



Republic of the Philippines
Department of Environment and Natural Resources
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31 March 2022

MEMORANDUM

FOR/TO : ALL DENR OFFICIALS AND EMPLOYEES
DENR Central Office

FROM : THE ASSISTANT SECRETARY
Administration and Human Resources

SUBJECT : PROVISION OF PHOTOCOPIES OF SIGNED
COMMUNICATIONS FOR RELEASE AND COMPLETE
ADDRESSES OF RECIPIENTS

In the interest of the service and in line with the implementation of Quality Management System (QMS) in the Department, photocopies of documents for release to external clientele and other offices shall be provided to the Records Management Division (RMD) pursuant to page 50, Item No. 9, of the Department Administrative Order (DAO) 2005-22 entitled "DENR Identity Design system and Manual of Style Second Edition 2005".

To increase the quality value of services and to avoid wastage of effort and resources, Action Officers are advised to scrutinize necessary documents/attachments for photocopying, copies of which need to be furnished to other addressees. Likewise, all copies for release within the Central Office shall be directly forwarded to concerned offices and duly received/noted in the tracking form. Only copies for release outside of the Central Office shall be received by the RMD.

Further, the Division receives numerous Return to Sender (RTS) mail matters due to insufficient/incomplete addresses wherein the postal office personnel is unable to locate, thereby hampering the ease of doing business with our clients. It is therefore requested to provide the complete address/es of recipient to avoid delay in the delivery of service.

For your information and proper guidance.

HIRO V. MASUDA, DBA, CESO III
Assistant Secretary
Administration and Human Resources



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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

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.
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