



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

OFFICE MEMORANDUM

No. 3, s.2025

**LOCALIZING MEMORANDA, ADVISORIES, AND REITERATING THE USE OF
THE DEPARTMENT OF EDUCATION MANUAL OF STYLES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
Unit and Section Heads
All SDO Proper Personnel

1. The Department of Education has developed the DepEd Manual of Style (DMOS) prescribing language style, format, and common usage within the Department through DepEd Order No. 30 s. 2019.
2. This aims to inculcate a culture of excellence in the delivery of quality, accessible, relevant and liberating education for the Filipino learners.
3. In line with this, this Division reiterates the use of the DMOS, specifically Appendix 5, on the Department of Education Official Issuances and Letters.
4. In the creation of a Division issuance, the format to be used must be similar to that of a DepEd Central Issuance.
5. The use of footers shall be discouraged. All issuances must comply with the use templates provided in the DMOS.
6. Attached here as enclosure is Appendix 5 of the DMOS for guidance.
7. For widest dissemination, information, guidance, and strict compliance.



VILMA D. EDA, CESO V
Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan_city@deped.gov.ph
Website: www.depedvigancity.com



Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM

Appendix 5

DEPARTMENT OF EDUCATION OFFICIAL ISSUANCES AND LETTERS

DepEd Issuances are official documents containing policies, procedures, or information released and signed by the Secretary or other authorized officials. DepEd issuances, like the DepEd Order, DepEd Memorandum, Unnumbered Memorandum, Office Order, Office Memorandum and Advisory vary in their content effect, duration, and activity. For brevity, it is suggested that the titles of DepEd issuances be two lines at most.

A **DepEd Order (DO)** contains policies promulgated by the Central Office, which are general or permanent in nature. It is signed by the Secretary as the *alter ego* of the President. It is department-wide or nationwide in scope, and is usually long-term in nature unless rescinded or amended by another DO.

The DO has 16 elements, as follows:

1. The letterhead, which includes the DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number, with year series (s.);
4. Title of the DO;
5. Officials concerned, policy proponents and implementers, and stakeholders;
6. Statement of the policy;
7. Objectives of the policy;
8. Statement on new provision, repealing, rescinding, or modifying previous provisions ;
9. Statement of publication and effectivity;
10. Closing statement, which directs the dissemination of DO (through the DepEd website) and the strict compliance of all concerned;
11. Signature of the Secretary;
12. Statement of enclosure/s (if any);
13. Related and/or repealed previous issuances used as references;
14. Classification in Perpetual Index for easy reference and research;
15. Tracer, which includes the initial/name of encoder, file name of DO, assigned tracking number, and date prepared; and
16. Footer, which includes the address of DepEd, contact numbers, and website.

Sample Format of DepEd Order



1

Republic of the Philippines

Department of Education

2 space

00 Jan 2018 2

DepEd ORDER 3
No. 00, s. 2018

1 space

MAECENAS PORTTITOR CONGUE MASSA 4

1 space

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors 5
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1 space

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. 6

1 space

2. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. 7

1 space

3. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. 8

1 space

4. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. 9

1 space

5. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. 10

5 space

JUAN A. DE LA CRUZ 11
Secretary

1 space

Encl.: As stated 12
Reference: None

To be indicated in the Perpetual Index
under the following subjects: 13

1 space

CURRICULUM LEARNERS
FUNDS RULES AND REGULATIONS 14
POLICY SCHOOLS

1 to 2 space

ABC/DO-Maecenas Porttitor... 15
0784/January 00, 0000

Basic Contents of the Policy Guidelines to be Enclosed to DepEd Order/Office Order

(Based on DepEd Order No. 13, s. 2015 - Establishment of a Policy Development Process at the Department of Education)

- I. **Rationale**
Brief background of issue to be addressed
Reason/s behind creation of policy
Purpose of the policy
- II. **Scope**
Coverage of the policy, which may be in terms of subject matter, stakeholders affected, or jurisdiction
- III. **Definition of Terms** (as applicable)
Meaning of terms as used in the policy, especially if terms are frequently used and are unclear
- IV. **Policy Statement**
Principles, rules, or standards that the order seeks to uphold
- V. **Procedures**
Steps or instructions, systems or mechanisms for implementing the policy
Actors and their roles and responsibilities; timetables (as applicable)
- VI. **Monitoring and Evaluation**
Mechanisms, time frame and other provisions for progress monitoring and policy evaluation
- VII. **References**
Related and relevant DepEd issuances used as reference for further policy research
- VIII. **Effectivity/Transitory Provision** (as applicable)
Date or period of application, including interim measures

A **DepEd Memorandum (DM)** disseminates instructions, information, or related matters, including the (i) creation of committees or task forces; (ii) submission of lists or reports; (iii) announcement of celebrations, surveys, holidays, examinations, contests, or results thereof; (iv) conference or seminars conducted by the bureaus, centers, services, units, and divisions; and (v) reiteration of regulations or laws issued by other agencies and departments.

A DM may provide the detailed procedures for implementing established laws or policies of the DepEd or other government agencies. It is signed by the Secretary if it is department-wide in scope, or this is delegated to the Undersecretary of each strand in cases of limited application or for specific application only.

The DM has 17 elements, as follows:

1. The letterhead, which includes the DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number, with year series (s.);
4. Title of the DM;
5. Officials concerned, policy proponents and implementers, and stakeholders;
6. Statement of the activity;
7. Objectives of the activity
8. Statement of the enclosure in support of the activity;
9. Target participants;
10. Contact details of project proponent;
11. Closing statement, which directs the dissemination of the DM (through the DepEd website);
12. Signature of the Secretary;
13. Statement of enclosure/s (if any);
14. Related and/or repealed previous issuances used as references (if any);
15. Classification in Perpetual Index for easy reference and research;
16. Tracer, including the initials or name of encoder, file name of DM, assigned tracking number, and date prepared; and
17. Footer, which includes the address of DepEd, contact numbers, and website.

Sample Format of DepEd Memorandum



Republic of the Philippines

Department of Education

2 space		00 Jan 2018	2
	DepEd MEMORANDUM		
	No. 000, s. 2018	3	
1 space	MAGNA SED PULVINAR ULTRICIES, PURUS LECTUS MALESUADA LIBERO, SIT AMET COMMODO MAGNA EROS QUIS URNA		
1 space	To:	Undersecretaries Assistant Secretaries Bureau and Service Directors Regional Secretary, ARMM Regional Directors Schools Division Superintendents Public Elementary and Secondary School Heads All Others Concerned	5
1 space	1.	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus.	6
1 space	2.	Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue.	7
1 space	3.	Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula.	8
1 space	4.	Posteritatem ut odit hofitico cum clari fuga regnet decima wisi aperte eos non class nosset/salubre/aperte filialem est assum QUO indigne displicere. Non louor veneta illo eorum me erubescam distulerunt te est Iudicium Rerum Mordens Porro ad dis quod ipsam.	9
1 space	5.	Nec cras suspitionis, suspncta ad denuntiando, felis qui MUS patriae nisi://hac.nec.ad/RECognoVERunt ea scripto Ad. Minim minus Montes-Incusando, Ab. Aut Decima Typi, ad Eu. Prophetia Mulier, Perpetuum Felices rem Innocentiae Communem Doloremque Vicissim (CEDERE), Destitutut Praesentia ab Eorum et procinctu hac. (28) 449-7715 ullam 826 ad (31) 134-9118, ac servata etiam posuere: netus@hac.cum.ad.	10
1 space	6.	Consensit departitionem te ullo Personarum si joannes.	11
5 space	JUAN A. DE LA CRUZ Secretary		
1 space	Encl.: As stated	13	
	Reference: Non e		
	To be indicated in the Perpetual Index	14	
	under the following subjects:		
1 space	CURRICULUM	LEARNERS	15
	RULES AND REGULATIONS	SCHOOLS	
1 to 2 spaces	ABC/DO- magna sed pulvinar ultricies	16	
	0784/January 00, 0000		

A **Memorandum** with Limited Application is similar to a DepEd Memorandum, but is limited only to regions or offices. It is limited in scope.

The 13 elements of a Memorandum are the following:

1. The letterhead, which includes the DepEd seal, with the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number with year series (s.);
4. Officials concerned, policy proponents and implementers, and stakeholders;
5. Title of the Memorandum;
6. Statement of the activity;
7. Objectives of the activity;
8. Target participants;
9. Contact details of the project proponent;
10. Closing statement for dissemination of the Memorandum (to regions and divisions concerned through email);
11. Signature of the Underecretary of their specific area of concern or strand;
12. Tracer, including the initials or name of encoder, file name of UM, assigned tracking number, and date prepared; and
13. Footer, which includes the address of DepEd, contact numbers, and website.

Sample Format of Memorandum with Limited Application



Republic of the Philippines

Department of Education

2 spaces		00 Jan 2018	2
	OFFICE MEMORANDUM		3
	No. 000, s. 2018		
1 space	To: Regional Directors	) Region I, V, XI, XII	
	Schools Division Superintendents	) Division of Mabuhay City	4
	Public Elementary and Secondary School Heads		
	All Others Concerned		
1 space		AUGUSTA IN JOANNES CONALUS AC NATURA	5
1 space	1. Per Centimanos in Desideria (EaqUe) vacare oppressor dui Augusta in Joannes Conalus ac Natura (PEDE) eu Oppresso 29-81, 9582. Cum QUAE elit me conformiter id eundrm qui mulier eum absentia. Eum fiant donec tibi ad inventiones mi dui officii sodales sint saecula cedere tempora.		6
1 space	2. A URNA Enim-tot Firmiter elit ex manebimus ab Accessus 29, 7544 te Duis Semper Vindica Temporibus Probat (ERROR), Modi Vacare Fortes, Nemo. Lorem Duorum Saepe, Populo Odit		7
1 space	3. Sed largitionibus id discursus ante qui Legiones Nibh Regalibus non Asperiores Dolores (PURUS) et qui DonEc EA, VERO approbatione per Equestrem at est MUs eum ESSE, nam perversis iure est Imbellem si Nosset Ullo cum nascetur ut vel maiori servire id ESSE ea Hounnbre 01-49, 3712		8
1 space	4. Eum expirationis mi malevolentia mus/ad nostris diligentissime, placida Ad. Ornare Facunda ad Me. Quia AucTores, Accessit Orci Protestor Concernunt Gravida, Erosem Fames, Saluto Fuga., Centimanos at Consensit (ErrOr) Publico Floret, AugUe Quisque, Miscere Acerba, Natus Nisi et dulcedine quo.: (42) 546- 5879 quo (24) 072-7992 ab saecula justo adversa: eodem@eaque.nam.ea.		9
1 space	5. Negotiurn conditionibus si nisi Kopenhagen te eventum.		10
5 spaces		JUAN A. DE LA CRUZ	11
		Underecretary	
5 spaces	ABC/M- magna sed pulvinar ultricies 0000/January 00, 0000		12

An **Office Order (OO)** contains operational guidelines, rules, and procedures on matters of internal administration of DepEd's bureaus, centers, units, or offices. It also includes notices of human resource actions or decisions. It is signed by the Secretary or the concerned Undersecretary; Assistant Secretaries; or heads of bureaus, services, or offices. Its concerns are usually limited to a bureau or unit at the Central Office, hence, it only applies to limited officials and staff at the Central Office. Its application is usually short term or temporary.

The 10 elements of an OO are the following:

1. The letterhead, which includes DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Control number with year series (s.);
4. Title of the OO;
5. Officials concerned, policy proponents and implementers, and stakeholders;
6. Statement of the policy;
7. Closing statement for the dissemination of the OO (within DepEd Central Office);
8. Signature of the Secretary;
9. Tracer, which includes the initials or name of encoder, file name of the OO, assigned tracking number, and date prepared; and
10. Footer, which includes the address of DepEd, contact numbers, and website.

Sample Format of Office Order



Republic of the Philippines

Department of Education

2 space		00 Jan 2018	2
1 space	OFFICE ORDER OO-OSEC-2018-001	3	
1 space	CORPORE REGNANDUM EA NEC PROPONENDO AC EROS EX REGNUM HARUSEN		
1 space	To: Undersecretaries Assistant Secretaries Bureau and Service Directors All Others Concerned		
1 space	1. Fortuna 0(9), Seacula 5, Urna ME, Assumpsit Massa Ea. 759 fidelitatem vel Consultationis Unde at 3719 absentem nisi aut Prosperis nec leo earum nec ultrices te lectores scientiam in jormavit per sessionem eaque est factiosus te apprecando sint wisi Unde.		
1 space	2. Conferre patiens, similique gallicismum, est Etiam, Sequi Fustibus, nisi (relinquo) iusto ab qui arripio francisci ea Scientibus eu Ordinem dis Contrarium si Arcu/Enim/Metus si Justo ac Domina persona fuga minaci/actiones.		
1 space	3. Eum maiestatem et leo fustibus atque colubros animi qui respectu ea securitas est Vicissitudinem est Mirum quo Securitatis Ultimam diam trnerabunt dui sunt inimicus, il regnandum te aut solatium id est semente.		
1 space	4. Non naturalem si nisi Assum alias custos intestina fugit brevibus ab urgeant.		
1 space	5. Dulcedine calculationem et eos vivitp magnatibus iste iste Porro te quidquid.		
5 spaces	JUAN A. DE LA CRUZ Secretary		
5 spaces	ABC/DO- Corpore Regnandum Ea Nec... 000/January 00, 0000		

An **Office Memorandum (OM)** disseminates instructions or information on officials, personnel, and staff from the Central Office. It is signed by the Secretary or the undersecretary; assistant secretaries; or heads of bureaus, services, or offices concerned. Its concerns are limited to a bureau or unit at the Central Office, hence, it only applies to limited officials and staff at the Central Office. Its application is usually short term or temporary.

The 11 elements of an OM are the following:

1. The letterhead, which includes DepEd seal, and the agency name in Old English Text MT;
2. Date of release or approval;
3. Title of the OM;
4. Officials concerned, policy proponents and implementers, and stakeholders;
5. Statement of the activity;
6. Objectives of issuing the activity;
7. Date and venue of the activity;
8. Closing statement for the dissemination of the OM (within DepEd Central Office);
9. Signature of the Secretary;
10. Tracer, which includes the initials or name of encoder, file name of the OM, assigned tracking number, and date prepared; and
11. Footer, which includes the address of DepEd, contact numbers, and website.

Sample Format of Office Memorandum



Republic of the Philippines

Department of Education

2 space

00 Jan 2018

OFFICE ORDER
OO-OSEC-2018-001

1 space

CORPORE REGNANDUM EA NEC PROPONENDO AC EROS EX REGNUM HARUSEN

1 space

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
All Others Concerned

1 space

1. Fortuna 0(9), Seacula 5, Urna ME, Assumpsit Massa Ea. 759 fidelitatem vel Consultationis Unde at 3719 absentem nisi aut Prosperis nec leo earum nec ultrices te lectores scientiam in jormavit per sessionem eaque est factiosus te apprecando sint wisi Unde.

1 space

2. Conferre patiens, similique gallicismum, est Etiam, Sequi Fustibus, nisi (relinquo) iusto ab qui arripio francisci ea Scientibus eu Ordinem dis Contrarium si Arcu/Enim/Metus si Justo ac Domina persona fuga minaci/actiones.

1 space

3. Eum maiestatem et leo fustibus atque colubros animi qui respectu ea securitas est Vicissitudinem est Mirum quo Securitatis Ultimam diam trnerabunt dui sunt inimicus, il regnandum te aut solatium id est semente.

1 space

4. Non naturalem si nisi Assum alias custos intestina fugit brevibus ab urgeant.

1 space

5. Dulcedine calculationem et eos vivitp magnatibus iste iste Porro te quidquid.

5 spaces

JUAN A. DE LA CRUZ
Secretary

5 spaces

ABC/DO- Corpore Regnandum Ea Nec...
000/January 00, 0000

An **Advisory** emanates from organizations and agencies and announces programs or activities; scholarships; and training opportunities for supervisors, school heads, teachers, and learners. Participants may attend such activities on a voluntary basis; hence, traveling expenses and registration fees are charged to personal accounts. Advisory concerns may be department-wide or may be specific in application. Its application is usually short term or temporary.

An advisory is issued in accordance with the procedures of DepEd Order No. 8, s. 2013 titled *Policy Guidelines on Regulating the Issuance of DepEd Advisories*.

The nine elements are indicated below.

1. The letterhead, which includes the following:
 - a. control number with the year series (s);
 - b. date of release or approval;
 - c. in compliance with DepEd Order No. 8, s. 2013;
 - d. the purpose of issuing the Advisory(per DepEd Order No. 28, s. 2001); and
 - e. DepEd website.
2. Title
3. Statement of the activity
4. Objectives of issuing the activity
5. Additional information on the activity
6. Target participants
7. DepEd Order No. 9, s. 2005 (Time-on-Task Policy), and Section 3 of Republic Act No. 5546 (Policy on Contributions) and DepEd Order No. 66, s. 2017 (Policy on Off-Campus Activities), if needed
8. Contact details of project proponent
9. Tracer, which includes the initials or name of assigned personnel who encoded, file name, assigned tracking number, and date prepared

Sample Format of an Advisory

	Advisory No. __, s. 2018 January __, 2018 In compliance with DepEd Order (DO) No. 8, s. 2013 this advisory is issued not for endorsement per DO 28, s. 2001, 1 but only for the information of DepEd officials, personnel/staff, as well as the concerned public. (Visit www.deped.gov.ph)	
1 space {	SUPPONEBAM AVOCARE EU OPPRESSOR EU SUPPONEBAM PROPER MASSA	2
1 space {	Rem Subsequi eu Innecm Politus (NEC) ac consumere me Apprecando Occidas ad Dennuntio ab Fridericus Deorum Donec ac sessionem orci Rerum succubam Proponent 4510 ac At. Sortiri Probitatem, Putamus Amplissima Regulantur-Ante, Harusen Gordius, Hounnbre.	3
1 space {	Per minatur me medicus ad cum eum consumere	4
1 space {	1. cumulabat sed est't quasi orci diutius ad praefixum me societatem Silentio eu subsequi ea desertor mi consuetudium ac neque; 2. miseriae per est't metus vacare purus illud ad occumbere nam custodiae ex sem esse ea suffragari capere rerum; and 3. aspirat nec ipsam ea supererant consequatur? ab nam quam me praevalui ab defunctis.	
1 space {	Quo iucunda ea nobilis eros ea pactum ac testantur ab est't netus duis te eodem fioniam eu reliquias in recentem. Deprehensus est ea consulta-sunt ad est'i arcui unde me eundrm crudelissime.	
1 space {	Eum sem modo eius ac est't-uidem importunas te exprobrabant seuuntur ea carthaginem in propanendo ex reprehenderim proice ab meretur tui.	6
1 space {	Eos innumeros ad irrevocabilem ea sem nemo ut sed-risus ac terrestres te persuasiones praesent ad minus gennere ab ea-maiestatem-si-maximum sancii ab reducere ad PurUs Assum Ac. 5, a. 0490 ex quo muneris eu Calamitatis Accessus id Oppressu Numquam Ipsa-ab-Quas cum Consegui Prophetico Republica.	7
1 space {	Quos ex nam succedaneus proposuimus, consegui memento te moderni-avocare negotio ad non regressum:	8
1 space {	• Ms. Juana M. Dela Cruz • Ms. Maliksi A. Mahinhin Senectus ex Sapient Sagittis (REM) 4/A Specie Ditiones, 3017 AC Loquor Id. Sed Patria, Conscii Proprium: (31) 189-3890 Fortem: 7266-264-5694; 7304-805-3153; 0011-497-7715 Clari: personaliter@dicta.rem; mentis.capiat@eaque.rem	
3 spaces {	ABCD/ <u>Supponebam Avocare Eu...</u> 0000/January 00, 0000 9	

Citing Enclosures. Cite all enclosures in the main text and number these in the order that they are cited. For a single enclosure, state Enclosure to DepEd Order/DepEd Memorandum rather than Enclosure No. 1. For annexes, label these with numbers.

e.g., (Enclosure No. 1 to DepEd Order No. 2, s. 2013)

(Enclosure to DepEd Memorandum No. 63, s. 2015)

Referencing Style. Cite reference/s in the main text. These are either DepEd Orders (DO) or DepEd Memorandums (DM) with the number and the year series when these were issued. If the DO or DM was cited in the main text, the number and the year series should be in parenthesis.

e.g.,

DepEd Order (No. 1, s. 2016)

DepEd Memorandum (No.1, s. 2016)

If there is more than one reference, they should be written as follows:

DepEd Order: (Nos. 13 and 19, s. 2016)

DepEd Memorandum: (Nos. 16 and 19, s. 2016)

Indicating Subjects (under Perpetual Index) for Research Purposes. Indicate subjects related to the issuance/s for research purposes. Please refer to Appendix 6 on the List of Subjects used in the Perpetual Index, which are arranged alphabetically.

Perpetual Index to Regulations. The Perpetual Index is a document containing the list of subjects appropriate to each DepEd regulation/issuance. This is used as a guide for easy research and quick reference to DepEd regulations/issuances.

The Perpetual Index is prepared through indexing the approved DepEd regulation/issuance by subject(s). The subjects are arranged alphabetically while the regulations are done chronologically.

The Perpetual Index applies only to DepEd orders and memorandums. At the end of the year, this is prepared in a bound copy, and is available at the Public Affairs Service-Publications Division for research purposes.

For the list of subjects used in DepEd orders and memorandums, see Appendix 6.

Assigning Tracking Number. Accurate recording and knowledge of all requests for DepEd issuances is important so that these can be located quickly and efficiently. Hence, a tracking number assigned to each request and issuance upon receipt is essential. Tracking number starts at 001.

Indicating Tracer. The tracer is indicated at the last part of each issuance. It is composed of the initial or name of the assigned encoder, filename and tracking number, followed by the date it was drafted or reformatted by the Publications Division. The title of the issuance is also indicated as file name.

Tracer. The tracer is one of the elements of Department issuances. It is found at the lower left-hand corner of the main text, including the reference/s of the DO or DM. This is used for checking whether the approved DepEd regulation/issuance has been amended or rescinded.

Sample Letter Format
(Option 1: Block)



Republic of the Philippines
Department of Education

2 spaces {

April 2, 2019

2 spaces {

MARIA NARLYN N. EUSORES DMS

Lorem ipsum dolor sit amet
consectetur adipiscing elit
Maecenas porttitor congue massa
Fusce posuere

1 space {

Dear **Dr. Eusores**:

Rem Subsequi eu Inncem Politius (NEC) ac consumere me Apprecando Occidas ad
Dennuntio ab Fridericus Deorum Donec ac sessionem orci Rerum succubam Proponent
4510 ac At. Sortiri Probitatem, Putamus Amplissima Regulantur-Ante, Harusen
Gordius, Hounnbre.

1 space {

Per minatur me medicus ad cum eum consumere (1) cumulabat sed est't quasi orci
diutius ad praefixum me societatem Silentio eu subsequi ea desertor mi consuetudium
ac neque, (2) miseriae per est't metus vacare purus illud ad occumbere nam custodiae
ex sem esse ea suffragari capere rerum, and (3) aspirat nec ipsam ea supererant
consequatur ab nam quam me praevalui ab defunctis.

1 space {

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue
massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit
amet commodo magna eros quis urna.

1 space {

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi
tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra
nonummy pede. Mauris et orci.

1 space {

Aenean nec lorem.

1 space {

In porttitor.

1 space {

Donec laoreet nonummy augue,

3 spaces {

JUAN A. DELA CRUZ

Undersecretary

1 space {

0000 PAS-PD ABC

Sample Letter Format
(Option 2: Semi-Block)



Republic of the Philippines
Department of Education

2 spaces {

April 2, 2019

2 spaces {

MARIA NARLYN N. EUSORES DMS

Lorem ipsum dolor sit amet
consectetuer adipiscing elit
Maecenas porttitor congue massa
Fusce posuere

1 space {

Dear **Dr. Eusores:**

1 space {

Rem Subsequi eu Inncem Politius (NEC) ac consumere me Apprecando Occidas ad
Dennuntio ab Fridericus Deorum Donec ac sessionem orci Rerum succubam Proponent
4510 ac At. Sortiri Probitatem, Putamus Amplissima Regulantur-Ante, Harusen
Gordius, Hounnbre.

1 space {

Per minatur me medicus ad cum eum consumere (1) cumulabat sed est't quasi orci
diutius ad praefixum me societatem Silentio eu subsequi ea desertor mi consuetudium
ac neque, (2) miseriae per est't metus vacare purus illud ad occumbere nam custodiae
ex sem esse ea suffragari capere rerum, and (3) aspirat nec ipsam ea supererant
consequatur ab nam quam me praevalui ab defunctis.

1 space {

Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor
congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada
libero, sit amet commodo magna eros quis urna.

1 space {

Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant
morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra
nonummy pede. Mauris et orci.

1 space {

Aenean nec lorem.

1 space {

In porttitor.

2 spaces {

Donec laoreet nonummy augue,

3 spaces {

JUAN A. DELA CRUZ
Undersecretary

2 spaces {

0000 PAS-PD ABC