



Reference No. 2023- 92
October 23, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL BAR STAFF
SUBJECT : STANDARD FORMAT IN ALL DA-BAR FORMS

To ensure consistency and uniformity in the Bureau's existing template of forms, all employees are hereby instructed to follow the prescribed standard in accomplishing various type of forms, to wit:

1. Font and size should be the same with the existing font of the body
2. Signatory: (name of the signatories should be in uppercase and in bold letters)

JUNEL B. SORIANO, PhD
Director

JOELL H. LALES
Asst. Director

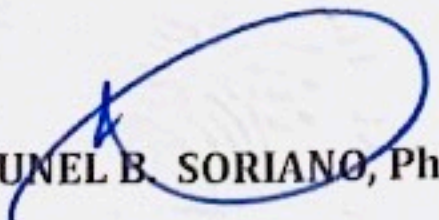
NAME OF DIVISION HEAD/UNIT
Head, (Name of the Division/Unit)

NAME OF ACCOUNTANT
Chief Accountant

NAME OF BUDGET OFFICER
Budget Officer

Further, all implementing units are enjoined to monitor, always check consistency in their accomplished forms before forwarding the same to the concerned offices/divisions/units.

Please be guided accordingly.


JUNEL B. SORIANO, PhD