**TEMPLATE FOR REGIONAL MEMORANDUM**

[ Date ]

**REGIONAL MEMORANDUM**

No. 2022-\_\_\_\_\_\_\_\_\_\_\_\_

**TO** : **ALL DIVISION/CLUSTER/SECTION/UNIT HEADS;**

**ALL OTHERS CONCERNED**

**(*Medical Center Chiefs of the MMCHD Retained hospitals/TRCs may also be included, if applicable)***

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

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

1. **BACKGORUND OR RESTATMENT OF PURPOSE**
2. **DETAILS**
3. **DISSEMINATION**

For strict compliance

**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)***