

**[ADMINISTRATIVE ORDER NO. 3, February 04,
1936]**

**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, bureaus, 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 provincial 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 Instance shall be:

COMMONWEALTH OF THE PHILIPPINES
COURT OF FIRST INSTANCE
PROVINCE OF _____
(Insert name of department)

(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.