



DEPARTMENT OF EDUCATION  
Region X - Northern Mindanao

**DIVISION OF MALAYBALAY CITY**

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March 18, 2014

**DIVISION MEMORANDUM**

No. 99, s. 2014

170  
DEPED MALAYBALAY CITY DIVISION  
RELEASED

Date: 3-19-14 Time: 8:49 am  
By: [Signature]

**DISSEMINATION OF DEPED MEMORANDUM NO. 29, S. 2014  
RE: POLICY FOR THE USAGE AND COINING OF ABBREVIATIONS**

To: Promotional Staff  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. For the information and guidance of all concerned, this Office hereby provides a copy of the enclosed DepED Memorandum No. 29, s. 2014 dated March 11, 2014 re: Policy for the Usage and Coining of Abbreviations with its enclosure from Undersecretary Manuel L. Quezon III which is perspicuous.
2. Immediate dissemination of this Memorandum is desired.

*[Signature]*  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent

Encl.:  
As stated

Copy furnished:  
Records Section

ELO  
/absm '14



Republic of the Philippines  
**Department of Education**


11 MAR 2014

DepEd MEMORANDUM  
No. **29**, s. 2014

**POLICY FOR THE USAGE AND COINING OF ABBREVIATIONS**

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary and Secondary Schools  
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of the Memorandum from Undersecretary Manuel L. Quezon III of the Presidential Communications Development and Strategic Planning Office (PCDSPO), Office of the President dated February 13, 2014 entitled **Policy for the Usage and Coining of Abbreviations** which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUJASTRO FSC**  
Secretary

Encl.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

BUREAUS AND OFFICES  
COMMUNICATIONS

LEGISLATIONS  
REPORTS

Model: Dissemination of Memorandum of Manuel L. Quezon  
0187-March 4, 2014

Receiving Please Call OP013340  
Received On 7-15-13 Time 3:29 pm  
By *SW*

**Office of the President  
of the Philippines**

**MEMORANDUM FOR THE PRESIDENT**

**FROM :** MANUEL L. QUEZON III *[Signature]*  
Undersecretary of Presidential Communications  
Development and Strategic Planning

**RE :** Policy for the usage and coining of abbreviations

**DATE :** July 15, 2013

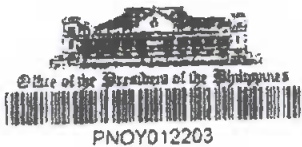
This is to submit a draft policy for the coining and usage of abbreviations in reports and other documents in use by government agencies, departments and instrumentalities.

This policy was also sent to Presidential Management Staff through Secretary Julia Abad.

Thank you.



**APPROVED / DISAPPROVED**



PCDSPO/042313/KYE

**POLICY FOR THE USAGE AND COINING OF ABBREVIATIONS  
IN REPORTS AND OTHER DOCUMENTS PREPARED BY GOVERNMENT  
AGENCIES, DEPARTMENTS, AND INSTRUMENTALITIES**

*(As Approved by the President on 6 September 2013)*

**Definition of terms**

*Initialism:* Terms formed from the first letter or letters of a series of words (e.g., DENR, OP, PNP etc.)

*Acronym:* Terms based on the first letters of a series of words and read or pronounced as single words (e.g., NEDA, PAGASA).

For purposes of simplification, the term *abbreviation* will be used to refer to both initialisms and acronyms in this document.

**Introduction**

The names of organizations and policies, especially in standard government, and academic practice, tend to be long and cumbersome; we therefore abbreviate to save space and to allow for smoother reading. However, the usage of abbreviations creates a jargon that if unchecked can make it difficult for outsiders to understand. It is common for readers to drown in what has come to be known as "alphabet soup": a linguistic metaphor for an overabundance of abbreviations, coined to make fun of the U.S. government's usage of a hodgepodge of initials for its many agencies—a practice that the Philippine government has adopted.

Writers and editors of reports, documents, media releases, and the like should assume that the reader, regardless of whom he or she may be, is not familiar with abbreviations that would require knowledge specialized to the topic at hand. Also, it is best to avoid overwhelming a reader with too many abbreviations, which may cause confusion during the process of digesting the text. The following are recommended:

**1. Spell out and define at first mention**

With the exception of common-use abbreviations (e.g., HTML, DNA, IQ, JPEG, laser), spell out the first mention of an abbreviated term, with the abbreviation following within parenthesis. An exception to parentheses would

be when both the spelled-out term and the abbreviation figure into the text in a way that is self-explanatory.

Examples:

*The Armed Forces of the Philippines (AFP) was founded in 1935.*

*Yesterday the government announced one of its major flagship projects under its Public-Private Partnership, or PPP, program.*

Do not abbreviate terms that are only mentioned once in a document. Rare exceptions would be organizations more publicly known by their abbreviated name (e.g., UNESCO and PAGASA—both may be spelled out *and* abbreviated, even when used only once in text).

For particularly long or multi-chaptered, abbreviation-heavy documents, it would be prudent to reorient the reader by repeating the process of spelling out and defining words that are less commonly used at the beginning of succeeding chapters or major sections.

Furthermore, tables and figures must be treated as stand-alone entities. All non-self-explanatory and/or uncommon abbreviations within a table or figure must be spelled out, or defined either inside the table/figure or in the captions/footnotes.

## **2. Include a glossary of terms**

For abbreviation-heavy reports and large documents in general, include a glossary of terms. The abbreviations must be arranged in alphabetical order, with the spelled-out terms listed to the right, as would be definitions.

This is highly recommended for any long-form document for public or internal use among agencies, and must be considered *a requirement for reports submitted to the President*.

Furthermore, it is recommended that the glossary be laid out at the beginning of a document; this would serve two purposes: 1) immediately alert the reader to its existence, and 2) give the reader an idea of what to expect.

## **3. Limit the use of abbreviations**

Try to reduce the number of non-self-explanatory and/or uncommon abbreviations in a text to a minimum. If possible, limit them only to the following:

- Major organizations (e.g., DENR, DepEd, BIR); and
- Long terms that would make repetition unwieldy (e.g., GGAC [which refers to the Cabinet Cluster for Good Governance and Anti-Corruption], and CLAMP [Center for Land Administration and Management-Philippines]).

#### **4. Short names vs. abbreviations**

One way to avoid the overuse of abbreviations in text is to use shortened names instead.

For example, instead of using “BI” to refer to the Bureau of Immigration, one may simply say, “Immigration” as a modifier (e.g., “Immigration officials caught a Chinese fugitive.”), or “the Bureau,” for further mentions.

#### **5. Keep it simple**

If you have to coin an abbreviation, keep it simple and easy to follow.

Although it would be natural to attempt to create a catchy acronym for name recall, not everyone can be so definitive as PAGASA (Philippine Atmospheric, Geophysical and Astronomical Services Administration).

It is not recommended to force acronyms (e.g., BaR-SPOrt [BALloon-borne Radiometers for Sky Polarization ObseRvaTions]).