

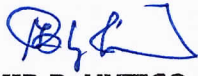


Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



OFFICE ORDER
 No. **008** s. 2020

TO: Regional Functional Division Chiefs
 Document Controllers (DIT/Division/Unit/Section)
 All Others Concerned

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

SUBJECT: **GUIDELINES IN THE NEW FORMATTING OF DEPED REGIONAL
 OFFICE VIII DOCUMENTS**

DATE: February 11, 2020

1. In view of the issuances of DepEd Order No. 30, s. 2019 (**Department of Education Manual of Style**) and DepEd Order No. 31, s. 2019 (**Department of Education Service Marks and Visual Identity Manual (DSMVIM)**) and in continuous conformance with the ISO 9001:2015 Certification Standards, the Documented Information System (DIT) hereby issues the herein guidelines in the formatting of new documents effective February 17, 2020.
2. These guidelines specify among others the letterhead, footnote, and format of all internal documents to conform with the requirements of the DSMVIM to have a unified system of documentation in DepEd as one government agency. Hence, all issued Office Memos and guidelines relative to document formatting prior to this issuance are hereby amended and or rescinded.
3. A Document Review and Appraisal Form (DRAF) together with the newly created document with "DRAFT" watermark shall be submitted to the DIT Document Controller prior to the release of final document. All document templates which are applicable to or generally used by all Divisions/Sections/Units may be accessed starting on the abovementioned date through DepEd RO8 QMS ISO website: tinyurl.com/ro8qmsiso.
4. All designated Document Controllers of each Functional Division, Section, and Unit are held responsible in ensuring that all generated documents starting the above-mentioned date are in conformity with the new format.
5. Immediate dissemination of and strict compliance with this Memorandum are directed.



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PROPOSED GUIDELINES IN THE NEW FORMATTING OF DEPED REGIONAL OFFICE VIII DOCUMENTS

Rationale

The Department of Education has recently issued the new standards in the creation of documents through DepEd Order No. 30, s. 2019 (Department of Education Manual of Style) and DepEd Order No. 31, s. 2019 (Department of Education Service Marks and Visual Identity Manual (DSMVIM)). The issuances aimed at producing a unified look in all DepEd communications and publications as well as to inculcate a culture of excellence in its delivery of quality, accessible, relevant, and liberating education for the Filipino learners.

As part of the bureaucracy of the Department of Education, it is imperative that DepEd Regional Office VIII has to abide by these mandates to conform with the unified system of documentation in DepEd as one government agency. Hence, the Documented Information Team (DIT) deemed it proper to issue these new guidelines to guide the Regional Functional Divisions, Sections, and Units in the reformatting of new documents and to continuously improve its system of documentation under the ISO 9001:2015 certification.

THE GUIDELINES

To conform with the DepEd requirements and continuously improve the system of documentation based on ISO 9001:2015 certification standards, the following guidelines are hereby formulated:

On Letterheads

1. All documents that bear a letterhead shall follow the following format:
 - a. For a vertical format or portrait orientation of a document, the DepEd official seal is placed at the center of the page. The size (0.76 inch), format, colors, and other specifications shall not be in any way changed. The seal together with other entries in the letterhead provided by DIT shall remain as is. To ensure uniformity in the use of the DepEd seal in the Regional Office, the seal shall be in full color version (colored) regardless of printer version, or grayscale version (photocopy). (*See the samples below*).



Full color version



Grayscale version

- b. Below the seal is "**Republic of the Philippines**" printed in Old English Text MT, font size 12, and in boldface. Under it, is the text "**Department of Education**" in Old English Text MT, font size 18, and bold. Following it is "REGION VIII - EASTERN VISAYAS" printed in Trajan Pro, font size 10, and in boldface. *(See the samples below with the DepEd seal).*

For vertical format or portrait orientation, the seal is situated on top of the texts. The texts are all centered.



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For horizontal format or landscape orientation, the seal is placed at the left side of the texts. All texts are aligned at the left.



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- c. Under the Regional Office name is a border line in boldface stretching from the left margin to the right.
- d. In case the document is created from the desk of the Regional Director, the text "**Office of the Regional Director**" shall appear right below border line, at the left-hand corner of the page, printed in Tahoma, font size 10, bold. If it does not, it shall not be indicated.
- e. The content of the document shall appear within the document 1 single space from the borderline or after the Office of the Regional Director, as the case may be.
- f. Under the texts of the page, a tracer (the end-user from where the document originates) shall be identified in the following entries as indicated: XXXX-XXXX-XXX. The first four Xs indicate the acronym of the Division that created the document. The second Xs indicate the Section or Unit if in case it originates from a certain section or unit. If none, the second set of Xs shall be disregarded. The last 3 Xs indicate the initials of the initiator of the document which stand for the initials of the first name,

surname, and last name of the writer. The entries shall all be in capital letters but not in boldface.

- g. No other entries shall appear at the header of the document except the prescribed letterhead.
- h. The letterhead shall apply to all internal documents such as Regional Memos, Orders, Templates, Reports, Indorsements, Communications, Justifications, Certifications, etc. Other documents such as Regional Advisories and external documents used by the Office such as those from COA, BIR, CSC, GSIS, DOH, and others shall not bear the DepEd letterheads except if the Agency requires the Office to do so. In which case, the name of the Agency shall appear at the right-hand corner of the page below the borderline printed in italicized form, Ebrima, font size 10.
- i. Due to the changes in the ISO certifying bodies and to avoid misrepresentations of certification marks in Regional Office documents, articles, vehicles, printouts, slide decks, and other items, the AJA certification marks with certificate number shall no longer appear in the documents as its ISO certification is already emphasized in the footnote.
- j. Letterheads of succeeding page/s of documents with multiple pages shall follow the prescribed format attached in these guidelines.
- k. The margin on top of the letterhead shall be 0.6 inch, while for the left and right margins shall be both 1 inch.

On Footnotes

- 1. To separate the footnote from the texts, a long border line in boldface stretching from the left margin to the right shall be placed right above the entries in the footnote.
- 2. The DepEd Regional Office logo or seal shall be placed at the left side corner of the footnote.
- 3. At the right side of the logo, the following entries shall appear:
 - a. Government Center, Candahug, Palo Leyte (Office address; in Calibri, font size 10)
 - b. (053) 323-3156 | region8@deped.gov.ph (ORD's telephone number and email address; Calibri, font size 10, separated with 1 bar and 1 space in between)
 - c. ISO 9001:2015 Certified (ISO certification; Calibri, Italicized, bold)
 - d. On top of the address at the right-side corner, the Document Code shall appear. At the utmost right with 5-character spaces from the Code is the page no. of the document.
 - e. The Document Code is consisting of the following, in a sample:

DepEdRO8 ATA-F17 (CY2018-v02-r00)

where the first entry indicates the agency and regional office number, followed by the code "ATA" which indicates "Applicable to All" for documents generally used by all Divisions, Sections, and Units, or if not applicable to all, it shall indicate the acronym of the Division that owns the document; followed by the calendar year when the document was created, then the version number, and revision number.

- f. Right below the page number is the "Project Lead" logo. The size (0.76 inch) and color of the logo shall not be changed.
- g. Footnotes of documents with multiple pages shall also follow the prescribed format.
- h. The margin at the bottom of the footnote shall be 0.6 inch.

Other Documentation Concerns

1. All documents coded "ATA" or "Applicable-To-All" generally used by divisions, sections, and units of the Regional Office are created by the DIT and shall follow the templates attached to these guidelines which can be downloaded through the RO8 QMS ISO website.
2. All other documents generated by the respective divisions/sections/units shall adopt the new letterhead and footnote for printed ones except those electronically generated from a system. Respective Regional offices shall also provide the DIT the electronic copies of each document for uploading in the website for easy access of the concerned offices.
3. Other documents such as Certificates of Appearance and Certificates of Appreciation and Recognition shall not bear the footnote. *(Refer to the templates for reference.)*
4. Certificates of Appreciation shall be issued in acknowledgment of services of employees or personnel having served as a Resource Person, Facilitator, Chair or Member of a Technical Working Group (TWG), Demo Teacher, and the like while a Certificate of Recognition is issued in recognition of outstanding performance with specific placement or ranking, as winner in a competition, for introducing innovations, and other exemplary performance, and the like.
5. External documents are considered as UNCONTROLLED DOCUMENTS which shall not bear the Regional Office format, however, these shall be listed and photocopies of these documents shall be submitted to the DIT for inclusion in the file of Masterlist of Uncontrolled Documents.
6. Documents which are generated from the Regional Office but are to be filled out by the Schools Division Offices or other external stakeholders, such as Confirmation Slip/Letter, Letter-Request, and Templates which require the signature of the SDS or ASDS shall not bear the Regional Office letterhead and footnotes but be

- replaced with the Divisions' header and footer. There shall be no document codes in these documents. *(See sample templates attached.)*
7. Official paper size used in the Regional Office is A4. However, long size bond paper may be used for documents that require longer spaces such as excel file reports, and shall extend its left and right margins up to 0.6 inch only.
 8. All formal and official MS excel documents whether A4 or long paper size need not contain the DepEd seal. However, the footnote shall contain only an email address, document code, and page number.
 9. Documents using only half sheet of bond paper (A4 or long size) shall have a letterhead but with no DepEd seal and footnote.
 10. Other informal documents used as router slips in different smaller paper sizes and colors by specific office shall have a letterhead but no DepEd seal or logo and are not coded.
 11. Assignment of document codes shall only be done by the designated DIT Document Controller.
 12. All newly created or revised documents shall have a corresponding Document Revision and Approval Form (DRAF) prior to its use. DRAF shall be prepared in triplicate together with the draft document labelled with "DRAFT" watermark. The first two approved copies shall remain with the DIT while the third copy shall be kept in the office for future reference. DRAFTs shall be submitted to the designated DIT Controller who shall be responsible in furnishing the end-user the third copy.
 13. Regional Advisories shall bear no letterhead and footnotes. Advisories are those communications, announcements, or invitations coming from other external partners/agencies or service providers on trainings, conventions, and the like.
 14. Advisories from DepEd particularly from Usecs and ASecs which need to be disseminated to the field shall use a Regional Memo if addressed to all Schools Divisions or Office Memo for specific Schools Divisions only.
 15. The font type to be used in document texts shall be Ebrima or Khmer UI, font size 11. Titles and subtitles shall be font size 12 and in boldface including the names of addressee and sender, and or signatories.
 16. Cover page and in-between sub-title pages added in reports or multiple documents shall not use the letterheads, footnotes, and codes.
 17. DepEd Central Office Memos and Orders which are also addressed directly to SDS, School Heads, and or Teachers shall not need Regional cover Memos. These shall be directly uploaded to the Regional Office website in a designated space.
 18. Memos and special orders addressed to individual employees shall not be posted in the Regional Office VIII website. These shall be given directly to concerned employees where a duplicate copy is retained in the issuing Regional Division.
 19. Documents submitted to the Office of the Regional Director shall be checked first by the ORD Document Controller in terms of conformity to the DIT guidelines.

Documents which are non-conformant shall not be uploaded in the Regional Office website and shall be returned immediately to the end-user for revision.

20. For Operations Manuals, Quality Procedures, and Quality Manuals, the existing Letterhead and AJA certification mark including the footnotes and other specifications shall remain as is. Changes of its format shall be indicated in a separate Memorandum whenever required.
21. Preparation of documents shall follow the latest language style, format and usage as stipulated in DepEd Order No. 30, s. 2019. *(Refer to the Order for specific standards of writing.)*
22. For Folder and Cabinet labels there shall be no changes; however, standard size and placements shall be observed. Each office shall ensure that all folders and cabinets within the office shall be properly labelled with the prescribed size, color, and format.
23. All Regional Office employees shall use their official DepEd email account for work-related communications only and may customize their email signatures *(see a sample template provided)*.
24. All other documents not included in these guidelines shall adopt the format specified in DepEd Order No. 31, s. 2019.
25. Documents to be utilized starting February 17, 2020 shall have a DRAF first. Other documents which shall be used later need a DRAF submitted prior to its utilization in the future.

Roles and Functions

To ensure compliance with the guidelines set by the DIT, concerned personnel shall perform the following roles and functions:

Division Chief and Section/Unit Heads

1. Ensures that all of its personnel are well-oriented/reoriented on the DIT guidelines during its staff meetings or coaching sessions.
2. Designates a Document Controller for its office.
3. Ensures that all the applicable DIT guidelines are implemented in its division, section, or unit.

Office Document Controller

1. Serves as DIT representative of the office.
2. Attends DIT orientations and call-ups whenever required.
3. Ensures all documents generated are in conformance with the DIT guidelines especially on document codes before releasing or forwarding to other offices.

4. Holds responsible in the proper labelling, filing, sorting, and safekeeping of documents in its office.
5. Ensures that all required documents by the DIT are submitted as required such as DRAFTs, DTDAFs, Masterlist of Manuals and References, copies of uncontrolled external documents, etc.

Monitoring and Evaluation

1. The DIT shall conduct a bi-annual monitoring of offices on the compliance of document formatting and other DIT guidelines.
2. A consolidated report on the results of the monitoring and evaluation of each office shall be presented in the second and fourth quarter RMEA.
3. Appropriate interventions or sanctions shall be implemented or imposed on non-compliance of these guidelines.