



MEMORANDUM

TO : See Distribution

FROM : TACDS

SUBJECT : **Reiteration on the Guidelines for the Standard Preparation of Communications**

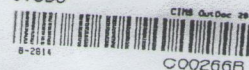
DATE : **APR 01 2014**

1. References:

- a. Memorandum from TCDS dated October 3, 2014 with subject: Guidelines in the Use of Command Memorandum Circular (CMC) and the PNP Memorandum Circular (PNPMC);
- b. Memorandum from TCDS dated August 16, 2012 with subject: Revised Guidelines for the Standard Preparation of Communications;
- c. Memorandum from TCDS dated February 16, 2011, with subject: Distribution in the Communication by Offices/Units in the PNP;
- d. Memorandum from TACDS dated November 5, 2010, with subject: Reiteration on the Policy on Delayed Communications/Memoranda and Complete Staff Work (CSW);
- e. Memorandum from TACDS dated March 20, 2009 with same subject as above;
- f. Memorandum from TACDS dated December 2, 2008, with subject: Standard Guidelines in the Preparation of Communications;
- g. Memorandum from TACDS dated October 10, 2008, with subject: Formats for Letters and Other Formal Communications;
- h. Memorandum from TACDS dated September 30, 2008, with subject: Chief, PNP's Orders;
- i. Memorandum from TACDS dated June 18, 2008, with subject: Attachment of Reference(s) in the Communications Addressed to the Command Group;
- j. Memorandum from TACDS dated November 26, 2007, with subject: Policy on the Submission of Report(s) to Chief, PNP and Members of the Command Group;
- k. Memorandum from TACDS dated April 23, 2007, with subject: Complete Staff Work (CSW) and Communication Protocol on All Memoranda/Reports Reaching the OCPNP; and
- l. VI of CPNP to expedite communications during the Command Conference on January 8, 2014.

2. In this regard, this Office reiterates the guidelines in the preparation of standard communications for PNP offices/units to follow. Again, the following are the common defects in communications prepared by different PNP offices/units:

- a. Wrong format of the addressee portion, especially on letters for the President, SILG or Chairman, NAPOLCOM, and other government officials;
- b. Incomplete staff work;
- c. Redundancy in communication distribution;
- d. Use of wrong stationery/letterhead;
- e. Wrong address of the addressee;
- f. Inappropriate complimentary endings;
- g. Lack of appropriate tabs for enclosures/attachments;



- h. Wrong spacing;
- i. Typographical and grammatical errors;
- j. Wrong font and font size;
- k. Dirty printing;
- l. Protruding staple wires; and
- m. Use of sliding folder.

3. In this regard, all PNP offices/units are once again reminded to follow the guidelines in the standard preparation of communications to minimize if not totally eliminate the aforementioned common defects and expedite communications.

4. The proper letter formats and other formal communications addressed to the President, Cabinet Secretaries, Members of the Senate and House of Representatives, SILG, NAPOLCOM, and other government agencies/institutions (**Annex "A"**) and sample letter format (**Annex "B"**) are hereto attached for your reference and guide in the preparation of letters for signature of the Chief, PNP.

5. For all letters to be signed by the CPNP, the date should not be printed. The Office of the CPNP shall stamp the date upon signature of the CPNP. The correct stationery/letterhead should be used. Likewise, the following spacing should be followed:

Between last line of letterhead and addressee portion	- 4 spaces
Between addressee portion and salutation	- 2 spaces
Between salutation and first sentence	- 2 spaces
Between paragraphs	- 2 spaces
Between last sentence and complimentary ending	- 2 spaces
Between complimentary ending and signatory portion	- 5 spaces

6. The following complimentary endings should be used:

For letters addressed to the President - **Very respectfully yours,**

For all others - **Very truly yours,**

7. The signatory portion for communications intended for signature of the Chief, PNP; TDCA; TDCO; and TCDS should be printed as follows:

ALAN LA MADRID PURISIMA

Police Director General

Chief, PNP

FELIPE LOZADA ROJAS, JR.

Police Deputy Director General

The Deputy Chief PNP for Administration

LEONARDO ARIAS ESPINA

Police Deputy Director General

The Deputy Chief PNP for Operations

MARCELO POYAOAN GARBO, JR.

Police Director

The Acting Chief of Directorial Staff

8. For purposes of uniformity, **ARIAL Font, Size 12 and Arabic Numbers (1, 2, 3)** should be used in all types of communication. Command Memorandum Circular (CMC) Format (**Annex "C"**); PNP Memorandum Circular (PNPMC) (**Annex "D"**); SOP Format (**Annex "E"**); Memorandum Format (**Annex "F"**); and Style Sheet (**Annex "G"**) are attached for your reference and guide in the preparation of communications.

9. Likewise, the following guidelines are prescribed in the preparation of tabs for communications:

- a. Size of Tab: 1/2" by 1/2"
- b. Font of lettering: Arial Black
- c. Size of lettering : 28
Height : 3/8"
Width : 1/4"
- d. Color of lettering: Black

10. Additionally, for purposes of distinction between Command Memorandum Circular (CMC) and PNP Memorandum Circular (PNPMC), the following guidelines shall be observed:

- a. CMC shall be issued when an activity is to be initiated and completed within a specific period. It sets guidelines for tasked offices/units and usually issued as an administrative instruction covering a particular activity. It is temporary in nature and covers a specific duration based on the activity; event; project to be undertaken. It is numbered consecutively by calendar year. The issuing authority is the Command Group, D-Staff and/or NSUs, while the CPNP has the authority to approve the same;
- b. PNPMC shall be issued for purposes of providing policies/guidelines and specific details of certain rules and regulations which are to be observed by PNP personnel. It has a continuing effect unless rescinded or amended. It is numbered consecutively by calendar year. The issuing authority is the Command Group, D-Staff, PROs and/or NSUs, while the CPNP has the authority to approve the same; and
- c. Control numbers for all approved CMCs shall be issued by the Directorate for Operations while control numbers for approved PNPMPs shall be issued by the Directorate for Human Resource and Doctrine Development through the PNP Command Library.

11. To minimize redundancy in communication distribution, the following shall be observed:

- a. DIPOs are part of the D-Staff and should not be treated as a separate staff. It is also the same with NASUs and NOSUs when referring to NSUs while the P-Staff refers to SDS, PIO, and CESPO. On the other hand, WCPC is under the functional supervision of DIDM; AIDSOTF is under the supervision and control of DO while HRAO is under the OCPNP.
- b. Henceforth, hereunder is the standard distribution by offices/units to be followed in the preparation of CMCs, Memorandum, Directives, Memorandum Circular, and other communications:

D-Staff	AIG, IAS
P-Staff	RDs, PROs
Dirs, NSUs	DDs, NCRPO

- c. In case only selected D-Staff, P-Staff, NSUs, and PROs including NCRPO Districts will be given copy of the CMCs, Memoranda, Directive, Memorandum Circular, and other communications, hereunder is the distribution:

TDPRM	D, HSS	RD, PRO4A	DD, QCPD
TDI	D, CSG	C, PIO	

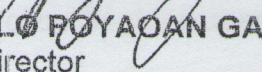
- d. Admin officers of the following offices are responsible for disseminating issued directives and other communications under their functional supervision and control:

OCPNP	- HRAO
DO	- AIDSOTF
DIDM	- WCPC
DO	- NOC

12. ADDITIONAL INSTRUCTIONS:

- a. All outgoing communications from the different offices and units shall be signed by the Commander. **"FOR THE DIRECTOR/COMMANDER," "FOR" AND "BY" IN THE COMMUNICATION ARE NOT ALLOWED. "Sign for"** in the name of the Commander will only be allowed in very exceptional cases during the Commander's authorized absence where communication needs to reach the attention of the CPNP and the members of the Command Group at the soonest possible time. The Deputy of the D-Staff; The Deputy for Administration in the case of NSUs; and The Deputy Regional Director for Administration in the case of PROs are the only authorized PCOs to **"sign"** on behalf of their Commander;
- b. **Chiefs of Offices/Unit Commanders, especially their respective Division Chiefs shall make sure that all communications coming from their respective offices/units, especially memoranda and letters that are for signature of the CPNP and the Command Group are proofread for grammatical and typographical errors;**
- c. Chiefs of Offices/Unit Commanders, especially their respective Division Chiefs shall see to it that proper margins (left and right/top and bottom) of all communications, particularly in the letters, should be strictly followed for consistency;
- d. **Division Chiefs shall be made to explain for communications that are out of form and substance;**
- e. **All communications/memoranda from subordinate offices/units must be coursed through their Functional Supervisors and other D-Staff concerned, before they are endorsed to the CPNP through the Command Group when appropriate, based on the existing policy on Complete Staff Work (CSW) unless the CPNP has given specific instructions that these communications must be directly submitted to him, in which case, a copy shall be furnished to TDCA, TDCO and TCDS;**
- f. **Communications needing fund support and logistical requirement should pass to the concerned Staff for concurrence as part of the Complete Staff Work;**
- g. **In extreme cases such as rush communications that set a deadline to comply on the same day, the communication shall be addressed to the CPNP through TCDS bypassing TDCA and TDCO but they shall be furnished with a copy for their information;**
- h. All comments/recommendations on a particular communication coming from different offices/units should be properly tabbed and should not be placed on top of the communication so as not to cover the original document from the originating office/unit;
- i. The date of the memorandum bar should remain vacant on all communications/memoranda from the different PNP offices/units for approval or consideration of the CPNP. The date shall only be stamped once TCDS concurs;

- j. All compliances to Handwritten Instructions (HWI) of the Command Group, which do not require their approval, should rather be sent through email, and should bear the date of its submission.
 - k. All communications should be presentable, with clean and clear printing;
 - l. Clean and presentable folders should be provided for thick communications;
 - m. The standard folder to be used by all offices/units in packaging the communications for the annexes and/or enclosures is "File Folder Long or File Folder Short." The use of plastic folder/sliding folder is no longer allowed;
 - n. Multiple enclosures should be properly arranged with appropriate tabs provided and properly identified in the basic communication. As much as possible, the one to be signed by the CPNP should be on top of all the annexes;
 - o. There should be no protruding staple wires or other sharp fastening materials which could cause injury to persons handling them;
 - p. Security classifications should be typed or stamped on the communication and corresponding security classification cover sheet should be provided. Photocopies of cover sheets should not be used; and
 - q. Reports to the President and SILG/Chairman, NAPOLCOM should, as much as possible, be limited to one page only.
13. For strict compliance and widest dissemination.


MARCELO POYADAN GARBO, JR.
Police Director

Distribution:

D-Staff
P-Staff
Dir, NSUs
RDs, PROs
AIG, IAS

Copy Furnished:

CPNP
TDCA
TDCO
TACDS