

Reference No. 2024- 04
January 5, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR OFFICIALS AND STAFF

SUBJECT : AFFIXING OF INITIALS ON OFFICIAL CORRESPONDENCES

In line with our commitment to consistently improve the efficiency of our service delivery and strengthen our monitoring measures, all concerned DA-BAR officials and staff are hereby directed to ensure that all correspondences are affixed with the appropriate and complete initials of concerned Division Heads on the first copy of the document. Accordingly, the concerned section/unit head must append their initials on the second copy of the document.

This memorandum shall take effect immediately.

Please be guided accordingly.


JUNEL B. SORIANO, PhD



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