

ANNEX "E"
Guidelines on the Standard Preparation
of PNP Communications



STYLE GUIDE

Modified June 9, 2022

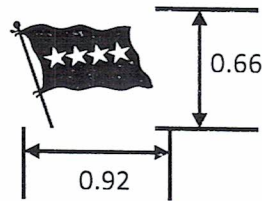
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POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS

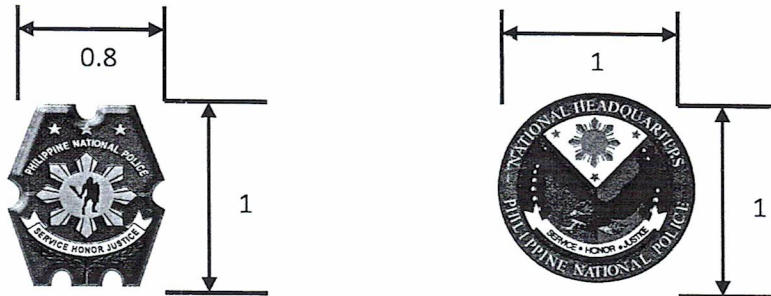
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ANNEX "E"
Guidelines on the Standard Preparation
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1. Star Flag in Header (1/2/3/4 stars)



2. PNP and Office/Unit Logo in Header



3. LETTER

a. LETTERHEAD

1) For documents to be signed by the Chief, PNP.



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

NOTE:

- a) "Republic of the Philippines," "NATIONAL POLICE COMMISSION," and "Camp BGen Rafael T Crame" should be ARIAL size 10, while "NATIONAL HEADQUARTERS" and "OFFICE OF THE CHIEF, PNP" should be ARIAL size 11;
- b) There are NO PNP and NHQ logos;
- c) Do not spell out the PNP in the Office of the Chief, PNP;
- d) There is no dot (.) on the middle initial of BGen Rafael T Crame and or the middle initial of personalities the other PNP camps are named after;
- e) There is a comma (,) in between the words, "HEADQUARTERS" and "PHILIPPINE";
- f) Only the NHQ, PNP and name of the originating office shall be printed in BOLD letters;
- g) There are NO italicized letters in the header; and
- h) The Star Flag should be center aligned.

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2) For documents to be signed by other PNP officers.

a) For members of the Command Group:



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF OF DIRECTORIAL STAFF
Camp BGen Rafael T Crame, Quezon City



b) For D-Staff/P-Staff:



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR PERSONNEL AND RECORDS MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
CENTER FOR POLICE STRATEGY MANAGEMENT
Camp BGen Rafael T Crame, Quezon City



NOTE:

- a) *The phrase "NATIONAL HEADQUARTERS" in the header shall only be used for headers of the Command Group, D-Staff, and P-Staff; and*
- b) *The PNP and Office/Unit Logo must be included in the header.*

c) For NSUs and their sub-units:



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
SPECIAL ACTION FORCE
Camp Bagong Diwa, Bicutan, Taguig City
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Jawani Magasin
JAWANI MAE S. DOQUIN
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CHIEF, ADMIN SECTION, OTQDS

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Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, SPECIAL ACTION FORCE
2ND SPECIAL ACTION BATTALION
Morong Gate, Subic Bay Freeport Zone, Olongapo City



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, SPECIAL ACTION FORCE
24TH SPECIAL ACTION COMPANY
Camp Capt Juan G Villamor, Calaba, Bangued, Abra



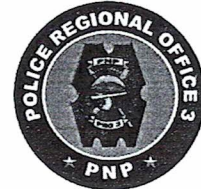
d) For PROs/PPOs/CPOs/MPS/CPS:




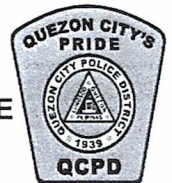

Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE,
NATIONAL CAPITAL REGION POLICE OFFICE
Camp Bagong Diwa, Taguig City




Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
POLICE REGIONAL OFFICE 3
Camp Capt Julian A Olivas, City of San Fernando, Pampanga




Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, NATIONAL CAPITAL REGION POLICE OFFICE
QUEZON CITY POLICE DISTRICT
Camp Tomas Karingal, Diliman, Quezon City



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, POLICE REGIONAL OFFICE 3
BULACAN POLICE PROVINCIAL OFFICE
Camp Capt Alejo S Santos, Capitol St., Malolos City, Bulacan



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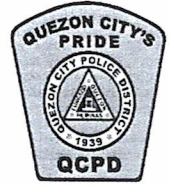
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ANNEX "E"

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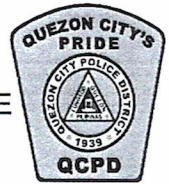
Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, NATIONAL CAPITAL REGION POLICE OFFICE
**QUEZON CITY POLICE DISTRICT
BATASAN POLICE STATION 6**
IBP Road, Batasan Hills, Quezon City



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, POLICE REGIONAL OFFICE 3
**BULACAN POLICE PROVINCIAL OFFICE
MARILAO MUNICIPAL POLICE STATION**
2nd floor Old Municipal Hall, Poblacion 1, Marilao, Bulacan



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, NATIONAL CAPITAL REGION POLICE OFFICE
QUEZON CITY POLICE DISTRICT
**BATASAN POLICE STATION 6
POLICE COMMUNITY PRECINT 1**
IBP Road, Batasan Hills, Quezon City



Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, POLICE REGIONAL OFFICE 3
BULACAN POLICE PROVINCIAL OFFICE
**MARILAO MUNICIPAL POLICE STATION
COMMUNITY POLICE ASSISTANCE CENTER**
Poblacion 1, Marilao, Bulacan



b. ADDRESSEE AND SALUTATION

1) PRESIDENT

President <NAME> (*bold letters, complete full name*)
Republic of the Philippines
Malacañan Palace
Manila

Thru: Secretary <NAME> (*bold, dotted*)
Department of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear Mr. President:

NOTE: "Malacañang" refers to Malacañang Compound, while "Malacañan" refers to the Office of the President. Also, all correspondence to the President regarding official policing matters must go "Thru" the SILG. Please provide two (2) copies: one for the President and one for the SILG.

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2) VICE PRESIDENT

Vice President <NAME> (*bold, dotted middle initial*)

Republic of the Philippines
Quezon City Reception House
100 11th St., Brgy. Mariana
New Manila, Quezon City

Dear Vice President <Surname>:

NOTE: *The Office of the Vice President (staff, media relations, etc.) is now officially located at the Quezon City Reception House.*

3) SENATORS

Senator <NAME> (*bold, dotted middle initial*)

Senate of the Philippines
Room 508 5th Floor, GSIS Building, Financial Center
Roxas Boulevard, Pasay City

Dear Senator <Surname>:

4) REPRESENTATIVES/CONGRESSMEN

Representative <NAME> (*bold, dotted middle initial*)

1st District of Isabela
Room S-201, House of Representatives
Quezon City

Dear Representative <Surname>:

5) DEPARTMENT SECRETARIES

Secretary <NAME> (*bold, dotted middle initial*)

Department of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear Secretary <Surname>:

6) CHAIRMAN, NAPOLCOM

Chairman <NAME> (*bold, dotted middle initial*)

National Police Commission
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
West Triangle, Quezon City

Dear Chairman <Surname>:

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7) UNDERSECRETARIES

Undersecretary <NAME> (*bold, dotted middle initial*)
Undersecretary for Peace and Order
Department of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear USEC <Surname>:

8) ASSISTANT SECRETARIES

Assistant Secretary <NAME> (*bold, dotted middle initial*)
Assistant Secretary for Peace and Order
Department of the Interior and Local Government
DILG-NAPOLCOM Center
EDSA corner Quezon Avenue
Quezon City

Dear ASEC <Surname>:

9) OMBUDSMAN

Ombudsman <NAME> (*bold, dotted middle initial*)
Ombudsman Building, Agham Road
North Triangle, Diliman, Quezon City

Dear Ombudsman <Surname>:

10) MAYORS

Mayor <NAME> (*bold, dotted middle initial*)
Quezon City Hall, Elliptical Road
Quezon City

Dear Mayor <Surname>:

11) BARANGAY OFFICIALS

Chairperson <NAME> (*bold, dotted middle initial*)
#57 1st Avenue, Cubao
Quezon City

Dear Chairperson <Surname>:

NOTE: Use "Chairperson" **NOT** "Chairman" nor "Chairwoman" to address women holding leadership positions in an organization.

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CHIEF, ADMIN SECTION, 6TCDS
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12) ARCHBISHOPS

Most Reverend <NAME> (*bold, dotted middle initial*)

Apostolic Administrator
Archdiocese of Manila
121 Arzobispo Street, Intramuros
Manila

Dear Most Rev. <Surname>:

13) PRIESTS

Rev. Fr. <NAME> (*bold, dotted middle initial*)

Sta. Catalina de Alejandria Parish Church
Arayat, Pampanga

Dear Reverend Father <Surname>:

13) OTHER RELIGIOUS DENOMINATIONS

Executive Minister Bro. <NAME> (*bold, dotted middle initial*)

Iglesia Ni Cristo (Church Of Christ) Central Office
No. 1 Central Ave., New Era
Quezon City

Dear Brother <Surname>:

14) AMBASSADORS

His Excellency

Ambassador <NAME> (*bold, dotted middle initial*)

British Embassy Manila
120 Upper McKinley Road, McKinley Hill
Fort Bonifacio, Taguig City

Dear Ambassador <Surname>:

15) CONSUL GENERALS

Consul General <NAME> (*bold, dotted middle initial*)

Philippine Consulate General, New York
556 Fifth Avenue, New York, NY 10036

Dear Consul General <Surname>:

16) JUSTICES/JUDGES

The Honorable <NAME> (*bold, dotted middle initial*)

Chief Justice
Supreme Court of the Philippines
Ermita, Manila

Dear Chief Justice <Surname>:

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CHIEF, ADMIN SECTION, OTCDs

Guidelines on the Standard Preparation
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17) AFP/PNP/BJMP/BFP PCOs (including retired personnel)

PGEN <NAME> (bold, not dotted middle initial)
Chief, Philippine National Police
National Headquarters, Philippine National Police
Camp BGen Rafael T Crame, Quezon City

Dear PGEN <SURNAME>:

18) AFP/PNP/BJMP/BFP PNCOs (including retired personnel)

PAT JUAN M DELA CRUZ (bold, not dotted middle initial)
Marilao Police Station
2nd Floor Old Municipal Hall
Poblacion 1, Marilao, Bulacan

Dear Pat Dela Cruz:

NOTE:

- a) For consistency of style, the names of PNCOs should be in **UPPERCASE** letters **ONLY** in the addressee line of a letter. They will resume their normal case style in the main body of the text.
- b) All middle initials and name suffixes (JR., SR.) shall be dotted **EXCEPT** for that of POLICE and MILITARY personnel.
(Example: PLTGEN VICENTE D DANA, JR)
- c) PNP, BJMP, and BFP Ranks (PEMS, PLTCOL, PGEN, F/DIR, J/CSUPT) shall **not** be dotted.
- d) Official titles that may be appended to the name:
 - (1) Military and Police Ranks (GEN., COL., PCOL)
(For PNP personnel, refer to the Signatory portion of this MC)
 - (2) Law and doctoral degrees (ATTY., PH.D., DR.)
 - (3) Royal titles (KING, QUEEN, DUKE)
 - (4) Religious titles (BRO., SIS., POPE)

19) For the sake of brevity, "MR." and "MS." should be used only in SALUTATION and NOT in the addressee line.

MELINDA A. LONGABILA (bold, dotted middle initial)
Principal II
Dolores Academy School System
Karuhatan, Valenzuela City

Dear Ms. Longabila:

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dawani me s. soaquin
DAWANI MIE S. SOAQUIN
POLICE LIEUTENANT COLONEL
CHIEF, ADMIN SECTION, OTCDS

NOTE:

Avoid "**Greetings!**" and "**Peace on Earth**" to start an official letter. The first paragraph should be what the letter is about. Relatedly, avoid using "**With my warm/warmest regards**" and "**Thank you. God bless!**" to close a letter especially if the content is about crimes, violence, and official policing matters. It's best to use this line for personal letters and if the content brings good news.

4. **GRAMMAR**

a. **Subject-Verb Agreement**

- 1) Generally, subjects linked with "*and*" are plural. However, in some instances, two linked units may be viewed as either a combination (and therefore singular) or as separate units (and therefore plural):
 - a) Ham and eggs *is* my favorite breakfast.
 - b) Ham and eggs *are* high in cholesterol.
 - c) Peace and order *is* the agenda of the conference.
- 2) If the noun phrases are introduced by *each* and *every*, the subject is singular. Relatedly, the noun following these adjectives must be singular.
 - a) Every PNP office and unit *is* directed to participate.
 - a.1.) Each personnel (**WRONG**)
 - a.2.) All personnel (**CORRECT**)
- 3) When a singular subject is linked to another subject with together with, including, accompanied by, in addition to, as well as, and with, the subject is still singular.
 - a) The CPNP, as well as TDCO, *is* going to attend the conference.
 - b) The DPCR, together with the PCRG, *is* launching the campaign today.
 - c) The Chief of Police with his 35 personnel *patrols* the area.

b. **That/Which/Who**

- 1) THAT is used for a *restrictive clause* which is part of a sentence that you can't get rid of because it specifically restricts some other parts of the sentence.
- 2) WHICH is for a *nonrestrictive clause*, which is something that can be left off without changing the meaning of the sentence. You can think of a nonrestrictive clause as simply additional information.

Example:

- a) This is in reference to the said incident *that* transpired on May 28, 2018.

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The said incident, *which* was sensational, transpired on May 28, 2018.

- b) I met with the CPNP who was very gracious. – **WRONG** (*Without a comma before "who," the statement would mean that there is another CPNP lurking around Crame, who is not very gracious.*)
I met with the CPNP, who was very gracious. – **CORRECT**
- c) The DPCR *that* was tasked to handle the project released the information. **WRONG** (*The use of "that" would indicate that there are more than one DPCR in the PNP.*)
- d) The DPCR, *which* was tasked to handle the project, released the information. **CORRECT**

c. Transitive Verbs

- 1) Per PNP jargon, transitive verbs should be followed by objects (nouns), **not** by prepositions. EXAMPLE:
 - a) REQUEST ~~for~~
 - b) DEMANDED ~~for~~
 - c) DISCUSSED ~~about~~
 - d) CONSIDERED ~~as~~
 - e) ORDERED ~~for~~
 - f) The undersigned respectfully **requests** the presence of the Chief, PNP.
But, *If "request" functions as a noun:*
They made a **request for** the immediate release of the suspect.
This is *acceptable*.

5. PREPOSITIONS

a. on –

- 1) for days, specific dates, and occasions
on Monday, on Christmas, on September 29, 1983
- 2) to talk about the surface, *meaning on top of*
Her bag is on the table.

b. in –

- 1) for weeks, months, years, parts of the day (except *at night*), and seasons
in January, in 1998, in week 6, in the morning, in summer
- 2) to talk about the place or point/space itself
There is a mosque in the room.

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CHIEF, ADMIN SECTION, OTCDs

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*The suspect was arrested in Barangay Pansol.
The suspect was shot in the head.*

c. **at** –

- 1) to indicate a specific time/place/address
 - a) *I was waiting at the airport.*
 - b) *The suspect was waiting for the victim at the corner of Pasong Tamo and Ayala Avenue.)*
 - c) Also:
 - (1) He was **detailed TO/assigned TO** the PPSC.
 - (2) It **resulted IN**
 - (3) The **OPR in** the implementation
 - (4) They **proceeded TO**
 - (5) In **compliance WITH**
 - (6) In **accordance WITH**
 - (7) **conform WITH** – when referring to a person or body that places requirements upon us
 - (8) **conform TO** – when referring to acting in accordance with a documented set of rules or standards
 - (9) In **support OF**
 - (10) **on behalf** (representative of)
"On behalf of the PNP, I thank you all for attending this meeting."
 - (11) **in behalf** (for the benefit of)
*"We are raising funds **in behalf** of the typhoon victims."*
 - (12) responsible **for**
 - (13) guidelines **for**
 - (14) procedures **for**
 - (15) taken **care of**
 - (16) with **regard**
 - (17) **presided over**
*"The meeting was **presided over by** CPNP."*

6. **PUNCTUATION**

- a. Use comma before AND when enumerating three or more items for clarity:
Examples:
I would like to thank my parents, Joy and God. **WRONG**
I would like to thank my parents, Joy, and God. **CORRECT**
- b. Use semi-colon ONLY when necessary and NOT as a substitute for commas:
Example:
The following suspects were arrested: Juan dela Cruz; Pedro Penduko; Juan Tamad; and Islaw Kalabaw. **WRONG**
The following suspects were arrested: Juan dela Cruz, Pedro Penduko, Juan Tamad, and Islaw Kalabaw. **CORRECT**
- c. Do not use periods for abbreviated units of measurement.
Also, use lowercase letters and do not add an "s" to make the unit plural.

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Exception: pounds (lbs):

| | | | |
|----------------|-----------------|----------------|-------------|
| g (grams) | m (meters) | w (watts) | in (inches) |
| kg (kilograms) | km (kilometers) | kw (kilowatts) | oz (ounces) |

d. Others

- 1) caliber .45 pistol/ammunition (dotted without "mm") OR caliber 45mm pistol/ammunition (not dotted with "mm")
- 2) 9mm pistol/ammunition
- 3) No comma after **e.g.** and **i.e.**
- 4) **et al.** (no period after et, with period after al)
- 5) Use of apostrophes after an acronym is discouraged (rules of the PNP NOT PNP's rules, instructions of the SILG NOT SILG's instructions)

7. **HYPHENATION**

- a. Phrases that have verb, noun, and adjective forms should appear as separate words when used as verbs and as one word when used as nouns or adjectives.

Example:

*The engine will eventually **break down**.* (verb)

*We suffered a **breakdown** in communications.* (noun)

*Please **clean up** your room.* (verb)

- b. Generally, hyphenate between two or more adjectives when they come before a noun and act as a single idea.

Example:

friendly-looking man

(compound adjective in front of a noun)

friendly little girl

(not a compound adjective)

brightly lit room

(*Brightly* is an adverb describing *lit*, not an adjective.)

- c. When adverbs not ending in *-ly* are used as compound words in front of a noun, hyphenate. When the combination of words is used after the noun, do not hyphenate.

Example:

*The **well-known** actress accepted her award.*

Well is an adverb followed by another descriptive word. They combine to form one idea in front of the noun.

The actress who accepted her award was **well known**.

Well known follows the noun it describes, so no hyphen is used.

- d. Hyphenate all compound numbers from *twenty-one* through *ninety-nine*.

Example:

*The teacher had **thirty-two** children in her classroom.*

*Only **twenty-one** of the children were bilingual.*

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e. Hyphenate all spelled-out fractions.

Example:

You need one-third of a cup of sugar for that recipe.

8. **Other phrases:**

a. **2-year** limit NOT two (2) year limit

b. at large (not hyphenated)

c. cause-oriented group

d. crime-free community

e. crime-prone areas

f. data-gathering procedure

g. drug-related cases

h. kidnap-for-ransom

i. land-based operations

j. police-community relations

k. police-to-population ratio

l. quick-impact projects

m. riding-in-tandem criminals

n. state-of-the-art equipment (Also, the equipment is *state-of-the-art*)

o. third-level position

9. **UPPERCASE/LOWERCASE**

a. Bicol region
Ilocos region

b. Four Thousand Pesos (*preferred*) or
four thousand pesos (but consistent within a text and NOT ALL CAPS)

c. The government of the Philippines *but*
The Philippine Government

d. law enforcement agency
local government units

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10. **FIGURES**

- a. Four Thousand Pesos (*preferred*) or
four thousand pesos (but consistent within a text and NOT ALL CAPS)
- b. PhP for abbreviation of peso


11. **ABBREVIATIONS**

- a. **No./no.** = number; NOT **Nr./nr.**
- b. **caliber** NOT cal.
- c. **a.k.a.** NOT alias or other pseudonym

12. **VOCABULARY** (*To be updated regularly)

- a. Barangay and Brgy. are allowed; but should BE CONSISTENT within a text, *although the full word is preferred.*
- b. Counterterrorism
- c. CPNP (no comma)
- d. database (one word)
- e. every day (each day); everyday (ordinary)
- f. Hong Kong (two words)
- g. member country (not hyphenated)
- h. onboard (adjective) – means attached
- i. on board (adverb or prepositional phrase) – means safely aboard a vessel or in agreement
- j. ongoing **NOT** on-going
- k. turn over **NOT** turn-over
- l. in front **NOT** infront
- m. in charge **NOT** incharge
- n. aforementioned/aforesaid/foregoing **NOT** abovementioned
- o. "AM/NN/PM/MN" (*preferred*)
- p. Ph.D. (no space)
- q. proactive (not hyphenated)

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- r. request letter (not "letter request") BUT "letter of request" is acceptable
- s. Vice Chairman, Vice President (not hyphenated)
- t. shootout **NOT** shoot-out
- u. NUP **NOT** NUPs (refers to personnel-mass noun)

13. **Collective nouns and mass nouns DO NOT have a plural form:**

- a. ammunition
- b. baggage
- c. equipment
- d. furniture
- e. infrastructure (pluralized in special cases)
- f. luggage
- g. training
- h. armament

14. **ENUMERATION**

- a. Use either numbers or letters for enumeration and keep consistency within a text. Do not mix them up:

1., 2., 3. or

- 1.
- 2.
- 3.

Or

a., b., c. or

- a.
- b.
- c.

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CHIEF, ADMIN SECTION, OTCDS

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15. **OTHER STYLE ISSUES**

- a. Do NOT use "the" with acronyms that are "pronounceable"
Example: NAPOLCOM, PAG-ASA, PAG-IBIG, MERALCO
- b. Use "the" for other acronyms that are pronounced by the letter

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Example: PNP, DSWD, DILG

SENTENCE USAGE: "According to NAPOLCOM, the PNP is doing a great job."

c. **an** MOA (em-oh-ay), **an** MOU

d. DATE format:

September 9, 2014 **NOT** 9 September 2014 nor September 09, 2014

e. TIME format:

1:00 AM/PM and 12:00 NN/MN **NOT** 1:00 o'clock AM/PM nor 0100H/1300H nor 1:00 in the afternoon

f. When **slant** is used, no space before and after (office/unit **NOT** office / unit, we/I would like to... **NOT** we / I would like to ...)

g. Use "**to wit**" in legal forms only.

h. Use **practise** when used as a verb, **practice** when used as a noun. Similar with **advise** – verb and **advice** – noun.

i. Alfonso B. Henares **NOT** Alfonso Henares y Baldoz

j. **Bold Font**

Avoid using bold font in combination with italics, quotation marks, and uppercase letters to emphasize a word, phrase or sentence. Choose one style and be consistent.

Example:

The suspects **Elmer Cruz** and **Richard Santos** were arrested this morning.

The suspects *Elmer Cruz* and *Richard Santos* were arrested this morning.

NOT:

The suspects "**ELMER CRUZ**" and "**RICHARD SANTOS**" were arrested this morning.

k. **Italics**

Titles of books, magazines, newspapers, plays, movies, artworks, and musical compositions are always in Title Case and set in *italics*.

Example:

J. R. R. Tolkien's *The Lord of the Rings*

reading the *Philippine Daily Inquirer*

l. **Quotation Marks**

1) Titles and subjects of memorandum circulars, executive orders, command memorandum circulars, standard operating procedures, other issuances, and newspaper and magazine articles are set in Title Case and enclosed in quotation marks.

Example:

She dedicated the song "The Wind Beneath My Wings" to her husband.

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ANNEX "E"
Guidelines on the Standard Preparation
of PNP Communications

LOI "Tamang Bihis"

Oplan "Sita"

Memorandum Circular No. 01-2019 with subject, "Mabuhay"

Executive Order 52 "National Feeding Program"

Executive Order No. 226 series of 2003 entitled, "Institutionalizing Patrol 117 as a Nationwide Hotline Number"

- 2) As a general rule, periods, commas, and other punctuation marks always go inside quotation marks, even inside single quotes.

Example:

The sign changed from "Walk," to "Don't Walk," to "Walk" again within 30 seconds.

She said, "Hurry up."

She said, "He said, 'Hurry up.'"

- 3) Use single quotation marks for quotes within quotes. Note that the period goes inside all quote marks.

Example:

Clay said, "Lawrence shouted, 'Do not treat me that way!' before leaving."

- 4) Chart Guide on Placement of Punctuations relative to Quotation Marks

| PUNCTUATION MARK | PLACEMENT IN RELATION TO THE CLOSING QUOTATION | HOW IT SHOULD APPEAR |
|--|--|---|
| Period | Inside | "Thank you, sir." |
| Comma | Inside | "Thank you," said Pik. |
| Semi-colon | Outside | "To Dream"; "To Deny"; and "Thank You" are good books. |
| Colon | Outside | "They said": "Go ahead." |
| Question Mark or Exclamation Point (as part of quoted material) | Inside | <ul style="list-style-type: none"> • She said, "Thank you!" • She said, "Are you thankful?" |
| Question Mark or Exclamation Point (not part of quoted material) | Outside | <ul style="list-style-type: none"> • He was the boy who cried "Wolf"! • Was he not the same boy who cried "Wolf"? |

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JUN 13 2022

m. Pagination

All documents (CMCs, MOAs, MOUs, MCs, etc.) that have more than two pages must have page numbers, **except** letters and memoranda. For uniformity, pagination must be at the lower right corner of the page following the herein format:

Page 1 of 2 pages

Page 2 of 2 pages

n. Additional Styles

- 1) Please be informed and For information of (redundancy). Once the "please be informed" phrase is used in the previous paragraph, the "for information" phrase should no longer be used.
- 2) The acronym of Philippine National Police – PNP and all other acronyms should only be abbreviated in the first instance if it will be used again in the succeeding paragraphs otherwise, do not abbreviate.
- 3) When referring to numbers 1 to 10, write only in words (e.g. one caliber .45 pistol). When referring to numbers 11 or more, write the numerical figures only (e.g. 25 caliber .45 ammunition, 65 rounds, 85 PNCOs – *except for legal documents*). However, Don't mix-and-match digits and words unless required for purposes of clarity and Don't start a sentence with digits.

o. Numbering

Use the following format for numbering paragraphs and subparagraphs:


1. Reference:
2. Yyy
 - a. Xxx
 - 1) Xxx
 - a) Xxx
 - (1) Xxx
 - (a) Xxx
 - (a.1) Xxx
 - (a.1.a) Xxx

16. OTHER CONCERNS:

- a. Use concise and direct to the point approach in your write-ups. Avoid compressing all different thoughts or ideas in one paragraph;
- b. Use of verb tenses particularly is/are, was/were – if the activity was done already, always use the past tense of the verb.

Ex. The highlights of the meeting were as follows:

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**Guidelines on the Standard Preparation
of PNP Communications**

- c. Use transitional devices to carry a thought from one sentence to another, from one idea to another, or from one paragraph to another.

ex. Transition words showing effect/consequence/result:

thus
accordingly
therefore

- d. Enumerate instructions/steps/guidelines if the latter consists of two or more instructions.

ex. All PNP personnel are directed to update their respective personal information through the following steps:

- a) Log-in to ...;
- b) Click ...; and
- c) Click save.

- e. If in doubt with the words used, check dictionary, google it;
- f. Always refer to the PNP MC 2019-013;
- g. Read your write-ups, if it does not sound good, rephrase it;
- h. If unsure of spellings of names of the Command Group, check the PNP website; and
- i. Routinary communications should be done in perfection already.
ex. Retirement Honors
MOA signing

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