



A publication of the Public Affairs and Communication Service on DILG LG Sector News

## Office issuances made easy

Writing correspondence can be a tussle every now and then especially with the presence of various types and formats. Employees oftentimes have a hard time figuring out which to use and what format to follow.

In response to this, the DILG issued Circular No. 2016-16 or Revised Policy in the Preparation/Release of DILG Administrative Issuances, which aims to give guidance and uniformity across all the Department's issuances. Now, employees of the DILG are better guided in matters related to the preparation, clearance, reproduction, distribution and release of administrative issuances which are limited to the following:



**Circular-** This covers administrative instructions which require compliance by, or information of all DILG personnel in the Central, Regional and Field Offices, and dealing with subjects as decentralization, delegation of authority, involving standard operating procedures, creation of permanent committees, personnel conduct and the like. It may also contain implementing instructions or regulations from other government agencies.



**Office Circular-** This covers administrative instructions which require compliance by, or information of, a majority or all of the Department employees in the Central Office only such as internal delegation of authority, policy on use of finger scan machine, and others.



**Memorandum Circular-** This covers administrative instructions which requires compliance by, or information of, the employees of the Department and its clientele (e.g. local government units) or the general public. It may prescribe certain rules, requirements or procedures, or may merely relay information for the guidance of those concerned.



**Department Order-** This covers matters affecting the status of personnel which may include assignments, reassignments, details, designations, commendations, supervisory assignments, change of name and civil status in the case of women who marry and other allied matters. It may also be issued in the matter of attendance and participation of

department employees in trainings/seminars and other related activities.

\*Bureau/service directors and chiefs of divisions may also issue orders to effect assignment, reassignment, designation or detail of personnel within their respective jurisdictions, furnishing copies thereof to the Secretary, the Chief of Personnel Division, the Records Section, and other units concerned. Such orders shall bear the appropriate caption, e.g. BLSGS OFFICE ORDER, ADMINISTRATIVE SERVICE OFFICE ORDER, GENERAL SERVICES DIVISION OFFICE ORDER, etc.



**Memorandum-** This covers administrative instructions which are intended for internal administration, and are temporary in duration. It shall also be used as follow-up of, or to call attention to, or serve as a reminder of, or request compliance with, a Circular, Office Circular, Memorandum Circular or Order previously issued.



**Bulletin-** This shall be issued to announce incidents or events which are extra official in character, such as death of an employee and socials or matters of personal interest to the officials and employees of the Department.

**Manual-** This covers compilation of policies and shall be used in situations where instructions are more or less permanent or not subject to frequent change.

**Handbook-** This shall be used primarily to transmit technical information of non-directive character.



**Coffee Table Book-** This is an oversized, usually hard-covered book purposely for display on a table intended for use in an area where one entertains guests and from which can serve to inspire conversation. Its subject matter is predominantly non-fiction and pictorial (a photo-book). Its pages consist mainly of photographs and illustrations, accompanied by captions and small blocks of text, as opposed to long prose.

The Circular also governs Regional and Provincial Offices of the Department. Said offices may release administrative issuances analogous to those described within the extent of delegated authority. Their issuances shall bear in their captions the word "PROVINCIAL" and "REGIONAL" such as REGIONAL CIRCULAR, PROVINCIAL ORDER, etc.

**-Erika Marie E. Daza, ICRD-PACS**

### DILG-CO QUALITY POLICY

We, the DILG Central Office, commit to formulate sound policies and provide effective technical and administrative services to promote excellence in local governance, strengthen local government capacities, and enhance the service delivery of our Regional and Field Offices.