**TEMPLATE FOR REGIONAL ORDER**

[ Date ]

**REGIONAL ORDER**

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

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

**ALL OTHERS CONCERNED**

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

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

1. **RATIONALE** *(should contain brief and concise background and premise upon which the Regional Order shall be issued)*
2. **OBJECTIVE/PURPOSE**
3. **SCOPE OF APPLICATION/COVERAGE**

1. **DEFINITION OF TERMS**
2. **GENERAL GUIDELINES**
3. **SPECIFIC GUIDELINES/IMPLEMENTING MECHANISMS**
4. **PENALTY CLAUSE (IF APPLICABLE)**
5. **REPEALING/SEPARABILITY CLAUSE (IF APPLICABLE)**
6. **EFFECTIVITY**

**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)***