



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, 1106 Quezon City
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

ADMINISTRATIVE ORDER
No. 2005- 22

NOV 09 2005

**SUBJECT: DENR IDENTITY DESIGN SYSTEM AND MANUAL OF
STYLE SECOND EDITION 2005**

In reference with DAO No. 97-09 dated 18 March 1997, **Institutionalizing the DENR Identity Design System and Manual of Style**, Section III is hereby amended prescribing a revised/updated Identity Design System and Manual of Style Second Edition 2005, to serve as reference and guide to all DENR officials and employees.

The attached Manual, which shall form an integral part of this Administrative Order, shall provide a standard design, format and style of all official documents and publications in the DENR Central Office, Bureaus, Attached Agencies, and Regional and Field Offices.

This Order shall take effect immediately.


MICHAEL T. DEFENSOR
Secretary



IDS & MAN OF STYLE csw

Annex A



Republic of the Philippines
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E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

Annex B



Department of Environment and Natural Resources

(Not shown in actual size. For illustration purposes only, recommended font size is 36 pts.)

FOR OFFICIAL USE ONLY

(Not shown in actual size. For illustration purposes only, recommended font size is 82 pts.)

B. CERTIFICATES

Certificates granted by the Department follow this format.



*The Department of Environment and Natural Resources
awards this*

CERTIFICATE OF PARTICIPATION

to

of

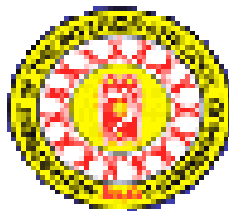
*in recognition of his active cooperation and
invaluable participation in the
First Seminar- Workshop for DENR Attached Agencies
held at the Development Academy of the Philippines
Tagaytay City
on (Date)*

Given this ____ day of ____, 2005 in Tagaytay City

Name and Title of Authorized Signatory

The recommended size is half of the size of a long sheet of paper. There should be a 1 cm. space between the bottom of the logo and the first line of the certificate's text.

In case the workshop is co-sponsored by another agency, the logo of the sponsoring agency must be presented atop the page, side-by-side with the DENR logo, divided by a 0.5 cm. space. Preferably, the DENR logo is placed on the left side of sponsor's logo.



*The Department of Interior and Local Government
and the
Department of Environment and Natural Resources
award this*

CERTIFICATE OF PARTICIPATION

to

of

*in recognition of his active cooperation
in the
First Seminar – Workshop on Eco-labelling
held at DENR Training Center, Visayas Avenue.
Diliman, Quezon City
on (Date)*

Given this ____ day of ____ , 2005 in Quezon City.

**Name and Title of Authorized
Signatory**

**Name and Title of Authorized
Signatory**

In attached agency workshops, the certificates must display the logos of DENR on the left side, and attached agency, on its right side.

As to signatories, the head of the lead agency in the workshop signs at the bottom right side of the page and the heads of the co-sponsoring agencies sign on the lower left side. If there is a third sponsoring agency, the head of the lead agency signs under the signatures of the heads of co-sponsoring agencies.



*The National Mapping and Resource Information Authority
in cooperation with
DENR Field Operations Office
award this*

CERTIFICATE OF PARTICIPATION

to

of

*For his active cooperation and participation in the
Seminar on Remote Sensing
held at the
HRD Training Center, Visayas Avenue,
Diliman, Quezon City
on (Date)*

Given this ____ day of ____, 2005 in Quezon City

**Name and Title of Authorized
Signatory**

**Name and Title of Authorized
Signatory**

***IDENTITY DESIGN
SYSTEM
and
MANUAL OF STYLE***

***Second Edition
2005***



**DEPARTMENT OF
ENVIRONMENT AND
NATURAL RESOURCES**

FOREWORD

The DENR logo reflects our mission, vision and philosophy of good environmental governance. It represents our existence as the lead environmental agency of the Government and the goals we must achieve to protect and maintain our environment and natural resources.

Let us practice the proper use and production of our logo and avoid gross misuse of our agency's symbol.

The first part of the manual serves as a guide for the use, production and logo application for official stationeries, brochures, manuals, certificates, vehicles, streamers and other pertinent documents while the second part prescribes the proper style, typing and presentation of official documents.

Let this Identity Design System and Manual of Style serve as a useful tool for all DENR officials and employees.

MICHAEL T. DEFENSOR
Secretary

Introduction

The Identity Design System Manual of the Department of Environment and Natural Resources (DENR) is the first of its kind in this agency. The objective is to achieve unity and harmony in the design, format and style of all DENR documents and text usages requiring the Department's visual identity among its component offices, both central and regional, as well as its bureaus and attached agencies.

Minor changes and necessary revisions have been incorporated in the different parts of the manual to guide the many divisions and units of the Department to a standard format of every official document.

All those concerned are enjoined to observe the rules and other guidelines contained in this manual in order to properly identify offices and units within the overall structure of the organization.

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THE DENR LOGO

The DENR symbol is a graphic representation of the ideal environment that we aim to leave as a legacy to our people: **blue skies, white forest and green seas.**

White stands for the pristine and the life-sustaining forest ecosystems while blue represents clear sky and pure air. Emerald green symbolizes the lushness of the marine ecosystems.

All together, this wholesome state of the environment redounds to the well-being of people and communities, the rightful beneficiaries of natural resources.



THE DENR LOGOTYPE

The typeface that best complements our symbol is Times New Roman. It is our standard logotype and should be used exclusively for DENR documents. No other typeface should be used to compose the DENR name except when it appears as part of a title or of a text.

For instance:

(Note to printer :)

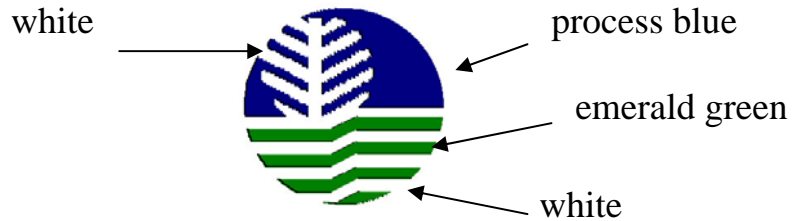
Department of Environment and
Natural Resources

Times New Roman

(>use real font)

Guide for the Color Reproduction of the logo

(Colored Version)



The DENR logo colors are **Process blue, White and Emerald green.**

If the full colors of the logo cannot be used due to printing limitations, only one color should then be selected. In this case, it is recommended that the black and white version be followed.

(Black and White
Version)



Printing the logo in reverse must be avoided.

Guide for the Color Reproduction of The Logotype

**Department of Environment and Natural Resources
(only in special cases)**

**Department of Environment and Natural Resources
(preferable in all usages)**

SIGNATURE ARRANGEMENTS

For DENR Proper

When the logo and logotype are used together as a unit to compose the signature, the following should be observed:

I. In bold arrangement, only the “D” in Department, the “E” in Environment, the “N” in Natural and the “R” in Resources should be capitalized. In any usage, the distance between the bottom of the logo and the center of the logotype is 0.5 centimeter.

In the letterhead, the diameter of the whole logo is 2.75 centimeters. The tree in the logo is 1.25 centimeters in diameter. It can be scaled down or enlarged to size using these basic measurements, depending upon the usage.

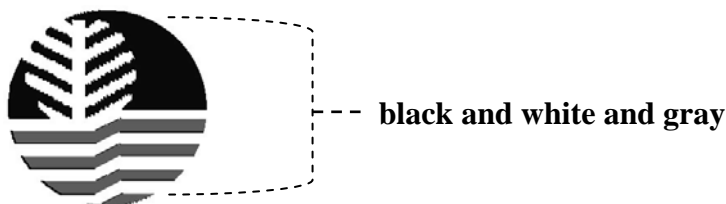


II. In flush left arrangement, the distance between the bottom of the logo and the center of word “Department” is also 0.5 centimeter.



III. For single color signature arrangement, black and white can be used (Please refer to A). As much as possible however, color arrangement must be used (Please refer to B).

A. Black and White



Department of Environment and Natural Resources

B. Color Illustration



Department of Environment and Natural Resources

IV. Breaking the logotype in signature usages

As much as possible, refrain from breaking the logotype into more than one line. When it cannot be avoided, cut only after the “of” then, “and”. Only the following arrangements in A or B are allowed. Logo diameter and distance are the same as those mentioned in I and II.

The logo precedes the logotype with their bases falling on the same line. In A, the distance between the logo and first line of the logotype is 0.5 cm. while the distance of the second line of the logotype is 1.75 cms. from the base of the logo.

A.



**Department of
Environment and Natural Resources**

In B, the top line of the logotype is aligned to the base of the blue sky and the crest of the water wave with the distance between them at 2.0 cms. The base of the logo is 1.5 cms. away from the bottom line of the logotype since the font is now smaller, considering the three lines of the logotype.

B.



**Department of
Environment and
Natural Resources**

For Program Offices

For DENR program offices, the accepted signature arrangement is shown below where the Department logotype is above the name of the program office which is in smaller fonts. Follow the same diameter and distance as mentioned in I. Both logotypes are aligned flush left or else centered. In standard size and A4 stationeries, the DENR type size is 14 points; the bureau office names, 12 points.



**Department of Environment and Natural Resources
National Forestation Development Office**

OR



**Department of Environment and Natural Resources
Natural Resources Management Program**

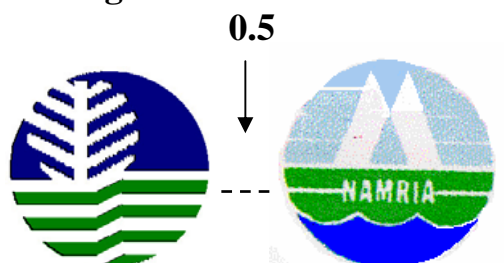
For Attached Agencies or Bureaus

With the issuance of Executive Order 192, several agencies were attached to DENR for overall supervision and coordination. To institutionalize unity within the organization, it is necessary that each agency identifies itself as belonging to the mother agency, DENR.

The general guidelines are as follows:

1. The DENR logo must always be placed on the left, side by side with that of the concerned bureau or the attached agency which produced the documents.
2. Both logos are placed at center of the page, with a 0.5 cm. distance between the two logos (See Figure A). Both logos are perched on the same baseline.
3. The DENR logotype must always be one line above the logotype of the attached agency or bureau. Follow rules in No. 1 for the distance between logo and logotype as well as diameters of the logos.
4. The DENR logotype must be in a bigger font size than the bureau logotype. (See Figure B). For instance, the DENR logotype should be set in 14 points; the bureau logotype in 12 points.

Fig. A. Attached Agency with logo



**Department of Environment and Natural Resources
National Mapping and Resource Information Agency**

Fig B. Bureaus without own logo



**Department of Environment and Natural Resources
Environmental Management Bureau**

DENR SIGNATURE USAGE IN PRINT

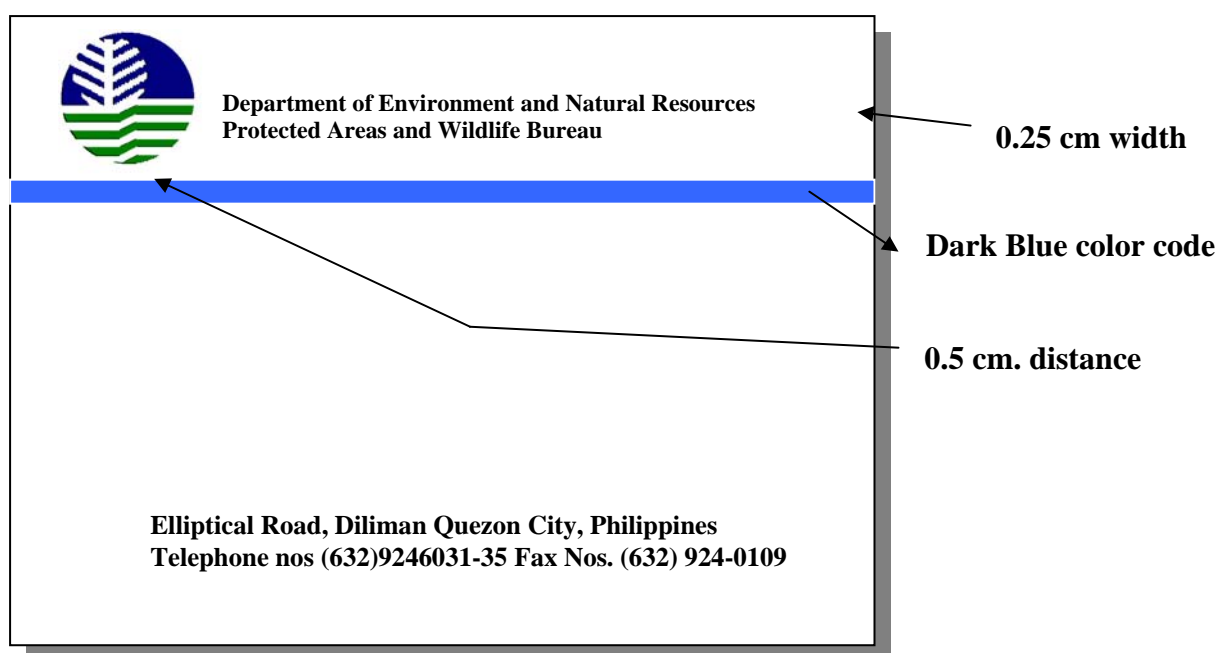
1. **STATIONERIES** – letterheads, envelopes, and memo pads should be strictly used for official communications only, never for personal purposes.

For easier identification, agency, bureau and program offices letterhead must be color coded. Following are the color codes that fill in a running line after the signature that appears at the top of the page:

LMB – BROWN
FMB – EMERALD GREEN
MGB – CHROME YELLOW
EMB – LIGHT BLUE
ERDB – SILVER
PAWB – DARK BLUE
REGIONAL OFFICES - MAROON


Only correspondence from the Central Office uses non-color coded stationeries. All regional offices should have all the color-coded letterheads readily available and to be used accordingly when communicating with the Central Office and other government and private agencies. If the subject matter of the communication or document is mines related, for instance, the yellow color – coded stationery is used.

A. Letterhead (A4, 8 ½ x 13)



The letterhead may be printed using a computerized template of the DENR logo and letterhead with the following specifications: a. Letterhead-Times New Roman bold font size 13 for DENR, font size 12 for address and Arial size font 10 for telephone number; b. DENR Logo-2.5 centimeters in diameter. Gray scale image of the logo can be used for internal memoranda. Sample of the template is attached as Annex A.


The bottom of the page is devoted to the agency address, telephone number/s, fax number/s, cable address and/or internet or e-mail address.

	Department of Environment and Natural Resources Ecosystem Research and Development Bureau
<div style="border: 1px solid black; height: 150px; width: 100%;"></div>	
University of the Philippines, Los Baños, Laguna, Philippines Tel No. (632) 536-3628, Fax No.(632-094) 536-2850	

Silver

Special Letterheads emanating from the Office of the Secretary

The special letterhead is for the exclusive use of the Secretary for the **President of the Republic of the Philippines**. There is a special text on the upper right hand corner which says, “MEMORANDUM for H.E., THE PRESIDENT”.

	MEMORANDUM FOR H.E, THE PRESIDENT
Department of Environment and Natural Resources	
<div style="border: 1px solid black; height: 235px; width: 100%;"></div>	
Visayas Avenue, Diliman, Quezon City, Philippines Telephone Nos. (632) 929-66-29, Fax No. (632) 920-4352	

Another special letterhead is for the exclusive use of Undersecretaries, Assistant Secretaries, Bureau Directors, Staff Directors and Regional Executive Directors for the **Secretary**. There is a special text on the upper right hand corner which says, “MEMORANDUM FOR THE SECRETARY.”



Department of Environment and Natural Resources

**MEMORANDUM
FOR THE SECRETARY**


**Visayas Avenue, Diliman , Quezon City, Philippines
Telephone Nos. (632) 929-6626 to 29**

If the DENR decides to use a commemorative logo or slogan in the letterhead, the logo can be placed on the upper right hand corner of the paper, while the slogan can be situated at the bottom of the page, centered, one centimeter atop the address line.

B. Memo pads


Memo pads bearing the DENR symbol can be personalized only for the use of key officials of the Department (Secretary, Undersecretaries, Assistant Secretaries, Bureau Directors and Assistant Directors, Regional Technical Directors, Provincial Environment and Natural Resources Officers, Community Environment and Natural Resources Officers, Staff Directors and Assistant Directors)

a)

 Department of Environment and Natural Resources From the Desk of: Name and Title of Authorized Signatory
--

The DENR signature (logo and logotype) may be centered on the top of the page as in A or the logo may precede the logotype at the upper left hand corner as in B.

b)

 Department of Environment and Natural Resources
 From the Desk of: Name and Title of Authorized Signatory

The key official's name designation and office are placed at the bottom right hand corner with the official's name set in boldface, 11 points while the other elements are in same size but medium face.

There are two spaces between the name of the official and the complimentary close "From the desk of:"

Business envelopes used are 10 x 24 centimeters in size.



Department of Environment and Natural Resources

Visayas Avenue, Diliman, Quezon City, 1100

Philippines, Telephone Nos. (632) 9296626 - 29, (632) 9296252



Department of Environment and Natural Resources

Forest Management Bureau

Visayas Avenue, Diliman, Quezon City, 1100

Philippines, Telephone Nos. (632) 9274784, (632) 9274788, (632) 9200374

II. CALLING CARDS

Only key officials are allowed to have DENR calling cards. Measurements are usually 5 x 9 cm.



Department of Environment and Natural Resources

Forest Management Bureau

Visayas Avenue, Diliman, Quezon City, 1100

Philippines

Director

Tel No. (632) 927-4784


Fax No. (632) 920-0374

III. OFFICIAL FORMS

All official forms used by DENR shall follow a uniform format.

A. INVITATIONS

For affairs being sponsored by DENR such as conferences, cocktails, exhibits, inaugurations, etc., the following format for an invitation card is recommended:



1 cm

*The Department of Environment and Natural Resources
invites
you to celebrate with us our ____ Anniversary
in a Thanksgiving Mass
at the DENR Main Building
Visayas Avenue, Quezon City
on (Date and Time)*

Breakfast will be served at _____

R.S.V.P Call _____

Preferably, there should be a 1 cm. space from the bottom of the logo and the first line of the invitation.

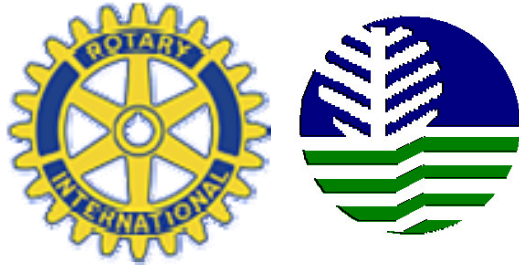
For affairs sponsored by DENR's attached agencies, logo arrangements should be DENR logo on the left side and attached agency logo on the right side, divided by a 0.5 cm space in between.



*The National Mapping and Resource Information Authority
cordially invites
you to the awarding of winners
in the _____ Photography contest
at the DENR Main Building
Visayas Avenue, Quezon City
on (Date and Time)*

R.S.V.P. Call _____

Text can be modified depending on details of events. However, if another agency, public or private, is hosting the affair together with DENR, the Department suggests to the sponsoring agency that the DENR logo be situated side by side with the logo of the sponsor.



*The Rotary Club of Makati
and the
Department of Environment and Natural Resources
invite you to participate
in the Manila Bay Clean-up
on (Date).
Assembly is at the Manila Yacht Club
at (Time)*

R.S.V.P. Call _____

Certificates granted by the Department follow this format.



*The Department of Environment and Natural Resources
awards this*

CERTIFICATE OF PARTICIPATION

to

of

*in recognition of his active cooperation and
invaluable participation in the
First Seminar- Workshop for DENR Attached Agencies
held at the Development Academy of the Philippines
Tagaytay City
on (Date)*

Given this ____ day of ____, 2005 in Tagaytay City

Name and Title of Authorized Signatory

The recommended size is half of the size of a long sheet of paper. There should be a 1 cm. space between the bottom of the logo and the first line of the certificate's text.

In case the workshop is co-sponsored by another agency, the logo of the sponsoring agency must be presented atop the page, side-by-side with the DENR logo, divided by a 0.5 cm. space. Preferably, the DENR logo is placed on the left side of sponsor's logo.



*The Department of Interior and Local Government
and the
Department of Environment and Natural Resources
award this*

CERTIFICATE OF PARTICIPATION

to

of

*in recognition of his active cooperation
in the
First Seminar – Workshop on Eco-labelling
held at DENR Training Center, Visayas Avenue.
Diliman, Quezon City
on (Date)*

Given this ____ day of ____ , 2005 in Quezon City.

**Name and Title of Authorized
Signatory**

**Name and Title of Authorized
Signatory**

In attached agency workshops, the certificates must display the logos of DENR on the left side, and attached agency, on its right side.

As to signatories, the head of the lead agency in the workshop signs at the bottom right side of the page and the heads of the co-sponsoring agencies sign on the lower left side. If there is a third sponsoring agency, the head of the lead agency signs under the signatures of the heads of co-sponsoring agencies.



*The National Mapping and Resource Information Authority
in cooperation with
DENR Field Operations Office
award this*

CERTIFICATE OF PARTICIPATION

to

of

*For his active cooperation and participation in the
Seminar on Remote Sensing
held at the
HRD Training Center, Visayas Avenue,
Diliman, Quezon City
on (Date)*


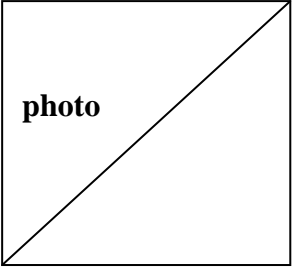
Given this ____ day of ____, 2005 in Quezon City

**Name and Title of Authorized
Signatory**

**Name and Title of Authorized
Signatory**

1. EMPLOYEE'S IDENTIFICATION CARD

The official DENR employee's ID card is shown here. Only the card bearing this format and duly signed by the authorized signatory shall be considered valid. Identification cards of employees in the regional offices should have the region's name after the DENR logotype.

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES Visayas Ave., Diliman, Quezon City Tel Nos. 929-6626 to 29	
	
<div>ID NO.</div>	
<div>NAME</div> <div>POSITION</div>	
<hr/> EMPLOYEE'S SIGNATURE	
<hr/> Designation	

Employee's ID Card
(Front text)


EMPLOYEE'S ADDRESS

RIGHT THUMBMARK	GSIS POLICY NO.
	T.I.N.
	BLOOD TYPE

IN CASE OF EMERGENCY PLS. NOTIFY:

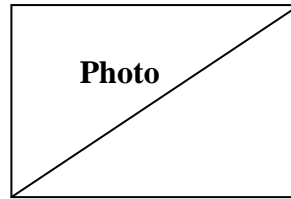
Name: _____
Address: _____
Tel No: _____

Employee's ID Card (Back text)

<p>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES National Capital Region Aaron Bldg., Araneta Avenue, Quezon City Tel Nos. 7114418. 731-0203. 712-5278</p>	
	<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; text-align: center; vertical-align: middle;"> Photo </div>
<div style="border: 1px solid black; width: 250px; height: 30px; margin: 0 auto; text-align: center;"> ID NO. </div>	
<div style="border: 1px solid black; width: 420px; height: 60px; margin: 0 auto; text-align: center;"> NAME POSITION </div>	
<div style="border: 1px solid black; width: 340px; height: 40px; margin: 0 auto; text-align: center;"> EMPLOYEE'S SIGNATURE </div>	
<div style="border: 1px solid black; width: 300px; height: 40px; margin: 0 auto; text-align: center;"> Regional Executive Director </div>	

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Lands Management Bureau
Aaron Bldg, Araneta Avenue, Quezon City
Tel Nos. 711-4418, 731-0203, 731-2578



ID NO

NAME

POSITION

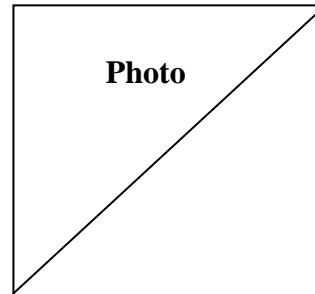
EMPLOYEE'S SIGNATURE

DIRECTOR

Bureau Employee's ID card (Front Text)

DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Natural Resources Development Corporation
CLMC Bldg, EDSA, Quezzn City
Tel No.926-22-26 to31



ID NO.

NAME

POSITION


EMPLOYEE'S SIGNATURE

President

Attached Agency Employee's ID Card
(Front text)

2. NAME TAGS

Suggested here is a format for name tags for use during seminars and workshops.

 Department of Environment and Natural Resources ERICC WORKSHOP April 14-16, 1996 Special Concerns Office DENR, Visayas Avenue Diliman, Quezon City
NAME
AGENCY/PROGRAM

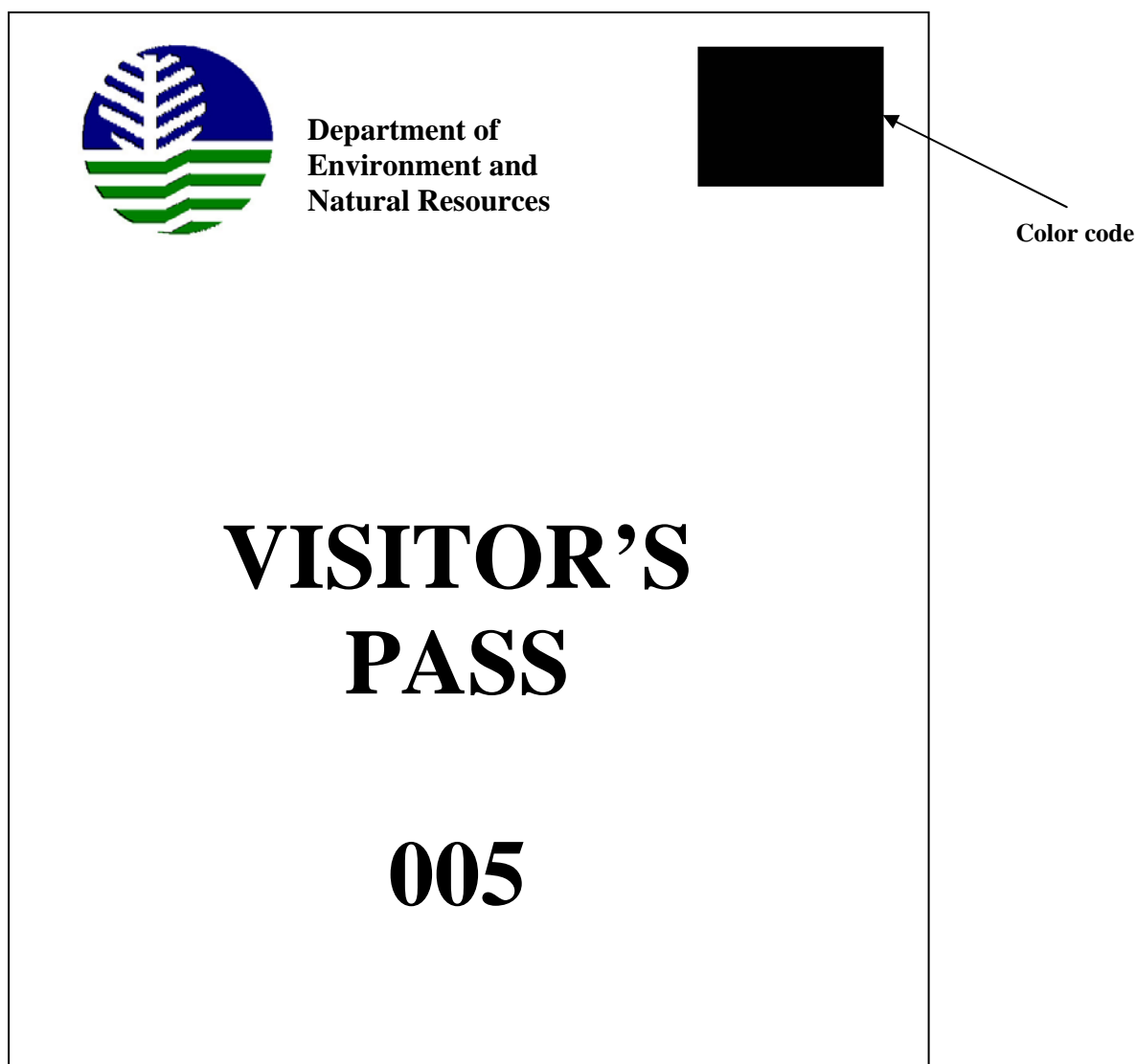
If the workshop or seminar is initiated by bureaus or regional offices, the bureau's or region's name should appear in the line next to the DENR logotype.

If the workshop is sponsored by an attached agency, follow the signature and logo arrangement for DENR and attached agencies.

If there is a public or private agency co-sponsoring the workshop, each agency's logo must appear side by side, with the DENR's logo at the left side and the sponsor's logo at the right side. The text should mention the names of the agencies responsible for the workshop.

5. VISITOR'S ID CARD

All non-employees entering the confines of the DENR offices are required to wear the official visitor's ID card bearing the format shown here.



In bureaus, the bureau's name comes next in the line to the DENR logotype.

In attached agencies, logo of the agency appears side by side with the DENR logo followed by the signature arrangement mentioned in No.1.

In regional offices, the region's name comes after the DENR logotype, in smaller font.

IV. SPECIAL MEDIA

A. STREAMERS

When the streamer must feature two logos, as in format 2, the DENR logo must be placed on the left. Additional text after the bureau or agency logo and logotype may vary in size and color. **The diameter of the logo must be twice the height of the initial word.**

1.



WELCOME DELEGATES!

2.




STRATEGIC PLANNING WORKSHOP
APRIL 12-14, 1996
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
National Mapping and Resources Information Authority




B. BOARDS

1. Billboard

Shown here is a billboard design recommended for use all over the country where there are DENR projects. The signature arrangement is always placed at the bottom left side of the billboard. Size and color for the rest of the text may vary. Suggested size for the board is 2 x 3 meters using metal-type board with weather-proof colors. Regional offices, program offices, bureaus and attached agencies can put their names under the DENR logotype, directions for signature usage in page 7.

 Department of Environment and Natural Resources	For further inquiries. Pls call DENR SECRETARY _____ HOTLINE : (632)929-6834

2. Bulletin Board

 Department of Environment and Natural Resources
BULLETIN BOARD

Usually, bulletin boards are situated in strategic locations. Clearance for posting can be obtained from the Public Affairs Office. Different materials like cork, wood or formica can be used as long as the logo and logotype appear on the uppermost side of the board. Regional offices, bureaus, attached agencies, and program offices put their names under the DENR logotype, following directions for signature usage.

C. VEHICLES

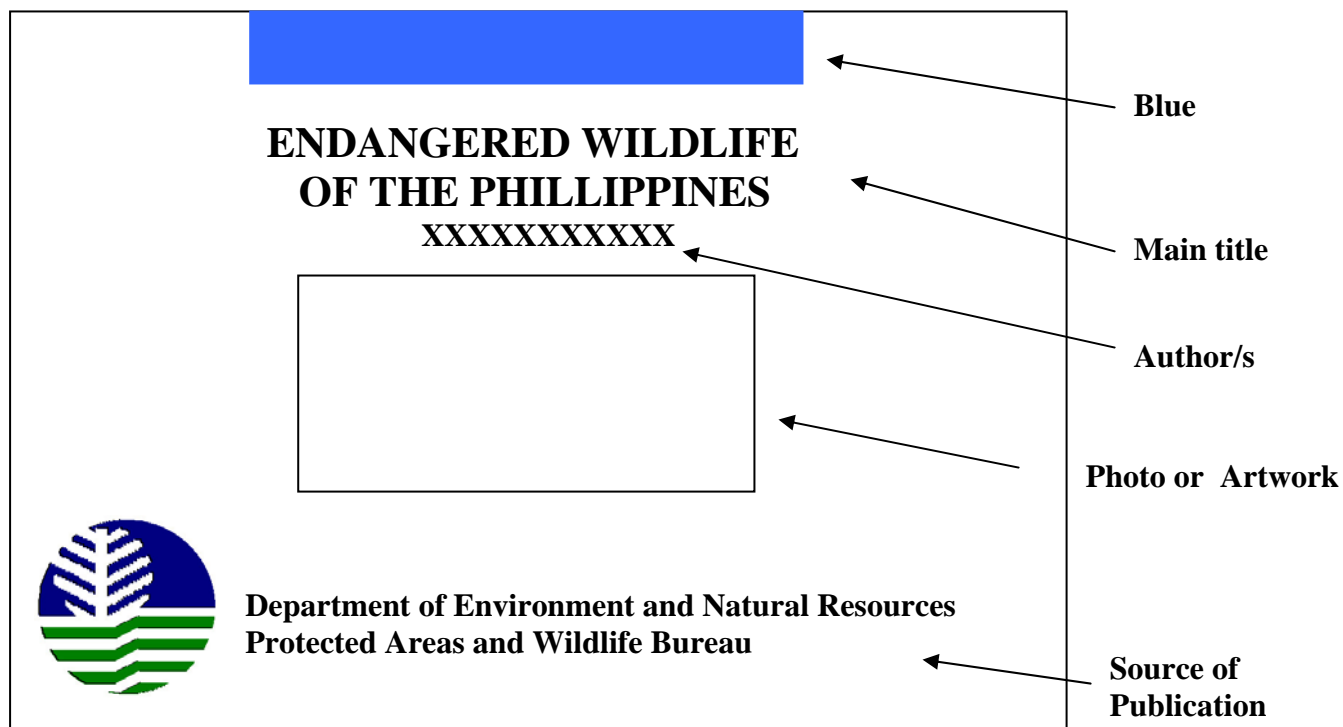
Shown below is the ideal logo/logotype design for all official vehicles of the DENR. Use luminous/reflectorized sticker or paint for visibility at night using the following specifications: a. DENR Logo-5 centimeters in diameter and Arial size 36 for DENR, Sticker size-5 centimeters x 21 centimeters; and b. "FOR OFFICIAL USE ONLY"- Arial size 82, Sticker size-4 centimeters x 38 centimeters. The DENR Logo and "FOR OFFICIAL USE ONLY" should be placed on both front doors of the vehicle. Sample is attached as Annex B.



V. PUBLICATIONS

Cover of publications should also have color codes same as those in the running lines of stationeries. For example, a book produced by Protected Areas and Wild life Bureau (PAWB) should have a blue band in the cover. Refer to Figure A.

Fig. A. Books



In any IEC materials published or printed by DENR, standard cover should include the following:

- Color coding
- Title
- Source of publication with the logo and logotype of DENR appearing along side the bureaus, attached agency or program office.

The standard back cover should include the following:

“For further information, visit or call”

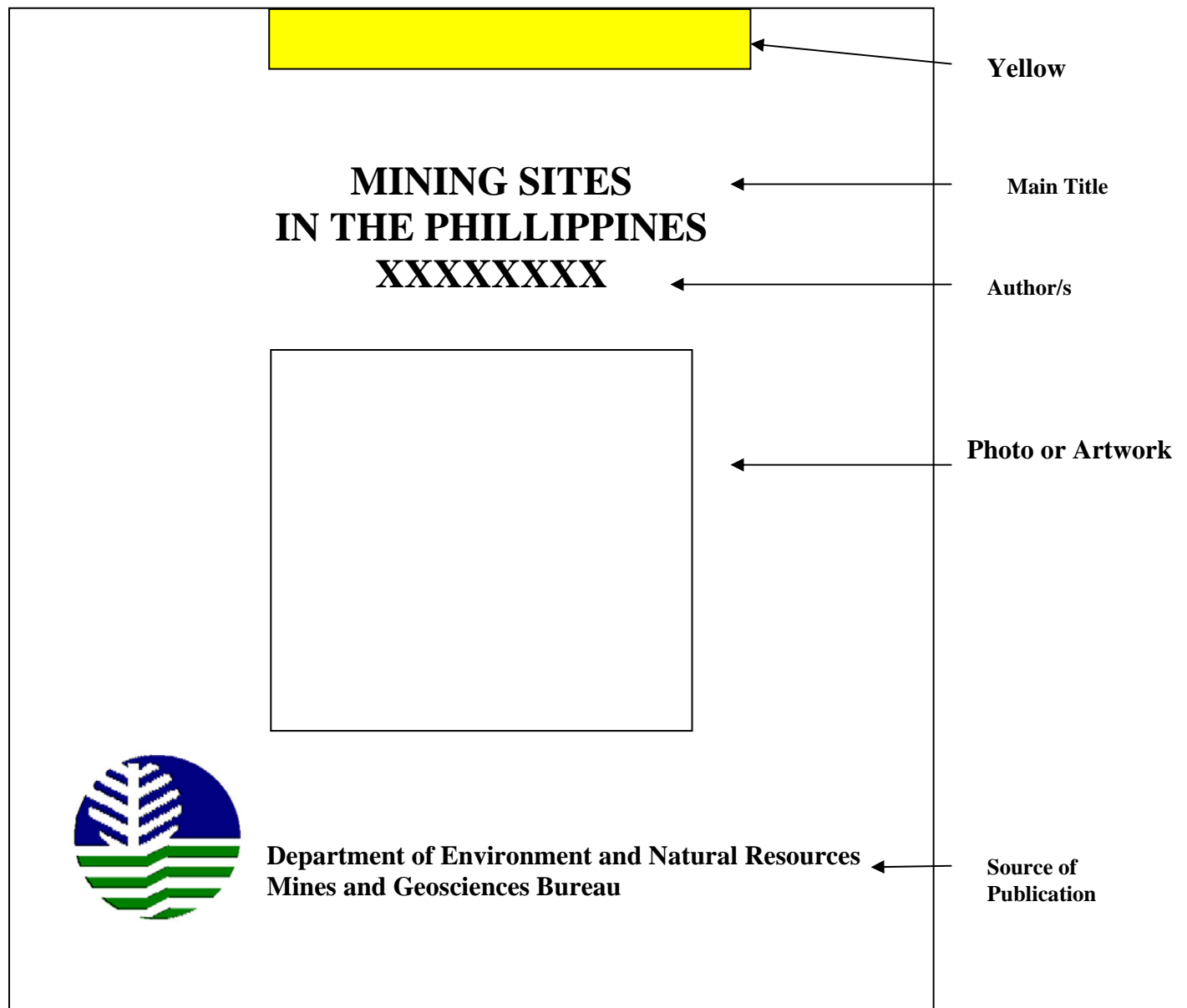
Name of Bureau
Address
Telephone Numbers
Fax Numbers

A short background information about the book shall be included at the back cover. Also include the copyright information, which is usually found at the lower portion

There are no hard and fast rules in the presentation of the text as each individual IEC material has its own design and layout for aesthetic appeal.

Only the cover and back page should contain the standard information and color coding.

Fig. B. Pamphlets



Basically, the standard front and back cover for pamphlets, monographs/reports, manuals and brochures may be the same as the book. However, it may vary with the artistic presentation of each DENR office.

Fig. C. Monograph/Reports

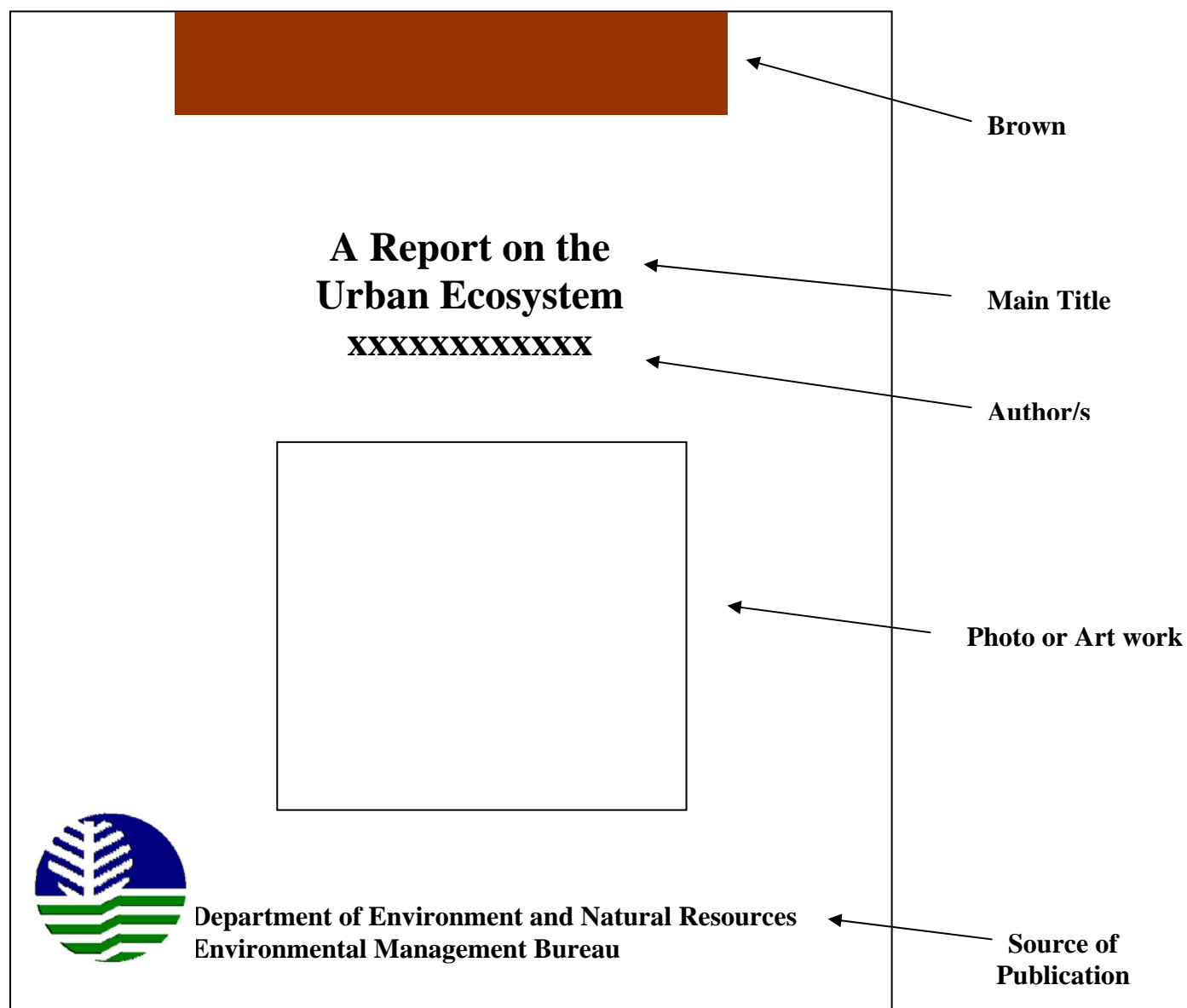


Fig. D. Manuals

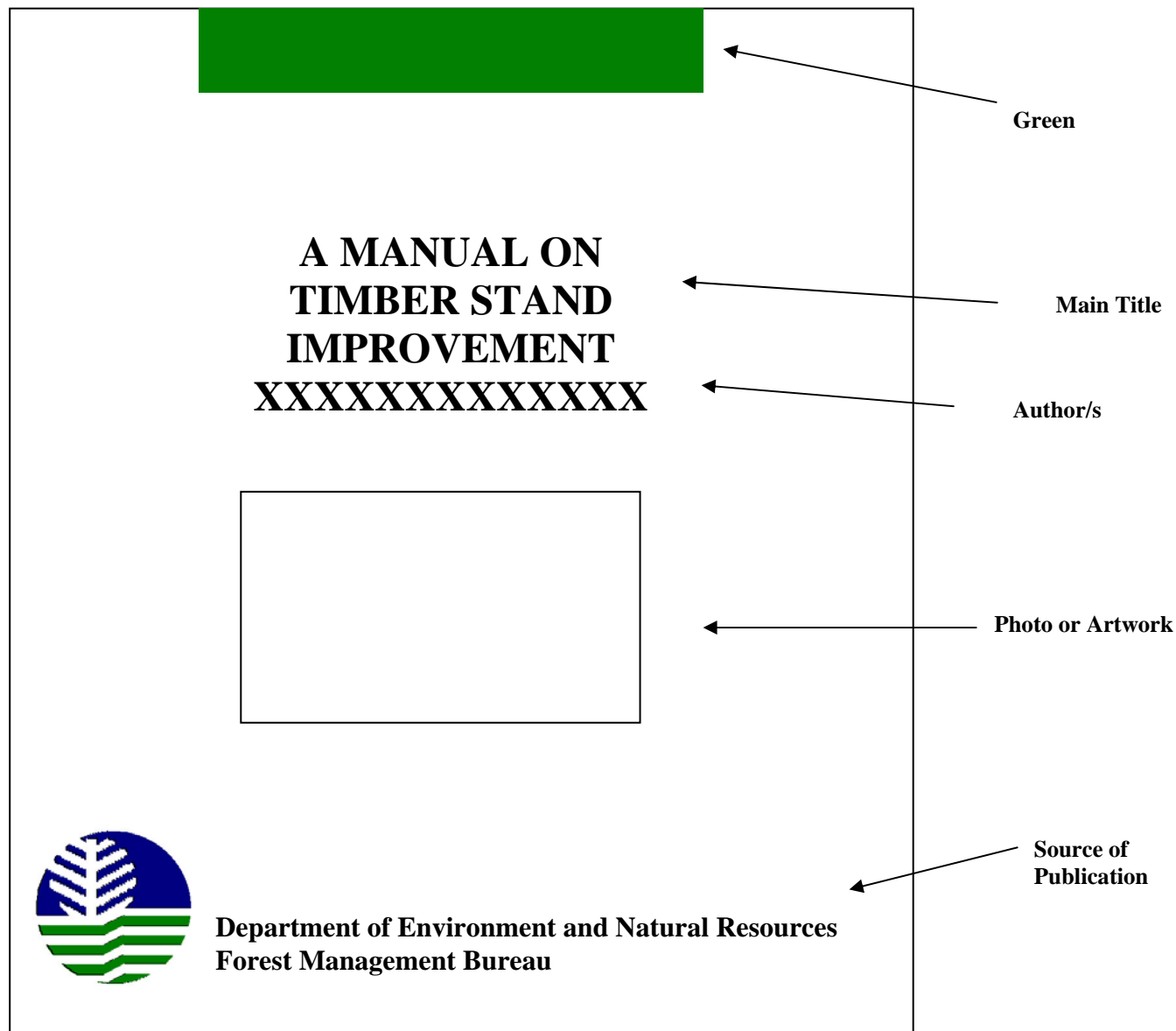


Fig. E. Brochures

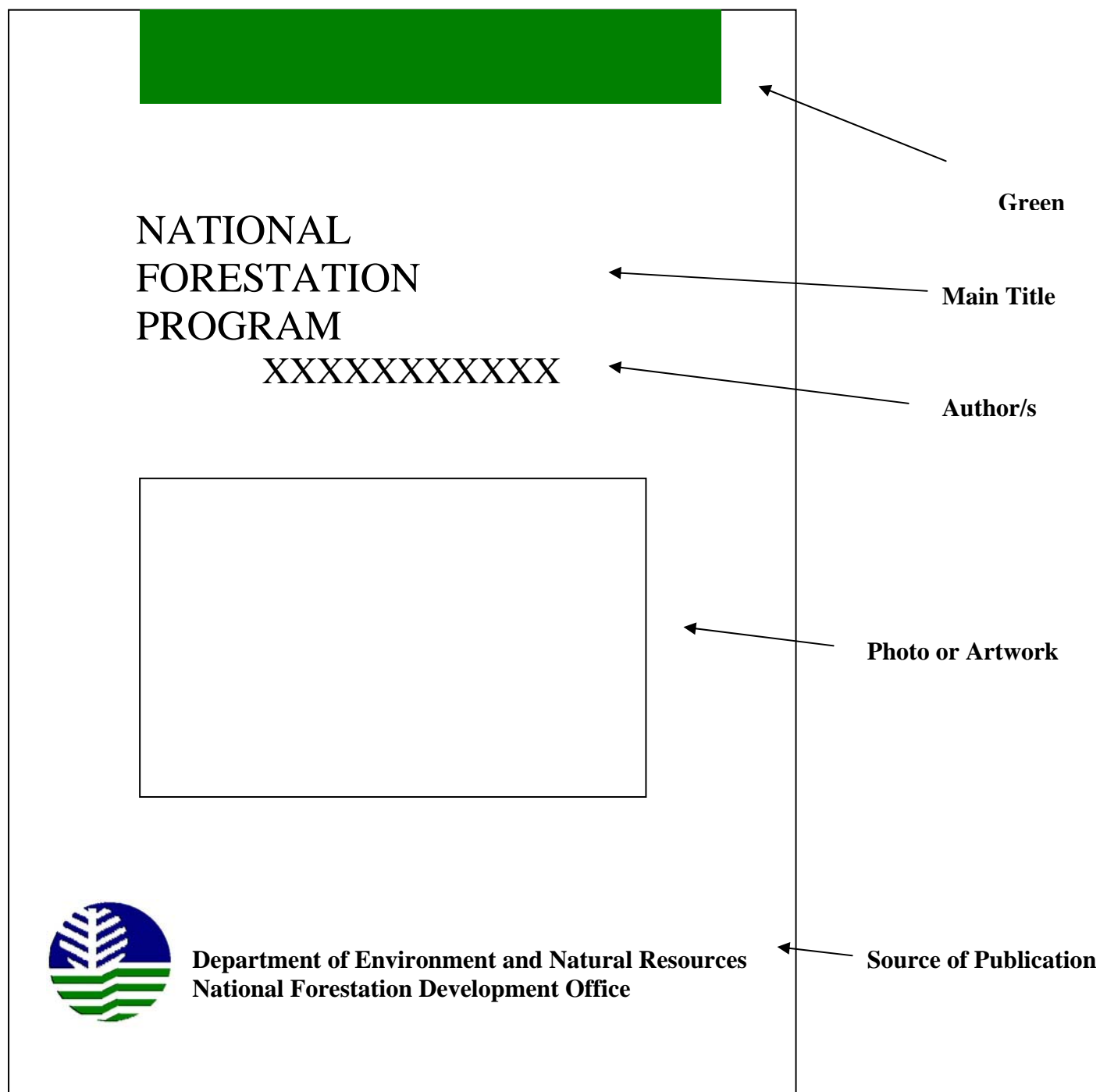


Fig. F. Posters

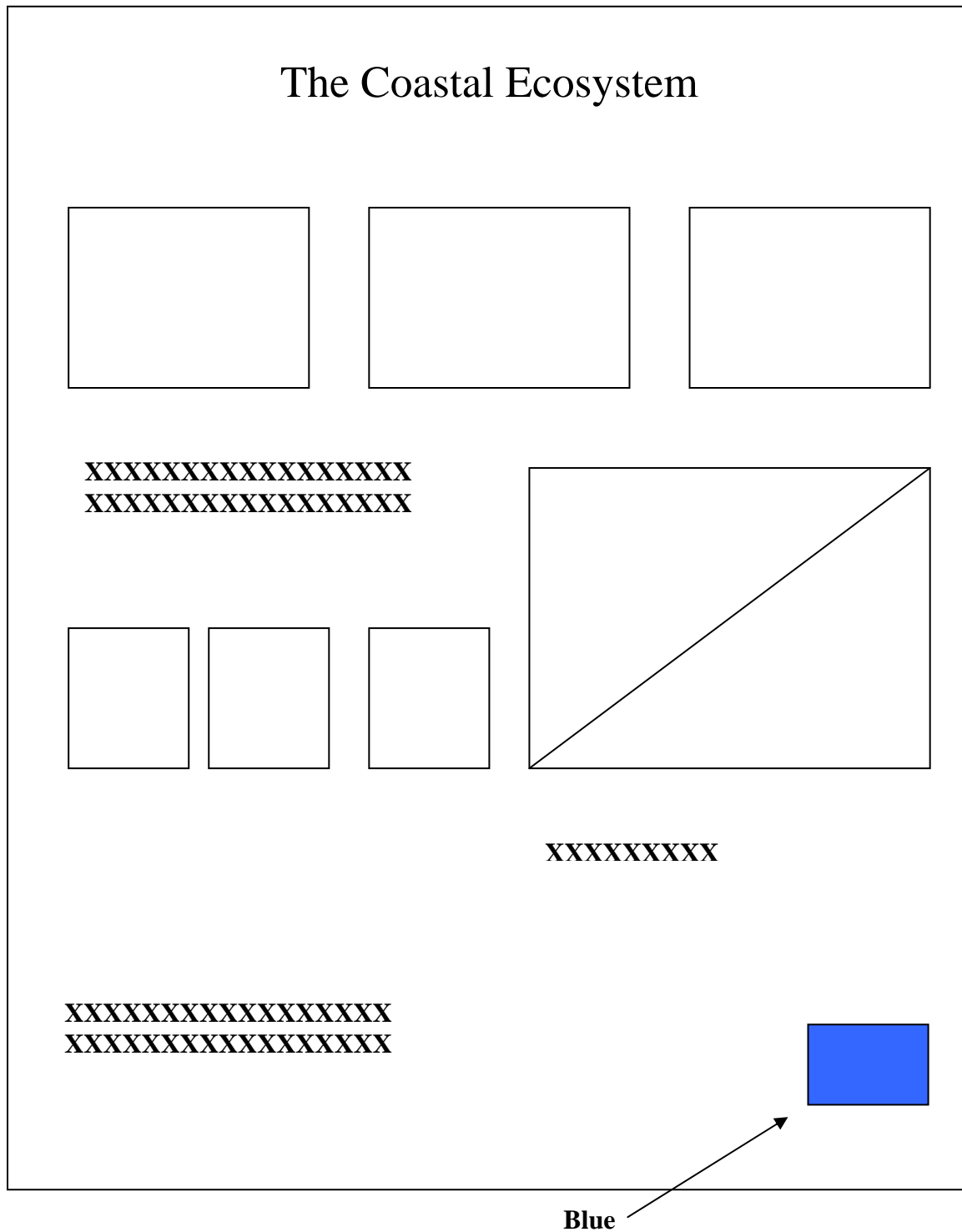
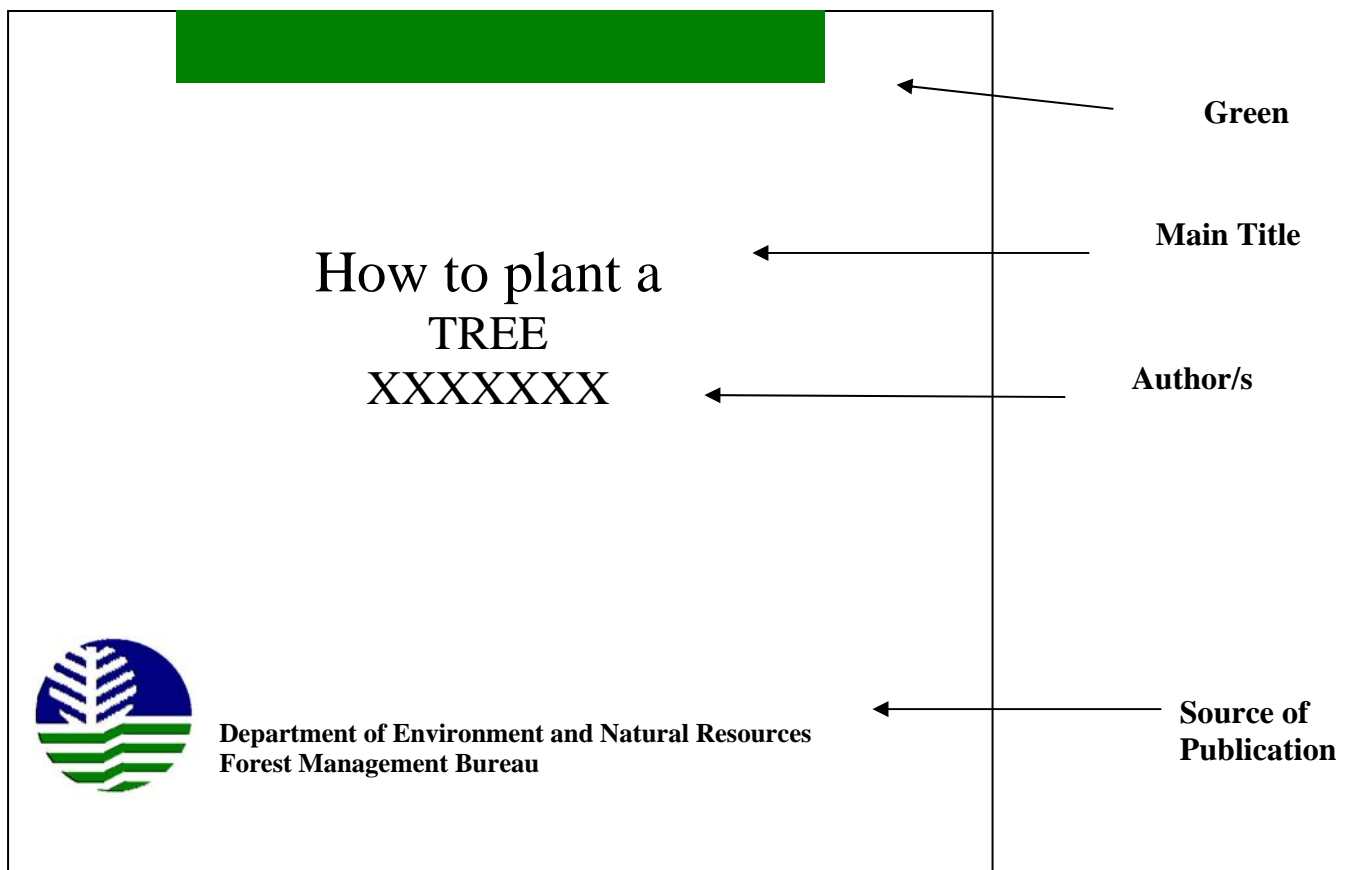


Fig.G.Flyers



***II. MANUAL
OF
STYLE***

MATRIX OF DOCUMENTS GENERATED BY DENR

A. Existing DENR documents.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Memorandum Order	<ul style="list-style-type: none"> • Embody directives, rules, regulations, orders and/or instructions which establish new policies or implement existing laws and orders. • They are regulatory in nature, permanent and mandatory in character, and of general application. • It can grant certain authority, enforce or implement certain laws or order an action. 	Secretary or his duly designated Officer-In-Charge. (The Seal of the Secretary appears in all orders and communications)	<ul style="list-style-type: none"> • Date • Code number/Year issued • Subject (states the content of the whole document in one phrase or clause) • Text • Effectivity Clause • Signature and signatory's name and designation

Memorandum Order



1

Department of
Environment and
Natural Resources

January 17, 2005

2

MEMORANDUM ORDER

No. 05-_____

3

SUBJECT: _____

4

_____.

5

6 _____

_____.

7

Name and Title of Authorized Signatory

1. Use DENR stationery. Commemorative letterheads can be used but special logos should appear in the upper right side. Special slogans should appear at the bottom center of the page.
2. The Records Office stamps date of actual signing of Memorandum Order.
3. Times New Roman 12 points is the typeface used in the text. Only tables, charts, spreadsheets, and the like, attached to documents, can use other fonts. The “subject” portion should be indented 8 spaces, in bold face, centered and all caps. The Memorandum Order portion is flush left, in bold capital letters. Starting 1996, the documents have been numbered as 96-____, depending on their entry numbers in the Records Office logbook. Henceforth, documents produced in 1996 and succeeding years no longer have year/series numbers.
4. First line of the text written in normal Times New Roman font is indented 5 spaces. Spacing between lines is single. In between punctuations, there should be one space after commas and semi-colons and two spaces after colons. Do not leave spaces between periods and letters in abbreviations and before and after hyphens. Make a dash by typing two hyphens without a space between them and on either ends.
5. Allot a double line space in between paragraphs.
6. Left margin is 3 centimeters from the left edge of the paper while right margin is 2 centimeters from the right edge of the paper. Bottom margin is 3 centimeters from the bottom edge of the paper.
7. Signatory’s name, all in capital letters, is typed 6 spaces from the last line of the text to make room for his/her signature. Designation/title of signatory in capital and lower case letters, follows his/her full name. Signatory initials all pages of the document except the page where his full signature appears.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Administrative Order	<ul style="list-style-type: none"> • Provide for the organization of bureaus and offices, as well as, those that are promulgated, pursuant to existing laws, to supplement the provision thereof, by spelling out details of procedures, manner of enforcement, etc. not otherwise provided by law. • They operate as effectively as the basic law itself upon private persons and entities. • Usually, the subjects require more force and are therefore contained in the Administrative Order. 	Secretary or his duly designated Officer-In-Charge. (The Seal of the Secretary appears in all orders and communications)	<ul style="list-style-type: none"> • Date • Code number/Year issued • Subject • Introduction(briefly explains the DAO's reason for being) • Statement of policy • Text discusses in detail the title, scope and definition of terms. Can be supported by tables and appendices. • Separability clause is included so that in case some parts of the order are declared obsolete or void by court action, other parts of the provisions shall remain in force.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
			<ul style="list-style-type: none"> • Repealing clause state that provisions which have become obsolete are deleted. • Amendments state that the document can always be modified, as the need arises(The code number, in case of amendments to the mother A.O. is appended with an effectivity clause that usually states that the Order becomes effective 30 days after the A.O. is published in an official gazette). • Signature and signatory's name and designation

Administrative Order



1

Department of
Environment and
Natural Resources

January 17, 2005

2

ADMINISTRATIVE ORDER

3

No. 05-_____

SUBJECT:

4

5

6

Name and Title of Authorized Signatory

7

This Order shall take effect immediately.

1. Use DENR stationery.
2. The Records Office stamps date of actual signing of the Administrative Order.
3. “Administrative Order” is bold, 12 points Times New Roman, all caps, while number and series are in capital and lower case. Three lines are flush left. Administrative Orders issued starting 1996 no longer have year series.
4. “Subject” portion is in bold face, centered, all caps.
5. First line of text written in Times New Roman 12 points is indented. Spacing between the lines is single. Spacing between paragraphs is double.
6. Signatory’s name, all in capital letters, is typed 6 spaces from the last line of the text to make room for his/her signature. Designation/title of signatory in capital and lower case letters follows his/her full name. Signatory initials all pages of the document except the page where his full signature appears.
7. Start pagination from page 2, if there is more than one page of text. Put page numbers at the bottom center of the page.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Office Circular (includes memo circular)	<ul style="list-style-type: none"> Contain administrative instructions that are directory, advisory and informative in nature. More or less permanent in duration and requiring compliance by personnel of the issuing agency. They usually cover such subjects as internal delegations of authority, standard operating procedures, personnel conduct and related matters. They may also contain implementing instructions or regulations, orders, circulars, etc. from other line agencies applicable to or requiring compliance by the employees of the issuing office. 	Secretary or his duly designated Officer-In-Charge. (The Seal of the Secretary appears in all orders and communications)	<ul style="list-style-type: none"> Date Code number/Year issued Subject Basic policies/premises Purpose Supporting circulars Effectivity clause Signatory Optional(appendix with figures, tables, matrices at the end so as not to disturb text)

Memorandum Circular



1

Department of
Environment and
Natural Resources

January 17, 2005

2

MEMORANDUM CIRCULAR

3

No. 05-_____

TO : _____

4

SUBJECT : _____

5

_____.

_____.

This Order shall take effect immediately.

6

Name and Title of Authorized Signatory

7

1. Use DENR stationery.
2. The Records Office stamps date of actual signing of the Memorandum Circular or Office Circular.
3. “Memorandum Circular” is bold, 12 points, Times New Roman, all caps. Number is in capital and lower case. All three lines are flush left.
4. Addressee portion is in capital and lower case letters, and “subject” portion is in bold face, all caps. Allow 5 spaces after the colon before addressee name and subject are typed. Allow a double space from the “addressee” line to the “subject” line.
5. Type the first line of text 5 spaces after the last line of the subject. Indent all paragraphs. Text is in 12 points, Times New Roman, single space. Sub-heading in the text can be written in bold face. Allot a double line space in between paragraphs.
6. Signatory’s name all in capital letters, is typed at the bottom right corner, 6 spaces from the last line of the text to make room for the signature. Designation of signatory, in capital and lower case letters, follow full name of signatory. Signatory initials all pages of the circular except the page where his/her full signature appears.
7. Start pagination only from page 2, if there is more than one page of text used.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Special Order	<ul style="list-style-type: none"> • Direct assignments and other matters affecting the status of personnel which may include: detail, designation, commendation, supervision, reinstatement, demotion, creation of committees of temporary nature and other allied matters and those that direct their undertaking of special assignments or missions for a definite period. 	<p>Secretary or his duly designated Officer-In-Charge. (The Seal of the Secretary appears in all orders and communications)</p> <p>Undersecretaries, Assistant Secretaries, Bureau Directors regarding matters under their direct supervision.</p>	<ul style="list-style-type: none"> • Date • Code number/Year issued • Subject (states the content of the whole document in one phrase or clause) • Text • Effectivity Clause • Signature and signatory's name and designation

Special Order



1

Department of
Environment and
Natural Resources

January 17, 2005

2

SPECIAL ORDER

3

No. 05-_____

4

SUBJECT

:

5

This Order shall take effect immediately.

6

Name and Title of Authorized Signatory

1. Use DENR stationery.
2. The Records Office stamps date of actual signing of the Memorandum Circular or Office Circular.
3. After 3 spaces from the date, type “Special Order” in bold letters, all caps, 12 points Times New Roman, flush left.
4. “Subject” line is indented 8 spaces, all caps, in bold face, centered. Allow three spaces from the line indicating the Special Order number before typing the “subject” line.
5. First line of text is indented 5 spaces and written 5 spaces after the last line of the subject. Indent all paragraphs of the text and allow a double line space between paragraphs. Text is written in 12 points Times New Roman, single space. Sub-headings can be written in bold face.
6. Signatory’s name all in capital letters, is typed at the bottom right corner, 6 spaces from the last line of the text to make room for the signature. Designation of signatory, in capital and lower case letters, follow full name of signatory. Signatory initials all pages of the special order except the page where his/her full signature appears.

B. Internal

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Memorandum	<ul style="list-style-type: none"> • A brief, straight-forward message to Supervisors or Subordinates regarding directions or exchange of essential information for inter-office circulation. 	Officials and Employees	<ul style="list-style-type: none"> • Date • Addressee (FOR is used if the addressee's position/designation is higher than that of the signatory. TO is used if the addressee's position/designation is lower than that of the signatory. THRU is used if the signatory wishes to course the message through his/her immediate supervisor or higher authority.) • Sender (Position/Designation) • Subject • Text proper • Signatory's name and signature

Memorandum



Department of
Environment and
Natural Resources

January 17, 2005

MEMORANDUM

FOR/TO :

THRU :

FROM :

SUBJECT :

_____.

_____.

For information and compliance.

Name of Authorized Signatory

cc:

All intra-office Memoranda use plain bond paper or the back of used paper with the DENR computerized template. Confine memos to a single page **if possible**, so that all details will be appended as attachments. If not, start page 2 of the memo simply with an indented paragraph. Continue text until the signatory portion, location of the signatory is the same as page 1.

1. Use DENR stationery, computerized template or special bureau, regional or attached agency letterhead, depending upon source of memorandum. If memo is more than one page, the succeeding page/pages are written in plain bond or used paper and paginated accordingly.
2. Date indicated is the actual date of signing of the memorandum.
3. The word “memorandum” is in capital letters, bold, flush left and typed three spaces after the date.
4. “FOR/TO” and “THRU” portion is in all caps. Following lines can be written in capital and lower case letters. “FOR” is used if the addressee’s position/designation is higher than that of the signatory. “TO” if the addressee’s position/designation is lower than that of the signatory and “THRU” if the signatory wishes to course the message through his/her immediate supervisor or higher authority.
5. The “FROM” portion indicates the official source of the memorandum. A double space separates the “TO and “FROM” lines.
6. The “SUBJECT” portion is typed in all caps.
7. The first line of the text is indented 5 spaces and typed 3 lines after the subject line. Text is written in 12 points Times New Roman, regular font and single spaced. Allow double spaces in between paragraphs.
8. Type the full name of the signatory all caps, bold, 5 spaces from the last line of the text at the bottom right hand corner of the page to allow room for the signature. Memoranda are brief and concise and usually a single-page document. Attachments can be appended so as not to disturb the text.
9. The “cc” is an abbreviation for “copy furnished” in case the content of the document needs to be known by another official simultaneously. The optional “cc” portion is typed at the bottom of the page using 8 points Times New Roman font. The source office is responsible for photocopying main documents, copies of which need to be furnished to the other office heads.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Complete Staff Work (CSW) For Internal Communication	<ul style="list-style-type: none"> CSW is a situation where all pertinent information and documents are made available to all levels of Management to facilitate decision-making and effectively manage current issues. The CSW format for the Memorandum for the President is indicated on page 85. 	Concerned Head of Office/ASEC/USEC	<ul style="list-style-type: none"> Addressee Sender Subject Date Text Proper <ul style="list-style-type: none"> I. Reference II. Background III. Comments/Recommendations IV. Attachments Signatory's name and signature

Complete Staff Work (CSW)



1

Department of
Environment and
Natural Resources

January 17, 2005

2

MEMORANDUM

3

4 FOR/TO :

THRU :

5 FROM :

SUBJECT :

I. REFERENCE

6

II. BACKGROUND

III. COMMENTS/RECOMMENDATIONS

IV. ATTACHMENTS

7

Name of Authorized Signatory

8

1. Use DENR stationery or back of used paper with computerized printout of DENR logo and letterhead.
2. Date indicated is the actual signing of the CSW
3. Heading is bold, 12 pts., Times New Roman, all caps and flushed left.
4. “Addressee” portion is in capital and lower case letters, and “Subject” portion is in bold face, all caps. Allow a double space for each part of the document from Addressee line to Subject line.
5. Put a borderline two spaces after the subject.
6. Type first line of text two spaces after the borderline. Indent all paragraphs. Text is in 12 pts., Times New Roman, single space. Sub-heading in the text should be written in bold face. Allot a double space between paragraphs.
7. Signatory’s name in capital letters is typed at the bottom right corner, six spaces from the last line of the text. Signatory initials on all pages except the page where his/her full signature appears.
8. Start pagination on second page, if there is more than one page of text.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Policy Paper/Study	<ul style="list-style-type: none"> Contain the official view of the Department, bureau, and attached agency on a policy of the Department regarding a specific issue or concern. 	DENR key Officials.	<ul style="list-style-type: none"> Cover page with title Executive summary Text proper Budget(if any) Recommendations Name of service department staffers

Suggested parts of a

POLICY PAPER

Date

Title
Author

Name of Bureau, Attached agency or unit who produced
DENR

Title Page
Contains

Title of policy paper and author
With DENR logo and logotype at the bottom of the page

Executive Summary (in one page)

PARTS

- I. Introduction-Sub-headings can be in bold face. Use footnotes to cite source of data in text.
Tables can appear in between text.
 - II. Problems and Opportunities
 - III. Funding and Incentives
 - IV. Recommendations
 - V. Conclusion
 - VI. References with author, titles, publication dates and kinds of publications
-

Inside Back Page

Persons and agencies to credit in the policy paper formulation

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Development Plans	<ul style="list-style-type: none"> These refer to reports prepared by respective programs/units for the country, based on the local distribution of national endowments, location of major services and facilities and the functional hierarchy of sectors. Preliminary development plans are intended for restricted audiences while final reprints are for general circulation. 	concerned USEC	<ul style="list-style-type: none"> Cover page with title Introduction Situationers Opportunities, threats, projections Statistics, programs, projects Appendices

The cover page contains the color code, the title of the development plan, the logo and logotype of DENR and other agencies who have participated in the formulation of the plan.

The producer of the plan has the freedom to choose overall art design and layout of the whole document. However, the standard back cover should state “For further information, please call; Name of Agency, Address, Telephone and Fax number”.

Appendices may include maps, photographs, joint venture agreements, Sanggunian resolutions and the like.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Working Papers	<ul style="list-style-type: none"> These papers present preliminary exploration of a single research concern which is part of a larger study. As base documents, they present the background, objectives, methodologies, data analysis and summary of findings and conclusions. 	Concerned USEC/ASEC signs covering memo	<ul style="list-style-type: none"> Cover Rationale of paper Issues Solutions, recommendations Back cover(containing names of compilers, researchers and event organizers, if any)

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Project/Capsule Proposals	<ul style="list-style-type: none"> • These are detailed papers prepared for purposes of obtaining funds from local and foreign sources. • These define the objectives, establish strategies and time frames, specifies the resources required to attain the objective of a program, project or study. 	Proponent Secretary recommended by a USEC, if it has passed executive scrutiny and transmitted to a funding agency.	<ul style="list-style-type: none"> • Cover(includes title, page, name of proponent) • Executive summary • Rationale • Table of contents • Text proper(includes introduction, objectives, strategies, project duration, expected outputs or gains, marketing strategies, conclusion) • Budget • Other appendices(budget breakdown, personnel, complement, travel, supplies, contingencies, operations matrix, gantt chart, references, tables, charts, illustrations, maps, organizational structure)

Suggested Format

After the cover and title page containing project title and author, a project proposal must include the following:

PROJECT TITLE

PROPONENT

OBJECTIVES

A. General

B. Specific

DESCRIPTION OF PROJECT COMPONENTS/ IMPLEMENTING STRATEGIES ESTIMATE PROJECT INVESTMENT REQUIREMENTS AND DURATION.

ECONOMIC/FINANCIAL RETURNS

Appendices containing Gantt Charts, Maps, Photos, Resources, Breakdown of Material requirements, etc.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Status Reports	<ul style="list-style-type: none"> These are progress reports, usually monthly, submitted by the central office units, bureaus, program offices and regional offices addressed to the Secretary and concerned USEC or ASEC 	Covered by a transmittal memo signed by a DENR key official	<ul style="list-style-type: none"> Duly signed transmittal memo indicating subject of the report (Refer to next page) Main report (consists of summary, text proper with sub-heading, financial update, problems identified, recommendations, other pertinent attachments like minutes of the meeting, fund transfer, communications, charts, tables, etc.) Signature and name of official who prepared report, duly noted by the next higher authority

Status Report (transmittal memo)

green code



Department of Environment and Natural Resources
Forest Management Bureau

January 17, 2005

MEMORANDUM

FOR :

FROM :

SUBJECT : SITUATIONER REPORT ON _____

_____.

_____.

For your review and consideration.

Name and Title of Authorized Signatory

cc:

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Manuals	<ul style="list-style-type: none"> Manuals deal with systems or procedures that have been studied and are proposed for wider use by the different units of the Department. Generally, these are “how to” manuscripts for general circulation. 	Concerned DENR Official who explains rationale of manual in the foreword or preface.	<ul style="list-style-type: none"> Cover(title page with author’s name and date produced, source of publication and color code covering memo) Foreword Editor’s note Text pages(with graphics, illustrations, etc. detailing step by step instructions) Acknowledgement page Back cover

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Special Reports	<ul style="list-style-type: none"> • These include brochures, annual reports, directories, hand-outs and similar literature used for information, education and communication purposes. 	Concerned DENR Official or group	<ul style="list-style-type: none"> • Cover • Title page • Editor's note • Rationale of report(optional) • Text proper • Acknowledgement page • Back cover

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Seminar/Workshop Proceedings	<ul style="list-style-type: none"> These documents assemble the minutes, discussion papers, resolutions and other pertinent materials of seminars or workshops for future policy reference. 	Covered by a transmittal memo signed by the Head of sponsoring Office	<ul style="list-style-type: none"> Cover page(indicating title of seminar/workshop, sponsoring agency/ies, date, venue, secretariat) Foreword form USEC involved explaining rationale of workshop. Text (containing major issues discussed, topics tackled, resource persons, copies of their policy papers, recommendations arrived at, decisions agreed upon. Appendices(outputs of each workshop group, list of participants and resource persons, actual policy papers of resource persons, forms used in workshops, program of activities)

Parts of the text proper of workshop proceedings:

A. PARTICIPANTS

B. OBJECTIVES

C. PROCEEDINGS

Day 1 (Date)

Presentation Papers
Open forum, Issues and Answers
Conclusion/Recommendation
Workshop output, if any

Day 2 (Date)

Presentation Papers
Open forum, Issues and Answers
Conclusion/Recommendation
Workshop output, if any

D. APPENDICES

Program of Daily Activities
List of Participants
Workshop Papers, if any

GUIDELINES

1. Headings are written in 13 points of Times New Roman, bold are typed flush left.
2. Text is typed in 12 points of Times New Roman, single space. The first line is indented 5 spaces. Profile of participants is first explained. The list of names and the organizations represented may be appended at the end of the document. Start pagination on page 2. For clarity, justify text on right margin.
3. Under the proceedings, explain highlights of speeches, papers presented and issues raised. A detailed discussion of workshops, if any is important. Include names of facilitators and outcome of workshop and plenary sessions.
4. Appendices appear at the end of the document so as not to disturb the text. Appendices may include the following:
 - Working papers or reports of presenters
 - Daily program of activities
 - Text of speeches
 - List of participants and organizations represented
 - Copy of certificate of completion issued
 - Photographs of field visits and workshop proceeding, if any.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Legal Documents	<ul style="list-style-type: none"> • Legal documents include contracts, detailed rules and regulations, etc. framed by the Legislative Affairs Office to govern transactions with clients and client relations with DENR • Various kinds of legal documents use legal jargon and formats which are known by the legal department. • All legal documents drafted by the different offices must pass the legal department's scrutiny before these are finalized, typed, signed and notarized to become part of the public documents. 	Concerned USEC/ASEC	<ul style="list-style-type: none"> • Covering memo incorporating document abstracts • Document proper • Acknowledgement page • Appendices(contains WFP, Schedule of releases and/or maps

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Radio Messages	<ul style="list-style-type: none"> • These are usually urgent one-page messages transmitted via radio for the field offices from the central office and vice versa. • Messages must be coursed through the concerned USEC except if it comes directly from the OSEC. • Language used is brief and concise. • Abbreviations are permissible. 	<p>Regional Executive Director (from field offices)</p> <p>Key DENR official (from the central office) it is always approved for transmission by the authorized Official.</p>	<ul style="list-style-type: none"> • Date • Addressee(with “Attention” for emphasis) • Brief Text • Signatory • “Approved for transmission” closing with the USEC’s signature • Signatory’s name and designation

Outgoing Dispatch

DTG: _____ Precedence: __FLASH__ PRIORITY__ ROUTINE

68

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Indorsements	<ul style="list-style-type: none"> • These are usually messages covering communication needing action. • Since the document passes through several officials, the addressed official with no amendments to the original communication can just initial on the indorsement. In case of amendments, only then shall the concerned official make another covering indorsement. 	Key DENR Officials	<ul style="list-style-type: none"> • Heading and Date • Text • Signatory

Indorsements



1

Department of Environment and Natural Resources
Region II, Tuguegarao, Cagayan

2

1st INDORSEMENT
February 2, 2005

3

Respectfully forwarded to the Office of the Secretary, the _____

_____.

4

For your information and ready reference.

5

Name and Title of Authorized Signatory

1. Use DENR stationery with color code. Follow the suggested signature arrangement for the logo and logotype.
2. Seven spaces after the last line of the logotype in the letterhead, type centered “1st INDORSEMENT”, as the case may be, all in Times New Roman 12 points, all caps. In the next line, type the date in capital and lower case letters, centered, using regular Times New Roman 12 points.
3. Three spaces after the date, type text with first line indented 5 spaces, using 12 points Times New Roman, regular font single space.
4. Allot double spaces between paragraphs
5. Five spaces after the last line of the body of the message, type the name of signatory/endorser, all in capital letter, flush right. In the next line, type sender’s designation, in capital and lower case letters.

Correspondence/Letters

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Correspondence	<ul style="list-style-type: none"> Letters, Communication sent, for information purposes, to external clients regarding various subjects needing action or confirmation. 	DENR Officials and Employees	<ul style="list-style-type: none"> Date Addressee Salutation Body of letter Letter Closing Signatory's name and designation Filename/encoder

Correspondence



1

Department of
Environment and
Natural Resources

January 17, 2005

2

3

Name of addressee
Title of addressee
Complete address

Dear _____:

4

5

_____.

_____.

Very truly yours,

6

7

Name and Title of Authorized Signatory

fm : _____

8

1. Use DENR stationery.
2. Type flush right, actual date of letter preparation in 12 points Times New Roman.
3. The addressee portion is typed single-spaced, flush left, with the addressee name in bold face, all capital letters. Addressee can be typed in caps and lower case letters.
4. The salutation is in bold letters, ending with a colon.
5. First line of the text in each paragraph is indented 5 spaces. All text is in 12 points Times New Roman, single space. Allow double space in between paragraphs.
6. The closing is aligned with the date and typed three spaces from the last line of the letter.
7. The signatory's name is typed 5 spaces from the closing to make room for the signature. The name is in bold face and capitalized letters while the designation is in caps and lower case letters.
8. For purposes of tracking, another line with document filename of encoder typed at the bottom left part of the page, flush left and in 8 points Times New Roman font.

TYPE/TITLE	DESCRIPTION	SIGNATORY	PARTS OF THE DOCUMENT
Executive Reports	<ul style="list-style-type: none"> • These reports are exclusively for the President of the Philippines or the Secretary of the DENR. • These may be status or accomplishment reports properly bound and covered with acetate. 	USECs and ASECs or by the Secretary, in case of reports for the President	<ul style="list-style-type: none"> • Transmittal memo(letter on color coded paper, in case of long reports) • Executive Summary • Recommendations • Table of contents • Dividers • It is bound by dry binding

Transmittal memo for the Executive report



1

Department of Environment and Natural Resources

MEMORANDUM FOR THE SECRETARY

2

FOR :

FROM :

SUBJECT :

DATE :

3

4

_____.

5

_____.

For information.

6

Name and Title of Authorized Signatory

1. Use special letterhead
2. Text is written in 12 points Times New Roman. The “FOR”, “FROM” “DATE” and “SUBJECT” portions are all in capital letters.
3. Type a broken line through the page.
4. Indent all paragraphs 5 spaces. Type the first line 2 spaces after the broken line.
5. Allow double spaces between paragraphs.
6. Signatory’s name and signature must be at the lower right hand corner.

*Manual on Presentation during
Cabinet Meetings
Including Memorandum for the
President*

MANUAL OF AUDIO-VISUAL PRESENTATIONS DURING CABINET MEETINGS OR STAFF MEETINGS

I. OBJECTIVES

- Upgrade the quality of presentations for the President or for the Secretary by setting the minimum standards and specifications to ensure that such presentations are in proper form and clarity and are able to project effectively key ideas, facts, figures, and other relevant information required for decision making.
- Enjoin all government departments, agencies instrumentalities and offices to conform with these standards and specifications.
- Facilitates coordination between the presenting offices, agencies and the Office of the President, through the Presidential Management Staff, on the scheduling and other requirements regarding presentations during Cabinet Meetings or through the Office of the Head Executive Assistant for Staff Meetings within the Department.

II. STANDARDS AND SPECIFICATIONS

- A. LENGTH OF PRESENTATION- Ten to fifteen minutes running time is ideal. The first five minutes should be devoted to the presentation proper and the next five to ten minutes to interactions, comments and questions.
- B. CONTENT- The flow of the presentation follows this general format:
1. *Opening*-Identify the objectives of the presentation and action/s required from the body.
 2. *Key Decision Points*- State the major points of discussion in the form of the presentation outline. Limit the number of major points to four for a focused and compact presentation. Presentations should have fulfilled the requirements of Complete Staff Work (CSW).
 3. *Details*- Discuss key points in detail. Focus on key decision points, not procedural concerns.
 4. *Closing*- Recap the key decision points and recount to the body the next action/steps required.
- C. WHEN TO USE VISUALS- Visuals are tools for emphasis and easier understanding. Use them when there is a need to highlight relevant and critical information that will facilitate decision making, and when they can make the audience understand better the information being presented.

D. CREATIVE VISUALS- Effective visuals during Cabinet and other high-level meetings are characterized by:

1. *Readable, consistent typeface/font types*

- a. Type- the sans serif typefaces are preferred in terms of readability e.g. ARIAL, HELVETICA;
- b. Consistency- Use one, at most two, different typefaces, so that audience is not distracted.
- c. Size- **Use BIG PRINTS.** It is best to maintain, at most, two types of font sizes on a visual, the bigger one for the heading and for highlighting the most critical information. **The smallest size must be 18 points.**

2. *Limited information, to the most important details.*

- Use phrases or buzzwords, not sentences. Sentences on visuals make for ineffective communication. They clutter the visual.
- Use few phrases on one visual. Refrain from putting too many items in one visual.
- Use tables or matrices that are light to look at. Ideally, data in tables or matrices are best converted into graphs or charts. Should there be no better option, the tables or matrices must be limited to the most important details, to fit in a few columns and rows, say 4 X 4 at the most.
- Use color and art to emphasize points. Color and art can enliven presentations. They must be both interesting and simple, and must not serve to make the participants brood over what the different colors and art forms are supposed to signify.
- Use heading and marked phrases. Heading on visuals give the audience an easier time to follow the framework of the presentation. Sub-headings, if any however, should not be repeated on subsequent visuals. If there is a listing of phrases, they should be marked with numbers, letters or bullets, examples are:

MARKED PHRASES

I Roman Numerals	or	1.	
II		2.	
A. Capital Letters			2.1
B.			2.2
a. Small Letters			2.2.1
b.			2.2.2
• Bullets			

5. *Use graphics, charts, or pictures whenever possible*- Graphics, charts and pictures are more interesting than text. However, they should serve only to amplify and clarify meaning, and not attract attention to themselves, otherwise they distract attention from the presentation.

E. TYPES OF VISUAL- Considering the size of the Cabinet Meeting/Staff Meeting, the most preferred ones are:

1. Overheads (use when ensuing discussions are expected to require retrieval of visuals)
2. Computer-generated
3. Slides/Slides on film
4. Video

III. PRE-PRESENTATION REQUIREMENTS

- A. Clean hard copies of the visuals used during presentations and hand-outs, if any, containing details of the subjects presented, must be furnished the President (for staff Meeting, the Secretary) before the presentation. The hand-outs must be readable, clear and in support of the information presented; and they must be limited to a few number, to make sure that they are read.
- B. If the presentation comes with a script/text, a copy of this should be given to the presidential Management Staff (for Cabinet Meetings) or the Office of the Head Executive Assistant (for Staff meetings) after the presentation to aid in documentation. Scripts for the President and or the Secretary should use a font size of at least 14 points.
- C. The presenting agencies should inform PMS, through the Conference Management Office (CMO), of any presentation that will require the use of equipment ahead of time (at the least, the day before). The setting up of all equipment during Cabinet and other meetings with the President must be completed at least an hour before the meeting.

D. Documents for submission to the President.

1. Use the standard formats of the following (contained in Annex A, B, C).
 - Memorandum for the President from the Secretary
 - Proposed proclamation for the President's signature
 - Proposed Executive Order for the President's signature
2. Documents exceeding four pages should have an executive summary. Attach the necessary action papers (e.g. draft E. O. or Proclamation).
3. Clearly indicate the action requested, e.g., "recommend approval" or "for the President's information and further instructions". Do not be ambiguous by asking the President "for his/her consideration".
4. Do not put action documents with five pages or less in folders as these clutter/disrupt Presidential paperwork.

IV. ON ATTENDANCE OF OFFICIALS AND STAFF TO CABINET/STAFF MEETINGS

- A. Only Cabinet (Staff) members, regular Cabinet (Staff) attendees and concerned support staff will be allowed to attend the Cabinet (Staff) meetings. The PMS (HEA) should know the names of officials/staff who will assist, at least 24 hours before the Cabinet (Staff) Meeting.
- B. During the meeting proper, unnecessary movements/activities that will disrupt the proceedings should be strictly avoided.

V. ON ATTENDANCE OF OFFICIALS AND STAFF TO CABINET/STAFF MEETINGS

All Cabinet and high level presentations should be computerized multimedia presentations: computer-based integration of 1) text, 2) photos, 3) graphics (drawings or clip-arts), 4) full-motion video, 5) animation and 6) sound-using the equipment set-up at the meeting hall.

A. Equipment for presentations

1. Presently installed at SDR:
 - Overhead camera.
 - Barco projector and projection screen (simultaneous projection using computer monitors spread around the table at SDR).

2. Available upon request:

- Power PC (Macintosh computer)- uses a graphics-based metaphor or graphical interface (GUI) similar to Microsoft Windows '95.
- VCR-beta format
- Slide projector

B. Use of equipment

1. The use of the video visualizer (overhead document camera) is limited to rush presentations or presentations with less than 5 slides.
2. Slides printed on paper using the video visualizer should have proper lay-out and color.
3. Use a laser printer (red dot) for dynamic and direct emphasis during explanations and clarifications.

C. Lessons from FVR's high-level presentations when he was Secretary of National Defense (SND).

1. FVR personally corrected the script and previewed the visual aids (by OP or Barcovision Computer projector) days before or the night before (for rush requirements) the presentation. During the preview, the following were present for consultations, comments or corrections:
 - a USEC (who might have to substitute for him in case he is unable to attend the actual presentation)
 - all concerned ASECs
 - selected staff

The then SND either required revisions or approved the script and the audio-visual presentation. A second preview is scheduled if a major revision is made.

2. A set of overhead transparencies were prepared as back-up to the computer generated frames.

3. A staff member went to Malacañang or to the designated venue to check the technical lay-out of the equipment (Barcovision or overhead projector) or compatibility with those available. The equipment was installed and the audio-visual presentation was tested hours before the presentation.
4. The then SND had a collection of at least 125 transparencies, properly arranged, numbered and listed by title, which covered practically every conceivable aspect on the Department. These transparencies were regularly updated and checked for currency on a monthly basis, whether or not there was a scheduled presentation.
5. Transparencies were made on 3M IR (infrared) transparencies which allow the use of color by superimposing 2 to 6 transparencies or overlap of different color on a single frame.
6. The then SND's staff used to bring a twin-bulb overhead projector (a flick of a switch changes over a new bulb in case of a busted one) and a portable projector screen, plus a smaller back-up overhead projector.

Format of a memorandum for the President to be signed by the Secretary

MEMORANDUM FOR *H.E.*, THE PRESIDENT

(All caps, bold, large- *H.E.*, in italics form)

THROUGH : **HON. EXECUTIVE SECRETARY** _____
(All caps, bold)

FROM : **Secretary** _____
(Bold, italics form)

SUBJECT : **(ALL CAPS, bold)**
*if this is in response to a handwritten instruction of the President,
cite HWI and Doc. No.

DATE : (leave this space blank, to be stamped upon signing by the Secretary)

(line separating the above from the actual contents of the memorandum)

I. For proposed proclamations to be approved by the President

Starting paragraph (Generally starts with) a) This refers to... b) Respectfully forwarded
herewith

Background:

Legal Basis:

Agencies involved:

Coordination with other agencies:

Potential problem:

Fund Availability:

Documents for Approval:

Always end this type of memorandum with **“FOR HIS/HER EXCELLENCY’S
SIGNATURE”**

(All caps, bold)

Signatory

Name and Title of Authorized

*should there be attachments

II. Other Memoranda for the President

Please follow the above format, However, actual body content is different from the contents of the memorandum recommending approval of proposed proclamation or directives.

Memoranda for the President must be direct e.g., For signature, For Information, For instruction. Do not equivocate by using “For consideration”.

All recommendations for the President’s approval or signature must contain the necessary documents, e.g. proclamation, executive order, etc. Attachment or enclosures must be enumerated at the bottom of the transmittal memo.

Format for Proposed Proclamations for the President’s Approval

MALACAÑANG

(center, all caps)

Manila

PROCLAMATION NO. _____

(center, all caps)

**THE TITLE OF THE PROCLAMATION SHALL BE INDENTED ALL
ALIGNED STARTING FROM THE SECOND LINE (BOLD, ALL CAPS)**

(Two spaces in between the title and the body of the Proclamation)

The body starts as follows:

Upon recommendation of the Secretary of the Department of Environment and Natural Resources and by virtue of the powers vested in me by law, I, **Name of the President** (ALL CAPS), President of the Republic of the Philippines, do hereby.....

Technical descriptions:

All provisions that we want included in the proclamation follows.

Signatories:

The name of the President must be typed at the bottom, only that of the Executive Secretary:

By the President:

Name of the Executive Secretary

Executive Secretary

Format Draft Executive Orders for the President's approval

MALACAÑANG

(center, all caps)

Manila

EXECUTIVE ORDER NO. _____

(center, all caps)

**THE TITLE OF THE EXECUTIVE ORDER SHALL BE INDENTED ALL ALIGNED
STARTING FROM THE SECOND LINE (BOLD, ALL CAPS)**

(Two spaces in between the title and the body of the Proclamation)

WHEREAS, (all caps, bold, state rationale for the E.O., e.g. state of the environment as the need for action on an important concern)

WHEREAS...

NOW, THEREFORE, I, Name of the President (all caps, bold), President of the Philippines by the power vested on an important concern

SECTION 1. (bold, all caps)

SECTION __. *Funding* (italic, bold)

SECTION __. *Non-Applicability* (italic, bold)

SECTION __. *Implementing Rules* (italic, bold). The ____ hereby directed to prepare and adopt guidelines to implement the specific provisions of this Executive Order.

SECTION __. *Transitory Provision* (italic, bold)

SECTION __. *Repealing Clause* (italic, bold)

SECTION __. *Effectivity* (italic, bold). This executive Order shall take effect immediately (or add, "after publication in a newspaper of general circulation in the Philippines."

DONE (bold, all caps), in the City of Manila, this ____ day of (month) in the year of our lord (year, in words).

(Signatories: The name of the President must not be typed at the bottom, only that of the Executive Secretary)

By the President:

Name of the Executive Secretary

Executive Secretary

SOME GENERAL REPORT FORMATTING GUIDELINES

1. Spacing

Text is usually single. Follow rules for spacing in the context of other matters of style as they relate to quotation, footnotes, bibliographies, tables, illustrations and appendix, table of contents, list of tables, figures, etc.

In spacing between punctuations, have one space after commas and semi-colons, two spaces after colons. Do not leave space between periods and letters in abbreviations. Leave no space before or after a hyphen. Make a dash by typing two hyphens without space between them nor on either end.

2. Margins

At least, leave 2.5 cm. margins on top and below the page, 2 cm. at the right and 4 cm. to the left.

3. Block Style-Flush left

The text is in vertical area 4 ½ inches wide, measured from the right margin of ¾ inch. Make no indention except for quotations and enumerations.

Preliminary pages cover 5 ½ inches wide. Horizontal lines measuring 4 ½ inches are used as dividers between sections or running lines below and above text.

4. Pagination

Start pagination with the first page of Chapter I and continue throughout the report. If there are too many preliminary pages, use lower case Roman Numerals as pagination. Page numbers are typed below the bottom running line in the lower right hand corner.

5. Major divisions

Begin major divisions on a new page. The title should be in capital letters between the running lines above the text.

6. Headings

These are in capital letters. Subheadings are in capital and lower case on the left of the text area. Type titles of chapters or parts of the report at the bottom of the page below the bottom running line, flush left of the text area.

7. Enumerations

Use numbers to enumerate items when they run in on the text or are in outline form.

8. **Quotations**

These should be typed in quotation marks, running not more than four lines. Longer quotations should be typed separately two spaces below the text and indented 10 spaces to the right. Use Arabic numerals to indicate footnote reference.

9. **Footnotes**

These cite authority for statements made in text, to make comments on text discussion, or to make cross references. Place footnotes in one same page where text references appear. Type in numerical order at the foot of the page, one footnote number below a 15-space line, and the entry below one footnote number.

10. **Tables**

Tables are ideally situated after its mention in the text or on the next page, if the table requires one whole page . Text tables are those with direct references in the text. There should be accompanying discussion on data presented; otherwise they can be used as appendix tables. Important features are title and number (Arabic for text tables and Roman for appendix tables); Capital/lower case is used for headings except TOTAL or PHILIPPINES. Double lines start and end tables.

11. **Maps**

Maps are 53.34 cm x 60.96 cm in size which are easier to handle and keep. Use mylar film for originals that are originals that are 53.34 cm in width.

Draw border line 3.81 cm from the edge, along the binding size and 1.25 cm from the edge of the other 3 sides. Draw border lines .8 mm thick.

Location of legend depends on the shape of the area to be mapped and its layout on the sheet. It may be in the upper or lower left corner of the paper or on the upper right corner.

The title block should be on the lower portion of the paper, which is divided into three boxes, each measuring 16 cm x 4.5. the middle box is for the title of the map, the left box for graphical scale, north arrow, the name of the municipality and the province, and right box contains the name of agency who prepare the map.

12. **Figures**

Use complete titles for legends, maps, charts, graphs, etc. and Arabic numerals for numbering these.