



Ref. No. 2023- 89
October 16, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED BAR DIVISION/SECTION

SUBJECT : REITERATION AND UPDATING OF THE DA-BAR FORMAT AND STYLE GUIDE FOR ALL OFFICIAL COMMUNICATIONS

To ensure the quality and consistency in all internal and external communications, kindly refer to the updated standard format for various correspondences indicated below:

A. MEMORANDUM (*Annex A*)

FORMAT

- Reference No. 2023-_____

Kindly note that as per the Records Unit, the numbering of documents is continuous; hence, there is no need to indicate the number corresponding month after the year (e.g. 2022-~~01~~)

- Date: American Style (Month day, year)

After the reference number, skip one line and then proceed with the date:

Reference No. 2023-_____

September 30, 2023

- **Heading**
 - After the date, skip two lines for the heading

Sender

- Shall contain only the designation of the sender, written in uppercase and boldfaced

e.g. **MEMORANDUM FROM THE DIRECTOR**

Recipient

- **Use of 'TO' and 'FOR'**

'**TO:**' shall be used when the recipient is lower in rank than the sender; while '**FOR:**' shall be used when the recipient is higher in rank than the sender.

- The name of the recipient should be in **uppercase** and **boldfaced**. The designation and office should be spelled out and not boldfaced, with the beginning letters in uppercase.

e.g. **1. MEMORANDUM FOR THE SENIOR UNDERSECRETARY**

2. FOR: DOMINGO F. PANGANIBAN

Senior Undersecretary

Department of Agriculture

- **Use of 'THRU' / 'ATTN'**: If applicable, the name/s should also be in uppercase and boldfaced.

- **Subject**

After the heading, skip two lines for the subject. The subject shall indicate an overview of what the letter is about. It shall be in uppercase and boldfaced.

- **Body**

After the subject, one line for the body. A horizontal line shall separate the subject from the body. The paragraph should be single-spaced, justified with a skipped line between each paragraph. Keep the sentences short, simple, and direct, with each sentence limited to between 15 to 20 words or two lines.

- **Signatory**

After the body, skip three lines for the signatory. On the third line, the name of the signatory shall be written in **uppercase** and **boldfaced**.

e.g. **JUNEL B. SORIANO, PhD**

B. SPECIAL ORDER (*Annex B*)

FORMAT

- Special Order number

Special Order

No. _____

Series of 2023

- **Subject**

After the special order number, skip two lines for the subject. The subject shall indicate an overview of what the order is about. It shall be in uppercase and boldfaced.

- **Body**

After the subject, one line for the body. A horizontal line shall separate the subject from the body. The paragraph should be single-spaced, justified with a skipped line between each paragraph. Keep the sentences short, simple, and direct, with each sentence limited to between 15 to 20 words or two lines.



Closing Paragraph

A closing paragraph on the effectivity of the order shall be indicated, as follows:

This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this ____ day of _____ 2023.

- **Signatory**

After the body, skip three lines for the signatory. On the third line, the name of the signatory shall be written in **uppercase** and **boldfaced**.

e.g. **JUNEL B. SORIANO, PhD**

C. LETTERS (*Annex C*)

FORMAT

- Reference No. 2023-_____
- Date: American Style (Month day, year)
 - After the reference number, skip one line and then proceed with the date
- **Inside Address**
 - Skip three lines after the date. On the third line, indicate the inside address. The name of the recipient should be in **uppercase** and **boldfaced**, while the designation and complete address are not. Only the initial letters should be in uppercase.

e.g. **DOMINGO F. PANGANIBAN**
Senior Undersecretary
Department of Agriculture

- **THRU/ATTN:** if applicable, skip two lines after the recipient's details, to indicate to whom the letter is directed. It should be indented and the name/s should likewise be in **uppercase** and **boldfaced**.

- **Subject**

After the inside address, skip two lines for the subject. The subject shall indicate an overview of what the letter is about. It shall be in uppercase and boldfaced.

- **Salutation**

Use title case; only the beginning letters should be in uppercase; designation and last name should be boldfaced, then a colon after the salutation.

e.g. Dear **Undersecretary Panganiban:**



- **Body**

- After the subject, one line for the body. The paragraph should be single-spaced, justified with a skipped line between each paragraph. Keep the sentences short, simple, and direct, with each sentence limited to between 15 to 20 words or two lines.

- **Name of signatory**

After the body, skip one line for that complimentary close (e.g. Very truly yours). After which, skip three lines for the name of the sender, written in uppercase and boldfaced, and his designation.

e.g. Very truly yours,

JUNEL B. SORIANO, PhD
Director

D. NOTICE OF MEETING (Annex D)

FORMAT

- Date: American Style (Month day, year)

- **Heading**

- After the date, skip two lines for the heading, it shall be written in uppercase and boldfaced, aligned at the center.

NOTICE OF MEETING

Recipient

- **Use of 'TO' and 'FOR'**

'TO:' shall be used when the recipient is lower in rank than the sender; while 'FOR:' shall be used when the recipient is higher in rank than the sender.

- The name of the recipient should be in **uppercase** and **boldfaced**. The *designation* and *office* should be spelled out and not boldfaced, with the beginning letters in uppercase.

- **Subject**

After the inside address, skip two lines for the subject. The subject shall indicate an overview of what the meeting is about. It shall be in uppercase and boldfaced.

- **Body**

- After the subject, a horizontal line shall separate the body. The paragraph should be single-spaced, justified with a skipped line between each paragraph. Keep the sentences short, simple, and direct, with each sentence limited to between 15 to 20 words or two lines.



- **Name of signatory**

After the body, skip one line for that complimentary close (e.g. Very truly yours). After which, skip three lines for the name of the sender, written in uppercase and boldfaced, and his designation.

e.g. Very truly yours,

JUNEL B. SORIANO, PhD
Director

E. OTHER DETAILS

Other pertinent information on the formatting of the communication are as follows:

- Paper size: A4
- Font: Cambria
- Font size: 12 (default), may be adjusted up to 10
- Margin: 1" per side

For further guidance, an e-copy of the template may be accessed through:
https://bit.ly/BARComm_temps.

For your guidance and strict compliance.


JUNEL B. SORIANO, PhD





Ref. No. 2023- _____
Month Day, Year

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED BAR DIVISION/SECTION

SUBJECT : LOREM IPSUM

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Please be guided accordingly.

JUNEL B. SORIANO, PhD





Ref. No. 2023- _____
Month Day, Year

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONCERNED BAR DIVISION/SECTION

SUBJECT : LOREM IPSUM

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Please be guided accordingly.

JUNEL B. SORIANO, PhD





REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • rad@bar.gov.ph

Annex B

SPECIAL ORDER

No. _____
Series of 2023

SUBJECT : LOREM IPSUM

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This Order shall take effect immediately and shall remain in force unless revoked in writing. All orders, memoranda, and issuances inconsistent herewith are deemed revoked.

Done this _____ day of _____ 2023.

JUNEL B. SORIANO, PhD
Director



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • dabrar.gov.ph

Annex C

Month Day, Year

RECIPIENT

Designation

Agency/Organization

City

Dear **Mr./Ms.** _____:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

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Very truly yours,

JUNEL B. SORIANO, PhD

Director



Month Day, Year

NOTICE OF MEETING

TO : NAME, Designation, Division/Section
NAME, Designation, Division/Section
NAME, Designation, Division/Section
NAME, Designation, Division/Section

SUBJECT : LOREM IPSUM

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

JUNEL B. SORIANO, PhD
Director