RATIONALE

Office Order No. 00-79-01 states that "it is the policy of the Academy to promote consistency and uniformity in written documents, both external and internal, by adopting standardized formats for correspondences, policy issuances, memoranda, and the like."

POLICY GUIDELINE

This Memorandum-Circular specifies the prescribed forms and formats to be used in official written communications between and among offices and individuals of the Academy.

IMPLEMENTING GUIDELINES

In order to project and promote professionalism in the way internal communications are prepared and handled, the following standard formats shall be used, namely, A) Memorandum and B) Routing Slip—

A. Memorandum. This is the official means of written communication between and among Academy units/officials/staff, which may be directory, advisory or informative in nature. The prescribed formats are shown in the Attachments.

1. All official communications emanating from a particular unit/office should be in a memo format, whether originating from that office or a reply to an incoming communication, and printed in the standard prescribed A4 paper size.

2. An outgoing communication from a particular office prepared and signed by an individual or officer other than the head of office/group, should pass through and/or be endorsed by the Head of Office.

3. If the communication is from a subordinate to a higher official or vice versa within the same unit, the same principle and format shall apply.

4. "FOR" is used if the memo is addressed to a superior officer (Attachment 1), and "TO" if the addressee is a colleague of the same level, a subordinate or a lower-ranking official than the sender of the memo (Attachment 1a).

5. All memoranda should pass through the proper channels of communication, whether downwards (from higher to lower ranking officials/staff) or upwards (from lower to higher ranking official) (Attachment 2);
6. Unless the memo is addressed to a general public (Attachment 3), the addressee's name, as well as the channels of communication, should be spelled out in full, together with their respective designated or position titles.

B. Routing Slip. The Routing Slip shall be used essentially for transmitting communications, and may include short informational remarks or instructions to the addressee/s. (Attachment 4). Each business group may adopt its own design and color of the routing slip in either ¼ or ½ sheet of paper, provided all the information indicated below are included:

1. DAP title and logo
2. Business Group/Center Title
3. Addressee
4. Channel
5. Sender
6. Subject
7. Date
8. Type of referral:
   a. File
   b. Information
   c. Comment
   d. Action
   e. Endorsement
   f. Recommendation
   g. Approval
   h. Signature

9. Remarks

EFFECTIVITY CLAUSE.

This Memorandum-Circular shall take effect immediately upon approval and all previous issuances inconsistent with the provisions of this Memo-Circular shall be considered rescinded. Likewise, this Memo-Circular shall remain in force unless superseded by an appropriate issuance.

ANTONIO D. KALAW, JR.
President
Attachment 1

Memo Format: Superior Officer Addressee

Development Academy of the Philippines

MEMORANDUM

FOR : ADDRESSEE’S NAME (all caps, bold)
Designation/Position title (Title case, regular)

FROM : Sender Designation/Position (Title case, regular)

SUBJECT : TOPIC TITLE (all caps, bold)

DATE : DD/MM/YYYY

(Depending on the content of the memo, the sender-writer has the option to present the memo in numbered form or with topic headers.)

FULL NAME OF SENDER (all caps, bold)
Attachment 1a

Memo Format: Same-level or Subordinate Addressee

Development Academy of the Philippines

MEMORANDUM

TO : ADDRESSEE'S NAME (all caps, bold)
Designation/Position title (Title case, regular)

FROM : Sender Designation/Position (Title case, regular)

SUBJECT : TOPIC TITLE (all caps, bold)

DATE : DD/MM/YYYY

(Depending on the content of the memo, the sender-writer has the option to present the memo in numbered form or with topic headers.)

FULL NAME OF SENDER (all caps, bold)
Attachment 2

Memo Format: With Channel of Communication

Development Academy of the Philippines

MEMORANDUM

TO (or FOR) : FULL NAME OF ADDRESSEE (all caps, bold)
Designation/Position title (Title case, regular)

THRU : FULL NAME OF OFFICER/S concerned (all caps, bold)
Designation/Position title (Title case, regular)

FULL NAME OF OFFICER/S concerned (all caps, bold)
Designation/Position title (Title case, regular)

FROM : Sender Designation/Position (Title case, regular)

SUBJECT : TOPIC TITLE (all caps, bold)

DATE : DD/MM/YYYY

(Depending on the content of the memo, the sender-writer has the option to present the memo in numbered form or with topic headers.)

FULL NAME OF SENDER (all caps, bold)
Attachment 3

Memo Format: General Addressee

Development Academy of the Philippines

MEMORANDUM

FOR (or TO) : SPECIFIC GROUP ADDRESSEE (all caps, bold)
FROM : Sender Designation/Position (Title case, regular)
SUBJECT : TOPIC TITLE (all caps, bold)
DATE : DD/MM/YYYY

(Depending on the content of the memo, the sender-writer has the option to present the memo in numbered form or with topic headers.)

FULL NAME OF SENDER (all caps, bold)