

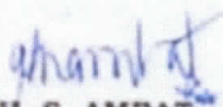
ADVISORY

Per Office Memorandum (OM-OAGA-2019-00145) dated May 23, 2019 titled **Conduct of the National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual (DSMVIM), and the Department of Education Manual of Style (DMOS)**, please be informed that due to some administrative concerns, the following are the dates and venues:

Cluster	Region	New Schedule	Venue
1	I, II, III and CAR	November 5-8, 2019	Puerto de San Juan San Juan, La Union
2	IV-A, IV-B, V and NCR	November 12-15, 2019	Tagaytay Haven Hotel Tagaytay City
3	VI, VII and VIII	November 19-22, 2019	One Central Hotel and Suites Cebu City
4	IX, X, XI, XII, Caraga and BARMM	November 26-29, 2019 (same)	To be announced

Final venue for Cluster 4 will be announced in a separate advisory. Furthermore, participants will be requested to confirm their attendance prior to the conduct of these activities.

Thank you.


G.H. S. AMBAT
Assistant Secretary

4. The Indicative Program of Activities is provided in Enclosure No. 2.
5. Expenses relative to the aforementioned activity, including board and lodging of the management staff/secretariat, resource persons (RPs) and participants, contingency, supplies and materials, transportation of the management staff/secretariat and RPs, and payment of venues, which will be done through downloading of funds to Regional Offices of Regions I, IV-A, VII and XI, shall be charged to the Organizational and Professional Development for Non-School Personnel (OPDNSP) Funds. The transportation expenses of the participants shall be charged to local funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.
6. Arrival and registration of participants will be 11:00 a.m. onwards on Day 1 of each cluster. The first meal to be served will be lunch on the same day, while the last meal to be served will be lunch on Day 4 of each cluster. The program will start at exactly 8:00 a.m. on Day 2.
7. For more information, please contact the **Public Affairs Service-Publications Division**, Ground Floor, Aguinaldo Building near Motorpool Area, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City, through email at pas.pd@deped.gov.ph or at telephone no. (02) 633-9341.
8. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encis.:
As stated

References:
Advisory dated October 14, 2019
Memorandum (OM-OAGA-2019-00145) dated May 23, 2019
Unnumbered Memoranda dated April 4 and August 16, 2018

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

BUREAUS AND OFFICES
COMMUNICATIONS
LANGUAGE
LOGO
MANUAL
MONITORING AND EVALUATION
PUBLICATIONS
RULES AND REGULATIONS
SEAL
TRAINING PROGRAMS
WORKSHOPS



Republic of the Philippines
Department of Education

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Email: asc.pas.als@deped.gov.ph | website: www.deped.gov.ph

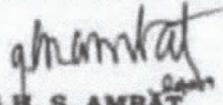


Assistant Secretary for Public Affairs Service
and Alternative Learning System

MEMORANDUM

OM - OAGA - 2019 - 0045

FOR : **REGIONAL DIRECTORS
ASSISTANT REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENT**

FROM : 
G. H. S. AMBAT
Assistant Secretary

SUBJECT : **Conduct of the National Orientation and Workshop on the Use of the Department of Education Service Marks and Visual Identity Manual (DSMVIM) and the Department of Education Manual of Style (DMOS)**

DATE : **May 23, 2019**

The Department of Education (DepEd), through the Public Affairs Service-Publications Division (PAS-PD), will conduct the **National Orientation and Workshop on the Use of the DepEd Service Marks and Visual Identity Manual (DSMVIM) and the DepEd Manual of Style (DMOS)** by cluster on the following proposed dates and venues:

Cluster	Central/Region	Date	Tentative Venue
1-A	DepEd Central Office	July 23-26, 2019	Tagaytay Haven
1-B		August 6-9, 2019	Tagaytay City
2	I, II, III and CAR	August 27-30, 2019	within the area of Luzon
3	IV-A, IV-B, V and NCR	September 10-13, 2019	Oasis Hotel and Resort Tanza, Cavite
4	VI, VII, VIII	October 8-11, 2019	Fortuna Hotel Cebu City
5	IX, X, XI, XII, Caraga and BARMM	November 5-8, 2019	within the area of Davao City

The activity aims to:

- orient the participants on the specific usage of the DSMVIM and the DMOS; and
- familiarize them on the contents of the manuals, which include the standards for language styling, writing and formatting of DepEd issuances (DIs) and other official documents, including the DepEd seal and logo usage in all communications, presentations, learning resources, advocacy materials, citations, and other official collaterals.

The target participants to this activity are the regional and division personnel designated as information officers, administrative officers, and other personnel involved in the preparation of official issuances/communications and social media. Each region and schools division is

requested to send one representative. **The participants are requested to confirm their attendance** by accomplishing the enclosed Confirmation Slip, and submit it through pas.pd@deped.gov.ph.

Expenses relative to board and lodging, and supplies and materials shall be charged to the Organizational and Professional Development for Non-School Personnel (OPDNSP) Funds. Transportation expenses of the participants shall be charged to local funds. All expenses incurred shall be subject to the usual budgeting, accounting, auditing, and procurement rules and regulations.

For more information, please contact the **Public Affairs Service-Publications Division**, Ground Floor, Aguinaldo Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 633-9341, or email at pas.pd@deped.gov.ph.

Immediate dissemination of and compliance to this Memorandum is desired.

Thank you.

