

2018-05-019

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Republic of the Philippines
Department of Finance
Bureau of Customs
Manila 1099

MEMORANDUM


May 7, 2018

TO : All Deputy Commissioners
All Service Directors
All District and Sub-Port Collectors
All Division Chiefs

FROM : *[Signature]*
ISIDRO S LAPEÑA, PhD, CSEE
Commissioner *a* MAY 11 2018

SUBJECT : Komisyon sa Wikang Filipino (KWF) – Seminar on Proper Writing of Official Correspondence Using Filipino Language

DATE : May 2, 2018



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- 1.0 In accordance to Executive Order (E.O) No. 335 enjoining all departments, bureaus, offices, agencies and instrumentalities of the government to take such steps that are necessary for the purpose of using Filipino language in official transactions, communications and correspondence.
 - 2.0 The purpose of this seminar is to show the proper way of writing official Transactions, communications and correspondence using the Filipino language.
 - 3.0 The said seminar will be conducted for two (2) days and the participants will be divided into two (2) batches. The first batch for the first day of seminar is composed of the Deputy Commissioners, Service Directors, District Collectors and Port Collectors. The second batch for the second day of seminar is composed of the Division Chiefs and of other officials with equivalent position.
 - 4.0 For more information/clarification on this matter, you may contact the Interim Training and Development Division at telephone no. (02) 527-1930 or contact Mr. Johnorel S. Sionillo at no. 0927-872-8054.
 - 5.0 For your guidance and compliance.

MALACAÑANG
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

EXECUTIVE ORDER NO. 335

ENJOINING ALL DEPARTMENTS/BUREAUS/OFFICES/AGENCIES/INSTRUMENTALITIES OF THE GOVERNMENT TO TAKE SUCH STEPS AS ARE NECESSARY FOR THE PURPOSE OF USING FILIPINO LANGUAGE IN OFFICIAL TRANSACTIONS, COMMUNICATIONS AND CORRESPONDENCE.

WHEREAS, the 1987 Constitution provides that the "national language of the Philippines is Filipino"; that "as it evolves, it shall be further developed and enriched on the basis of existing Philippine and other languages"; and that for "purposes of communication and instruction, the official languages of the Philippines are Filipino and, until otherwise provided by law, English"; and

WHEREAS, the intensified use of Filipino language in official transactions, communications and correspondence in government offices will hasten greater understanding and appreciation among the people of government programs, projects and activities throughout the country, thereby serving as an instrument of unity and peace for national progress.

NOW, THEREFORE, I, CORAZON C. AQUINO, President of the Philippines, do hereby enjoin all departments/bureaus/offices/agencies/instrumentalities of the government to undertake the following:

1. Take steps to enhance the use of Filipino in all official communications, transactions and correspondence in their respective offices, whether national or local;
2. Assign one or more personnel, as may be necessary, in every office to take charge of all communications and correspondence written in Filipino;
3. Translate into Filipino names of offices, buildings, public offices, and signboards of all offices, divisions or its instrumentalities, and if so desired, imprint below in smaller letters the English text;
4. Filipinize the "Oath of Office" for government officials and personnel;
5. Make as part of the training programs for personnel development in each office the proficiency in the use of Filipino in official communications and correspondence.

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To implement such objectives, the Institute of Philippine Languages is hereby ordered to formulate and implement programs and projects, which include: 1) information campaign on the importance and necessity of Filipino as an effective instrument for national unity and progress; 2) translation into Filipino of this Executive Order, as well as government terms to be utilized as reference materials for all offices; 3) training of all government officials and personnel in the use of Filipino; 4) monitoring of the implementation of this Order and submitting periodic progress report of implementation to the Office of the President of the Philippines thru the Department of Education, Culture and Sports; and 5) taking into account other strategies for the full implementation of the objectives of this Order.

In consonance therewith, the Institute of Philippine Languages is hereby authorized to coordinate with and request support from all departments/bureaus/offices/agencies/instrumentalities of the government, national and local.

This Executive Order supersedes Executive Order No. 187 dated August 6, 1969.

DONE in the City of Manila, this 25th day of August in the year of Our Lord, nineteen hundred and eighty-eight.

Corazon B. Aquino

By the President: .

Catalino Macaraig, Jr.
CATALINO MACARAIG, JR.
Executive Secretary

2018-05-019



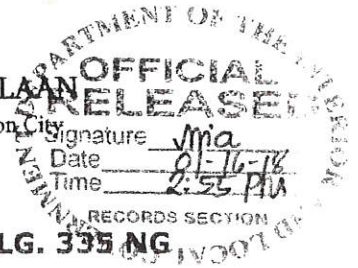
Republika ng Pilipinas

KAGAWARAN NG INTERYOR AND LOKAL NA PAMAHALAAN

DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City

http://www.dilg.gov.ph

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**IMPLEMENTASYON NG KAUTUSANG TAGAPAGPAGANAP BLG. 335 NG
KOMISYON SA WIKANG FILIPINO**

Memorandum Sirkular Bilang 2018-03

Enero 16, 2018

1.0 Sanligan

- 1.1. Itinakda ng Batas Republika Bilang 7104 na ang Komisyon sa wikang Filipino (KWF) ay magsagawa, mag-ugnay at magtaguyod ng mga pananaliksik at pag-aaral para sa pagpapaunlad, pagpapalaganap, at preserbasyon ng Filipino at ng iba pang wika sa buong kapuluan.

2.0 Layunin

Ang Komisyon sa Wikang Filipino ay maglulunsad ng malawakang IMPLEMENTASYON NG KAUTUSANG TAGAPAGPAGANAP (EO) 335 tungo sa mahusay at dekalidad na paggamit ng wikang Filipino sa lahat ng mga kagawaran, kawanihan, opisina, ahensiya, at instrumentalidad ng pamahalaan.

3.0 Saklaw

Sa mga Punong Lalawigan, Punong Lungsod, Punong Bayan, Punong Barangay, Punong Panrehiyon ng ARMM, Direktor Panrehiyon ng DILG at iba pang kinauukulan

4.0 Alituntunin at Patakaran

- 4.1. Hinihikayat ng tanggapang ito ang suporta at partisipasyon ng lahat ng Punong Lalawigan, Punong Lungsod, Punong Bayan, at Punong Barangay, kasama ang lahat ng kawani ng pamahalaang lokal, na lumahok sa **Seminar sa Pagsulat ng Korespondensya Opisyal** ng Komisyon sa Wikang Filipino (KWF) na isasagawa sa iba't ibang panig ng bansa bilang bahagi ng pagpapatupad ng Kautusang Tagapagpaganap Blg. 335.
- 4.2. Ang Kautusang Tagapagpaganap Blg. 335 ay nag-aatas din sa lahat ng kagawaran, kawanihan, opisina, ahensiya, at instrumentalidad ng pamahalaan na magsagawa ng mga hakbang na kailangan para sa layuning magamit ang wikang Filipino sa opisyal na transaksyon, komunikasyon at korespondensya.
- 4.3. Ang pagdalo ng kinatawan, sa seminar sa Korespondensya Opisyal, ay sisimulan sa buwan ng Enero hanggang Disyembre 2018, sa opisyal na oras at ang gastos para sa transportasyon, pagkain at mga gagamiting "handouts" ay manggagaling sa pondo ng pamahalaang lokal sa pasubaling ito ay dadaan sa kaukulang pagtutuos at pag-aawdit.

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5.0 Sanggunian

- 5.1 Liham mula kay Virgilio S. Almario, National Artist, Pangulo ng Komisyon sa Wikang Filipino
- 5.2 Executive Order Blg. 335, petsa Agosto 25, 1998
- 5.3 Republic Act Blg. 7104, petsa Agosto 14, 1991

6.0 Bisa ng Memorandum Sirkular

Ang Memorandum Sirkular na ito ay kaagad ipapatupad.

7.0 Pagsang-ayon ng Awtoridad


EDUARDO M. AÑO ✍
Pinuno sa Katungkulan



8.0 Komentaryo

Para sa karagdagang detalye at iba pang impormasyon maaaring makipag-ugnayan sa Komisyon sa Wikang Filipino, kina Gng. Lourdes Z. Hinampas, Gng. Pinky Jane Tenmatay, at Gng. Miriam P. Cabila sa mga Telepono Blg. 252-1953/0929-8765856/0927-8531047/0942-9892458 o mag-email sa jinghinampas@gmail.com at pinkyjanes10matay@gmail.com.