Republic of the Philippines
BICOL STATE COLLEGE OF APPLIED SCIENCES AND TECHNOLOGY
City of Naga
Telephone No. (054) 8812231 Loc. 101

BAGONG PILIPINAS

OFFICE OF THE PRESIDENT

VISION

An internationally recognized smart university for transformative and innovative education

MISSION

Produce technology-competent, environment-resilient, culture-sensitive, and industry-ready graduates who are socially responsive leaders imbued with character, work, and personal values through innovation management, transformative education, cutting-edge research, and industry-driven enterprise development

ISO 9001:2015 QUALITY POLICY

BISCAST is committed to provide quality applied sciences and technology education through continual improvement of its quality management system, satisfying applicable requirements, thereby exceeding stakeholder's expectations.

Administrative Memorandum
No. 072, s. 2025

TO : BISCAST COMMUNITY

SUBJECT : GUIDELINES FOR EFFECTIVE INTERNAL AND EXTERNAL COMMUNICATIONS

Date : MARCH 31, 2025

In alignment with our commitment to clarity, conciseness, and consistency in all institutional communications, this memorandum establishes the standard templates and formats for **both internal and external correspondence**. These guidelines ensure that all communications are well-structured, easily understood, and properly documented, adhering to *Office Memorandum No. 042, s. 2024* regarding the adoption of new office stationery with the Bagong Pilipinas logo.

The following elements shall be strictly observed in the preparation of official communications:

I. Internal Communications:

1. **Reference/Control Number**: Each document must include a unique reference or control number for proper identification and tracking. The format shall be:
   [Office Name-Year- Series Number] or [Office Name-Document Type- Year-Series Number] (e.g., OP-2025-001 / OP-Letter-2025-001).
2. **Subject Line**: A concise subject line summarizing the communication's purpose in no more than 5 words must be placed before the body text for immediate identification by recipients.
3. **Content Structure**: The body of the communication should be clear and concise, limited to 2 to 3 paragraphs.
4. **Signatories**: Internal communications must only be limited to three (3) signatories including the approving officer.

II. External Communications:

1. **Reference/Control Number**: External communications shall also include a unique reference/control number for tracking purposes.
2. **Subject Line**: Similar to internal communications, a subject line summarizing the purpose of the document in no more than 5 words must be included for clarity and immediate identification.
3. **Signatories**: External communications may be limited to agency head as the sole signatory or two (2) signatories including the agency head as "noted by" requiring the endorsement before release, signifying proper review and authorization.

III. Rules and Guidelines Governing Official Communications

To streamline the processing of official communications, the following protocols shall be observed *as per Rules and Guidelines Governing Official Communications within the College*:

Sec. 1.3 Also, all communications with other agencies shall pass through the Records Section where the date of its release is recorded in the logbook.

Sec. 4.2 All incoming and outgoing communications shall be "stamped" and "released" respectively. A logbook shall be maintained indicating the file and code number of every correspondence received or released, and the date and times shall be indicated.

Likewise, employees invited to external events received by the Office of the President must confirm attendance by submitting a travel order request with the attached invitation, subject to the undersigned's approval before issuance of official travel order.

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IV. Compliance with Standards

As an institution committed to international quality standards, all employees are directed to strictly adhere to the standard format for communications, which are considered documented information under the **BISCAST Procedure Manual (PM-01), Section 4.1.2 Format:**

4.1.2.1 The official font for the body text of internal documents shall be **Arial Narrow, size 11.**

V. Approval Process for Internal Communications

While the **Rules and Guidelines Governing Official Communications within the College** are for updating and revision, the following process matrix shall be adopted to ensure an organized workflow for internal communication requiring approval:

APPROVAL OF ACTIVITI/ES and REQUEST/S [Faculty and Students]

NATURE	Noted by	Recommended by	Approving Officer
Within the Curricular Program	Adviser/Faculty-in-Charge	Program Chairperson	College Dean
Non-Academic (School Organizations)	Program Chairperson	College Dean	SDS Director
Academic			
College Level	Adviser/Faculty-in-Charge	Program Chairperson	College Dean
Institutional Level	Program Chairperson	College Dean	VPAA
Off-campus and with monetary request/s	College Dean	VPAA	College President

All communications requesting for funds availability certification must be endorsed first to the Budget Officer before the signature of the recommendatory officer.
All request/s of employees for travel, service credit/ CTO, work arrangements, and other human resource matters must be submitted to the HRMDO for comments before the signature of the recommendatory officer.

Furthermore, the college will strictly enforce the **20-day approval period prior to the activity date** for off-campus activities, in compliance with **CMO No. 63, s. 2017**. All communications must be submitted within this timeframe to ensure proper processing and adherence to institutional policies.

All employees are hereby directed to adhere to these guidelines **effective immediately.**

For your information and strict compliance.

DEANNA C. REGNIM, PhD
OIC President

CF: Records
File