



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**OFFICE OF THE SECRETARY**  
Manila

097.13 DPWH  
07.14.2014

JUL 14 2014

DEPARTMENT ORDER )  
NO. **77** )  
Series of 2014 )

**SUBJECT: Standard Formats and Guidelines  
for Policy Issuances and  
Correspondences**

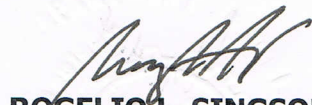
The DPWH's means of interaction with internal and external stakeholders is through written communication. The Department issues policies and procedures, assignment of personnel and other directives through Department Orders, Special Orders, Department Memorandum Circulars, and Memorandum, while externally, it communicates through business letters.

In order to standardize the style and format of the DPWH written communications, the attached Standard Formats and Guidelines for Policy Issuances and Correspondences, is hereby issued for implementation.

The Originating Office shall prepare the policy issuance or correspondence according to the Standard Formats and Guidelines for Policy Issuances and Correspondences for the signature of the appropriate approving official. The Head of the Originating Office shall ensure the completeness of supporting documents prior to the review of the Policies and Procedures Task Force.

The Policies and Procedures Task Force shall initially review the policy issuance and correspondence to ensure conformity of style and format, and compliance to the Policies and Procedures Guidelines prior to the review of the Management Committee (Mancom) and the signature of the Secretary or any member of the Executive Committee.

This Order shall take effect immediately and shall supersede Department Order No. 68, Series of 1988, Assignment of Code Numbers to Communications/Documents for Reference and Identification of their Origin in the Department.

  
**ROGELIO L. SINGSON**  
Secretary

Department of Public Works and Highways  
Office of the Secretary



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Encl: Standard Formats and Guidelines for Policy Issuances and Correspondences

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**STANDARD FORMATS AND GUIDELINES  
FOR POLICY ISSUANCES AND CORRESPONDENCES**

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## 1.0 Purpose

The Standard Formats and Guidelines for Policy Issuances and Correspondences provides a standard structure in formatting written communications for executive signature, ensuring consistency throughout the Department. Policy issuances, memoranda, and letters shall be prepared with the prescribed format and style in order to reduce the inconsistencies in review and approval process, keep the document organized, and make the reader focus on the content instead of the appearance.

Although it is important that the information is clear, coherent and targeted to meet the needs of the audience, a well-constructed and formatted document is equally critical in shaping the reader's impression of the organization. The uniformity of style and format of all policy issuances and correspondences strengthen the Department's image of consistency and unity, and convey a sense of professionalism and confidence to the internal and external stakeholders.

## 2.0 Scope

This document provides style and format in the preparation of policy issuances and correspondences that shall be acted upon in the Department. It includes established and authorized documents for use within the DPWH, such as:

- 2.1 Policy Issuances
  - 2.1.1 **Department Order (DO)**
  - 2.1.2 **Special Order (SO)**
  - 2.1.3 **Department Memorandum Circular (DMC)**
- 2.2 Correspondences
  - 2.2.1 **Memorandum**
  - 2.2.2 **Letter**

## 3.0 General Guidelines

- 3.1 **General Preparation Guidance.** All policy issuances and correspondences must be clear, concise and logically composed. They must be arranged in a manner that helps the user locate information quickly.
- 3.2 **Use of Letterhead Stationery.** All official documents shall use the approved letterhead stationery on the first page. Preprinted or computer-generated letterhead is acceptable. Please refer to Annex A, Official Letterhead Stationery.
- 3.3 **Identifying Document Origin.** Any policy issuance, memorandum and letter prepared/acted upon in the Department shall contain the office code and author of the document to identify its origin. The Office Code Numbers assigned for the use of the Office of the Secretary, Services, Bureaus, Regional Offices and Project Management Offices (PMOs) is enclosed with this document as Annex B, Office Code Number.

- 3.4 **Use of Abbreviations and Acronyms.** Acronyms shall be spelled-out in parentheses the first time it is used. Use established or well-known abbreviations and acronyms if the recipient is familiar with their meaning.
- 3.5 **Text and Paragraph Spacing.** Paragraphs are single spaced with a double space to separate different paragraphs. Use full block format for paragraphs with no indention even for bullets and number list. Do not hyphenate a word between paragraphs. All text should be justified or aligned to the left and right margins.
- 3.6 **Identifying Second and Latter Pages.** Starting on the 2<sup>nd</sup> page, the subject matter shall be written at the header section and aligned to the right. Only the first letter is capitalized, except prepositions.
- 3.7 **Pagination.** The pagination shall follow the format: Page 2 of 4, and so on. The page numbering shall start on the 2<sup>nd</sup> page. Do not put number on a single-page or the first page of a multi-page document. The page number shall be placed at the header section below the subject matter and aligned to the right.
- 3.8 **Date Line.** The date shall follow the format: month day year. The date line shall be placed two (2) line spaces below the letterhead or two (2) inches from the top of the page, and two (2) line spaces above the next header segment. For Date Stamps, the same line spacing should be observed.
- 3.9 **Subject Line.** The subject shall be brief and concise and very specific to the topic or purpose of the document.
- 3.9.1. The subject matter is written two (2) spaces after the colon and shall be in bold. Only the first letter of words should be capitalized. If the entry is longer than one (1) line, align the succeeding line under the first word of the subject.
- 3.9.2. When replying to a memorandum or a letter, repeat the subject of the incoming document in the subject line, unless a change is essential for clarity.
- 3.10 **Signature Block.** A signature block must have at least two (2) lines of text preceding the signature in a multi-page document. Do not begin a paragraph at the bottom of a page unless there is enough space for at least two (2) lines of text on that page and at least two (2) lines of text are carried over to the next page. However, if the last paragraph has only one (1) line, it may be placed on the continuing page with the signature block.
- 3.10.1 Black or blue ink shall be used to sign the document.
- 3.10.2 An initial is required if the one responsible for the memorandum is an employee/personnel who ranks lower than the signatory.
- 3.11 **Enclosures.** Enclosures shall be used for lengthy descriptions/explanations that cannot be avoided. Keep the issuance, memorandum or letter short, down to one page whenever possible. An enclosure may include guidelines, manuals, publications, graphs, tables, images, figures, etc.

- 3.11.1 Number and attach all enclosures in the same order they are mentioned in the body of the document.
- 3.11.2 Identify each enclosure at the left margin on the same line as the signature block.

### 3.12 **Typeface** (Font Style, Size and Color)

- 3.12.1 *Font Style.* Tahoma font style shall be used all throughout the document.
- 3.12.2 *Font Size.* 11-point shall be used for the entire document except for the End Notations, and the Header and Footer entries which shall use 9-point size.
- 3.12.3 *Font Color.* Black text shall be used all throughout the main document.
- 3.12.4 *Typeface.* Use boldface text for headings and main topics, underline or italic type for emphasis on a specific or important fact. Do not use for the entire document.

### 3.13 **Page Layout** (Size, Margins, and Header and Footer)

- 3.13.1 *Paper Size.* The paper size will be the 8.27 x 11.69 inches or A4 size. Use letterhead stationery on the first page and plain white for succeeding pages.
- 3.13.2 *Margins.* The margins shall be 1-inch on top, bottom, right and left sides for each page.
- 3.13.3 *Header and Footer.* Use 0.5 inch for the header and footer.

## 4.0 **Specific Guidelines**

### 4.1 **Preparing Policy Issuances** (Department Order, Special Order)

A Policy Issuance shall consist of the following parts: (1) Date Line / Date Stamp, (2) Heading (Issuance and Subject Line), (3) Body of Issuance, (4) Closing (Signature Block and Notation/s).

- 4.1.1 **Date Line / Date Stamp.** Do not put date on documents the Secretary will sign. The date will be stamped once the signature has been affixed.
- 4.1.2 **Heading.** The heading block shall start two (2) line spaces after the date line. A detailed guide in formatting the heading is enclosed as Annex C, Heading Format of Policy Issuance.
  - a. The issuance name and number, and the word 'SUBJECT' shall be in bold and all capital letters. The subject title shall be in bold letters and shall be distributed evenly between the assigned spaces; the first letter of the words therein is in capital letters, except prepositions.
  - b. There should be two (2) line spaces between the issuance name and the next two (2) lines. The four (4) lines of text shall be enclosed by a closing parenthesis.
  - c. The current year shall be affixed following the word 'Series of'.

- 4.1.3 **Body.** A brief background shall be included to provide an explanation that will facilitate a better understanding of the purpose of the policy issuance.

End the issuance with this sentence: This Order shall take effect immediately and shall supersede (*name the superseded issuance or list them if there are more than one superseded issuances*).

- 4.1.4 **Closing.** The elements of the closing shall include the signature block and notations list.

- a. **Signature Block.** The signature block shall include the name of the person who have authority to sign for/or the head of an office, the position or designation, and office that send the document.

- The signature block shall start three (3) line spaces below the last sentence of the body of document.
- The name and title/s of the signatory shall be in bold and capital letters (except 'h' in **Ph. D.**) The title, if there is any, shall be written after the name.
- The position or designation shall be written below the signatory with only the first letter in capital.

- b. **End Notations.** The end notations shall be written two (2) spaces after the colon. It follows the signature block by two (2) lines spaces and every notation shall be separated by a single line space. If the end notations have more than one item, list them horizontally instead of vertically to maximize space and to avoid using another page.

The end notations shall include, as necessary, and be arranged as follows:

- **Encl:** Meaning enclosure. Type the name/description and date of the enclosed document, as necessary, e.g.

Encl: Memorandum from the Secretary dated November 4, 2013

- **cc:** Meaning copy furnished. Type here the title and name, followed by office of person/s to be given a copy of the document. If recipients of a copy (cc:) are external to the DPWH, their address shall be included. The name of recipient/s of a copy shall be in capital letters but not bold, e.g.

cc: Undersecretary RAUL C. ASIS, Technical Services

- **Document Origin:** Type here the office code, and the initials of the author and the person who instructed to prepare the document.

**Example:** A policy issuance prepared by the Director of Financial Management Service (FMS) upon the instruction of the Undersecretary for Support Services should be coded as follows:

4.4 AOR/JAP

Where 4.4 is the office code of the FMS, AOR is the initial of the Director of FMS, and JAP is the initial of the Undersecretary for Support Services.

#### 4.2 **Preparing Memoranda** (Department Memorandum Circular and Memorandum)

The Memorandum shall consist of the following parts: (1) Date Line / Date Stamp, (2) Heading (Memorandum Line, Addressee Line and Name, and Subject Line, (3) Body of Memo, (4) Closing (Signature Block and Notation/s).

4.2.1 **Date Line / Date Stamp.** Do not put date on documents the Secretary will sign. The date will be stamped once the signature has been affixed.

4.2.2 **Heading.** The heading shall include the memorandum line, address line and name, and subject line. It shall start two (2) line spaces after the date line. A detailed guide in formatting the heading of Department Memorandum Circular is enclosed as Annex C, Heading Format of Policy Issuance.

a. *Memorandum Line.* The word 'MEMORANDUM' shall be in bold and all capital letters.

b. *Addressee Line.* Addressee line shall be in bold and all capital letters. It follows the Memorandum Line by one (1) line space. Below are variations to use in the Addressee line:

- **FOR** shall be used for a memorandum to be sent to an official in rank higher than or equal to the signatory.
- **TO** shall be used for a memorandum to be sent to an official/employee/s in rank lower than the signatory.
- **FOR/TO** shall be used for a memorandum to be sent to officials and employees with different ranks (higher and lower ranks). Do not add **ALL** after FOR/TO.
- **THRU** shall be used for a memorandum to be sent to officials and employees to let them be aware.
- **ATTENTION** shall be used to direct the letter to a particular person in an organization.

c. *Addressee Name.* Addressee name shall be written two (2) spaces after the colon and shall be in bold and all capital letters. The title/position of the addressee shall also be in bold font but follows several rules:



- The title should be spelled out but only the first letter is in capital form.
- If there is only one addressee, the name of office shall be typed in full below the name but not bold.
- If there are multiple addressees, the abbreviated name of offices for each addressee shall be typed after the name.
- If the addressee/s are positions only, the word 'This Department' shall be written on the next line and not in boldface.

4.2.3 **Subject Line.** The word 'SUBJECT' shall be in bold and all in capital letters. It shall be two (2) line spaces between the address line and body of the document.

4.2.4 **Body.** The body of the document should be short, clear and must focus on the main point. Some items can be enumerated or use other graphical devices such as bullet list, headings, columns and other methods that make information easy to scan and comprehend.

4.2.5 **Closing.** *Please refer complete details under Preparing Policy Issuances, Closing section.*

4.3 **Preparing Letters.** Use the business letter to correspond with agencies, businesses or individuals outside the DPWH.

A Letter shall consists of the following parts: (1) Date Line / Date Stamp, (2) Inside Address, (3) Salutation Line, (4) Subject Line, if necessary, (5) Body of Letter, (6) Closing.

4.3.1 **Date Line / Date Stamp.** Do not put date on documents the Secretary will sign. The date will be stamped once the signature has been affixed.

4.3.2 **Inside Address.** The inside address shall be placed two (2) line spaces after the date line. The first line in the address line is in bold and all capital letters, except the courtesy title.

- a. If the letter is directed to an individual, include the following:
  - Addressee's courtesy title (Mr., Mrs., Ms.) and full name
  - Business title (Vice President, Accounting and Finance), if appropriate
  - Business name
  - Street address, and
  - City, zip code on the last line
- b. If the letter is directed to a business, include the following:
  - Business name
  - Full street address, and
  - City, zip code on the last line
- c. If the letter is directed to an elected official, include the following:
  - Addressee's courtesy title 'The Honorable'

- Official title (Senator, Congressman/woman, Chairperson) followed by the full name
- The use of "Honorable" should be for elected officials and members of the judiciary only.

4.3.3 **Salutation Line.** Capitalize the first letter of the first word of the salutation as well as the first letter of the addressee's courtesy title and surname followed by a colon, e.g. Dear Mr. (or Ms., Mrs., Miss, Congressman/woman, Senator) dela Cruz:

- a. If addressed to a business in general, but directed to the attention of a particular person or department, use a collective salutation such as "Ladies and Gentlemen" or "Sir / Madam"

4.3.4 **Subject Line.** The subject line is optional. This however, provides an overview of what the letter is about.

4.3.5 **Body.** The body of the letter contains the "meat" or the message the sender would like to convey.

4.3.6 **Complimentary Close.** Use "Very truly yours" followed by a comma for the complimentary close of a business letter two (2) line spaces after the last sentence of the last paragraph. *Please refer complete details under Preparing Policy Issuance, Closing section.*

## 5.0 Annexes

- 5.1 Annex A, Official Letterhead Stationery
- 5.2 Annex B, Office Code Numbers
- 5.3 Annex C, Heading Format of Policy Issuance
- 5.4 Annex D, Sample Documents

## OFFICIAL LETTERHEAD STATIONERY

### I. Purpose

The DPWH letterhead stationery is available for official documents only. This is to ensure that the use of official stationery is limited to individuals and offices affiliated to the Department. DPWH letterhead may not be used for personal correspondences.

### II. Guidelines

1. **Logo.** The letterhead stationery shall bear a 1-inch diameter of the DPWH logo. Position the logo one (1) inch from the left and ½ inch from the top edge of the paper. All other logos or illustrations shall not be incorporated on the stationery.
2. **Color.** The letterhead stationery is produced with black ink only, except for the DPWH logo. No other color shall be used on the stationery.
3. **Printing.** Printed letterhead may be produced by letterpress or offset printing on a plain white paper. Computer-generated letterhead is subject to the same standards as printed letterhead in that it may not differ in design or content from the official printed letterhead.
4. **Paper Size.** The standard paper size for official letterhead stationery is 8.27 x 11.69 or A4 size.
5. **Typeface.** Tahoma font style, 11 font size shall be used in all text.
6. **Text Format.** Text are centered horizontally across the page starting at ½ inch from the top edge of the paper. For Office of the Secretary, the text starts at one (1) line space below the top margin.
  - i. 1<sup>st</sup> line. "Republic of the Philippines"
  - ii. 2<sup>nd</sup> line. "**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**", bold and all capital letters.
  - iii. 3<sup>rd</sup> line. Head of office, e.g. "**OFFICE OF THE SECRETARY**", bold and all capital letters.
  - iv. 4<sup>th</sup> line. Name of office, e.g. "National Capital Region". In the case of Office of the Secretary, it shall be the address line, "Manila".
  - v. 5<sup>th</sup> line. Address line of region or district engineering office, whichever applies.

### III. Sample

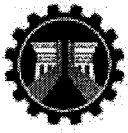
1. Central Office
2. Regional Office
3. District Engineering Office

## Letterhead Stationery of the Central Office

1" from left edge

1/2" from top edge

1 line space to start the text



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE SECRETARY**  
Manila

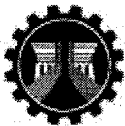
- 1" size logo is placed 1" from the top and 1/2" from the left edge of the paper.

- Use Tahoma font style, size 11.
  - Center the lines of text horizontally across the page.
- The 2<sup>nd</sup> and 3<sup>rd</sup> line of text are bold and all capital letters.

## Letterhead Stationery of the Regional Office

1" from left edge

1/2" from top edge



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE REGIONAL DIRECTOR**  
National Capital Region  
2nd Street, Port Area, Manila


- 1" size logo is placed 1" from the top and 1/2" from the left edge of the paper.

- Use Tahoma font style, size 11.
  - Center the lines of text horizontally across the page.
- The 2nd and 3rd line of text are bold and all capital letters.

## Letterhead Stationery of the District Engineering Office

1" from left edge

1/2" from top edge



Republic of the Philippines  
**DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS**  
**OFFICE OF THE DISTRICT ENGINEER**  
Metro Manila 1<sup>st</sup> District Engineering Office  
West Bank Road, Manggahan Floodway, Rosario, Pasig City

- 1" logo size is placed 1 inch from the top and 0.5 inch from the left edge of the paper.

- Use Tahoma font style, size 11.
  - Center the lines of text horizontally across the page.
- The 2nd and 3rd line of text are bold and all capital letters.

## OFFICE CODE NUMBERS

The origin of any document prepared and acted upon in the Department shall be properly identified using the office code numbering. The use of office code numbers eliminates misplacement and/or loss of documents, and facilitates location and retrieval of documents.

### Executive Level

- 1.0 Office of the Secretary
  - 1.1. Office of the Management Committee Secretariat
- 2.1 Undersecretary for Technical Services
- 2.2 Undersecretary for Support Services
- 2.3 Undersecretary for Regional Operations
- 2.4 Undersecretary for Unified Project Management Offices Operations
- 3.1 Assistant Secretary for Planning and Private-Public Partnership Service
- 3.2 Assistant Secretary for Technical Services
- 3.3 Assistant Secretary for Support Services
- 3.4 Assistant Secretary for Luzon Operations
- 3.5 Assistant Secretary for Visayas and Mindanao Operations
- 3.6 Assistant Secretary for Unified Project Management Offices Operations

### Services

- 4.1 Planning Service
  - 4.1.1 Development Planning Division
  - 4.1.2 Project Preparation Division
  - 4.1.3 Programming Division
  - 4.1.4 Environmental and Social Safeguards Division
  - 4.1.5 Statistics Division
- 4.2 Public-Private Partnership Service
  - 4.2.1 Project Development Division
  - 4.2.2 Project Implementation supervision Division
  - 4.2.3 Project Operation and Maintenance Management Division
- 4.3 Human Resource and Administrative Service
  - 4.3.1 Human Resource Management Division
  - 4.3.2 Capacity Development Division
  - 4.3.3 Cash Division
  - 4.3.4 Records Management Division
  - 4.3.5 Supply and Property Management Division
  - 4.3.6 Facilities Maintenance Division
- 4.4 Financial Management Service
  - 4.4.1 Budget Division
  - 4.4.2 Accounting Division
  - 4.4.3 Management Division

- 4.5 Information Management Service
  - 4.5.1 Business Innovation Division
  - 4.5.2 Technology Support Division
  - 4.5.3 Application Support Division
  - 4.5.4 User Support Division
- 4.6 Legal Service
  - 4.6.1 Internal Affairs Division
  - 4.6.2 Legislative affairs and Research Division
  - 4.6.3 Right-of-Way Acquisition and Enforcement Division
  - 4.6.4 Contract Letting and Litigation Division
- 4.7 Procurement Service
  - 4.7.1 Civil Works Division
  - 4.7.2 Consultancy Services Division
  - 4.7.3 Goods and Services Division
- 4.8 Internal Audit Service
  - 4.8.1 Financial Operations Audit Division
  - 4.8.2 Technical Operations Audit Division
- 4.9 Stakeholders Relations Service
  - 4.9.1 Stakeholders Affairs Division
  - 4.9.2 Public Information Division

#### Bureaus

- 5.1 Bureau of Design
  - 5.1.1 Surveys and Investigation Division
  - 5.1.2 Water Projects Division
  - 5.1.3 Highways Division
  - 5.1.4 Bridges Division
  - 5.1.5 Buildings Division
  - 5.1.6 Design Management Division
- 5.2 Bureau of Construction
  - 5.2.1 Pre-Construction Division
  - 5.2.2 Claims Review Division
  - 5.2.3 Construction Support Services Division
  - 5.2.4 Project Monitoring Division
- 5.3 Bureau of Maintenance
  - 5.3.1 Road Condition Monitoring and Evaluation Division
  - 5.3.2 Policies and Standards Division
  - 5.3.3 National Building Services Division
  - 5.3.4 Safety and Disaster Management Coordination Division
- 5.4 Bureau of Quality and Safety
  - 5.4.1 Quality Systems Analysis Division
  - 5.4.2 Quality Compliance Division
  - 5.4.3 Road Safety Program Division



- 5.5 Bureau of Research and Standards
  - 5.5.1 Research and Development Division
  - 5.5.2 Standards Development Division
  - 5.5.3 Materials Testing Division
  - 5.5.4 Technical Services Division
  - 5.5.5 Traffic Engineering Division
- 5.6 Bureau of Equipment
  - 5.6.1 Equipment Planning Division
  - 5.6.2 Equipment Operation and Maintenance Division
  - 5.6.3 Floating Equipment Division

#### Regional Offices

- 6.1 National Capital Region
- 6.2 Cordillera Autonomous Region
- 6.3 Region I
- 6.4 Region II
- 6.5 Region III
- 6.6 Region IV-A
- 6.7 Region IV-B
- 6.8 Region V
- 6.9 Region VI
- 6.10 Region VII
- 6.11 Region VIII
- 6.12 Region IX
- 6.13 Region X
- 6.14 Region XI
- 6.15 Region XII
- 6.16 Region XIII

#### Unified Project Management Offices

- 7.1 Roads Management Cluster 1 (Bilateral)
  - 7.1.1 Road Upgrading and Preservation Project (RUPP) / Philippine Japan Highway Loan (PJHL)
  - 7.1.2 Urban Road Projects Office (URPO)
  - 7.1.3 Rural Road Network Development Project (RRNDP)
- 7.2 Roads Management Cluster 2 (Multilateral)
  - 7.2.1 Asian Development Bank (ADB)
  - 7.2.2 National Roads Improvement and Management Program (NRIMP)
  - 7.2.3 Millennium Challenge Corporation (MCC)
  - 7.2.4 Korean Economic Development Cooperation Fund (KEDCF)
  - 7.2.5 Saudi Fund Development (SFD)
- 7.3 Bridges Management Cluster
  - 7.3.1 Foreign Assisted Bridge Program (FABP)
  - 7.3.2 Special Bridge Project (SPB)

- 7.4 Flood Control Management Cluster
  - 7.4.1 Kalookan-Malabon-Navotas-Valenzuela (KAMANAVA)
  - 7.4.2 Major Flood Control Development Project I (MFCDP – I)
  - 7.4.3 Major Flood Control Development Project II (MFCDP – II) (to include Laoag and Agno)
  - 7.4.4 Cotabato-Agusan River Basin Development Project (CARBDP)
  - 7.4.5 Mount Pinatubo Emergency (MPE)
  - 7.4.6 Flood Control and SABO Engineering Center (FCSEC)
- 7.5 Buildings and Special Projects Management Cluster
  - 7.5.1 Special Buildings (SB)
  - 7.5.2 Comprehensive Agrarian Reform Program (CARP) / Rural Water Supply (RWS)

**HEADING FORMAT OF POLICY ISSUANCE**

(Department Order, Special Order and Department Memorandum Circular)

The heading block of Department Order, Special Order and Department Memorandum Circular contains the issuance name, reference number, year of establishment, and the subject line, as applicable. Example is shown below.

**DEPARTMENT ORDER** ) **SUBJECT: Standard Formats for Policy**  
 ) **Issuances and Correspondences**  
 )  
**NO.** \_\_\_\_\_ )  
**Series of 2014**

The following instructions aim to simplify the steps in preparing the heading block.

1. Insert a Table, four (4) columns and five (5) rows. The row height automatically adjust to fit the prescribed font style Tahoma, size 11. Except for Department Memorandum Circulars which would need two (2) columns.
2. Set the cell margins (left and right sides) at 0.06".
3. Resize the column width, as seen on the table.
4. Fill out the cells accordingly.
5. On the 4<sup>th</sup> column, merge rows 1 and 2 or as needed to distribute evenly the subject title. Add rows as needed to fit the subject title.
6. Add an underline on the cell containing the word "NO."; 16 for DO, 11 for SO and 13 for DMC.
7. Remove the cell border lines.

1.8"	.3"	1.3"	3.0"
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<b>DEPARTMENT ORDER</b> )	<b>SUBJECT:</b>	<b>Standard Formats for Policy</b>
)		<b>Issuances and Correspondences</b>
)		
<b>NO.</b> _____ )		
<b>Series of &lt;year&gt;</b>		

1.4"	.3"	1.7"	3.0"
------	-----	------	------

<b>SPECIAL ORDER</b> )	<b>SUBJECT:</b>	<b>Standard Formats for Policy</b>
)		<b>Issuances and Correspondences</b>
)		
<b>NO.</b> _____ )		
<b>Series of &lt;year&gt;</b>		

2.5"	.3"
------	-----

<b>DEPARTMENT MEMORANDUM</b> )
)
)
<b>CIRCULAR NO.</b> _____ )
<b>Series of &lt;year&gt;</b>

## SAMPLE DOCUMENTS

## Department Order

2" from top

For DATE STAMP

2 line spaces

2 line spaces

3 line spaces

2 line spaces

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1" margin right

Do not put date on documents the Secretary will sign. The date will be stamped once the signature has been affixed.

**DEPARTMENT ORDER** )  
**SUBJECT: Policy Issuance Guidelines** )  
**NO.** \_\_\_\_\_ )  
**Series of 2011** )

To improve DPWH issuances, the following policies are hereby prescribed:

1. Department Orders shall, as far as possible, address changes to internal procedures in reference to laws, executive orders, administrative orders, and/ or to update existing Department Orders;
2. Department Orders shall be subject to comprehensive Review and Impact Analysis prior to issuance;
3. Issuance procedures for Department Orders, Special Orders and Department Memorandum Circulars are fully described in the attached DPWH Policy Issuance Guidelines, Volume 1 of the Policies and Procedures Manual;
4. The Records Management Division (RMD) of the Administrative and Manpower Management Service (AMMS) shall be responsible for hardcopy filing, disseminating, and posting of issuances in the intranet and internet; and,
5. Heads of Services, Bureaus, Regional Offices, and PMOs and District Offices shall be responsible for the distribution/dissemination of issuances to their respective units.

This Order shall take effect immediately.

**ROGELIO L. SINGSON**  
 Secretary

4.3 FNS

## Department Memorandum Circular (DMC)

2" from top	
2 line spaces	March 19, 2013
2 line spaces	<b>DEPARTMENT MEMORANDUM</b>
2 line spaces	<b>CIRCULAR NO.</b>
2 line spaces	<b>Series of 2013</b>
	2 spaces
	<b>FOR/TO : UNDERSECRETARIES</b>
	<b>ASSISTANT SECRETARIES</b>
	<b>REGIONAL DIRECTORS</b>
	<b>BUREAU DIRECTORS</b>
	<b>SERVICE DIRECTORS</b>
	<b>HEADS OF PMOs</b>
	<b>DISTRICT ENGINEERS</b>
	<b>HEADS OF ATTACHED AGENCIES</b>
	<b>OTHERS CONCERNED</b>
2 line spaces	This Department
	For information and guidance, attached is a copy of Department of Budget and Management (DBM) <b>NATIONAL BUDGET CIRCULAR NO. 546 DATED 17 January 2013</b> , signed by Secretary Florencio B. Abad, Malacañang, Manila, with the subject: <b>"RULES AND REGULATIONS ON THE GRANT OF REPRESENTATION AND TRANSPORTATION ALLOWANCES"</b> .
	A copy of the said National Budget Circular may also be downloaded from the DPWH website: <b><a href="http://dpwhweb">http://dpwhweb</a></b> . If an office does not have access to the website, a hard copy may be obtained from the Records Management Division (RMS), Administrative Management and Manpower Service (AMMS), upon request.
3 line spaces	For dissemination to all concerned.
2 line spaces	<b>JAIME A. PACANAN, Ph.D., CESO I</b>
1 line space	Undersecretary for Support Services
	Enc. National Budget Circular No. 546 dated January 17, 2013
	4.1 RMB

- If the addressee/s are positions only, the word 'This Department' shall be written on the next line and not in boldface.

## Use of Memorandum To

2" from top	
2 line spaces	March 5, 2012
1 line space	<b>MEMORANDUM</b> 2 spaces
2 line spaces	<b>TO :</b> REGIONAL DIRECTORS PROJECT MANAGEMENT OFFICE DIRECTORS DISTRICT ENGINEERS This Department
2 line spaces	<b>SUBJECT : Completeness and Accuracy of Project Monitoring Report</b>
1 line space	In the review of the Project Monitoring Reports submitted by the different Implementing Offices as posted in the DPWH Website for the month of February 2012, it has been observed that some data are missing or not indicated, i.e. start and completion dates of projects (planned/actual), contract cost, name of contractor, etc.
1 line space	To ensure completeness and accuracy of information of the Project Status Report posted in the DPWH website pursuant to D.O. No. 11 s 2012 (Update, Maintenance and Quality Assurance of the DPWH Website) you are hereby directed to review your reports, as posted and provide the lacking data/information immediately to BOC-PMG.]
3 line spaces	For compliance.
2 line spaces	<b>RAUL C. ASIS</b> Undersecretary for Technical Services
1 line space	cc: Undersecretary RAFAEL C. YABUT, Regional Operations Undersecretary ROMEO S. MOMO, PMO Operations
	S.I MIP/WRO

- 'TO' shall be used for a memorandum to be sent to an official/employee in rank lower than the signatory.
- If the addressee's are positions only, the word 'This Department' shall be written on the next line and not boldface.

- End Notations shall be typed two (2) spaces below the signature block and shall be separated by a single line space.
- Document Origin: Office Code, initials of the author / person who instructed to prepare the document.

## Use of Memorandum For

2" from top

February 16, 2012

### MEMORANDUM

**FOR : ALL REGIONAL DIRECTORS**  
This Department

- If the subject title is longer than one (1) line, align the succeeding line under the first word of the subject.

**ATTENTION : REGIONAL ADMINISTRATIVE OFFICERS**

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**SUBJECT : Submission of Summary of Performance Ratings (M.O.R.E. / PADE) of all Regional and District Officials and Employees for (C Y - 2011)**

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For the purpose of updating the Personnel Information System (PIS) Database, all Regional and District offices are required to submit to the Personnel Division, AMMS, the Summary of Performance Ratings of all Officials and employees for the two rating periods, from January-June and July-December, 2011, using the attached prescribed format, on or before February 22, 2012.

For strict compliance.

**ROY L. MANAO, CESO IV**  
Assistant Secretary for Support Services

cc: Undersecretary JAIME A. PACANAN, PhD, CESO I, Support Services

4.3 RLM/JAP

## Memorandum Request (with approval and noted parts)

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November 26, 2012

**MEMORANDUM**

**FOR** : **Secretary ROGELIO L. SINGSON**

**SUBJECT** : **Advance Procurement of Consultancy Services for Baler-Casiguran Road Improvement (BCRI)**

The Economic Development Cooperation Fund (EDCF) Mission conducted the appraisal of the above-cited project on 12-16 November 2012 and culminated with the signing of the Minutes of Discussion (MOD) between the Government of the Philippines and EDCF Appraisal Mission of Eximbank of Korea on 16 November 2012.

As agreed upon in Paragraph 41 of the said MOD, the Project Executing Agency (PEA) may conduct advance procurement activities on Consultancy Services before signing the loan agreement and in Paragraph 40, the PEA can adopt either Quality Cost-Based Selection (QCBS) System or the Quality Based Selection (QBS) system for the selection of consultants.

We wish to inform the Secretary that we would like to proceed now with the advance procurement of consultancy services in pursuant to the above-mentioned provisions of the MOD.

Further, this in line with the desire of the Secretary to fast track the implementation of civil works projects, if possible, in 2013. Hence, approval to proceed with the advance procurement is hereby requested.

For consideration.

**JOSE C. ONG, CESO IV**  
Project Director, BMC-UPMO

**RECOMMENDING APPROVAL:**

**RAFAEL C. YABUT**  
Undersecretary for PMO Operations

**APPROVED:**

**ROGELIO L. SINGSON**  
Secretary

- Paragraphs are single spaced with a double space to separate different paragraphs.
- Use full block format.
- Justify or align the text evenly between the margins.



## Letter

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May 11, 2012

**Mr. JOSEPH N. ANGELES**  
Project Manager  
International Builders, Inc.  
Room 1806 Rosel Plaza-Ortigas Building  
San Miguel Ave., Ortigas Center, 1605  
Pasig City, Philippines

Dear Mr. Angeles:

Please be reminded of your obligation to submit a monthly status report on the 5<sup>th</sup> of the month. To date, we have not received a status report for the month of April 2012. This, as well as continued delays in submission of an acceptable Inception Report, does not warrant good performance.

Six (6) of the 12 months have now lapsed and your Firm indicated it could complete in eight (8) months. This would imply a 50% slippage. In accordance with Department policy, you are hereby notified that you have 15 days to officially submit a complying Inception Report which includes a "catch up" plan to ensure complete quality deliverable in accordance to the contract.

Very truly yours,

**B. ELIZABETH E. YAP, Ph.D., CESO IV**  
Director III, MIS  
ICD Component Manager for NRIMP-2

cc: Assistant Secretary MA. CATALINA E. CABRAL, Planning and PPP  
4.6 SPO/BEEY

## Multipage document (Aide Memoire)

2" from top	January 31, 2012
2 line spaces	<b>AIDE MEMOIRE</b>
1 line space	2 spaces
2 line spaces	<b>FOR</b> : Undersecretary RAUL C. ASIS Chairman, Institutional Capacity Development Steering Committee (ICD-SC)
2 line spaces	<b>SUBJECT</b> : Submission of Draft Special Orders as Output of the Task Force to Review the Policies and Procedures Management Manual
	<p>The Chairman and the Vice Chair of the Task Force to Review the Policies and Procedures Management Manual presented on 10 January 2012 (Tuesday) to the ICD-SC the analysis of the existing Special Orders (SOs) of the Department.</p> <p>Below are the findings presented to the ICD-SC:</p> <ul style="list-style-type: none"><li>• The same members of committees, task force, and TWGs are in almost all the other issuances;</li><li>• Being a member of several committees, task force, and TWGs may not be effective because of overlapping functions or tasks and confusing meeting schedules and working sessions;</li><li>• There are issuances which may no longer be in effect because there is no clear direction or instruction when a committee will cease to exist;</li><li>• Most SOs do not require official submission of completed task;</li><li>• SOs are not end-dated. If we want to end date an issuance, there must be a way to determine whether the outcome/expected output were submitted and accepted by management;</li><li>• The outcome/output of a Committee/TWG is not always evident;</li><li>• There is no monitoring or designated office to track if required tasks/outputs are done;</li><li>• For tasks such as formulating criteria or creating policies/guidelines, there is no way if those are approved for implementation and are still applicable to a similar task later on;</li><li>• There are unclear issuances, i.e.; SO 22 s 2005, Special Committee to Conduct an Investigation;</li><li>• Creation of additional SO to supplement other SOs, i.e.; SO 131 s 2010, Membership of the PMO-TEAM to the Steering Committee and TWG under S.O. Nos. 71, 71-A, 69, 140, 104, 44 and 114.</li></ul> <p>The Task Force presented the following conclusions:</p> <ul style="list-style-type: none"><li>• The tasks assigned to the Committees and TWGs may actually be a function of an organic Office. So, why are issuances created when there are organic Offices that can handle the assignment/s?</li></ul>
1" margin left	1" margin right

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Submission of Draft Special Orders as Output of the Task Force to Review the Policies and Procedures  
Management Manual  
Page 2 of 2

- The pagination shall follow the format: Page 2 of 4, and so on. The page numbering shall start at the 2nd page and the page thereafter.
- Starting on the 2nd page and the page thereafter, the subject matter shall be written at the header section and aligned to the right.
- Header and Footer entries which shall use 9-point size.

present organizational structure perform not only their required regular functions additional related special task/s as well? Management may consider this. es creation of issuances, particularly referring to the last two (2) observations tion of the two (2) sample SOs), did not undergo consultation or review before

Force recommended the following:

ze all existing Special Orders from 20 February 2005 (as posted in the internet) according to subject assignment or function of the Committee in order ate obsolete issuances.

ctions stipulated in the existing SO if an organic office is already mandated to m these. Special assignments can be handled best by the organic Office with the ated functions and which have clear accountability for the outcome. In cases where tasks can be accomplished through coordination across different DPWH offices, a Memorandum could be used to direct other offices to be involved as required/needed by the lead office. This would further promote the DPWH Value of Teamwork.

The Task Force was instructed to prioritize the preparation of the DOs for the following categories:

1. Strategic Planning and Performance Governance System
2. Integrity Development Committee
3. Gender and Development
4. Road Right-of-Way
5. Social Functions
6. Construction/Contract Management
7. Civil Society Organization
8. Complaints Validation and Investigation Committee

We are submitting the proposed Department Orders for the first four categories.

**B. ELIZABETH E. YAP, Ph.D., CESO IV**

Director III, MIS

Vice Chair, Task Force to Review the Policies and Procedures Management Manual

Encl: (1) D.O. for Strategic Planning and Performance Governance System  
(2) D.O. for Integrity Development Committee  
(3) D.O. for Gender and Development  
(4) D.O. for Road Right-of-Way

cc: Director FAUSTINO N. STA. MARIA, Jr., IAS

4.6 BEEY

- Number and attach all enclosures in the same order they are mentioned in the body of the document.
- Identify each enclosure at the left margin on the same line as the signature block.