

**DENR Administrative Order  
No. 97 - 09  
March 18, 1997**

**SUBJECT : Institutionalizing the DENR Identity  
Design System and Manual of Style**

A DENR Identity Design System and Manual of Style is hereby adopted to govern the design, format and style of all the Department's documents and official publications.

For purposes of uniformity and consistency, a set of standard printed forms, symbols and procedures in all DENR communications is hereby set.

**I. Statement of Policy**

It is the policy of the Department to provide a set of standard format and procedures for its internal and external communication for the purpose of promoting uniformity and consistency in order to uphold the Department's vision, mission and programs thrust

**II. Coverage**

All offices of the Department, including its bureaus attached agencies, special foreign funded program offices and projects, and field offices should adopt the guidelines attached herein.

**III. Implementing Guidelines**

All the procedures, guidelines and format are prescribed in the attached manual which shall form part of this order. (See Annex A, "Identity Design System and Manual of Style")

**IV. Effectivity**

This Order takes effect immediately.

**(Sgd.) VICTOR O. RAMOS**  
Secretary