

Chapter 12: Revised PNP Guidelines for the Standard Preparation of Communication



MEMORANDUM

08-41

TO : See Distribution
FROM : TCDS
SUBJECT : **Revised Guidelines for the Standard Preparation of Communications**
DATE : AUG 16 2012

1. References:

- a. Memorandum from TCDS dated December 14, 2011 with same subject as above;
- b. Memorandum from TCDS dated March 31, 2011 with same subject as above;
- 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. Memorandum from TCDS dated May 18, 2005, with subject: Submission of Memoranda/Reports.

2. This is to reiterate the guidelines in the standard preparation of communication as reminders to all PNP offices/units. Again, the following are the common defects of communications prepared by the 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;

Page 1 of 5

*The Philippine National Police does not endorse any product, brand or service.
This tutorial is for training purposes only and not for sale.*

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

- e. Wrong address of the addressee
- f. Inappropriate complimentary endings;
- g. Lack of appropriate tabs for the 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 common defects mentioned above.

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 with properly printed ISO marking. For long size stationery/letterhead, ISO marking should be printed at the lower middle portion while for short size stationery/letterhead, the ISO marking should be printed at the lower left portion of the stationery/letterhead. 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

5. The following complimentary endings should be used:

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

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

NICANOR A. BARTOLOME, CSEE
Police Director General
Chief, PNP

ARTURO G. CACDAC, JR., CEO VI
Police Deputy Director General
The Deputy Chief for Administration

EMELITO T. SARMIENTO, PESE
Police Deputy Director General
The Deputy Chief for Operations

ROMMEL DF. HEREDIA
Police Deputy Director General
The Chief of Directorial Staff



References:

8. For purposes of uniformity, **ARIAL Font, Size 12** should be used in all types of communication. Similarly, the usual Roman Numeral Numbers (I, II, III) used in the Letter of Instructions (LOI); Training Directives; Memorandum Circulars; Standard Operating Procedures and other communications shall be replaced by Arabic Numbers (1, 2, 3). LOI Format (**Annex "C"**); SOP Format (**Annex "D"**); and Memorandum Format (**Annex "E"**) are attached for your reference. Likewise, the following guidelines are prescribed in the preparation of tabs for communications:

- a. Color of plastic cover:
 - Administrative D-Staff Members and NSUs - **White**
 - Operational D-Staff Members and NSUs - **Red**
- b. Size of Tab: 1/2" by 1/2"
- c. Font of lettering: Arial Black
- d. Size of lettering : 28
 - Height : 3/8"
 - Width : 1/4"
- e. Color of lettering: Black

9. As agreed upon during a convention among the Command Group, names of Uniformed Personnel shall now be written with appropriate punctuation marks, hence, **PINSP JUAN S. DELA CRUZ, JR.** Similarly, attached is a Style Sheet (**Annex "F"**) that can serve as reference and guide in the preparation of communications.

10. To minimize the 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 OTDCO while HRAO is under the OCPNP.
- b. Henceforth, hereunder is the standard distribution by offices/units to be followed in the preparation of LOI, Memorandum, Directives, 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 LOI, Memoranda, Directive, 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 in the dissemination of issued directives and other communications under their functional supervision and control:

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



11. 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 on very exceptional cases during the Commander's authorized absence where the communication needs to reach the attention of the Chief, PNP 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" in behalf of their Commander;
- b. Chiefs of Offices/Unit Commanders shall make sure that all communications coming from their respective offices/units especially memoranda and letters that are for signature of the CPNP or TCDS are grammatically correct;
- c. Chiefs of Offices/Unit Commanders 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. 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;
- e. **All communications/memoranda from the 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. **On 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 the TDCA and TDCO but who shall be furnished with a copy for their information;**
- g. Communications needing fund support, logistical requirement should pass to the concerned Staff for concurrence as part of the Complete Staff Work;
- h. All comments/recommendation 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 with it;
- j. **All compliances to the Handwritten Instructions (HWI) of the CPNP including TDCA, TDCO and TCDS directives as well as After Activity Reports and other similar reports from the different PNP offices/units which are for information only of the members of the Command Group should be dated before it reaches higher office;**

References:

- k. All communications should be presentable, with clean and clear printing;
 - l. 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;
 - m. There should be no protruding staple wires or other sharp fastening materials which could cause injury to persons handling them;
 - n. All communications should be very well proofread for grammatical and typographical errors;
 - o. Clean and presentable folders should be provided for thick communications;
 - 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 (1) page only.
12. For strict compliance and widest dissemination.


ROMMEL DF. HEREDIA
Police Deputy Director General
8/16

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

Copy furnished:
CPNP
TDCA
TDCO



(Memo sample format)

MEMORANDUM

TO : See Distribution
 FROM : TACDS
 SUBJECT :
 DATE :

1. References:
- a. Civil Service Commission Memorandum Circular No. 10, s. 2006 dated April 17, 2006; and
 - b. Civil Service Commission Resolution No. 060231 dated February 1, 2006.

2. This has reference to the new guidelines and prescribed format on the filing and submission of the Statement of Assets, Liabilities, and Net Worth...

3. It has been recalled that for Calendar Year 2007, all government employees were required to submit their SALN & DBIFC using BASELINE Declaration (BD)...

4. For CY 2014, the statement shall be the employee's SALN & DBIFC using the Annual Declaration Form (Incl "A"). However, PNP personnel...

5. The SALN & DBIFC shall be accomplished in triplicate, of which two (2) copies must be submitted to your respective C, RPHRDDs...

6. Additionally, please be guided by the following rules, guidelines, and procedures for the filing of Statement of Assets, Liabilities, and Net Worth and Disclosure of Business Interests and Financial Connections (SALN & DBIFC):

- a. Filing and Submission of SALN & DBIFC:
 - 1) All PNP personnel shall file under oath their SALN & DBIFCs with their respective Chief or Head of the Personnel/Administrative Office, as follows:
 - a) Within 30 days after assumption of office, statements of which must be reckoned as of his/her first day of service;
 - b) On or before April 30 of every year thereafter, statements of which must be reckoned at of the end of the preceding year; and
 - c) Within 30 days after separation from the service, statements of which must be reckoned as of his/her last day of service.

2) PNP personnel are strictly required to fill in all applicable information and/or make a true and detailed statement in the SALN & DBIFC.

b. Duties of the Personnel/Administrative Officer:

1) Upon receiving...

2) The personnel/Administrative Officer shall submit...

a) List of Personnel who have filed their SALN & DBIFC with complete data:

← 1 1/2" → a.1)
a.2)
a.3)

b) List of Personnel who have filed their SALN & DBIFC but with incomplete data; and

c) List of personnel who have not filed their SALN & DBIFC.

7. For strict compliance, guidance, and widest dissemination.

MARCELO POYAOAN GARBO, JR.
Police Director

Distribution:

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

Command Group

CPNP
TDCA
TDCO
SPA to SILG

"Serbisyong Makatotohanan."

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgcu.edu



CPNP Letterhead
(CMC Sample Format)

**COMMAND MEMORANDUM CIRCULAR
NO.:**

SUBJECT : *(Subject of the CMC)*

TO : See Distribution

DATE : *(no date)*

1. REFERENCE/S:

- a.
- b.

2. PURPOSE:

This Command Memorandum Circular (CMC) provides the guidelines and procedures to be undertaken by concerned D-Staff, Offices, and Units...

3. SITUATION:

4. MISSION:

5. EXECUTION:

- a. Concept of Operations:

To highlight the promotion of successful applicants...

- 1) All PCO and PNCO promote...
- 2) The Police Regional Offices...

- b. Tasks:

1) DPRM

- a) Act as overall OPR in the implementation of this CMC;
- b) Issue appropriate orders to effect the promotion...
- c) Direct all PCOs and PNCOs assigned with the...; and
- d) Perform other tasks as directed.

2) DL

- a) Provide necessary logistical support for the smooth implementation of this CMC; and
- b) Perform other tasks as directed.

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgcu.edu

3) DC

- a) Provide necessary fund support in the implementation of the activity; and
- b) Perform other tasks as directed.

4) DPCR

- a) Provide an emcee during the ceremony;
(Note: In case there's a sub-paragraph under paragraph a, the format should be as follows)

← 1 1/2"

- a.1)
- a.2)
- a.3)

- b) Prepare the speech of the Chief, PNP;

- b.1) *(Note: In case there's a sub-paragraph under paragraph b.1, the format should be as follows)*

← 1 1/8"

- b.1.a)
- b.1.b)
- b.1.c)

- b.2)

- c) Provide necessary pictorial and video coverage during the Reception Ceremony for general information dissemination;
- d) Coordinate with the media to cover the ceremony; and
- e) Perform other tasks as directed.

c. Coordinating Instructions:

- 1) Chiefs of Offices/Units are directed to submit a report to this Headquarters (Attn: DPRM) on the conduct of the pinning of ranks on February 2, 2014;
- 2) Chiefs of Offices/Units are hereby directed to strictly observe and implement this Directive; and
- 3) Lateral coordination is encouraged to ensure this project's success.

6. EFFECTIVITY:

This CMC shall take effect immediately.

ALAN LA MADRID PURISIMA
 Police Director General
 Chief, PNP

Distribution:

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

"Serbisyong Makatotohanan."

References:

Microsoft Office Word Help
 "Word 2007 Tutorial" from www.fgcu.edu

Letter Addressed to PBSA III:

(4 spaces after the letterhead)
H.E. BENIGNO S. AQUINO III (Bold)
President of the Republic of the Philippines
Malacañan Palace
Manila

Excellency: (Bold) (1st space) (2nd Space)
(Starts the Body of the Letter....) (1st space) (2nd Space)

(From the last line of the last paragraph)

Very respectfully yours, (1st space) (2nd space)
(5 spaces after the closing)

(1st space)
(2nd space)
(3rd space)
(4th space)
(5th space)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to PBSA III thru SILG:

(4 spaces after the letterhead)
H.E. BENIGNO S. AQUINO III (Bold)
President of the Republic of the Philippines
Malacañan Palace
Manila
(1st space)

Thru: The Honorable (Bold)
MAR ROXAS (Bold)
Secretary of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Excellency: (Bold) (1st space) (2nd Space)
(Starts the Body of the Letter....) (1st space) (2nd Space)

(From the last line of the last paragraph)

Very respectfully yours, (1st space) (2nd space)
(5 spaces after the closing)

(1st space)
(2nd space)
(3rd space)
(4th space)
(5th space)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to SILG:

(4 spaces after the letterhead)
The Honorable (Bold)
MAR ROXAS (Bold)
Secretary of the Interior and Local Government
DILG–NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear Secretary Roxas: (Bold) *(1st space)*
(2nd Space)
(Starts the Body of the Letter....) *(1st space)*
(2nd Space)

(From the last line of the last paragraph)

(1st space)
(2nd space)
(3rd space)
(4th space)
(5th space)
Very truly yours, *(1st space)*
(2nd space)
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to Chairman, NAPOLCOM:

(4 spaces after the letterhead)
The Honorable (Bold)
MAR ROXAS (Bold)
Secretary of the Interior and Local Government/
Chairman, National Police Commission
371 Sen. Gil J. Puyat Avenue
Makati City
(1st space)

Attn: Commissioner EDUARDO U. ESCUETA (Bold)
Vice Chairman and Executive Officer
National Police Commission

Dear Chairman Roxas: (Bold) *(1st space)*
(2nd Space)
(Starts the Body of the Letter....) *(1st space)*
(2nd Space)

(From the last line of the last paragraph)

(1st space)
(2nd space)
(3rd space)
(4th space)
(5th space)
Very truly yours, *(1st space)*
(2nd space)
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to the Senate President:

(4 spaces after the letterhead)

The Honorable (Bold)

FRANKLIN M. DRILON (Bold)

Senate President

Senate of the Philippines

Room 606 6th Floor, GSIS Building, Financial Center

Roxas Boulevard, Pasay City

Dear Senate President Drilon: (Bold)

(Starts the Body of the Letter....)

Very truly yours,

(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)

Police Director General

Chief, PNP

Letter Addressed to a Senator:

(4 spaces after the letterhead)

The Honorable (Bold)

SENATOR RALPH G. RECTO (Bold)

Senate of the Philippines

Room 508 5th Floor, GSIS Building, Financial Center

Roxas Boulevard, Pasay City

Dear Senator Recto: (Bold)

(Starts the Body of the Letter....)

Very truly yours,

(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)

Police Director General

Chief, PNP

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu

Letter Addressed to the House Speaker:

(4 spaces after the letterhead)

The Honorable (Bold)
FELICIANO R. BELMONTE, JR. (Bold)
Speaker of the House
Room S-106, House of Representatives
Quezon City

Dear Speaker Belmonte: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to a Congressman:

(4 spaces after the letterhead)

The Honorable (Bold)
LEOPOLDO N. BATAOIL (Bold)
Representative, 2nd District of Pangasinan
Room N-507, House of Representatives
Quezon City

Dear Representative Bataoil: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

References:

Letter Addressed to a Foreign Dignitary:

(4 spaces after the letterhead)

His Excellency (Bold)
AMBASSADOR ASIF AHMAD (Bold)
British Embassy of the United Kingdom
120 Upper McKinley Road, McKinley Hill
Fort Bonifacio, Taguig City

Dear Ambassador Ahmad: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to Department Secretary:

(4 spaces after the letterhead)

The Honorable (Bold)
JOSEPH EMILIO A. ABAYA (Bold)
Secretary of Transportation and Communication
16th Floor, The Columbia Tower
Ortigas Avenue, Barangay Wack-Wack
Mandaluyong City

Dear Secretary Abaya: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgcu.edu

Letter Addressed to other Office:

(4 spaces after the letterhead)

The Honorable (Bold)
FRANCIS N. TOLENTINO (Bold)
Chairman, Metropolitan Manila Development Authority
MMDA Building, EDSA corner Orense Street
Guadalupe, Makati City

Dear Chairman Tolentino: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to Undersecretary:

(4 spaces after the letterhead)

The Honorable (Bold)
ATTY. RAFAEL ANTONIO M. SANTOS (Bold)
Undersecretary for Public Safety
Department of the Interior and Local Government
DILG–NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear USEC Santos: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

References:

Letter Addressed to the Cardinal (Church Official):

(4 spaces after the letterhead)

His Excellency (Bold)
MOST REV. LUIS ANTONIO G. TAGLE, D.D. (Bold)
Archbishop of Manila
Residencia del Arzobispo
121 Arzobispo Street, Intramuros 1002
Manila

Your Excellency: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

Letter Addressed to a Commissioner:

(4 spaces after the letterhead)

The Honorable (Bold)
Commissioner EDUARDO U. ESCUETA (Bold)
Vice Chairman and Executive Officer
National Police Commission
371 Sen. Gil J. Puyat Avenue
Makati City

Dear Commissioner Escueta: (Bold)

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgcu.edu

Letter Addressed to Assistant Secretary:

(4 spaces after the letterhead)

The Honorable
ATTY. MA. PERPETUA B. UNICO *(Bold)*
Assistant Secretary for Legal Matters and Affairs
Department of the Interior and Local Government
DILG–NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear ASEC Unico: *(Bold)*

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA *(Bold)*
Police Director General
Chief, PNP

Letter Addressed to an AFP Officer:

(4 spaces after the letterhead)

GEN. EMMANUEL T. BAUTISTA
Chief of Staff, Armed Forces of the Philippines
General Headquarters
Camp General Emilio Aguinaldo
Quezon City

Dear Gen. Bautista: *(Bold)*

(Starts the Body of the Letter....)

Very truly yours,
(5 spaces after the closing)

ALAN LA MADRID PURISIMA *(Bold)*
Police Director General
Chief, PNP

References:

Letter Addressed to Former President of the Philippines:

(4 spaces after the letterhead)

His Excellency (Bold)

FIDEL V. RAMOS (Bold)

Former President of the Republic of the Philippines

RPDEV Main Office

26th Floor, Exportbank Plaza

Corner Sen. Gil Puyat and Chino Roces Avenues

Makati City

Dear President Ramos: (Bold)

(Starts the Body of the Letter....)

Very truly yours,

(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)

Police Director General

Chief, PNP

Letter Addressed to any important person:

(4 spaces after the letterhead)

CRISTINO L. NAGUIAT, JR. (Bold)

Chairman and Chief Executive Officer

Philippine Amusement and Gaming Corporation

1330 Roxas Boulevard

Ermita, Metro Manila

Dear Mr. Naguiat: (Bold)

(Starts the Body of the Letter....)

Very truly yours,

(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)

Police Director General

Chief, PNP

Note: Please refer to the websites of other government & private offices in the INTERNET if there are changes in addresses, phone numbers and persons to be contacted.

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu



CPNP Letterhead
(SOP Sample Format)

**Standard Operating Procedure
Number _____**

(Title of SOP)

- 1/4"
 - 1/2"
 - 3/4"
 - 1"
 - 1 1/4"
- 1. REFERENCES:**
- a. Republic Act Number;
 - b. Presidential Decree 1445; and
 - c. PNP Standard Operating Procedure ...
- 2. BACKGROUND:**
- a. Petroleum, Oil and Lubricant (POL)
 - b. In previous years,
 - 1) The bulk price
 - 2) Procuring units
 - 3) GSS charge five percent (5%)
 - 4) Inconvenience in the withdrawal - c. In this regard, it is deemed necessary to devise
- 3. PURPOSE:**
- This Standard Operating Procedure (SOP) shall prescribe the system in the management and utilization of
- 4. SCOPE of APPLICATION:**
- 5. DEFINITION OF TERMS:**
- a. Depository Service Station – Any gasoline
 - b. Fleet Card – A fleet card is
 - 1"
 - 1) Operator Card (Positional Card) – The operator;
 - 2) Admin Card – The Admin
 - 3) Operational Card – The operational
 - 4) Vehicle Card – The vehicle

(Note: In case there's a sub-paragraph under paragraph 4), the format should be as follows)

 - 1 1/4"
 - a)
 - b)
 - c)

6. POLICIES:

7. PROCEDURES:

8. RESPONSIBILITIES:

a. DL

- 1) Responsible for the program, processing, and allocation of POL funds of the PNP Central Office;
- 2) Issue Supply Directive for POL; and
- 3) Indorse POs, vouchers and approves Delivery Advices.

← 1 1/4" →

b. DC

- 1) Issue corresponding NFA to LSS based on the POL Supply Program or Supply Directive from DL; and
- 2) Process payments of purchased POL supplies.

c. LSS

- 1) Prepare a POL program for the; and
- 2) Implement POL procurement based

9. SANCTIONS:

10. REPEALING CLAUSE:

← 3/4" → All other SOPs, directives, and issuances contrary to this Standard Operating Procedure are hereby rescinded.

11. EFFECTIVITY:

This SOP shall take effect 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.

ALAN LA MADRID PURISIMA
Police Director General
Chief, PNP

"Serbisyonang Makatotohanan."

References:

Microsoft Office Word Help

"Word 2007 Tutorial" from www.fgc.edu



CPNP Letterhead
(PNP MC Sample Format)

Date

**PNP MEMORANDUM CIRCULAR
NO.:**

REVISED NUMERICAL DESIGNATION OF PNP MANUALS

- 1. REFERENCE/S:**
 - a. Numerical Designation of PNP Manuals dated December 26, 1994.
 - b. Doctrine on PNP Issuances dated June 27, 1994; and
 - c. SOP No. 2011-008 Guidelines in the Preparation, Publication and Distribution of PNP Manuals, and Other Doctrines dated November 21, 2011.

2. RATIONALE:

This Memorandum Circular (MC) provides the guidelines and procedures to be undertaken by concerned D-Staff, Offices, and Units.....

3. SITUATION:

After the creation of the PNP as the new law enforcement organization separate and distinct from the AFP, the numerical designations of the defunct PC/INP manulas/publications were amended.....

4. PURPOSE:

To provide and establish a standard for the numerical designation of approved PNP manuals published.....

5. DEFINITION OF TERMS:

- a. Complimentary Manual – formulated jointly by two or more bureaus/agencies/organizations in order to effect a certain operation.....
- b. Ethical Doctrine – defines the fundamental principles governing the rules of conduct, attitude, behavior; and ethical norms of the PNP.
- c. Functional Manuals or Administrative and Operations Manual (AOM) – provides guidance for routine operational and administrative functions of each unit.....

6. GUIDELINES:

- a. For purpose of identification, documentation, retrieval of information, and reference published hereunder.....

*The Philippine National Police does not endorse any product, brand or service.
This tutorial is for training purposes only and not for sale.*

- 1) For PNP Doctrines (PNPM-D-0)
 - Fundamental Doctrine PNP-D-1
 - Operational Doctrine PNP-D-2
 - Functional Doctrine PNP-D-3

- 2) For the Directorial Staff
 - Directorate for Personnel and Records Management DPRM-DS-1
 - Directorate for Intelligence DI-DS-2
 - Directorate for Operations DO-DS-3
 - Directorate for Logistics DI-DS-4
 - Directorate for Plans DPL-DS-5

- 3) For Personal Staff
 - PNP Internal Affairs Service PNPIAS-PS-1
 - Public Information Office PNPIO-PS-2

b. Numerical designation for all PNP Manuals issued/published by the office/unit concerned

- 1) Philippine National Police Manual
- 2) Publishing Office/Unit
- 3) Level of Office/Unit

c. The PNP Doctrine has the numerical designation. Each type shall bear its assigned number followed by year published, the office publishing.....

7. RESCISSION:

This Memorandum Circular rescinds the memorandum on Numerical Designation dated December 26, 1994.

8. EFFECTIVITY:

This MC shall take effect 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.

ALAN LA MADRID PURISIMA
Police Director General
Chief, PNP

Distribution:
Command Group
D-Staff
P-Staff
Dirs, NSUs



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

(1st space)
(2nd space)
(3rd space)
(4th space)

(4 spaces after the letterhead)
H.E. BENIGNO S. AQUINO III (Bold)
President of the Republic of the Philippines
Malacañan Palace
Manila

(1st space)
(2nd space) **THRU: The Honorable (Bold)**
MAR ROXAS (Bold)
Secretary of the Interior and Local Government
DILG–NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

(1st space)
(2nd space) **Excellency: (Bold)**
(1 space in between) This pertains to the (introduction of the report) (1st space)
(2nd space)

(1 space in between) Initial investigation revealed (details of the report)

(1 space in between) Elements of the (additional details)

(1 space in between) For information of His Excellency. (From the last line of the last paragraph)

(1st space)
(2nd space) Very respectfully yours, (1st space)
(3rd space) (2nd space)
(4th space) *(5 spaces after the closing)*

(5th space) **ALAN LA MADRID PURISIMA (Bold)**
Police Director General
Chief, PNP

"Serbisyong Makatotohanan"

The **Philippine National Police** does not endorse any product, brand or service.
This tutorial is for training purposes only and not for sale.

References:
Microsoft Office Word Help
"Word 2007 Tutorial" from www.fgcu.edu



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

(1st space)
(2nd space)
(4 spaces after the letterhead) (3rd space)
The Honorable (Bold) (4th space)
MAR ROXAS (Bold)

Secretary of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

(1st space)
Dear Secretary Roxas: (Bold) (2nd space)
(1 space in between)

I have the honor to invite the Honorable Secretary to be our Guest of Honor and Speaker during the ... (occasion) to be held in front of the PNP National Headquarters Building, Camp Crame, Quezon City on ... (date) ... at 8:00 in the morning during the traditional Monday Flag Raising Ceremony.

(1 space in between)

In attendance during the affair will be the PNP Uniformed and Non-Uniformed Personnel based at the National Headquarters, Camp Crame led by the Chief of the Philippine National Police, the Command Group, the members of the Directorial Staff and Directors of the National Support Units.

(1 space in between)

We look forward to your favorable response, ... (contact person/liaison officer) will personally coordinate with your office in this regard.

(1 space in between)

It would be a great honor to have you as our Guest of Honor and Speaker to grace this momentous occasion.

(From the last line of the last paragraph)

(1st space)
(2nd space)
(3rd space)
(4th space)
(5th space)
Very truly yours, (1st space)
(2nd space)
(5 spaces after the closing)

ALAN LA MADRID PURISIMA (Bold)
Police Director General
Chief, PNP

"Serbisyong Makatotohanan."

The **Philippine National Police** does not endorse any product, brand or service.
This tutorial is for training purposes only and not for sale.

References:
Microsoft Office Word Help
"Word 2007 Tutorial" from www.fgcu.edu

Chapter 13: Sample Exercises

Multiple Choice

1. Which of the following is not valid version of MS Office?
 - A. Office XP
 - B. Office Vista
 - C. Office 2007
 - D. None of above

2. You cannot close MS Word application by _____
 - A. Selecting Close from the Microsoft Button
 - B. Press Alt+F4
 - C. Click X button on title bar
 - D. All of the above

3. The key F12 opens a _____
 - A. Save As dialog box
 - B. Open dialog box
 - C. Save dialog box
 - D. Close dialog box

4. What is the short cut key to open the Open dialog box?
 - A. F12
 - B. Shift F12
 - C. Alt + F12
 - D. Ctrl + F12

5. A feature of MS Word that saves the document automatically after certain interval is available on _____
 - A. Save tab on Quick Access toolbar
 - B. Save As dialog box
 - C. Both of above
 - D. None of above

6. The Ribbon Menu tab has _____ tabs.
 - A. 7
 - B. 8
 - C. 9
 - D. 10

References:

7. It determines the distance of the paragraph from either the left or the right margin.
- A. Spacing
 - B. Tab
 - C. Page Layout
 - D. Indentation
8. The default title in the Document Title is _____.
- A. None
 - B. Document1
 - C. Word doc
 - D. None of the above.
9. Which file starts MS Word?
- A. Winword.exe
 - B. Word.exe
 - C. Msword.exe
 - D. Word2003.exe
10. How many ways you can save a document?
- A. 3
 - B. 4
 - C. 5
 - D. 6
11. The shortcut key to undo actions is _____
- A. CTRL+X
 - B. CTRL+Z
 - C. Shift+F1
 - D. None of these
12. Background color or effects applied on a document is not visible in _____
- A. Outline
 - B. Reading View
 - C. Print Preview
 - D. None of these
13. A document view which does not display pictures or layouts, just text.
- A. Web Layout
 - B. Outline
 - C. Draft
 - D. Print Layout
14. Borders can be applied to _____
- A. Cells
 - B. Paragraph
 - C. Text
 - D. All of above

References:

15. Which of the following is not a type of page margin?
- A. Left
 - B. Right
 - C. Center
 - D. Top
16. What is the default left margin in Word 2007 document?
- A. 1"
 - B. 1.25"
 - C. 1.5"
 - D. 2"
17. What is gutter margin?
- A. Margin that is added to the left margin when printing
 - B. Margin that is added to right margin when printing
 - C. Margin that is added to the binding side of page when printing
 - D. Margin that is added to the outside of the page when printing
18. Portrait and Landscape are _____.
- A. Page Orientation
 - B. Paper Size
 - C. Page Layout
 - D. All of above
19. If you need to change the typeface of a document, which menu will you choose?
- A. Edit
 - B. View
 - C. Format
 - D. Home
20. Which of the following is not a font style?
- A. Bold
 - B. Italics
 - C. Regular
 - D. Superscript

ICDL Type of Exam

1. Open the MS Word application, then create a sample memo.
2. Save your file and name it ***memo.doc***
3. In the page layout, select portrait orientation
4. Margins must be narrow in format
5. Insert watermark "***draft***" in diagonal position.
6. Justify the alignment of the body of the text

*The Philippine National Police does not endorse any product, brand or service.
This tutorial is for training purposes only and not for sale.*

References:

Microsoft Office Word Help
"Word 2007 Tutorial" from www.fgc.edu

7. Save the document with the same filename
8. Place the signatory to the right lower corner of the document.
9. Paper size 8.27" x 11.69" (A4)
10. Line spacing at exactly 12 pt.
11. At the footer place your **rank complete name**, then save again using the same filename.

References: