



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE  
OFFICE OF THE CHIEF, PNP  
Camp BGen Rafael T Crame, Quezon City

local  
6051  
TCDS

JUN 13 2022

**MEMORANDUM CIRCULAR**

NO.: 2022-076

**REVISED GUIDELINES FOR THE STANDARD PREPARATION  
OF COMMUNICATIONS**

**1. REFERENCES:**

- a. PNP Memorandum Circular (MC) No. 2019-026 dated July 10, 2019 entitled, "Institutionalizing Completed Staff Work in the PNP (Revised)";
- b. PNP MC No. 2019-013 dated March 5, 2019 entitled, "Guidelines for the Standard Preparation of Communications";
- c. PNP MC No. 2017-015 dated February 21, 2017 entitled, "Revised Doctrine on PNP Issuances";
- d. Memorandum from TCDS dated March 23, 2022 with subject: Reiteration of the Guidelines for the Standard Preparation of Communications; and
- e. Memorandum from TCDS dated October 3, 2014 with subject: Guidelines in the Use of Command Memorandum Circular (CMC) and PNP MC.

**2. RATIONALE:**

This Memorandum Circular (MC) provides the basic guidelines to be followed by all Philippine National Police (PNP) offices/units in the standard preparation of communications.

**3. SITUATION:**

It has been observed that despite numerous directives on the preparation of communications, many offices/units still commit the following mistakes:

- a. Wrong format of the letterhead, addressee portion, especially on letters for the President, SILG or Chairman, NAPOLCOM, and other government officials;
- b. Usage of wrong format on communications;
- c. Incomplete staff work;
- d. Inappropriate complimentary endings;

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- e. Lack of appropriate tabs for enclosures/attachments;
- f. Wrong spacing and margins;
- g. Typographical and grammatical errors; and
- h. Wrong font and font size;

**4. PURPOSE:**


To provide guidelines as well as timely revisions to the existing customary preparation of communications to harmonize all document lay-outs/templates into a single standard and ensure that all PNP offices/units observe a unified communications format from top level management down to the lowest rank.

**5. DEFINITION OF TERMS:**

For purposes of this MC, the following terms or words and phrases shall mean or be understood as follows:

- a. Command Memorandum Circular (CMC) – 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, or project to be undertaken. It is numbered consecutively by calendar year. The issuing authority is the Command Group, Directorial Staff (D-Staff), Directors of National Support Units (D, NSUs), or Regional Director, Police Regional Offices (RD, PROs) with the Chief, PNP as the approving authority. The control number for CMCs is issued by the Directorate for Operations.
- b. Communications – is a process in writing by which information is exchanged between individuals for expressing ideas effectively.
- c. Complete Staff Work (CSW) – is a staff officer's analysis of a problem, to include consideration of all feasible courses of action and solution presented in a finished form that the head/chief of office/unit can approve or disapprove as a completed action.
- d. Copy Furnished – is a derivative from the term Carbon Copy, meaning to provide an exact copy of the document for the information/acknowledgement/perusal of the target recipients. The list of recipients is enumerated at the bottom left portion of the communication following the Distribution List by order of hierarchy of rank from highest to lowest.
- e. Distribution – when a communication is intended for more than one recipient for action, the FOR/TO (addressee line) is directed as "See Distribution" and the list of recipients (Distribution) is enumerated at the

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bottom left portion of the communication in order of hierarchy of rank from highest to lowest.

- f. Documents – refer to any recorded information regardless of its physical form or characteristics and include, but are not limited to written matter, whether handwritten, printed, or typed; all painted, drawn, or engraved matter; all sound and voice recordings; all printed photographs and exposed or printed film, still or moving; and all reproductions of the foregoing for whatever purpose.
- g. Memorandum Circular (MC) – 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; RD, PROs; or D, NSUs, with the Chief, PNP as the approving authority. The control number for MCs is issued by the Directorate for Human Resource and Doctrine Development through the PNP Command Library.
- h. Priority Communications – are communications that set a deadline for immediate action to be complied within 72 hours upon receipt/issuance and/or upon expressed instructions from the Command Group, the Secretary of the Interior and Local Government (SILG), or the President.
- i. Regular Communications – are communications that do not fall under the parameters of Rush/Priority. These communications are not marked/tabbed and shall be processed on first come, first served basis.
- j. Rush Communications – are communications that set a deadline for immediate action to be complied within 24 hours upon receipt/issuance and/or upon expressed instructions from the Command Group, the SILG, or the President.
- k. Security Classification/Classified Matter – refers to information and material in any form or any nature, the safeguarding of which is necessary in the interest of national security and which is classified for such purpose by the responsible classifying authority falling in the herein below categories. These are document classifications shown as markings on the top center page (header) and bottom center page (footer) of a document together with a completely color-coded page cover to determine the recipient of the communication. The color coding of security classifications is as follows:
  - 1) TOP SECRET (Green);
  - 2) SECRET (Red);
  - 3) CONFIDENTIAL (Blue); and

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4) RESTRICTED (Black).

- I. Standard Operating Procedures (SOPs)/Staff Directives – are established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations to be observed by PNP personnel exclusive to an office/unit. The issuing authority is the D-Staff, PROs, or NSUs, with the Head of Office/Unit as the approving authority. The control number for SOPs is issued by the issuing Office/Unit copy furnished the Chief, PNP through the Command Group and the PNP Command Library.

6. **GUIDELINES:**

a. **General Guidelines:**

- 1) For purposes of uniformity, except in cases of legal documents, all memoranda shall be printed in **white A4 sized bond paper (80 grams per square meter [GSM])** and letters shall be printed in **ivory colored A4 sized laid paper (90 GSM)**;
- 2) All PNP communications shall utilize **ARIAL Font, Size 12 and Arabic Numbers (1, 2, 3)** in the body of the text as standard. Likewise, the proper margins (left, right, top and bottom) of all communications should be **1” measured from the sides/edges of the paper**;
- 3) CMC Format (**Annex “A”**); PNP MC (**Annex “B”**); SOP Format (**Annex “C”**); Memorandum Format (**Annex “D1 and D2”**); and Style Sheet (**Annex “E”**) are attached for reference and guide in the preparation of communications;
- 4) The usage of additional titles preceding and/or following the official names of signatories such as but are not limited to ATTY/LLB, DR/MD, Ph.D., PESE, CESO, CESE, CSEE, MPSA, MNSA, and other similar name extensions **not included** in the registered name of the personnel in the Philippine Statistics Authority is no longer permitted;
- 5) In writing names of persons with qualifier, a comma shall be used between the surname and the qualifier. Likewise, there should be no period in middle initials and abbreviations of rank, qualifier, and names of PNP offices/units;
- 6) There shall only be two ways of printing the names of PNP personnel as signatories:
  - a) Three lines:

**<NAME>**  
Police General  
Chief, PNP

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- b) Two lines:  
1) In correspondence:

**PGEN <NAME>**  
Chief, PNP

- 2) In memorandum

**<NAME>**  
Police General

- 7) Concurring lines for the PNP Command Group shall be 1.5 inches long, as shown:

FOR : CPNP

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

TDCO \_\_\_\_\_

TCDS \_\_\_\_\_

- 8) The following guidelines are prescribed in the preparation of tabs:

a) Size of Tab : 1/2" by 1/2"

b) Font and color of lettering : Arial Black

c) Size of lettering : 28

d) Location : Right side edge of the paper

- 9) The following guidelines are prescribed in the preparation of tabs for the rush communications:

a) Size of Tab : 2 1/2" by 1"

b) Font and color of lettering : Arial Black in Red Background

c) Size of lettering : 27

d) Location : Top leftmost edge of the paper

- 10) The following guidelines are prescribed in the preparation of tabs for the priority communications:

a) Size of Tab : 2 1/2" by 1"

b) Font and color of lettering : Arial Black in Blue Background

c) Size of lettering : 27

d) Location : Top leftmost edge of the paper

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- 11) Only communications that fall under the parameters of either **rush** and/or **priority** shall be marked accordingly. Communications that are intentionally mislabeled shall be returned without action;
- 12) To minimize redundancy in communication distribution, the following shall be observed:
- a) Commander, Area Police Commands (Cmdr, APCs) are separated from the D-Staff when being enumerated while NASUs and NOSUs are part of NSUs and should not be treated as separate;
  - b) The WCPC is under the functional supervision of DIDM, while PPDC and PTCFOR are under the OCPNP;
  - c) Henceforth, hereunder is the standard distribution by offices/units to be followed in the preparation of MCs, CMCs, Memorandum Directives, and other communications:
 

Command Group	D-Staff	RD, PROs
IG, IAS	P-Staff	DDs, NCRPO
Cmdr, APCs	D, NSUs	SPA to the SILG
  - d) In case only selected D-Staff, P-Staff, NSUs, and PROs including NCRPO Districts will be given the copy of the MCs, CMCs, Memorandum Directives, and other communications, hereunder is the sample distribution:
 


TDPRM	D, HSS	RD, PRO4A	DD, QCPD
TDI	D, CSG	C, PIO	
  - e) Administrative officers of the PNP offices/units are responsible for disseminating issued directives and other communications under their functional supervision and control.

13) All outgoing communications from the different offices/units shall be signed by the Head of Office/Unit Commander. In case of authorized absence, the Deputy/Assistant Chief shall be automatically designated as Officer-In-Charge and shall sign the documents. Hence, no Head of Office/Unit Commander shall be permitted to undertake leave of absence (foreign/local) in any capacity (official/personal) at the same time with his Deputy/Assistant Chief except upon expressed instructions of the Chief, PNP;

14) The previous practice of using the command line in communications such as, **“FOR THE DIRECTOR/COMMANDER,” “FOR,” “BY,”** and **“SIGN FOR”** in communications is no longer be permitted.

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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 Head of Office/Unit Commander for all communications intended for the PNP Command Group and D-Staff (**Annex “F”**);

- 15) For communications prepared by Staff Officers of the D-Staff, P-Staff, PROs, and NSUs which are intended for compliance/dissemination/information of their respective personnel and/or lower offices/units, the Head/Chief of the concerned Office Staff (Chief, ARMD; Chief, OMD; etc.) may sign the said communication copy furnished their respective Command Groups (**Annex “G”**);
- 16) Staff Officers/Division Chiefs of D-Staff/P-Staff/PROs/NSUs are not authorized to sign/send official communication directly to the Command Group/Directors of D-Staff, except in his/her capacity as Head Secretariat of recognized PNP Committees and/or correspondences of personal nature unrelated to the police service (**Annex “H”**);
- 17) The Head of Office/Unit Commander, especially their respective Division Chiefs shall make sure that all communications coming from their respective offices/units, specifically memoranda and letters that are for signature of the Chief, PNP and/or members of the Command Group, are proofread for grammatical and typographical errors;
- 18) All communications from subordinate offices/units must be coursed through their supervising Functional Directorate and other D-Staff concerned, before they are endorsed to the Chief, PNP through the Command Group as appropriate, based on the existing policy on CSW unless the Chief, PNP has given specific instructions that these communications must be directly submitted to him, in which case, a copy shall be furnished to the members of the Command Group;
- 19) Communications needing fund support and logistical requirement should always pass-through DC and/or DL for concurrence as part of the CSW. Similarly, requests for issuance of awards should pass-through DPRM for concurrence;
- 20) Communications that are intended for a particular person or division for appropriate action should specify the person/s or division concerned using “Attn” (Attention) below the addressee. Otherwise, communications that are coursed through a certain person or division to provide information, the person/s or division concerned should be specified below the addressee using “THRU”;
- 21) ISO Certification logo, tag line (e.g. Service with Smile) or the like, should be placed at the bottom center of the page. Tag lines shall

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be written in Arial font size 10 while the size of the ISO Certification logo shall be 2.0cm H x 3.5cm L.

- 22) 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;
- 23) The date portion on all communications from the different PNP offices/units should be **printed** and **not stamped**. However, the dates on communications for signature of the Chief, PNP and the members of the Command Group shall be stamped upon their signing of the documents;
- 24) All compliances to Handwritten Instructions/Routing Slip from the Chief, PNP through TCDS/SDS, which do not require the approval of the Chief, PNP should be addressed in memorandum form for the CPNP (Attn: AdmO) copy furnished TCDS (**ANNEX "I"**);
- 25) All communications should be presentable, with clean and clear printing. Clean and presentable folders should be provided for thick communications. There should be no protruding staple wires or other sharp fastening materials which could cause injury to persons handling them;
- 26) The standard folder to be used by all offices/units in packaging the communications for the annexes and/or enclosures is "file folder short or file folder long." The use of plastic folder/sliding folder is no longer allowed;
- 27) Multiple enclosures should be properly arranged with appropriate tabs and properly identified in the basic communication. As much as possible, the one to be signed by the Chief, PNP and members of the Command Group should be on top of all the annexes and properly marked with "For signature" or "Please sign here" tabs/stickers;
- 28) In enumerating references, all communications with five references or less must have a space in between references, while communications with more than five references shall have no space in between. Likewise, the principle of "latest first, oldest last" should be observed following the herein hierarchy of references:
  - a) Philippine Constitution;
  - b) Laws;
  - c) Presidential Orders/Issuances;
  - d) Constitutional Commission Orders/Issuances (COA, COMELEC, CSC);

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- e) Department Orders/Issuances
  - f) NAPOLCOM Issuances;
  - g) PNP Issuances
    - (1) Manuals;
    - (2) Memorandum Circulars;
    - (3) Command Memorandum Circulars;
    - (4) Directives; and
    - (5) Other memoranda;
  - h) Other references (references under the same category wherein the date is unidentified, should be arranged alphabetically)
- 29) In opening memoranda, the following guides shall be used:
- a) Higher Office/Unit to Lower Office/Unit: TO;
  - b) Lower Office/Unit for Higher Office/Unit: FOR; and
  - c) Between co-equal offices/units: FOR.
- 30) In closing memoranda, the following guides shall be used:
- a) Higher Office/Unit to Lower Office/Unit: For guidance, compliance, information, dissemination, appropriate action, attention, etc.
  - b) Lower Office/Unit for Higher Office/Unit: For information, preferential attention, favorable action, consideration, request for guidance, approval, perusal, etc.
- 31) When using footers in citing references, the footers should be in Arial Font, size 9 while the reference number of footers appears in superscript at the end of the clause or sentence it refers to. It is placed after any punctuation except a dash;
- 32) For communications coming from offices/units going to the Chief, PNP and/or higher offices/units through their respective functional Supervisors/Chairmen of Committees/TWGs such as but not limited to TDCA, TDCO, TCDS, and/or the functional Directorates – be reminded that ONLY communications relative to their functions in their respective committees/boards/TWGs shall be entertained. The practice of by-passing other offices/units concerned and/or the process flow of communication via CSW in the PNP by riding on the authority of their high-ranking supervisors is strictly prohibited. CSW shall be strictly observed in all ranks of the PNP organization. All

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intentionally misleading communications shall be returned without action.

- 33) Security classifications for Classified Matter, per policy of the Directorate for Intelligence, should be typed or stamped on the communication following its respective color schemes on the header and footer of the document pages accompanied by the corresponding security classification cover sheet. Photocopies of cover sheets and/or faded cover sheets should not be used. Communications with photocopied, faded, and/or miscolored cover sheets shall be returned without action.
  - 34) The posting of Classified Matter to social media sites/internet sites is **strictly prohibited**. Documents for dissemination must first be declassified, sanitized, cleared for publication, and converted into a "civilianized format" and/or press release/media lines format.
  - 35) Reports for the President and the SILG/Chairman, NAPOLCOM should, as much as possible, be limited to one page only.
- b. **Specific Guidelines:**
- 1) For letters to the President, Cabinet Secretaries, Members of the Senate and House of Representatives, NAPOLCOM, and other government agencies/institutions, the Chief, PNP shall be the signatory unless otherwise delegated.
  - 2) For all letters to be signed by the Chief, PNP, the date should not be printed. The Office of the Chief, PNP shall stamp the date upon signature of the Chief, PNP. The correct stationery/letterhead should be used.
  - 3) The proper format of letters addressed to the President, Cabinet Secretaries, Members of the Senate and House of Representatives, NAPOLCOM, and other government agencies/institutions (**Annex "J"**) and sample letter format (**Annex "K1 and K2"**) are hereto attached for reference and guide in the preparation of letters for signature of the Chief, PNP.
  - 4) The following complimentary endings should be used:
    - a) For letters addressed to the President:

**Very respectfully yours,**
    - b) For all others:

**Very truly yours,**
  - 5) The signatory portion for communications intended for signature of the TCDS, TDCO, TDCA, and Chief, PNP should be printed as follows: *Certified True Copy from the Original*

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- a) **<NAME>**  
Police Lieutenant General  
The Chief of Directorial Staff
  - b) **<NAME>**  
Police Lieutenant General  
The Deputy Chief, PNP for Operations
  - c) **<NAME>**  
Police Lieutenant General  
The Deputy Chief, PNP for Administration
  - d) **<NAME>**  
Police General  
Chief, PNP
- 6) For designated Officer-In-Charge of the Command Group, when drafting communications, the following shall be observed:
- a) When there is an incumbent, while on official travel or on leave, the letterhead of the designated Officer-In-Charge shall be used, with appropriate star flag; and
  - b) When the position is vacant, the letterhead of the office where he/she was designated as an Officer-In-Charge shall be used, with appropriate star flag.

**c. Responsibilities:**

- 1) TCDS
  - a) Designated as Over-all Supervisor;
  - b) Designate SDS as OPR to ensure the full implementation of this MC;
  - c) Check, peruse, and evaluate all communications intended for the PNP Command Group;
  - d) Ensure that all communications must pass through the OTCDS before reaching the Chief, PNP through TDCA and/or TDCO as appropriate; and
  - e) Perform other tasks as directed.
- 2) D-Staff, P-Staff, PROs, NSUs, IAS
  - a) All Heads of Offices/Unit Commanders are directed to disseminate the contents of this MC to all PNP personnel/units under their command and certify that their personnel have completely read and fully understood this MC through the submission of a certification;

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- b) Designate respective Ex-Os/RCDS'/CS'/CDS'/CDDS' and/or its equivalent positions as Action PCO/OPR to ensure full implementation of this MC in their respective offices/units;
- c) Ensure that all communications coming from your respective offices/units have been properly scrutinized/proofread before reaching its intended recipient with CSW; and
- d) Perform other tasks as directed.

**7. REPEALING CLAUSE:**

All existing PNP directives and other issuances which are contrary to and or inconsistent with the provisions of this MC are hereby rescinded or modified accordingly.

**8. EFFECTIVITY:**

This MC, issued pursuant to the Memorandum from the Office of the President dated May 6, 2022 with subject, "Additional Authority for the Officer-In-Charge (OIC) of the Philippine National Police (PNP)," shall take effect after 15 days from filing a copy thereof at the UP Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



*Vicente D Danao, Jr*

**VICENTE D DANA, JR**  
Police Lieutenant General  
Officer-In-Charge, PNP

Distribution:

- Command Group
- IG, IAS
- Cmdr, APCs
- D-Staff
- P-Staff
- RD, PROs
- D, NSUs
- SPA to the SILG

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