



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



February 4, 2020

REGIONAL MEMORANDUM

No. **084**, s. 2020

**WORKSHOP ON DEPED'S MANUAL OF STYLE, SERVICE MARKS,
 AND VISUAL IDENTITY**

TO: Director III
 Schools Division Superintendents
 All Others Concerned

1. This Office, through the Public Affairs Unit (PAU), will conduct a two-day Workshop on DepEd's Manual of Style, Service Marks, and Visual Identity on February 10-11, 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;
 - b. develop a shared understanding of the abovementioned policies

3. The participants to this activity are the following:

Division Office:

CID Chiefs	- 13
Division Information Officers	- 13
IT Officers	- 13
Education Program Supervisors	- 26 (2 per division)

Regional Office:

Public Affairs Unit	- 3
DIT Team	- 6

TOTAL 74

4. The participants are required to follow the Safety Precautions and Protocols as stated in DepEd Memorandum No. 15, s. 2020 titled First Set of Policy Directives of the DepEd Task Force nCoV. They are encouraged to wear face masks during their travel to the venue and vice-versa. They are also advised to bring a laptop for the workshop.



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4. Expenses for board and lodging of participants shall be charged to the PAU Special Funds while travel funds to local funds subject to the usual accounting and auditing rules and regulations. First meal to be served is AM Snacks on day 1 and last meal to be served is PM Snacks on day 2.

5. Immediate dissemination of and strict compliance with this Memorandum are desired.


RAMIR B. UYTICO, Ed.D., CESO IV
Director IV