

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

21

All Central, Technical and Special Staff

From

Chief of Coast Guard Staff

Subject

Guidelines on Standard Written Communication Format

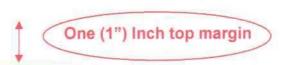
Date

- 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

Enclosures:

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



DISPOSITION FORM

(16-point, Upper Case, Arial, Bold)

SECURITY CLASSIFICATION (if any)

(STAMPED OUT)

(12-point, Upper Case, Arial, Bold)

FILE NR:

SUBJECT: ENTRIES IN DISPOSITION FORM

DCSHRM-0322

(14-point, Upper Case, Arial, Bold)

TO : CPCG

FROM: CCGS

DATE

COMMENT NR

VIA : DCO DCA

CG CAPT TARRIELA/abc-6113

(Text in 12-point, Arial)

1 Space

CG-1 CG-6

Space

(1 Space

References:

(a) Relevant references needed in outlining the brief

1 Space

(b) Alphabetically arrange if more than one reference is required/ cited.

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

COORDINATION

1 Space

1 Space

1 Space

1 Space

1 Space

One (1") Inch Left side

margin

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

One (1") Inch Right side margin

CONCLUSION:

A concluding line will be entered when the originator so desires or called for

in the brief.

5. Cognizant Staff and I concur.

(1 Space

RECOMMENDATIONS

1 Space

Course of action as recommended by the originator.

4 Spaces

Encls:

-ANDAL ----

One (1") Inch bottom margin

(Footer: 9-point, Arial)

One (1") Inch Left side margin



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

MEMORANDUM FOR THE SECRETARY, DEPARTMENT OF TRANSPORTATION 13-point, 13-point,					
From	: COMMANDANT, PHILIPPINE COAST GUARD Cambria, Bold				
Subject	:	Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx			
Date	:	dd Mmmmm Yrrr			
the Secret (Text in 13 Backgrou	ary, D 3-poin nd: U	ted: For the information/consideration/approval/signature of OTr (whichever is applicable to the tone of the Memorandum) t, Cambria 1 Space se pure block style for the body or content (Text in 13-point, ce Case, Flushed left and right margins) 1 Space			
Attachmer	nts (if	1 Space			

ARTEMIO M ABU CG ADMIRAL (13-point, Upper Case, Cambria, Bold)

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

1 Space

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

4 Spaces

(Footer, 11-point, Monotype Corsiva)

One (1") Inch Bottom margin



TANGGAPAN NG KOMANDANTE (OFFICE OF THE COMMANDANT)

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

One (1") Inch Left side margin	(Na	139 25th Street, Port Area 1018 Manila	One (1") Inch Right side margin
MEMORA	NDUM.	ace) NAME:42 m	sint Unner Cook Arial Bold
То	*	Acting Director, PMO-DOTr	oint, Upper Case, Arial, Bold
From		COMMANDANT, PHILIPPINE COAST GUAR	D 12-point, Upper Case, Arial, Bold
Subject	:	Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx	
Date	:	Dd Mm Yyyy	
1			
2		(No	t in 12-point, Sentence case, rmal Arial, Body or content I flush left and right margins
ARTEMIO CG ADMII	CATALOG STATE OF THE STATE OF T	4 Spaces 12-point, Upper Case, Arial, Bold	



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS

One (1") Inch Left side margin (National Headquarters Philippine Coast Guard)

139 25th Street, Port Area 1018 Manila One (1") Inch Right side margin

(12-point,

Arial, Bold)

2 Spaces

MEMORANDUM

For :

1 Space Commandant, Philippine Coast Guard

Thru :

Chief of Coast Guard Staff

Deputy Commandant for Administration

Deputy Commandant for Operations

1 Space

From

Deputy Chief of Coast Guard Staff for Operations

1 Space

Subject

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxx

1 Space

Date

Dd Mmmmmm Yyyy

1. References: Relevant references, if necessary.

Text in 12-point, Sentence Case, Arial

2.

1 Space

1 Space

3

4 Spaces

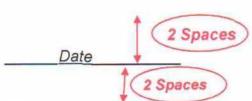
ROMEO P PULIDO JŘ (12-point, Upper Case, Arial, Bold) CG CAPT One (1") Inch left side margin



One (1") Inch Right side margin

PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS (National Headquarters Philippine Coast Guard)

139 25th Street, Port Area 1018 Manila



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

‡ 1 Space

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

† 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

One (1") Inch bottom margin

(Footer: 9-point, Arial)

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)

1018 Manila Add the date upon signature of CPCG 2 spaces below the last line of printed PCG Letter Head

139 25th Street, Port Area

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:

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

Space Space

2 Spaces

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)

> One (1") Inch Bottom margin