



OFFICE OF THE CHIEF OF COAST GUARD STAFF
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

MEMORANDUM

To : **All Central, Technical and Special Staff**

From : **Chief of Coast Guard Staff**

Subject : **Guidelines on Standard Written Communication Format**

Date :

-
1. Reference: PCG Correspondence Manual (PCGM 08-01)
 2. In order to standardize all communications format of the Command and to achieve uniformity on all PCG correspondence, attached hereto are the format of communications which will be followed to include the observance of standard spacing and the usage of font type and its sizes.
 3. In addition, if the letter is addressed to a civilian, date shall be in civilian format (Month Day, Year) while if the letter is addressed to other branch of service, date shall be in military format (Day Month Year).
 4. For info and reference.


TITO ALVIN G ANDAL
CG COMMO

Enclosures:

- (a) Disposition Form
- (b) Memorandum to DOTr
- (c) Memorandum from CPCG
- (d) Memorandum
- (e) Letter (For the Commandant)
- (f) Civilian Letter

One (1") Inch top margin

DISPOSITION FORM (16-point, Upper Case, Arial, Bold)		SECURITY CLASSIFICATION (if any) (STAMPED OUT) (12-point, Upper Case, Arial, Bold)
FILE NR: DCSHRM-0322	SUBJECT: ENTRIES IN DISPOSITION FORM (14-point, Upper Case, Arial, Bold)	

TO : CPCG FROM: CCGS DATE: COMMENT NR__
VIA : DCO CG CAPT TARRIELA/abc-6113
DCA (Text in 12-point, Arial)

CG-1
CG-6

SUMMARY:

1. References:

- (a) Relevant references needed in outlining the brief
- (b) Alphabetically arrange if more than one reference is required/ cited.

2. A brief summary of the text will be placed in the following paragraphs immediately below the ref line.

COORDINATION:

3. Coordination line will be entered if necessary and/or as required.

CONCLUSION:

4. A concluding line will be entered when the originator so desires or called for in the brief.

5. Cognizant Staff and I concur.

RECOMMENDATIONS:

6. Course of action as recommended by the originator.

Encls:

---- ANDAL ----

One (1")
Inch bottom
margin

(Footer: 9-point, Arial)

"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1") Inch
Left side
margin

One (1") Inch
Right side
margin

Type the text 2 spaces below the last line of
printed PCG Letter Head

MEMORANDUM FOR THE SECRETARY, DEPARTMENT OF TRANSPORTATION

From : **COMMANDANT, PHILIPPINE COAST GUARD**
Subject : XX
Date : dd Mmmmm Yrrr

Action Requested: For the information/consideration/approval/signature of
the Secretary, DOTr (whichever is applicable to the tone of the Memorandum)
(Text in 13-point, Cambria)

Background: Use pure block style for the body or content (Text in 13-point,
Cambria, Sentence Case, Flushed left and right margins)

Attachments (if any): _____

ARTEMIO M ABU
CG ADMIRAL

Copy Furnished: text in italicized Cambria bold, 10-point

Name text in italicized Cambria bold, 9-point
Desig text in italicized normal Cambria, 9-point

(Footer, 11-point, Monotype Corsiva)

"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1")
Inch
Bottom
margin



TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

One (1") Inch
Left side
margin

One (1") Inch
Right side
margin

2 Spaces

MEMORANDUM

1 Space

To : **CG CDR ANTHONY C CUEVAS**
Acting Director, PMO-DOTr

NAME: 12-point, Upper Case, Arial, Bold

From : **COMMANDANT, PHILIPPINE COAST GUARD**

12-point, Upper Case,
Arial, Bold

Subject : XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1 Space

Date : Dd Mm Yyyy

1 Space

1. _____
2. _____

Text in 12-point, Sentence case,
Normal Arial, Body or content
shall flush left and right margins

4 Spaces

ARTEMIO M ABU
CG ADMIRAL

12-point, Upper
Case, Arial, Bold

(Footer, 11-point, Monotype Corsiva)

"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1") Inch
bottom margin



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area

1018 Manila

One (1") Inch
Left side margin

One (1") Inch
Right side margin

2 Spaces

MEMORANDUM

For : Commandant, Philippine Coast Guard
Thru : Chief of Coast Guard Staff
Deputy Commandant for Administration
Deputy Commandant for Operations
From : Deputy Chief of Coast Guard Staff for Operations
Subject : XX
Date : Dd Mmmmmm Yyyy

(12-point,
Arial, Bold)

1. References: Relevant references, if necessary.

Text in 12-point,
Sentence Case,
Arial

2.

3.

ROMEO P PULIDO JR (12-point, Upper Case, Arial, Bold)
CG CAPT

(12-point, normal Arial)

"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1") Inch
left side
margin



One (1") Inch
Right side
margin

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

Date

2 Spaces

2 Spaces

ATTY. LUIS MANUEL M CATIBAYAN (12-point, Upper Case, Arial, Bold)
Director, Strategic Trade Management Office (12-point, Arial)
Department of Trade and Industry
3F Tara Building, 389 Sen. Gil. Puyat Avenue
1200 Makati City, Philippines

2 Spaces

Dear **ATTY CATIBAYAN:** (12-point, Arial, Bold)

2 Spaces

Text in 12-point,
Sentence case, Arial,
Body or content shall
flush left and right
margins

1 Space

1 Space

2 Spaces

1 Space Truly yours, (12-point, Arial,)

FOR THE COMMANDANT, PCG:

4 Spaces

JAYSIEBELL B FERRER (12-point, Upper Case, Arial, Bold)
CG CDR
Coast Guard Adjutant

(Footer: 9-point, Arial)

"Serving Our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1") Inch
bottom margin

One (1") Inch
left side
margin



One (1") Inch
Right side
margin

TANGGAPAN NG KOMANDANTE
(OFFICE OF THE COMMANDANT)
PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)

139 25th Street, Port Area
1018 Manila

Add the date upon signature of CPCG
2 spaces below the last line of printed PCG
Letter Head

Date

2 Spaces

MR. DANIEL R. ESPIRITU (12-point, Upper Case, Arial, Bold)
Assistant Secretary (12-point, Arial)
Office of the ASEAN Affairs
Department of Foreign Affairs
2330 Roxas Blvd., Pasay City

2 Spaces

Dear ASec. ESPIRITU:

2 Spaces

Text in 12-point, Sentence case,
Arial, Body or content shall flush
left and right margins

1 Space

1 Space

2 Spaces

Truly yours, (12-point, Arial)

4 Spaces

CG ADMIRAL ARTEMIO M ABU (12-point, Upper Case, Arial, Bold)
Commandant, Philippine Coast Guard (12-point, Arial)

(Footer, 11-point, Monotype Corsiva)

"Serving our Nation by Ensuring Safe, Clean and Secure Maritime Environment"

One (1") Inch
Bottom
margin