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MEMORANDUM

TO : **GAD FOCAL POINTS**
EMB, LMB, FMB, MGB, BMB, Attached Agencies, and
DENR Regional Offices

FROM : The Chief of Staff and
Chairperson, National Gender and Development
Focal Point System

SUBJECT : **GADRICH NEWSLETTER GUIDELINES**

DATE : 29 May 2015

GADRich Newsletter is a medium of information exchange on news, upcoming events, seminars, trainings, conferences, meetings, and the like of the GADFPS (Gender and Development Focal Point System) of all the bureaus, attached agencies and DENR regional offices. It is issued *semi-annually* and will become the repository of all articles related to the implementation of the DENR gender and development programs, activities and projects (PAPs).

In this regard, the following guidelines should be followed in submitting an article to GADRich:

Format:

- 1) An article should have the following parts: title, author and name of agency.
- 2) The entire article should be **at least 1-page**, encoded in MS Word and in letter size paper, double-spaced with a 1-inch margin on all sides, Arial and a font size of 12.

Images:

- 1) Submit **quality colored photos** in USB file or a CD copy of the raw files (jpeg) with a high resolution.
- 2) Provide the caption of photographs.

Submission:

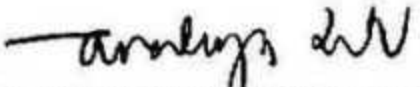
- 1) Deadline for submission of articles will be on the **first Friday of June (for Issue 1)** and **first Friday of November (for Issue 2)** of the current year.

Let's Go Green!!!

- 2) All articles submitted to GADRICH should accompany an endorsement letter from the head of agency of the author, addressed to the Editor.
- 3) Articles can also be submitted online at erdb_gadfps@yahoo.com.
- 4) GADRICH will provide the authors with 1 complimentary copy of the issue where their articles appear.

ERDB shall compile all the articles submitted within the prescribed period and shall carry out the editing and verification as needed. Allow a period of **five (5) days** from the time the article is received by the Editor before a feedback is given to the author.

FOR INFORMATION AND GUIDANCE.


ATTY. ANALIZA REBUELTA-TEH
Undersecretary