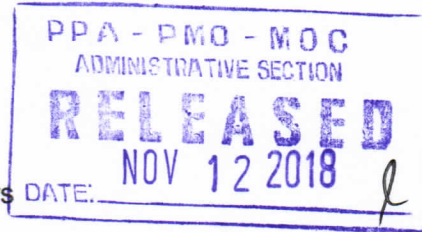




NOV 12 2018

PMO MOC MEMORANDUM CIRCULAR

No. 01-2018



TO : Division/Terminal Managers
All PMO Personnel

SUBJECT : **Use of Standard Font "Arial" and Acknowledge Letter Template for Correspondence**

In view of the PPA's standardization of records/documents and its formats and per PPA Head Office Memorandum dated 16 October 2018, this is to reiterate the directive that all communications prepared by the Authority should use the font "Arial" as standard. However, the derivatives of Arial (**Arial Black**, Arial Narrow, **Arial Rounded MT Bold**) may also be used. As to the general rule that font size 12 should be used, please be guided that the size may be adjusted to a smaller (but still readable) or bigger font to make the document presentable.

Furthermore, to hasten acknowledgement of communications requiring action/reply and for the uniformity of the same, promulgated herein is the template for Acknowledgement Letter for all correspondence as follows:

(Date)

(Name of recipient)

(Position)

Dear (name of recipient),

This is to acknowledge the receipt of your letter dated (date of letter) in regard (title/subject of the document), received by this Office on (date received).

The subject letter has already been referred to the concerned unit for appropriate action and/or further verification/evaluation.

Action/response on this matter will be communicated to you at the soonest time possible. We will contact you should there be any issue or concerns on this subject.

Thank you very much.

Very truly yours,

(Name of Sender)

(Position)

(Office/unit)

For your guidance and compliance.

ISIDRO V. BUTASLAC, JR.

Port Manager