

POLICIES THAT SHALL BE STRICTLY OBSERVED ON THE USE OF
OF STATIONERIES WITH THE "MALACANANG" AND
"OFFICE OF THE PRESIDENT" LETTERHEADS

A. The stationery with the "Malacanang" letterhead shall be for the exclusive use of the President. No one else shall use this kind of stationery.

B. The stationery with "Office of the President" letterhead shall be for the general use of officials concerned in the Office of the President. This kind of stationery shall be used only in connection with their official business.

C. The issuance to and/or use of stationeries bearing "Malacanang" or "Office of the President" letterheads, unauthorized persons by any official or employee of this Office who has possession thereof by reason of his or her duties and functions shall be strictly prohibited.

D. Any such official or employee found guilty of violating this Order shall be subjected to immediate disciplinary action.

This Memorandum Order shall take effect immediately.

By authority of the President:



EDELMIRO A. AMANTE, SR.
Executive Secretary

Manila, November 11, 1992