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DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

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06 January 2025

CUSTOMS MEMORANDUM CIRCULAR
NO. 12-2025

TO : ASSISTANT COMMISSIONER
ALL DEPUTY COMMISSIONERS
ALL DIRECTORS AND DIVISION CHIEFS
ALL DISTRICT AND SUB-PORT COLLECTORS
ALL OTHERS CONCERNED

SUBJECT : DEPARTMENT OF FINANCE (DOF) ORDER NO. 079.2024

Attached herewith is a copy of the abovementioned subject dated 11 December 2024 regarding the Guidelines on DOF Administrative Issuances and Prescribed Communication Style Guide.

For records purposes, please disseminate this circular throughout your respective offices and submit the necessary confirmation within fifteen (15) days from receipt hereof.

For your information and guidance.

BIENVENIDO Y. RUBIO
Commissioner



JAN 22 2025



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Republic of the Philippines
DEPARTMENT OF FINANCE
Roxas Blvd. corner P. Ocampo St., 1004 Manila



DEPARTMENT ORDER NO. 079.2024

**GUIDELINES ON DOF ADMINISTRATIVE ISSUANCES
AND PRESCRIBED COMMUNICATION STYLE GUIDE**

- 1. Rationale.** In furtherance of the Quality Management System of the Department of Finance (DOF), and in adherence to the complete staff work (CSW) principle, pursuant to Memorandum Circular (MC) No. 68, s. 2004, as amended by MC No. 72, s. 2019, issued by the Office of the President, the herein guidelines on department-wide administrative issuances, reports, and prescribed communications style are hereby adopted. The guidelines shall set the standards in official communications and issuances of the DOF to foster greater organizational efficiency and modern public service delivery.
- 2. Objectives.** This Department Order (DO) integrates and updates all existing office rules and procedures into a comprehensive set of operational guidelines for the processing, approval, and dissemination of formal communications, for both internal and external purposes. Toward this end, this DO aims to: (i) Promote consistency and professionalism in administrative issuances and official communications; (ii) Streamline document review and approval process while gradually integrating digital transformation through information and communications technology; and (iii) Provide updated instructions, standards, and templates to reflect the organizational thrusts and administrative improvements in the DOF.
- 3. Coverage.** The guidelines prescribed herein shall apply to all Groups, Services, Offices, Divisions, and Units within the DOF. The operating bureaus, attached agencies, and supervised GFIs are encouraged to adopt their respective style guide, consistent with the herein guidelines and pursuant to applicable rules and regulations.
- 4. Types of DOF Administrative Issuances and Reports.** All administrative issuances and reports of the DOF shall conform with the prescribed types of issuances or documents provided herein, as follows:

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- 4.1. **Department Order (DO)** – an issuance requiring department-wide application and compliance, which shall only be signed by the Secretary of Finance (SOF), setting orders, directives, rules, regulations, and/or instructions that:
 - a. Establish systems or mechanisms, strategies, guidelines, or implementing rules and regulations under the jurisdiction and mandates of the DOF, pursuant to law and/or executive issuances, orders, or decisions of higher competent authorities, or implement new management and organizational policies and designations;
 - b. Create committees, task forces, technical working groups, councils, and similar units to perform specific assignments, as deemed necessary or exigent for regulatory oversight and/or executive action; and
 - c. Authorize/approve new or additional undertakings or activities of the DOF, including those of the operating bureaus, attached agencies, and supervised institutions beyond the approved work/physical/financial plans of the DOF and/or concerned offices.

- 4.2. **Department Circular (DC)** – an issuance, which shall only be signed by the SOF, setting orders, directives, rules, regulations, and/or instructions that will apply to individuals and organizations outside of the DOF and its operating bureaus, attached agencies and supervised institutions, such as other national government agencies (NGAs), government-owned and/or -controlled corporations, government financial institutions and local government units, especially on matters pertaining to government financial operations, domestic resource mobilization, expenditure management, credit financing, compliance with authorized government depository or servicing banks, among others.

- 4.3. **Department Personnel Order (DPO)** – an issuance about personnel administration and provision of authorizations, including the specific duties, responsibilities, and/or applicable entitlements thereto, that is directed to officials and employees of the DOF, including its operating bureaus, attached agencies, and supervised institutions, which shall be signed by the SOF, or by an Undersecretary or Group Head acting with a duly delegated authority from the SOF, as follows:

- a. Designation of an Officer-In-Charge (OIC) due to temporary vacancy of a position, or of an official/officer in Acting capacity when the position is vacant;
 - b. Other personnel action or movement, such as detail, transfer, reassignment, and secondment, of officials and employees;
 - c. Designation of principal and/or alternate representatives of the SOF in boards, committees, councils, groups, among others;
 - d. Grant of authority to perform delegated functions, responsibility, official undertaking, or assignment, whether regular or special, and either permanent or time-bound; and
 - e. Attendance to official business, such as conferences, trainings, workshops, meetings, and domestic travels on official time.
- 4.4. **Travel Authority (TA)** – an issuance directed to officials and employees of the DOF, including its operating bureaus, attached agencies, and supervised institutions that officially grants permission to travel abroad, whether for personal reason, or for official purposes, such as attendance to missions, conferences, meetings, or work-related activities, including entitlements to applicable travel expenses chargeable to government or specific fund sources. The TA shall be signed by the SOF, or by an Undersecretary or Group Head with a duly delegated authority from the SOF, subject to compliance with the existing guidelines on travel authorization.
- 4.5. **Joint Memorandum Circular (JMC)** – an issuance to be signed only by the SOF, together with counterpart heads of two (2) or more NGAs, setting orders, directives, rules, regulations, and/or instructions to implement laws, presidential orders, or set arrangements in adopting operational rules that may be relevant in the joint exercise of the primary mandates of the concerned government agencies.
- 4.6. **Memorandum Circular (MC)** – an issuance to disseminate guidelines, policies, or issuances from other government agencies that may be relevant to the internal operations and administration of the DOF. The MC shall be signed by the SOF, or by an Undersecretary or Group Head acting with a duly delegated authority from the SOF.
- 4.7. **Office Order (OO)** – an issuance to be signed by the SOF or by an Undersecretary or Group Head acting with a duly delegated authority from the SOF setting specific operational instructions or information,

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which are applicable only within the concerned group, service, office, division, or unit in the DOF. It shall only set operational details or clarificatory guidelines of an existing directive or order of a higher DOF administrative issuance. It shall not in any way supersede, amend, or modify higher directive or order, nor constitute any personnel action on DOF officials and employees.

- 4.8. **Memorandum** – a notice, announcement, reminder, advisory, or inter-office communication between and among officials and employees concerning operational and administrative matters in the DOF, including the Memorandum for the Secretary (MFS), which formally provides information, or seeks guidance, instruction, or approval. The Memorandum features specific information on action requested, rationale/background, and recommendation, with a notation for approval or disapproval by the concerned DOF principal. This shall also be used by the head of a unit, division, service, or group to convey instructions or information for the concerned personnel within a particular organizational unit.
- 4.9. **Letter** – a formal communication to be signed by any DOF official or employee to transmit a formal action, information, position paper, commentary, or response to an external stakeholder, or to convey matters to internal stakeholders that none of the abovementioned administrative issuances can specifically cover, including the forms in letter format as duly prescribed by other NGAs or oversight agencies.
- 4.10. **Executive Briefer** – a written report designed to provide the SOF and the Office of the Secretary (OSEC) with essential information on a specific topic, subject, or issue for an upcoming meeting, conference, forum, or other related events requiring the presence of the SOF.
- 4.11. **Spot Report** – a written exposition on all matters delegated by the SOF to a concerned individual, group, office, division, or unit in the DOF. This shall enumerate the highlights of the meeting or event and the action points with recommendations, if necessary. Further, resolutions to committees, councils, and boards requiring the signature of the designated representatives shall be elevated to the SOF through a Spot Report for clearance.
- 4.12. **Other Issuances.** The DOF may also adopt other forms of administrative issuances not specifically listed herein, such as Decision, Order, Notice, Resolution, and other similar documents.

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5. **Contents.** The following general topical outlines shall guide the preparation of the abovementioned administrative issuances:

5.1. **DO/DC/JMC/MC/OO.** Depending on the nature or type of the issuance, the following are the prescribed contents, if applicable:

- a. Rationale: State the principles and context for which the administrative issuance is being issued; This may include the legal bases of the issuance or directives from proper authorities;
- b. Objective: State the objective of the administrative issuance and describe what it intends to accomplish;
- c. Coverage: Identify who shall be covered by the administrative issuance;
- d. Directives/Guidelines: State the operational directives and guidelines, as may be properly structured, to be enforced by the administrative issuance;
- e. Effectivity: State the specific effectivity date and indicate if the administrative issuance shall require the following: (i) publication in the Official Gazette or a newspaper of general circulation, (ii) submission to the University of the Philippines Law Center - Office of the National Administrative Register (UP Law Center - ONAR), and/or (iii) posting in the official website of the DOF or in conspicuous places in the office premises; and
- f. Additional specific sections on repeal, separability, contact information, or any other pertinent clauses, as may be deemed applicable or necessary, shall be included in the issuance. In case a section on repeal is required, it is advised that the pertinent administrative issuances of the DOF be explicitly mentioned to ensure ease in referencing of repealed, modified, or reversed orders, policies, or directives.
- g. In case of an MC, if there are additional instructions or directives for internal adoption by the DOF and concerned stakeholders, the MC shall be signed by the SOF. Otherwise, if the MC is intended only to disseminate an official issuance or directive, with the entire document attached thereto, the same shall be signed by the Head of the Policy Development and Management Services Group (PDMSG).

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- 5.2. **DPO.** Depending on the nature or purpose of the DPO on personnel administration, the following are the prescribed contents:
- a. For personnel action, such as designation, detail, and reassignment, the DPO shall state the nature and duration of such action, the specific office/s affected, and limitations in accordance with civil service law, rules, and regulations. For secondment, the DPO shall be supported by a Memorandum of Agreement or contract, in accordance with civil service rules;
 - b. For an OIC designation, the DPO shall be construed as granting limited authority to ensure normal day-to-day office operations. This authority shall be restricted to functions of administration only, and does not include exercise of discretion, particularly on personnel action, unless explicitly stated in the DPO;
 - c. For a designation in an Acting capacity, the DPO shall be construed as granting full authority to exercise the functions of the position, including recommending personnel action and exercising discretion;
 - d. When used to authorize official time or travel of officials and employees, the DPO shall categorically state the authorized activity, the name/s, position title/s and office/s of attendee/s concerned, the covered dates, whether inclusive or exclusive of travel time, and the specific venue and location of the activity;
 - e. When used to designate the primary and secondary alternates or authorized representatives of the SOF, or to grant a specific authority/ies or to perform certain assignments, the DPO shall categorically state the scope of such responsibilities and nature of official actions, or any other appropriate limitations, such as for signing or voting authorities, among others;
 - f. Depending on the nature of personnel action or grant of authority, the DPO shall be construed to have a maximum effectivity period of one (1) year, reckoned from the date of the issuance, unless revoked sooner or until further orders, in accordance with existing civil service rules and regulations; and
 - g. The pertinent entitlement/s due an official or employee shall be unequivocally stated in the DPO, such as, but not limited to, daily travel expenses, daily subsistence allowance, communication allowance, registration or training fee, representation allowance and/or transportation allowance, extraordinary and miscellaneous

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expenses, per diem for relocation, among others, either on a reimbursable or differential basis, as may be appurtenant to the position and duly authorized under existing rules and regulations.

5.3. **Memorandum/Letter.** In using memoranda and letters for official purposes, the following are prescribed:

- a. Memoranda and letters should be written in a concise, direct, professional, and respectful manner, tailored to the purpose, nature, and intent of the communication. Letters may also include structured headings or numbered captions, especially for position papers, letters or comments on legislative proposals, interagency orders, legal opinions, among others;
- b. When preparing an MFS or a cover memorandum addressed to an official with authority to approve or disapprove an official request, include the following:
 - i. Action Requested;
 - ii. Background/Rationale;
 - iii. Recommendation/s; and
 - iv. Applicable Action: 'Approved/Disapproved' or 'Noted'.
- c. Ensure that the memorandum or letter includes a complete list of proposed attendees, references, or supporting documents, and other pertinent details, or attach them as annexures.

5.4. **Executive Briefer.** The following are the prescribed outline of an executive briefer to be submitted to the OSEC via official email:

- a. Table of Contents;
- b. Agenda/Objective: This shall provide brief background information and purpose for the meeting or event;
- c. Attendees: This shall enumerate the names of the attendees arranged according to their respective organization;
- d. Profile of the Attendees: This shall include a recent photo and a brief background and description of the person;
- e. Talking Points with Discussion Notes: This shall provide detailed information regarding the background of the meeting or event and shall be written in a verb-object format, highlighting key insights, trends, implications, and recommendations; and
- f. Annexes

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- 5.5. **Spot Report.** This shall be submitted as Annex A to the MFS. Further, the following outline shall be observed in preparing a Spot Report:
 - a. Agenda of the meeting;
 - b. DOF Attendees;
 - c. Highlights; and
 - d. Action Points.

- 5.6. **Other Issuances.** The guidelines outlined herein shall likewise apply to other issuances. The PDMSG may set or assist in standardizing the template/s required by the concerned office.

6. **General Guidelines.** The following general guidelines are hereby adopted when developing administrative or policy issuances:
 - 6.1. In preparing and requesting for approval of a DOF administrative issuance, the following minimum considerations should be observed:
 - a. It will not be violative of existing laws, and the pertinent legal bases have been properly and clearly identified as relevant thereto;
 - b. It is in furtherance of the mandates of the DOF, and will provide new or supplement the current rules, regulations, and guidelines on a subject matter of public interest; and
 - c. The signing authority is properly informed of the necessity or appropriateness of the selected administrative issuance and the intended results thereof.

 - 6.2. The type of administrative issuance to be used shall depend on the subject matter, purpose, scope or coverage, and recipient or audience, whether internal or external to the DOF.

 - 6.3. The concerned office preparing an administrative issuance shall comply with the CSW requirements, and that the final action for approval by the signatory/ies shall have a cover memorandum, following the abovementioned requirements of Section 5.3, and signed by the supervising Undersecretary, Assistant Secretary, or the duly authorized signing official acting under a delegated authority.

 - 6.4. Express the contents of the administrative issuance clearly, concisely, and elegantly. Whenever possible, minimize the use of technical language, legalese, and other complex words that may subject the issuance to misinterpretation or misapplication. When the use thereof

is not widely known to the users or the public, appropriate illustrations or clarificatory notes should be provided.

- 6.5. Use fair, politically correct, and gender-neutral language in all official documents, communications, and administrative issuances, pursuant to Memorandum Circular No. 12, s. 2005, issued by the Civil Service Commission and in accordance with Republic Act No. 9710, otherwise known as the "*Magna Carta of Women*."
- 6.6. Use the prefatory clause "*In the interest of the service*" or "*In the exigencies of the service*" in department-wide directives, especially in DPOs, to denote the necessity or urgency of the official action.
- 6.7. Ensure proper layout, format, dates, names, spellings, punctuations, white space balance, tab spacing, citations, and completeness of attachments. Follow the herein style guide and attached templates, and always proofread and perform spelling checks.
- 6.8. All official issuances are required to have countersign from the concerned recommending or supervising officer in charge of the preparation and vetting of the draft administrative issuance. An initial box may be placed below the signature page of the duplicate copy of the document itself, indicating the concerned officials and staff involved in the preparation and review thereof, with the corresponding date and their signature or initials for the purpose.
- 6.9. A DOF administrative issuance, mainly DO, DPO, DC, TA, JMC, MC, and OO, shall only be modified, amended, or superseded by the same or higher kind or type of issuance signed by the SOF or a duly authorized DOF official. The revision or updating thereof should emanate from the concerned office and be jointly endorsed by the heads of the originating group and the PDMSG.
- 6.10. To enable digital transformation in office communications and minimize paper-based actions, electronic files and signatures are highly encouraged, using digital signatures or certificates that conform with government standards and regulations, particularly from the Department of Information and Communications Technology, the Commission on Audit, and other competent authorities. Only the authorized digital signatures or certificates using the Philippine National Public Key Infrastructure (PNPKI) or as set by the Central Management Information Office (CMIO) shall be accepted.

- 6.11. Documents that will be electronically issued by the Central Records Management Division (CRMD), without printed copy, that is signed electronically shall comply with the foregoing requirement and shall have proper disclosure thereof. A note should be provided for this purpose below the signature line, as follows: *“Disclosure: This document was electronically signed and issued using the PNPKI credentials of the signing or issuing official/s. A printed copy from the official email of the DOF Central Records is considered a duplicate or secondary copy of the official file.”* In lieu thereof, the same may be disclosed instead in the official electronic release by the CRMD.
- 6.12. All issuances shall be registered in the DOF’s Document Tracking System for proper barcoding and routing, and subsequent integration in the electronic records management policy of the PDMSG. The recording, dissemination and archiving of key DOF issuances and communications shall be the responsibility of the CRMD.

7. Procedural Guidelines in Preparing Specific Administrative Issuances

7.1. DO/DC/JMC/MC/OO

- a. The proponent shall be responsible for conducting consultations and soliciting comments with the concerned stakeholders, counterparties, and other government offices, if necessary.
- b. The proponent shall be responsible for the drafting and review of the administrative issuance. As may be necessary, especially for new agreements, the endorsement or clearance from the Heads of the Legal Affairs Office and/or the PDMSG shall be secured.
- c. The endorsement of the proposed administrative issuance to the Office of the Secretary (OSEC) shall have an attached MFS.

7.2. TA

- a. The duly issued internal office rules on TA, whether for official or personal purpose, shall apply, following the rules set by the Office of the President, and other applicable laws and regulations.
- b. As a general rule, the Request for Travel Authority form, together with the covering MFS and complete attachments, must be submitted not less than ten (10) working days prior to the target date of departure and not less than twenty (20) working days, if required for visa or passport application. The MFS shall already

include the recommendation and request for designation of an OIC, if necessary, to ensure that the temporary absence of the traveling official or employee will not impair normal office operations.

- c. Officials and employees who will leave the country without the requisite TA shall be subject to administrative action, as may be provided by existing rules and regulations set by competent authorities, and subject to the internal travel guidelines of the DOF.
- d. The PDMSG shall regularly review the internal office rules on travels and recommend the appropriate policy and system improvements to the SOF to ensure conformance to the guidelines of appropriate authorities, and ensure accountability and compliance monitoring.

7.3 DPO

- a. Any official undertaking, such as training, workshop, seminar, fieldwork, among others, that has not been previously approved shall only be authorized upon the approval of the SOF. The MFS shall be coursed through the Head of the PDMSG at least ten (10) working days prior to the scheduled date of activity. To facilitate the preparation of the DPO by the Human Resource Management and Development Division (HRMDD), the MFS shall already include the list of attendees and other pertinent details or attachments, as well as the budget confirmation from the Central Financial Management Office (CFMO), if applicable.
- b. In case the 10-day lead time cannot be complied with due to office exigencies or late notice from external stakeholders, the MFS must contain the justification for consideration by the signing authority, i.e., the SOF if the activity involves third-level officials, or the Head of the PDMSG if the activity is applicable only to rank-and-file employees and personnel;
- c. Requests for modification or amendment of an already issued DPO shall be properly justified and addressed to the Head of the PDMSG at least five (5) days before or after the scheduled date;
- d. Unless properly justified, failure to comply with the above requirements may warrant the return of the request without action, or recommendation by the OSEC or the PDMSG for disapproval by the SOF;

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- e. Confirmation of completed official activities may be granted if the same shall constitute official time only, and not involve monetary claims or contractual obligations, or if the prior approval of the SOF, following the foregoing rules, has already been obtained;
- f. To facilitate the processing and review of requests, and finalization of action for approval, the electronic files and templates may be requested from and shared with the HRMDD via Microsoft OneDrive/SharePoint/Google Drive.

7.4. Executive Briefer

- a. The Executive Briefer shall not exceed five (5) pages. Any additional information may be included as an Annex.
- b. All matrices, tables, and graphs in the briefer should be labeled and self-explanatory, without need for providing detailed narrative.
- c. The concerned Groups, Offices, Service, or Units in the DOF are requested to submit the inputs according to the deadline set by the OSEC. If the clearance for the inputs cannot be secured, the offices may submit an advance copy.

7.5. Spot Report

- a. The Spot Report shall be submitted to the OSEC within three (3) working days after the conclusion of the meeting or event.
- b. The report shall be limited to two (2) pages only and the highlights and action points shall be written in bullet points.

8. **Communications Style Guide.** The prescribed style guide or the preferred standards for writing, formatting, and overall design of administrative issuances and official communications of the DOF are detailed hereunder, together with the corresponding attached templates.

- 8.1. **Official Letterhead and Paper Size.** For all DOF administrative issuances, the official DOF letterhead (in full color) and A4 paper size shall be used. As such, electronic software and applications, including default printer settings, shall be set to A4. The requirements on DOF official branding, pursuant to existing guidelines, shall be followed. Likewise, the prescribed paper size for templates or forms prescribed by other government agencies for compliance shall be followed.

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- 8.2. **Subject or Title of Issuance.** Specific administrative issuances should indicate the subject matter being covered, or the title thereof, as provided in the prescribed templates. Except for a memorandum and a letter, the subject shall be written in uppercase and bold format, without punctuations, and may use acronyms and abbreviations.
- 8.3. **Body and Content of Issuance.** In a memorandum or a letter form, the text alignment shall be in full block. For DO, DPO, DC, JMC, MC, and OO, semi-block and paragraph indentation shall be used. In case the preference is number- or text-bulleted, full block shall be observed.
- 8.4. **Date of Issuance.** In a letter form, the date shall be in the upper left corner of the letter, before the addressee, and not in bold. In a memorandum, the date shall come after the subject and not in bold. For all other administrative issuances, the date of issuance/signing shall be manually stamped by the OSEC or the CRMD. However, for the electronically signed documents, the dates reflected in the digital certificates of electronic signatures of the signing official shall prevail over the stamped or pre-printed dates on the administrative issuance.
- 8.5. **Font Types and Style Formats.** The following format shall be used:

<i>Particular</i>	<i>Instructions</i>	
Font	Calibri	
Style	Bold, Italics, Underline, Superscript, Subscript, All Uppercase/Lowercase, etc. for text emphasis, as needed	
Size	<i>DO, DPO, DC, JMC, MC, OO</i> <i>Executive Briefer, Spot Report:</i> Main Text: 14 pt. Tables, Citations: 13 pt. Copy furnished list: 12 pt. Header/Footer: 10 pt. Footnote: 8 pt.	<i>Memorandum, Letter:</i> Main Text: 13 pt. Tables, Citations: 12 pt. Copy furnished list: 11 pt. Header/Footer: 10 pt. Footnote: 8 pt.
Date	<i>Day-Month-Year: XX Month XXXX or XX Mon XXXX</i> <i>Example: 01 March 2024 or 01 Mar 2024</i>	
Time	When time reference is included in the body of the text, use the 12-hour (00:00) format, followed by 'am' or 'pm'	
Margin	1" on all sides. Set the same in default printer settings.	
Spacing	Provide three (3) spaces from the top of the page to provide enough room for the DOF letterhead and date.	

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Particular	Instructions
	Paragraphs shall always be single-spaced, using 0" before/after. For line spacing options, do not add space in between paragraphs of the same style.
Header/ Footer	0.5" margin; On the bottom right side of the page, the footer must include the page number and subject title. Page numbers shall only be applied when there are two or more pages. Do not manually type the page numbers. If applicable, three lines for spacing shall be provided in the footer: Line 1 - space only; Line 2 - title or the subject of the issuance; and Line 3 - Page number. Similarly, the use of headers, especially for labeling annexures or attachments, shall also have three lines for spacing: Line 1 - space only, Line 2 - annex/attachment name or label; Line 3 - space only

- 8.6. **Tables.** When using tables, the following shall be observed:
- a. Set the applicable borders and use dotted lines in ¼ weight;
 - b. Ensure that the header rows are repeated, centered and bold, but the main contents are aligned to the left or centered;
 - c. Provide table names as may be required by the type of issuance. Line spacing for each table shall be set at 5 pt.;
 - d. Keep white space in tables tidy, and resort to variation in typeface and greyscale fills for emphasis. When using color fills for emphasis, keep them in grayscale or monochromatic shades, and minimize the use of unnecessarily colorful tables;
 - e. In case the tables are used for financial statement or statistical purposes, the appropriate standards set by proper authority or office on their reporting requirements shall apply; and
 - f. Use a table to list more than two (2) names in a DPO issuance and use repeat header rows for automatic labeling for tables that flow in subsequent pages. The labels for column names may include the name of official or employee, and the position title and office acronym. The name of office need not be indicated if all participants are from the same office.
- 8.7. **Citations.** Citations may be included to refer to or quote particular statements of a client, law prescriptions, book sources, etc., that are copied in the text in verbatim, and may be stated as part of the paragraphs in the communication. Always use the APA style format

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and do not forget to put double quotation marks, italicize the text, and replace the omitted parts in the citation with an ellipsis. Spacing before the citation shall be set at 5 pt.

- 8.8. **Footnote/Endnote.** Footnotes shall be used to indicate citations, references, special notations, remarks, or any explanatory notes. Endnotes will apply only for postscript, remarks or disclosure that must be found at the end of the issuance, such as for electronically signed and issued documents.
- 8.9. **Signatory/Approving Authority.** The following guidelines shall apply:
- a. Allot sufficient space for signature after the last/closing line of the document, preferably two (2) spaces for letter and memorandum, and four (4) spaces for DO/DC/JMC/MC/OO;
 - b. The name of the signatory shall be in block and bold letters, and the full position title of the signatory, in title case, shall be indicated below the name. Titular prefixes and suffixes need not be included;
 - c. If the signatory of a DO, DPO, DC, JMC or MC is exercising a delegated function or authorized responsibility under the Manual of Approvals or written order by the SOF, the notation "*By Authority of the Secretary of Finance.*" shall be indicated above the signature line of the authorized signatory; and
 - d. Consistent with Sections 6.10 and 6.11 hereof, the use of a duly authorized electronic signature that complies with existing government standards and regulations shall be encouraged.
- 8.10. **Addressee/Titles.** When using titles or addressing recipients, the following guidelines shall apply:
- a. In a memorandum, use "FOR" to address or direct communication to an official or addressee who is higher in rank or authority than the issuing/signing officer or employee. Use "TO" if the addressee is of the same or lower rank than that of the issuing officer/employee. In case of doubt, use "FOR" as a matter of courtesy;
 - b. As a general rule for addressing individuals in written communications, use a generic or professional title before the name. If an addressee holds multiple titles, use the higher or most appropriate professional or generic title required by the type of communication;

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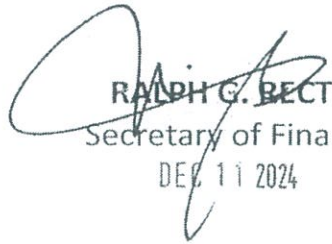
- c. When addressing the heads of the executive, legislative, and judicial branches of the Government, including the elective officials in the national and local governments, members of the Cabinet, heads of constitutional commission, heads of offices under the Office of the President, members of the diplomatic corps, and others of similar or equal stature in a letter form, the full name in the address line should be preceded with the prefix "HON." in uppercase format, to accord full courtesy to the concerned office;
 - d. In addressing the President and Vice President of the Philippines, the Head of a Sovereign State or the duly authorized high-level representative/s, and the likes, the honorific title should apply, and the name should be preceded by "His/Her Excellency" or "The Honorable" in either all uppercase or title case formats;
 - e. In a letter or memorandum form, the second line shall indicate the official position title or designation. In the salutation, the position title shall be used in bold and title case form;
 - f. In a letter form, salutation lines shall use the format "Position Title Surname" in bold. In a memorandum, the name of the addressee shall be in uppercase and bold; the position title shall be placed below the name, separated by a comma, and followed by the acronym of the office;
 - g. However, for the addressee of a memorandum who is the head of office, or if the designation of the addressee is higher than the originating signatory, the position title shall be indicated as part of the official's name. Set two (2) spaces between the addressee and the sender for their signatures; and
 - h. Periods should be used in abbreviated titles as a prefix to a full name (e.g. Sec. First Name M.I. Last Name), or before initials/last names (e.g. Sec. FN Initial. Last Name), but not for titles to be used as suffix (e.g., PhD, EdD, MD). If the title is used with the surname alone, do not abbreviate it (e.g. Secretary Last Name).
- 8.11. **Use of "Thru" and "Copy Furnished"**. In a memorandum form, the use of "THRU:" should be used to denote prior endorsement by the immediate supervisor to the higher official approving the action. Use "Copy Furnished:" in a letter two (2) spaces after the signature line without indentation, or "CC:" in the case of a memorandum, after the signature line "FROM:" of the originating official or employee. The name format for this purpose shall be in uppercase and bold.

CMC No. 12-2025 p. 18

- 8.12. **Initial Box.** On the second copy/signature page of the document, use an initial box, with font size of 9 pt. or smaller, providing for the names/initials of originators/reviewing authorities, short signatures, and signing dates. Ideally, keep the countersigning officials to a maximum of three. If there is no initial box, the highest subordinate official of the approving authority should countersign.
9. **Printing, Numbering, Recording, Releasing and Archiving of Administrative Issuances.** The following guidelines shall be observed:
- 9.1. In line with the digitalization thrust of the DOF, the use of electronically signed and issued documents shall conform with applicable rules and regulations on electronic records.
- 9.2. Each type of administrative issuance, except for memorandum, letter, and reports, shall be numbered consecutively and the number series shall be recorded accordingly by the CRMD, including the holographic stickers used for documents signed by the SOF. Electronically signed and issued documents shall likewise be numbered based on the series control and monitoring requirements of the CRMD. All original copies of controlled/numbered administrative issuances shall be the responsibility and accountability of the CRMD.
- 9.3. As may be applicable, the originating office, in coordination with the CRMD, shall determine and facilitate the compliance with the required posting or publication of the administrative issuance in the Official Gazette or in a newspaper of general circulation, including the filing thereof with the ONAR, as may be required under existing laws, rules and regulations.
- 9.4. An administrative issuance or communication emailed by the CRMD in proper form and with digital credentials shall be considered an official release and not merely an advance copy thereof. Proper disclosure and notification shall be indicated in the CRMD email blast. For this purpose, the Central Administration Office (CAO), upon the approval of the Head of the PDMSG, shall regularly update the internal guidelines for releasing official emails, and ensure compliance monitoring on proper handling and release of official DOF records by the CRMD. This includes, but is not limited to, issuances with a request for inclusion or exemption from email blast.

- 9.5. The CRMD shall ensure that signed documents to be released outside of the DOF have a stamped seal and outgoing barcode.
- 9.6. If an error is discovered in an approved issuance, but the same has not yet been released electronically or physically by the CRMD, proper notification to the originating and signing office shall be made immediately for appropriate correction. If the error is determined after the electronic release, an amendatory issuance shall be made following Section 6.9 hereof. In a similar manner, a corrected email shall be sent immediately when error or missing attachments are observed.
- 9.7. Issuances shall only be released to authorized personnel indicated in the Authorized Liaison Officers Update Form submitted to the CRMD. Similarly, a DOF employee who is not yet included in the emailing list shall submit the Official Email Address Update Form to the CRMD.
- 9.8. For administrative issuances that require delivery of physical copies, the originating office shall coordinate with the CRMD and the General Services Division for courier and delivery services. Likewise, upon request, a digitally certified electronic copy may be sent in advance by the CRMD to the concerned addressee/recipient.
- 9.9. The CAO, through the CRMD, shall be responsible for the manual and electronic safekeeping, quality management, and proper disposal of all official files submitted to and/or released by the DOF, through the CRMD, in accordance with the rules and regulations of the National Archives of the Philippines and other concerned agencies.
10. **Prescribed Templates.** The prescribed templates, including the forms and content outline for each type of issuance, are provided in **Annex A** hereof. The said templates shall be electronically supplied to all concerned offices and shall form part of the references in the DOF Employees Portal.
11. **Compliance Monitoring and Contact Information.** Any clarification on the herein guidelines may be sent to **pdmsg@dof.gov.ph**, which should be properly addressed by the Head of the PDMSG or the concerned division/s under the CAO, the CMIO, or the CFMO. The PDMSG shall undertake regular compliance monitoring, review of templates and style guide, and issue updates therefor. The PDMSG, through its offices, shall regularly provide support to employees to comply with the herein requirements.

12. **Repealing Clause.** All DOF orders, directives, and related issuances inconsistent herewith are hereby amended or modified accordingly.
13. **Effectivity.** This Order shall take effect immediately and all concerned shall be guided accordingly.


RALPH G. BECTO
Secretary of Finance
DEC 11 2024



ANNEX A

Templates of DOF Administrative Issuances/Communications

The following templates shall serve as references and shall be strictly followed, except in extraordinary circumstances where a more suitable template is present or if an updated template is issued by the PDMSG

1. Department Order
2. Department Circular
3. DPO - Personnel Action
4. DPO - OIC
5. DPO - Designation Rep
6. DPO - Multiple Dates
7. DPO - Multiple Participants
8. Travel Authority
9. Joint Memorandum Circular
10. Memorandum Circular
11. Office Order
12. Memorandum
13. Letter
14. Executive Briefer
15. Spot Report

DO Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-1

[three spaces from start of document]

DEPARTMENT ORDER NO. _____

[two spaces]

SUBJECT/TITLE OF ISSUANCE

1. **Rationale.** This Department Order (DO) is issued to [specify the purpose].
2. **Objectives.** This DO aims to [describe what the DO intends to accomplish].
3. **Coverage.** This Order shall apply to [specify the relevant parties, e.g. department employees, contractors. etc.].
4. **Directives/Guidelines.** Specify the details of the orders or directives, with appropriate sections, if necessary.
5. **Effectivity.** This Order shall take effect [specify the date of effectivity and indicate publication requirement and/or submission to ONAR, if any], and all concerned shall be guided accordingly.

[four spaces for signature]

[NAME OF SECRETARY]

Secretary of Finance

[Date to be manually stamped by OSEC]

DC Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-2

[three spaces from start of document]

DEPARTMENT CIRCULAR NO. _____

[two spaces]

**FOR : HEADS OF ALL NATIONAL GOVERNMENT AGENCIES,
GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS/
GOVERNMENT FINANCIAL INSTITUTIONS AND PROVINCIAL,
CITY, MUNICIPAL AND BARANGAY TREASURERS**

SUBJECT : [BOLD AND IN UPPERCASE]

1. **Rationale.** This Department Circular (DC) is issued to [specify the purpose]
2. **Objective.** This Circular aims to [describe what the Circular intends to accomplish]
3. **Coverage.** This Circular shall apply to [specify the relevant parties covered by the Circular]
4. **Directives/Guidelines.** Specify the details of the orders or directives, with appropriate sections, if necessary.
5. **Effectivity.** This Circular shall take effect [specify the date of effectivity and indicate publication requirement and/or submission to ONAR, if any], and all concerned shall be guided accordingly.

[four spaces for signature]

[NAME OF SECRETARY]

Secretary of Finance

[Date to be manually stamped by OSEC]

ms

DPO Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-3

[three spaces from start of document]

DEPARTMENT PERSONNEL ORDER NO. _____

[two spaces]

In the interest of the service, [MR./MS. FIRST NAME M.I. SURNAME], [Position] of the [Office] is hereby reassigned/detailed to the [Office] effective on [XX Month XXXX] for a period of one (1) year, unless sooner revoked [modify the terms, as may be pertinent and required under specific personnel action], or until further orders.

This Order hereby amends all personnel orders or directives contrary herewith, and all concerned shall be guided accordingly.

[four spaces for signature]

[NAME OF SECRETARY]

Secretary of Finance

[Date to be manually stamped by OSEC]

DPO Format Specs Main Text: Calibri, 14 pt
 Alignment: Justified, Single Spaced
 Footnotes: Calibri, 8 pt
 Page: 1" All Sides, A4

Annex A-4

[three spaces from start of document]

DEPARTMENT PERSONNEL ORDER NO. _____

[two spaces]

In the exigencies of the service and in view of the [travel/leave of absence] of [MR./MS. FIRST NAME MI. SURNAME], [Position], [to (City, Country)], [MR./MS. FIRST NAME MI. SURNAME], [Position], [Office], is hereby designated **Officer-in-Charge (OIC)**, [specify office, if necessary], this Department, from [DD to DD Month YYYY].

All concerned shall be guided accordingly.

[four spaces for signature]

[NAME OF SECRETARY]
Secretary of Finance

[Date to be manually stamped by OSEC]

DPO Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-5

[three spaces from start of document]

DEPARTMENT PERSONNEL ORDER NO. _____

[two spaces]

In the interest of the service, the following officials are hereby designated as the Primary and Secondary Alternates of the undersigned in the [Name of Committee/ Board/ Council]:

Primary : [FIRST NAME M.I. SURNAME]
Alternate [Position]
[Office]

Secondary : [FIRST NAME M.I. SURNAME]
Alternate [Position]
[Office]

As such Primary and Secondary Alternates of the Secretary of Finance, the abovementioned officials shall perform the duties and functions in accordance with the existing policies, rules and regulations. The abovementioned officials shall be authorized to participate in [Name of Committee/ Board/ Council] meetings/activities, and the pertinent costs thereof shall be chargeable against the funds of this Department, subject to the usual budgeting, accounting, and auditing rules and regulations.

All DOF orders, circulars, memoranda, and issuances contrary to or inconsistent herewith are hereby revoked and/ or modified accordingly, and all concerned should be guided accordingly.

[four spaces for signature]

[NAME OF SECRETARY]

Secretary of Finance

[Date to be manually stamped by OSEC]

DPO Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-6

[three spaces from start of document]

DEPARTMENT PERSONNEL ORDER NO. _____

[two spaces]

In the interest of the service, the following officials and personnel of this Department are hereby authorized to attend the [Title of Training/ Seminar/ Workshop], to be held on the dates indicated below, at the [Venue], City/Local Government Unit:

[5 pt space]

Name	Position/ Office
[XX to XX Month XXXX]	
1.	
2.	
3.	
[XX to XX Month XXXX]	
4.	
5.	
6.	
7.	
[XX to XX Month XXXX]	
8.	
9.	
10.	

The attendance thereat of the abovenamed officials and personnel shall be on official time and they shall each be entitled to meals, at rates prescribed under Executive Order No. 77, s. 2019, chargeable against the appropriations of this Department, subject to availability of funds and the usual accounting and auditing requirements.

[four spaces for signature]

[NAME OF SECRETARY/APPROVING OFFICIAL]

Secretary of Finance/ Head of PDMSG

[Date to be manually stamped by OSEC/PDMSG]

DPO Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-7

[three spaces from start of document]

DEPARTMENT PERSONNEL ORDER NO. _____

[two spaces]

In the interest of the service, the following officials and personnel of this Department are hereby authorized to attend the [Title of Training/ Seminar/ Workshop], to be held on [XX Month XXXX], from [XX:XX am] to [XX:XX pm], at the [Venue], City/Local Government Unit: [5 pt space]

Name	Position/Office
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

The attendance of the abovenamed officials and personnel to the said training/ seminar/ workshop shall be on official time.

[four spaces for signature]

[NAME OF SECRETARY/APPROVING OFFICIAL]

Secretary of Finance/Head of PDMSG

[Date to be manually stamped by OSEC/PDMSG]

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DOF TRAVEL AUTHORITY (TA) NO.		DATE:	
<i>Name</i>			
<i>Position/Designation</i>			
<i>Office/ Agency</i>		DEPARTMENT OF FINANCE (DOF)	
<i>Endorsement by the Head of DOF Group/Bureau/Agency or GFI/GOCC Board Resolution</i>		<input type="checkbox"/> Approved	
<i>Activity Organized/ Sponsored By (please check)</i>			
<input type="checkbox"/> National Government <input type="checkbox"/> Local Government Unit <input type="checkbox"/> Private Organization <input type="checkbox"/> Not Applicable: <i>Personal Travel</i> <input type="checkbox"/> Foreign Government; International Government; International Government Organization <input type="checkbox"/> Private Organization through their Government to the Philippine Government			
<i>Nature of Travel</i>		<input type="checkbox"/> Official Travel <input type="checkbox"/> Personal Travel	
<i>Period Covered</i>		From: _____ To: _____	
<input type="checkbox"/> <i>Exclusive of Travel Time</i> <input type="checkbox"/> <i>Inclusive of Travel Time</i>			
<i>Destination (City/ies & Country/ies)</i>			
<i>Purpose of Travel</i>			
<i>Travel Expenses (check applicable entitlements for Official Travel, subject to accounting and auditing rules and regulations)</i>			
<i>Particulars</i>	<i>GOP/LGU (Specify)</i>	<i>Sponsor (Specify)</i>	<i>Self-Funded</i>
1. Pre-Departure	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
2. Clothing Allowance	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
3. Airfare (economy/business)	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
4. Daily Subsistence Allowance			
a. Accommodation (UNDP/actual)	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
b. Meals	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
c. Incidental	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
5. Travel Insurance	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
6. PCR Test	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
7. Tuition/Registration Fee	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
8. Others:	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
<i>Applicable DSA Area/s (as per above indicated city)</i>			
<i>Other Conditions/Remarks (indicate legend)</i>		*subject to further authorization from the Office of the President	
<i>Foreign Travels Within the Last 12 months (Attach Separate List if More Than Three [3] Travels)</i>			
<i>TA No. / Particulars</i>	<i>Country/ies</i>	<i>Date/s</i>	<i>Nature</i>
1.		to	
2.		to	
3.		to	
Reportorial Requirements Upon Return From Travel (if applicable)			
<i>Particulars for Compliance Monitoring</i>		<i>Due Date</i>	
1. Post-Travel Report to the undersigned and Immediate Supervisor		Within Thirty (30) Days	
2. Liquidation Report to the CFMO (if Cash Advance will be availed)		Within Sixty (60) Days	
APPROVED		DISAPPROVED	
[FIRST NAME M.I. SURNAME] [Secretary of Finance/ Approving Authority]		<input type="checkbox"/> Incomplete/unsigned requirements	
		<input type="checkbox"/> Late application of request for TA	
		<input type="checkbox"/> Violation of previously issued TA	
		<input type="checkbox"/> Deemed unnecessary	

Annex A

Additional List of Foreign Travels Within the Last 24 Months

Name	
Position/Designation	
Office/ Agency	

<i>Foreign Travels Within the Last 24 months</i>			
<i>Particulars and TA No/s.</i>	<i>Country/ies</i>	<i>Date/s</i>	<i>Nature</i>
4.		to	
5.		to	
6.		to	
7.		to	
8.		to	
9.		to	
10.		to	

JMC Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-9

[three spaces from start of document]

JOINT MEMORANDUM CIRCULAR NO. _____
Series of _____

[two spaces]

FOR : ALL HEADS OF DEPARTMENTS, BUREAUS, COMMISSIONS, AGENCIES, OFFICES AND INSTRUMENTALITIES OF THE NATIONAL AND LOCAL GOVERNMENT, INCLUDING GOVERNMENT-OWNED OR CONTROLLES CORPORATIONS

SUBJECT : [BOLD AND IN UPPER CASE]

1. **Rationale.** This Department Circular is issued to [specify the purpose]
2. **Objectives.** [Describe what the DO intends to accomplish]
3. **Coverage.** The guidelines prescribed herein shall cover [specify the relevant parties]
4. **Directives/Guidelines.** Specify the details of the orders or directives, with appropriate sections, if necessary.
5. **Repeal/Seperability Clause.** [As may be deemed applicable or necessary]
6. **Contact Information.** For inquiries or clarifications on the implementation of this Circular, please contact [provide contact details].
7. **Effectivity.** This Circular shall take effect [specify the date of effectivity], and all concerned shall be guided accordingly.

[four spaces for signature]

[NAME OF SECRETARY OF FINANCE]
Secretary
Department of Finance

[NAME OF HEAD OF AGENCY]
[Position]
[Name of Agency/Office]

[Date to be manually stamped by OSEC]

MC Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-10

[three spaces from start of document]

MEMORANDUM CIRCULAR NO. _____

[two spaces]

In the interest of the service and for the guidance of all concerned, attached herewith is a copy of **Republic Act No. XXXXX**, entitled "An Act xxx...", duly signed by the President of the Philippines, dated XX Month XXXX, as transmitted by xxx....

For information and reference.

[four spaces for signature]

[NAME OF SECRETARY/APPROVING OFFICIAL]

Secretary of Finance/Head of PDMSG

[Date to be manually stamped by OSEC/PDMSG]

Note: For additional instructions or directives for internal adoption by the DOF and concerned stakeholders, the MC shall be signed by the SOF. For dissemination purposes, the MC shall be signed by the Head of the PDMSG.

OO Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-11

[three spaces from start of document]

OFFICE ORDER NO. _____

[two spaces]

SUBJECT/TITLE OF ISSUANCE

1. **Rationale.** This Office Order is issued to [specify the purpose]
2. **Objectives.** This OO aims to [describe what the DO intends to accomplish]
3. **Coverage.** This Order shall apply to [specify the relevant parties, e.g. department employees, contractors. etc.]
4. **Directives/ Guidelines.** Specify the details of the orders or directives, with appropriate sections, if necessary.
5. **Effectivity.** This Order shall take effect [specify the date of effectivity and indicate publication requirement and/or submission to ONAR, if any], and all concerned shall be guided accordingly.

[four spaces for signature]

[FIRST NAME M.I. SURNAME]

[Undersecretary/Group Head]

[Date to be manually stamped]

Memo Format Specs: Main Text: Calibri, 13 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-12

[three spaces from start of document]

MEMORANDUM

FOR : SECRETARY FIRST NAME MI. SURNAME
THRU : UNDERSECRETARY/GROUP HEAD/CHIEF OF STAFF
FROM : [FIRST NAME M.I. SURNAME]
[Position, Office]
SUBJECT : [BOLD AND IN TITLE CASE]
DATE : [XX Month XXXX]

-
1. **Action Requested.** This is to respectfully request the Secretary's consideration and approval of xxx...
 2. **Background.**
 3. **Recommendation.**

For the Secretary's[/Approving Official's] consideration. Thank you.

[two spaces]

APPROVED / DISAPPROVED:

[two spaces for signature]

[NAME OF SECRETARY/APPROVING OFFICIAL]
Secretary of Finance/Position Title

Letter Format Specs: Main Text: Calibri, 13 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-13

[two spaces from start of document if to be signed by the SOF; three spaces if date is indicated already]

HON. FIRST NAME M.I. SURNAME

Position Title

Name of Agency (ACRONYM)

Address, City/Municipality, Province

[one space]

Subject : [BOLD AND IN TITLE CASE]

[two spaces]

Dear **Position Title Surname:**

This refers to xxx...

[Discuss the details/provide the body of the communication.]

For inquiries or clarifications, please contact [always indicate the name and number/email of the designated contact person].

[two spaces]

Very truly yours,

[two spaces for signature]

[NAME OF SECRETARY/SIGNATORY]

Secretary of Finance/Position Title

[four spaces; may be reduced due to space constraint]

Copy Furnished: **[FIRST NAME M.I. SURNAME]**
[Position]
[Office/ Department]

Briefer Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-14

Executive Briefer on the [Meeting/Event Title]

Venue

Date | Time

Outline

Agenda..... 2

Attendees 2

Profile 3

Talking Points with Discussion Notes 3

 Header 1 3

 Header 2 3

Note: For this purpose, the table of contents and the style/heading feature in Google Docs may be used.

Agenda

Provide the list of agenda items here.

Attendees

Department of Finance

1. [Name], [Designation], [Office, if applicable]
(populate as may be necessary)

Organization Name

2. [Name], [Designation], [Office, if applicable]
(populate as may be necessary)

Profile

<p>[PHOTO]</p> <p>FULL NAME</p> <p><i>Designation, Office, Organization</i></p>	<p>Provide background info/summary profile based on official/verifiable sources</p>
--	---

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Talking Points with Discussion Notes

- **Blue headers** in the briefers indicate the main headings, **yellow headers** for the first sub-topic, and **green headers** for topics under the indicated sub-topic.

Generally, talking points take the form: [VERB] + [OBJECT]. The discussion notes are then used to explain the background or add more information.

E.g.

- [Express] appreciation for [_____].
 - **State summary action.** Provide details/context.

Header 1

- **Summary statement.** Provide details/context.

Header 2

- **Summary statement.** Provide details/context.

Spot Report Format Specs: Main Text: Calibri, 14 pt
Alignment: Justified, Single Spaced
Footnotes: Calibri, 8 pt
Page: 1" All Sides, A4

Annex A-15

Spot Report on the [Meeting/Event Title]

Venue
Date | Time

Agenda of Meeting

Provide agenda/purpose of the meeting/event.

Attendees

- List the DOF representatives, and those other officials/personnel attending the meeting/event, according to agency/office represented and their respective position titles/designations

Highlights

- Provide summary or highlights of the events.
- Annexes may be provided, if applicable.

Action Points

- Indicate specific action items/recommendations/ways forward.
- Indicate decision points that are necessary to be elevated to the SOF.