

Mohamed Boudiaf University of M'sila- Algeria
Faculty of Economics, Business, and Management
Department of management

Dr. Mohamed Diab – Lecturer Professor

mohamed.diab@univ-msila.dz

Communication and administrative writing
Courses for master's degree in management
The academic year 2023/2024

Memorandum

The memorandum is an administrative document prepared to present a specific issue and directed to an administrative official or a department affiliated with the same administration that signs this document. The memorandum is used within the same ministry or the same province and can be directed to an administrative director, assistant, or supervisor. The purpose of the memorandum is to seek instructions, provide them, supply information, or request clarification. This document is subject to all presentation rules applied to administrative documents. However, it includes some features, as its composition contains the word "memorandum" followed by the name of the recipient. For example:

Memorandum

To Mr. The General Director of Public Function

Its text sometimes takes an impersonal form, especially when the memorandum is addressed to a department rather than an individual within the department. For instance: "I have the honor to inform Mr. Treasury Director that..." However, this type of memorandum is usually not recommended. It is preferable to use a direct and personal form, addressing the memorandum directly to the recipient. For example: "I am pleased to draw your attention to..."

There is another administrative document similar to the memorandum called "Department Memorandum." However, it is specifically used for internal organization within the administration and to achieve the material flow of public interests.

Example of a memorandum:

Democratic and Popular Republic of Algeria

Ministry of Interior

Province Date From To

General Secretariat

Number

Memorandum

To draw the attention of the Governor

Subject: Current Agricultural Season

The reports received from the technical departments and the heads of districts and municipal councils indicate estimates of a deficit in the current agricultural season. To prevent a shortage of grains and to save livestock, the competent authorities have decided to take preliminary measures with the assistance of local authorities. Thus, quantities of grains and fodder will be distributed in some municipalities that have been particularly affected by drought for the benefit of livestock breeders.

Signature

General Secretary of the Province

Example of Department Memorandum:

Democratic and Popular Republic of Algeria

Ministry of Higher Education and Scientific Research

Mohamed Boudiaf University, M'sila

Faculty of Economics

Vice Deanship of Pedagogy

Number

Subject: First Semester Exam Schedule

Let it be known to all professors and students that the first semester exams for 2023/2024 will begin on January 15, 2024. I emphasize the importance of adhering to the exam schedule for the smooth progress of the examinations.

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Vice Dean of the Faculty Responsible for Pedagogy