

DENR Memorandum Order

No. 01

January 02, 1995

SUBJECT : Prescribing a Uniform Format For All DENR Orders

For purposes of clarity, a uniform format for Administrative Order, Special Order, Memorandum Order, Memorandum Circular and other similar DENR Orders, is hereby prescribed as follows:

Formatting Guidelines

Date:

- shall be written on the upper-right corner of the first page of the Order, beginning with the month, date and the year.

Order Type and Number:

- shall be written on the upper-left corner of the first page of the Order. Provided that the number of the Order shall be written immediately below the Order Type and shall be preceded by the current year and followed by the appropriate number in the series of a particular Order Type (i.e. 95-01; 95-02; 95-03 for Orders within the year 1995). The Order Type and Number shall also appear above the page number at the upper-right corner of the succeeding pages of the Order.

Subject:

- shall be written in underlined bold capital letters (at the center) immediately below the Order Number.

Sub-Headings:

- shall be written in small but bold and italic letters at the center of the page (i.e. Formatting Guidelines above). Provided that, if necessary, other sub-headings (i.e. Date, Order Type and Number, above) under a particular sub-heading (i.e. Formatting Guidelines above) shall be written in bold but small and underlined letter, followed by a colon, at the left-hand corner of the document. Other text formats for long Orders may be allowed as long as clarity is preserved.

Paging:

For long Orders requiring two (2) or more pages, page number and total pages of the Order shall be written at the upper-right corner (below the Order Type and Number) of every page starting from page 2 (i.e. AO 95-02 page 2 of 4 pages).

The format of this Order (M.O. 95-01) shall serve as an example of the prescribed uniform format for all DENR Orders.

This Order shall take effect immediately.

ANGEL C. ALCALA
Secretary

Recommending Approval:

RAMON J.P. PAJE
Assistant Secretary for
Management Services