**TEMPLATE FOR MEMORANDUM**

[ Date ]

**MEMORANDUM**

**TO/FOR** : [addressee official and office]

(*Use “TO” when recipients or addressees are lower in rank*

*than the signatory*

*Use “FOR” when the recipients or addressees are higher*

*or same in rank)*

**SUBJECT : [Whole Subject should be Underlined, Bold and in Title Case, Text**

**Alignment shall be Justified and Not be Ended with a Period]**

*[Body of the Memorandum- should be in a third-person point of view/voice unless the memorandum is intended for particular individual personnel, which should be in a second-person point of view/voice]*

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**RIO L. MAGPANTAY, MD, PHSAE, CESO III**

Director IV

***(Place an initials box on the duplicate copy with pertinent signatories as per MMCHD Memorandum No, 2022-007 dated February 14, 2022)***