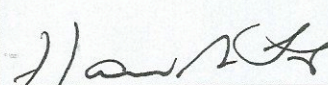


Policy No:	ADM-POL-ORP-0002
Policy Title:	Guidelines in Issuing Memoranda
Implementation Procedure:	
Date of Issuance:	S.Y. 2010 to 2011
Effectivity:	S.Y. 2010 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Office of the Rector and President
"Supersedes" Notification:	
Purpose of Policy:	The policy aims to define the purpose, terms and conditions in issuing memoranda.
Detailed Policy Statement:	<ul style="list-style-type: none"> • All memoranda should be printed in the Colegio's official letterhead. • All memoranda should relate information about the duties and responsibilities of the office issuing it. • Making a memorandum in behalf of another department is prohibited. • Memoranda are written communication addressed to a number of persons. Hence, an issue involving one person should instead be placed to a letter. • Memoranda should follow the general guidelines of business writing. A memo should not exceed two pages, single spaced and left justified. • Words used in any memo should be simple and precise. Use active verbs and the active voice. • A memo should be brief, direct to the point and clear. The general rule is one idea or issue per memo. If many ideas or issues need to be communicated, it would be better to call for a meeting or discussion instead. • Staff are not allowed to sign and issue a memoranda to any department and division heads. • The general guideline in issuing a memo is Vertically – From superior down to subordinate and never from the subordinate to superior Laterally – From division heads to other division heads or from department heads to other department heads, and only on matters pertaining to their functions as stipulated in the organizational manual
Applicability:	All Department Heads
Policy Approval Authority:	Rector and President
Related Policies or References	
Definition:	
Prepared by	Planning, Funding and Development Office
Approved by	 Rev. Fr. Tamerlane Lana, O.P.
Date of Approval	2-16-12

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