

ANNEX "K1"

Guidelines on the Standard Preparation  
of PNP Communications



Republic of the Philippines } (Font size 10)  
NATIONAL POLICE COMMISSION }

NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE } (Font size 11)  
OFFICE OF THE CHIEF, PNP }

CampBGen Rafael T Crame, Quezon City } (Font size 10)

(1<sup>st</sup> space)

(2<sup>nd</sup> space)

(3<sup>rd</sup> space)

(3 spaces after the letterhead)

**President <NAME> (Bold)** (4<sup>th</sup> space)

Republic of the Philippines

Malacañan Palace

Manila

(1<sup>st</sup> space)

(2<sup>nd</sup> space) **THRU: Secretary <NAME> (Bold)**

Department of the Interior and Local Government

DILG-NAPOLCOM Center

EDSA corner Quezon Avenue

Quezon City

(1<sup>st</sup> space)

**Dear Mr. President: (Bold)** (2<sup>nd</sup> space)

(1 space in between)

(1<sup>st</sup> space)

(1 tab space) This pertains to the ..... (introduction of the report) (2<sup>nd</sup> space)

(1 space in between)

(1 tab space) Initial investigation revealed ..... (details of the report)

(1 space in between)

(1 tab space) Elements of the ..... (additional details)

(1 space in between)

(1 tab space) For information of the President. (From the last line of the last paragraph)

(1<sup>st</sup> space)

Very respectfully yours, (2<sup>nd</sup> space)

(1<sup>st</sup> space)

(4 spaces after the closing)

(2<sup>nd</sup> space)

(3<sup>rd</sup> space)

(4<sup>th</sup> space)

(5<sup>th</sup> space)

**<NAME> (Bold)**

Police General

Chief, PNP

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*dawani me soraquin*  
DAWANI ME SORAQUIN  
POLICE LIEUTENANT COLONEL  
CHIEF, ADMIN SECTION, OTCDS

JUN 13 2022

Guidelines on the Standard Preparation  
Of PNP Communications



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**OFFICE OF THE CHIEF, PNP** }  
Camp BGen Rafael T Crame, Quezon City } (Font size 10)

(1<sup>st</sup> space)

(2<sup>nd</sup> space)

(3<sup>rd</sup> space)

(3 spaces after the letterhead)

**Secretary <NAME> (Bold)** (4<sup>th</sup> space)

Department of the Interior and Local Government

DILG-NAPOLCOM Center

EDSA corner Quezon Avenue

Quezon City

(1<sup>st</sup> space)

**Dear Secretary <Surname>: (Bold)** (2<sup>nd</sup> space)

(1 space in between)

I have the honor to invite the Honorable Secretary to be our Guest of Honor and Speaker during the ... (*occasion*) ... to be held in front of the PNP National Headquarters Building, Camp Crame, Quezon City on ... (*date*) ... at 8:00 in the morning during the traditional Monday Flag Raising Ceremony with the theme: ... (*theme*) ...

(1 space in between)

In attendance during the affair will be the PNP Uniformed and Non-Uniformed Personnel based at the National Headquarters, Camp Crame led by the Chief of the Philippine National Police, the Command Group, the members of the Directorial Staff and Directors of the National Support Units.

(1 space in between)

We look forward to your favorable response, ... (*contact person/liaison officer*) will personally coordinate with your office in this regard.

(1 space in between)

It would be a great honor to have you as our Guest of Honor and Speaker to grace this momentous occasion. (From the last line of the last paragraph)

(1<sup>st</sup> space)

Very truly yours, (2<sup>nd</sup> space)

(1<sup>st</sup> space) (4 spaces after the closing)

(2<sup>nd</sup> space)

(3<sup>rd</sup> space)

(4<sup>th</sup> space)

(5<sup>th</sup> space)

**<NAME> (Bold)**

Police General

Chief, PNP

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*Dawani Mae S. Boaduin*

DAWANI MAE S. BOADUIN  
POLICE LIEUTENANT COLONEL  
CHIEF, ADMIN SECTION, OTCDS

JUN 13 2020



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



**MEMORANDUM**

FOR : OIC, PNP

THRU : TDCA ~~\_\_\_\_\_~~ JUN 02 2022

TDCO \_\_\_\_\_ *mk*

FROM : TCDS

SUBJECT : **Revised Guidelines for the Standard Preparation of Communications**

DATE : MAY 30 2022

*H. Banal*  
 APPROVED / DISAPPROVED  
 JUN 13 2022  
 OIC, PNP *mu*

CPNP A Doc 22 A061689  
  
 A061689

1. Reference: PNP Memorandum Circular (MC) No. 2019-013 dated March 5, 2019 entitled, "Guidelines for the Standard Preparation of Communications."
2. This pertains to the guidelines being followed by PNP Offices/Units in preparing communications which despite numerous directives on the matter, still many offices/units commit mistakes which causes delay in the processing of said communications.
3. In this regard, respectfully request approval and signature on the attached memorandum circular outlining the revised guidelines for the standard preparation of communications.
4. For your consideration.

*Manuel M Abu*

**MANUEL M ABU**  
 Police Lieutenant General

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CIMS 2022  
  
**OTCDS C00989J**

*Jawani Paragon*  
 DAWANI MAE S. PARAGON  
 POLICE LIEUTENANT COLONEL  
 CHIEF, ADMIN SECTION, OTCDS

JUN 13 2022

OCPNP  
 In Doc 22 P511295