



**MEMORANDUM**

**FOR/TO :** All Supervising Undersecretaries  
All Assistant Secretaries  
All Bureau and Service Directors

**FROM :** The Undersecretary and Chief of Staff

**SUBJECT :** REMINDERS RE SUBMISSION OF MEMORANDUM FOR THE  
SECRETARY THRU THE CHIEF OF STAFF

**DATE :** FEB 27 2023

In the interest of service and to further professionalize the Department's internal communications for the information, approval and signature of the Secretary, kindly be reminded of the following instructions on the submission of Memorandum for the Secretary thru the Undersecretary and Chief of Staff:

1. All Memoranda shall emanate from the offices of the Supervising Undersecretaries or other offices directly reporting to the Office of the Secretary (OSEC).
2. As a general rule, all Memoranda and corresponding Action Documents shall be printed using A4 as the paper size with Arial size 12 as the font<sup>1</sup>.
3. All Memoranda submitted for information of the Secretary shall bear the following under the sender's signature line:

**NOTED:**

**MARIA ANTONIA YULO LOYZAGA**  
Secretary

4. All Memoranda submitted for approval of the Secretary shall bear the following under the sender's signature line:

**APPROVED / DISAPPROVED:**

**MARIA ANTONIA YULO LOYZAGA**  
Secretary

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<sup>1</sup> Except for documents with existing prescribed standards such as legal documents, appointment papers, and certificates, among others.

5. All originating offices shall:
  - a. Print two (2) copies of the Action Documents, with initials/signature of the Supervising Undersecretary in the second copy
  - b. Provide tabs<sup>2</sup> for all Action Documents and other attachments/references
  - c. Put signature markers (*i.e.* "sign here" stickers) in the Action Documents for ease of reference of the Secretary
  - d. Attach the OSEC Routing and Action Slip as cover sheet, duly accomplished by the originating office and signed by the Supervising Undersecretary
  - e. Route the complete document/s to other Undersecretaries concerned for comments/concurrence prior to submission to OSEC
  
6. All concurring Undersecretaries shall:
  - a. Affix written comments/concurrence and signature in the OSEC Routing and Action Slip
  - b. Affix initials/signature in the second copy of the Action Document/s
  - c. Ensure expedited review, concurrence and release of the Memorandum and attached document/s for immediate submission to OSEC
  
7. The following shall be excluded in the Memorandum for the Secretary and shall be kept by the originating office for internal use:
  - a. Loose marginal notes / post-it
  - b. Different drafts/versions of Action Documents
  - c. Internal Division / Section / Unit Routing Slips
  - d. Redundant print-out of EDATS
  - e. Unnecessary scratch papers/documents
  
8. The Document Management and Operations Support of the OSEC shall return the submitted Memorandum and documents to the originating office if the following are observed:
  - a. No Memorandum from the Supervising Undersecretary
  - b. Unsigned OSEC Routing and Action Slip
  - c. Documents with unclear / vague recommendation/s
  - d. Improper and incomplete packaging (wrong paper size and font, no tabs, no signature markings, missing attachments, different drafts of Action Documents, unsigned documents, missing initials, typographical errors, etc.)

Kindly remind your respective technical/ action personnel on the above instructions.

For consideration and appropriate action.

  
MARILOU G. ERNI

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<sup>2</sup> Tabs shall be fixed in separate sheets. Scratch papers may be used. Do not fix the tabs in the actual document.