



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

23 Jun 2026

DIVISION MEMORANDUM

SGOD-2026-129

**REORIENTATION ON THE DEPED MANUAL OF STYLE (DMOS) AND
WORKPLACE GRAMMAR FOR NON-TEACHING PERSONNEL**

To: Asst. Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In line with the continuous capacity-building and professional development of non-teaching personnel to promote professional excellence and ensure consistency in official communications, the Schools Governance Operations Division – Human Resource Development Section will conduct a two (2) day live-out Re-Orientation on DepEd Manual of Style and Workplace Grammar on June 29-30, 2026, at Royal Hotel, General Santos City.
2. The activity aims to enhance participants' competencies in producing and applying the DepEd Manual of Style (DMOS), workplace grammar, effective communication practices, and professional workplace etiquette in the preparation of official documents.
3. Participants in this workshop are the identified Administrative Offices II who play a critical role in preparing and managing official communications, reports, and administrative documents. All participants are required to register using this link: <https://bit.ly/ProjectSPARK>.
4. A Pre-work activity for the Program Management Team will be conducted on June 25, 2026, at 9:00 AM via MS Teams.
5. See enclosed Activity Matrix and List of Participants.
6. Expenses relative to the conduct of this activity shall be charged against available local funds, subject to the usual government accounting and auditing rules and regulations.
7. For inquiries, contact Rehanee P. Sambuto at 09385540626 and Madina P. Loguoman at 09193702488.
8. For the information, guidance, and compliance of all concerned.

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent





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Encl.: As stated

Reference: N o n e

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

ORIENTATION
WORKSHOPS

Adriano A. Daligdig/SGOD/MLA – re-orientation and workshop on deped manual of style and workplace grammar
0433/June 23, 2026



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SCHOOLS DIVISION OF SARANGANI

List of Participants

No.	NAME
1	BACULNA, FAITH EASOVEL DELA CUESTA
2	BAUTISTA, HANNA MAE DUAN
3	ROTEL, NOVIE GRACE CARCILLAR
4	BALDO, QUENNIE ROSE MERIDA
5	BANASTON, MARIDEL RENACIA
6	DE GUZMAN, JEANNIE ESBERTO
7	SAQUILABON, AIMON CLAR
8	CRUZ, MARIA JEAH ESTRELLA
9	MONEVA, JOEY SALUT
10	BELVESTRE, RON ANGEL JABAGAT
11	MONTEALTO, KRENZ PATRICK ARREZA
12	BAAL, SHEILA MAY POBLADOR
13	DEGUITO, HELEN GRACE DALIDA
14	EMPLEO, LORLANMIE LABRADOR
15	MENDOZA, JEMARIE UY
16	GILBERO, FREDERICK JOHN CANOY
17	PANDIAN, JIMJIM FOK
18	SARBIDA, FRANCIS MAE NILLAS
19	MANLANGIT, ERNESTO III ILAGAN
20	GRAFIA, IAN KIM MANTUA
21	ABELLANOSA, MICHAEL CHATO
22	SOBERANO, HANA NAVALTA
23	BALULAO, SHARON ROSE EMPLEO
24	REMOROZA, REGINE JARO
25	CAINCAY, MELANIE SORIANO
26	GINO, BRENIE ALIMPOLOS
27	ABREA, CHARLIE ALBELAR
28	CABRADILLA, HELARGRACE MASALON



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29	AGOR, MARY ROSE LIJARSO
30	COPREROS, CHRYSS ELAINNE PERPETUAN
31	ALIDO, CRISTINE GAY RIPDOS
32	ANDRADA, SUTHZEE PALMES
33	LUGOD, MELANIE JOY ANTIVOLA
34	DEQUIÑA, JAVIER CABALLES
35	ELORTA, RYAN REGGIE CELLONA
36	WASIL, JEVEE JANE BREVARD
37	TAGALA, JUSTINE FAYE LECITO
38	CORDERO, JOY JEAN ROXAS
39	CUENCA, JERAHDEEB SALAPA
40	JOPIA, MARRIANNE RAMA
41	UY, KRISTOFFER SEAN DISTOR
42	VIDAL, NOEMI DOCTOR
43	BETIA, CHERYL TADENAS
44	CASTILLO, VANESSA ANN PRIETO
45	CABRIDO, JOHN CHRISTY TOLENTINO
46	ABBOC, SHARA CHRISTINE NA
47	LARANJO, JOLIBEE MAGNO
48	DEL ROSARIO, ALVIN BALIBALISA
49	VALDEZ, RODIE REY DOCTOR
50	ESPINA, REGGIE PAMLONA
51	SALI, RALPH MASLOG
52	CELLONA, HARYNE JAY TANGARO
53	BRIGOLE, PRETTY ALOQUIN
54	DELA GENTE, REY-MARLENE RUBIO
55	VILLAMOR, ROLAND BIÑAN
56	PEDROSO, RIO JANE PEREZ
57	EGGAT, WENDY NEBRES
58	POTORIO, RACHEL POLICARPIO



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59	UGSIMAR, VALLERY FATS ASILO
60	CANIA, GENEVIVE DIPOSO
61	DEL ROSARIO, JOMER GENOSA
62	ANDRADA, NIEZA ALAVE
63	TUANDATU, ROWAYDA YUSOP
64	RODRIGUEZ, ERIC KARLS CULPA
65	SANTILLANA, MARIA LOURDES MARTINEZ
66	CANUBAS, LLOYD PINTIN
67	PADERNILLA, ALPHA JOY BENDOL
68	ROSALES, MARK CHRISTIAN LIM
69	QUILATON, FRIEDLYN BALAO
70	MACATIMBOL, ALMIRA NAMON
71	ALONGAN, DATU AMINNUDIN MATABALAO
72	AGREDA, JONATHAN
73	CADAPAN, CRISTINE D.
74	SABAL , CHRISTINE MAE D
75	PIJERA, KIM DEL ROSARIO
76	ORTEGA, GERALDINE DOLLENTE
77	OBLIGADO, PINKY ELMIE SAN
78	POMARES, HANNAH MIE BAGANG
79	ORFIANO, BABY ANN A.
80	LARIOSIA, JEMIELYN CATULONG
81	SUMINSING, NOVIE JANE DELA CRUZ
82	ARIZ, JELAINE ANNE REGANIT
83	BERENGUEL, CHERRY MAE DELA ROSA
84	ARIMALA, MARITESS DAUGDAUG
85	SACRAMENTO, NOREEN CABAUG
86	REOJA, ANGELINA VILLAVER
87	PAGARAN, SHARA MAE ESTAPIA
88	EDAR, CHERRY MAE MOZO



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89	ERASMO, ERWIN JAY MONTIFLOR
90	CUEVAS, FELIX LOWELL CAMACHO
91	AMORA, MARY GRACE ESGANA
92	DELA TORRE, REY COLLADO
93	DIODINA, ELDA ORAIS
94	PAUSAL, ANGELLE MAE LALISAN
95	CORILLA, KATHY GLADE MUT
96	NILLAS , FLORIE MAE SARCINO
97	SALIP, RUTH PAG-ONG
98	PARAICO, LORY SIBUGAN
99	UNAJAN, JEANICA LUMANTAS
100	HOPEDA, RELYN SALDE
101	JAGUNOS, NERES BULAY
102	BALICACO, VICKY MERCULIO
103	FORTEZA, SUMMER FRANCIS AVELINO
104	FERNANDEZ, JONAMEL CHEYSERR PANDILI
105	ORBOC, APRIL CHARM DEMOLAR
106	LAPUT, BELEN VARGAS
107	NABOR, JOHN MICHAEL PAGATPATAN
108	ALQUIZA, MARY JOY MUYET
109	TABAR, ROCEL ABEJERO
110	DELA GENTE, KRISHA MAE IGCASAN
111	SALI, LOINA LYNN LOYOLA
112	ALABA, RALF JAYVENE CONCEPCION
113	PAGHUBASAN, ROVELYN LUMANTAS
114	ANDRINO, GIRLIE JOY FUENTEVILLA
115	CANDELARIO, CECILIA MARIE ABELLAR
116	APUD, ROSHELLE NARCISO
117	TABUGO, MA. GLENNA VITA LUX MAGARZO
118	HERMAN, JAYSON ASIGNAR



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119	SOLIVIO, JANICE ALEJADO
120	GALICIA, LIMREY DILAO
121	OCA, JANYN RIO SARASPE
122	ETOM, BIRON MAGBANUA
123	LAVILLA, KRISLYN PARRENAS
124	DADIZON, CRISLEAN POLO
125	BAGO, BERNACRIS TABLO
126	PEREZ, JENESSA VENANCIO
127	DE GUZMAN, ABEGAIL CLAIRE LUMANTAS
128	ALEGADO, VENUS BUNZO
129	PAUYA, LOURGEN JOY TANGARO
130	FRANCISCO, MARIFE DAPANTAYOS

Program Management Team

No.	Name	Position
1	ESTACIO, RUTH L.	SCHOOLS DIVISION SUPERINTENDENT
2	FRINAL, NELYN A.	SCHOOLS DIVISION SUPERINTENDENT
3	PANES, DONNA S.	CHIEF CID
4	CARDINAL, MA SHIRLEY M.	CHIEF SGOD
5	DALIGDIG, ADRIANO A.	EDUCATION PROGRAM SUPERVISOR
6	SAMBUITO, REHANEE P.	SENIOR EDUCATION PROGRAM SPECIALIST
7	CONSTANTINO, JOHN JERSON P.	EDUCATION PROGRAM SUPERVISOR
8	LEYSA, GRACE	EDUCATION PROGRAM SUPERVISOR
9	CAJO, ZYNAFE	EDUCATION PROGRAM SUPERVISOR
10	LOGUIOMAN, MADINA P.	EDUCATION PROGRAM SPECIALIST II
11	DINOPOL, ARACELI J.	SENIOR EDUCATION PROGRAM SPECIALIST
12	TUDAYAN, ESTYLINDA	NURSE II
13	CRUZ, AIZA E.	ADMINISTRATIVE OFFICER II
14	ALCANO, ALMANZUR	ADMINISTRATIVE ASSISTANCE
15	LOYAO, ROWELL	PROJECT DEVELOPMENT OFFICER



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**Reorientation on the DepEd Manual of Style (DMOS) and Workplace
 Grammar for Non-Teaching Personnel**

Activity Matrix

Time	Topic/s	Person In-charge	Topic	Person In-charge
			Class 1	Class 2
Day 1				
8:00-8:15	Registration			
8:15-9:00				
9:00-9:45	Phil. National Anthem	AVP		
	Prayer	AVP		
	Regional Hymn	AVP		
	Sarangani Hymn	AVP		
	Checking of Attendance	Araceli J. Dinopol, SEPS		
	Welcome Message	Ma. Shirley M. Cardinal		
	Statement of Purpose	Atty. Nelyn B. Frinal, CESO VI		
	Message	Ruth L. Estacio, Ph.D., CESO VI		
	Rationale of Activity and House Rules	Madina P. Loguioman, EPS II		
9:45-10:00	Health Break			
10:00-12:00	Re-orientation on DepEd Order No. 30, s. 2019 – DMOS and its Application to DepEd Documents	Ariel C. Lalisán, SP I	Mastering Workplace Grammar and Professional Writing	Grace Leysa, EPS
12:00-1:00	Lunch Break			
1:00-3:00	Re-orientation on DepEd Order No. 31, s. 2019 – DSMVIM and Standardization of the DepEd Brand Identity	Roy J. Detoyato, ITO I	Effective Preparation of Official Correspondence and Government Documents	John Jerson Constantino, EPS
3:00-3:15	Health Break			
3:15-5:00	Workplace Application Project	Rehanee P. Sambuto, SEPS	Professional Workplace Communication and Etiquette in Government Service	Zynafe Caijo, EPS
5:00-5:15	Ways Forward	Host		
	Online Evaluation	Participants		
Day 2				
8:00-8:30	Management of Learning - Attendance - Previous Session Recap - Singing of Makabayan Song - Energizer			
8:30-10:30	Mastering Workplace Grammar and Professional Writing	Grace Leysa, EPS	Re-orientation on DepEd Order No. 30, s. 2019 – DMOS and its Application to DepEd Documents	Ariel C. Lalisán, SP I
10:30-10:45	Health Break			
10:45-12:00	Effective Preparation of Official Correspondence and Government Documents	John Jerson Constantino	Re-orientation on DepEd Order No. 31, s. 2019 – DSMVIM and Standardization of the DepEd Brand Identity	Roy J. Detoyato, ITO I
12:00-1:00	Lunch Break			
1:00-1:45	Continuation session 2		Continuation session 2	
1:45-3:30	Professional Workplace Communication and Etiquette in Government Service	Zynafe Caijo, EPS	Workplace Application Project	Madina P. Loguioman, EPS II
3:30-3:45	Health Break			
3:45-4:00	Post Test			
4:00-5:00	Closing Program			



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