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National Computer Center
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ICT ADVISORY No. 2004-01

TO: ALL HEADS OF THE NATIONAL GOVERNMENT DEPARTMENTS/AGENCIES/BUREAUS, GOVERNMENT-OWNED AND/OR -CONTROLLED CORPORATIONS, GOVERNMENT FINANCIAL INSTITUTIONS, STATE UNIVERSITIES AND COLLEGES, LOCAL GOVERNMENT UNITS, CONSTITUTIONAL OFFICES, HOUSE OF REPRESENTATIVES, THE SENATE AND THE JUDICIARY

SUBJECT: INCLUSION OF WEBSITE ADDRESS AND OFFICIAL ELECTRONIC MAIL (E-MAIL) ADDRESS IN ALL OFFICIAL COMMUNICATION MATERIALS

DATE: May 28, 2004

1. This ICT Advisory is being issued in support of the web presence initiatives of the government and to increase public awareness of and access to government websites.
2. The National Computer Center enjoins all government agencies and its instrumentalities to include their respective website address or Uniform Resource Locator (URL) and official e-mail address in their agency letterheads, business cards, brochures and other printed materials.
3. It is further suggested that the URL and official e-mail address appear on all official communications, preferably on the first page. Please refer to Section 4 of NCC Memorandum Circular No. 2003-01 for the official e-mail address format.
4. Business cards of government officials and employees should include the URL and official e-mail address of the agency, aside from their personal e-mail address.
5. Brochures and other printed materials should include the URL and official e-mail address of the agency, together with the regular details on contact information.

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