

February 18, 2025

**MEMORANDUM ORDER**

No. 72

Series of 2025

**SUBJECT : NEW FORMAT FOR OFFICE MEMORANDUM**

In order to have a unified presentation in office communications in the Bureau, the following format for Office Memorandum shall be implemented:

**MEMORANDUM**

**TO : Addressee – to whom the Memorandum is addressed**

**DATE : (Month Day, Year) example: January 20, 2025**

**SUBJECT : SUBJECT LINE (All CAPS) (THE SUBJECT LINE GIVES THE RECIPIENTS A QUICK IDEA ABOUT THE CONTENT OF THE MEMORANDUM)**

**BODY OF THE MEMORANDUM** – this section provides all the important details of the Memorandum. Give detailed information about the context, tasks, assignment, or any action required to the addressee.

**CLOSING SEGMENT** – final part of the Memorandum where the writer politely concludes the message with summarized key points or reiterating necessary actions the recipients should take, all while ending on a positive and professional note. *Example: "For your information and guidance"*

**NAME OF SENDER**

Position/Designation

Division/Center/Office

This order shall take effect immediately and shall supersede all other orders inconsistent herewith.

Done this 21st day of February 2025.

  
**GERALD GLENN F. PANGANIBAN, Ph.D.**  
Director

