



<b>Memo-Circular</b>	<b>OFFICIAL INTERNAL COMMUNICATIONS</b>	Date: 08 February 2007
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### **RATIONALE**

Office Order No. OO-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);

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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 1/4 or 1/2 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

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(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

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(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)**

**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

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(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

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(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)**



OFFICE OF THE PRESIDENT  
Routing Slip

NORMAL  IMPORTANT  RUSH  URGENT

Date \_\_\_\_\_

FOR/TO: \_\_\_\_\_

THRU: \_\_\_\_\_

SUBJ: \_\_\_\_\_

- For file
- For information
- For comment
- For action
- For endorsement
- For recommendation
- For approval
- For signature

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FROM: \_\_\_\_\_

**Format: Routing Slip**

Sample 1 – ¼ sheet (please see opposite side)

**Format: Routing Slip**

Sample 2 – ½ sheet  
(please see sample below)



OFFICE OF THE PRESIDENT  
Routing Slip

NORMAL  IMPORTANT  RUSH  URGENT

Date \_\_\_\_\_

FOR/TO: \_\_\_\_\_

THRU: \_\_\_\_\_

SUBJ: \_\_\_\_\_

- For file
- For info
- For comment
- For action
- For endorsement
- For recommendation
- For approval
- For signature

FROM: \_\_\_\_\_

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