

MALACAÑAN PALACE
MANILA

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER No. 3

PRESCRIBING FORMS OF LETTERHEADS FOR USE BY DEPARTMENTS,
BUREAUS, OFFICES, AND SUBDIVISIONS OF THE PHILIPPINE
GOVERNMENT.

In the interest of uniformity and economy, it is hereby
ordered that in the future the following form and style of
printing letterheads shall be used by all departments, bu-
reaus, offices, and subdivisions of the Philippine Government:

COMMONWEALTH OF THE PHILIPPINES

DEPARTMENT OF
(Insert name of department)

BUREAU OF
(Insert name of bureau of office)

MANILA

The printing on letterheads for all offices of the provin-
cial and municipal governments shall be:

COMMONWEALTH OF THE PHILIPPINES

PROVINCE OF
(Insert name of province)

.....
(Name of provincial capital)

COMMONWEALTH OF THE PHILIPPINES

MUNICIPALITY OF
(Insert name of municipality)

.....
(Name of province)

The printing on letterheads for all Courts of First In-
stance shall be:

COMMONWEALTH OF THE PHILIPPINES

COURT OF FIRST INSTANCE

PROVINCE OF
(Insert name of province)

.....
(Name of provincial capital)

In the case of envelopes, another line shall be added with the words "Official Mail."

The names of officials or employees may not be printed on official stationery.

This order is not to be understood to prohibit the use of forms now in stock or already ordered until exhausted.

The Director of Printing is hereby authorized to bring to my attention any pertinent matters affecting the forms and style of printing other official stationery not herein included.

Done at the City of Manila, this fourth day of February, in the year of Our Lord, nineteen hundred and thirty-six, and of the Commonwealth of the Philippines, the first.

MANUEL L. QUEZON

President of the Philippines