

**AMELLAR**  
**ADDRESSING CONVENTION**

**I. General Rule:**  
**Be consistent.**

**II. DO's**

1. Omit all **punctuation marks** such as commas (,), hyphens (-), periods (.), etc except for DO's #2, #4 and #5 and #10.  
Examples:
  - a. L2 B3
  - b. OLONGAPO CITY
  - c. CARMONA CAVITE
2. Represent **lot** numbers as:
  - a. L1
  - b. L4-A-1
  - c. L5-A-B-C-D-1-2-3-4-5-6-7-8
  - d. LOT A (if lot is preceded by a letter or any character instead of a number)
3. Represent **block** numbers as:
  - a. B1
  - b. B2
  - c. B10
4. Represent subdivision **phases** as:
  - a. PH 1
  - b. PH 9-C
  - c. PH 2-A-1
5. Represent **corner addresses** as:
  - a. COR JP RIZAL & A BONIFACIO STS
  - b. 143 COR LOVE ST & HOPE BLVD
  - c. 58 COR ROSE, DAHLIA & SAMPAGUITA STS
6. Represent **building floors** as:
  - a. 1ST FLR
  - b. 2ND FLR
  - c. 3RD FLR
7. Type the name of all cities and municipalities in **full**, except for QUEZON CITY (QC) and MANILA CITY (MLA). On all cities, except for cities with identical names, leave the province field **blank**.  
Examples:
  - a. City/Municipality: PARAÑAQUE CITY  
Province:
  - b. City/Municipality: MALAYBALAY CITY  
Province:
  - c. City/Municipality: CAGAYAN DE ORO CITY  
Province:
8. For cities with **identical names**, attach the name of the province where the city is geographically located.  
Examples:
  - a. City/Municipality: SAN CARLOS CITY  
Province: PANGASINAN
  - b. City/Municipality: SAN CARLOS CITY  
Province: NEGROS OCCIDENTAL
  - c. City/Municipality: SAN FERNANDO CITY  
Province: PAMPANGA
  - d. City/Municipality: SAN FERNANDO CITY  
Province: LA UNION
9. For **Metro Manila municipalities**, type **MM** on the province field, and for all **other municipalities**, attach the **name of the province**.  
Examples:
  - a. City/Municipality: PATEROS  
Province: MM
  - b. City/Municipality: CALUMPIT  
Province: BULACAN

- c. City/Municipality: RIZAL  
Province: LAGUNA
  - d. City/Municipality: SAN JUAN  
Province: BATANGAS
  - e. City/Municipality: MALAY  
Province: AKLAN
  - f. City/Municipality: KALIBO  
Province: AKLAN
10. Represent **apartment** and **building** addresses as:
    - a. 2128-C APITONG ST OLD CABALAN
    - b. UNIT 1-B 412 MH DEL PILAR ST
    - c. RM 105 LYRM BLDG A LUNA ST
    - d. SUITE 4 2ND FLR MCP P TOWER ORTIGAS CTR
  11. For addresses **outside the Philippines**, type the entire address on the address field.  
Examples:
    - a. Address: 6523 FAIRLANE DR ONTARIO CANADA
    - b. Address: PALO ALTO CA USA 94304
  12. Decide on the proper spelling of an LGU and make sure that all are using the proper spelling.  
Examples:
    - c. TAGUIG CITY or TAGIG CITY?
    - d. CALOOCAN CITY or KALOOKAN CITY?
    - e. STO TOMAS or SANTO TOMAS?
  13. Use the following abbreviations in place of their equivalents:
 

<b>&amp;</b>	<i>And</i>
<b>APT</b>	<i>Apartment</i>
<b>AVE</b>	<i>Avenue</i>
<b>BGY</b>	<i>Barangay</i>
<b>BLDG</b>	<i>Building</i>
<b>BLVD</b>	<i>Boulevard</i>
<b>CAPT</b>	<i>Captain</i>
<b>CMPD</b>	<i>Compound</i>
<b>CONDO</b>	<i>Condominium</i>
<b>COR</b>	<i>Corner</i>
<b>CPLX</b>	<i>Complex</i>
<b>CTR</b>	<i>Center</i>
<b>DR</b>	<i>Drive</i>
<b>DR.</b>	<i>Doctor</i>
<b>EDSA</b>	<i>Epifanio Delos Santos Avenue</i>
<b>EXEC</b>	<i>Executive</i>
<b>EXT</b>	<i>Extension</i>
<b>FT</b>	<i>Fort</i>
<b>GEN</b>	<i>General</i>
<b>G/F</b>	<i>Ground Floor</i>
<b>HTS</b>	<i>Heights</i>
<b>HI-WAY</b>	<i>Highway</i>
<b>INT</b>	<i>Interior</i>
<b>MLA</b>	<i>Manila City</i>
<b>MM</b>	<i>Metro Manila</i>
<b>PH</b>	<i>Phase</i>
<b>PROJ</b>	<i>Project</i>
<b>QC</b>	<i>Quezon City</i>
<b>RD</b>	<i>Road</i>
<b>SFDM QC</b>	<i>San Francisco Del Monte</i>
<b>ST.</b>	<i>Saint</i>
<b>SCT</b>	<i>Scout</i>
<b>SGT</b>	<i>Sergeant</i>
<b>STA</b>	<i>Santa</i>
<b>ST</b>	<i>Street</i>
<b>STS</b>	<i>Streets</i>
<b>SUBD</b>	<i>Subdivision</i>
<b>VILL</b>	<i>Village</i>

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14. In case there are more than one addresses declared, encode the additional addresses on the memoranda field as:

**Memo** : OTHER ADDRESS: 73 MABILIS ST V LUNA BGY  
PIÑAHAN QC

**III. DON'TS**

1. Don't use any punctuation marks (comma, hyphen, dash, etc) except for DO's #2, #4 and #13.

Examples:

- a. ✘ L-1
- b. ✘ L2, B3
- c. ✘ CARMONA, CAVITE

2. Don't represent lot, block and phase numbers in any way other than those enumerated under the DO's heading.

Examples:

- a. ✘ LOT 1 BLOCK 2
- b. ✘ L1 BLK2
- c. ✘ LOT1 B2
- d. ✘ L1 B2 PH-3
- e. ✘ L1 B2 PH III
- f. ✓ L1 B2 PH 3

3. Don't interchange the position of lot, block and phase numbers.

Examples:

- a. ✘ B2 L1
- b. ✘ L1 PH 3 B2
- c. ✘ PH 3 L1 B2
- d. ✘ PH 3 B2 L1
- e. ✓ L1 B2 PH 3 *(Note: the order starts from the smallest to the highest entity)*

4. Don't attach any period (.) on any abbreviations except for Saint (ST.) and Doctor (DR.).

Examples:

- a. ✘ AVE.
- b. ✘ BLVD.
- c. ✘ CONDO.
- d. ✘ Q.C.
- e. ✘ SUBD.
- f. ✘ VILL.

5. Don't place a space between Q and C for QC.

Examples:

- a. ✘ Q C
- b. ✓ QC

6. Don't attach MM for all Metro Manila cities on the province field.

Examples:

- a. ✘ City/Municipality: QC  
Province: MM
- b. ✘ City/Municipality: MLA  
Province: MM
- c. ✘ City/Municipality: PASAY CITY  
Province : MM
- d. ✓ City/Municipality: QC  
Province:
- e. ✓ City/Municipality: MLA  
Province:
- f. ✓ City/Municipality: PASAY CITY  
Province:

7. Don't omit the word **CITY** for all cities except for QC and MLA.

Examples:

- a. ✘ MARIKINA
- b. ✘ PASIG
- c. ✘ MALABON
- d. ✘ TAGUIG

8. Don't omit **MM** for all Metro Manila municipalities.

Examples:

- a. ✘ PATEROS

9. Don't attach the name of any province to a city except for cities with identical names such as SAN CARLOS CITY and SAN FERNANDO CITY.

Examples:

- a. ✘ City/Municipality: ANTIPOLO CITY  
Province: RIZAL
- b. ✘ City/Municipality: LIPA CITY  
Province: BATANGAS
- c. ✘ City/Municipality: CALAMBA CITY  
Province: LAGUNA
- d. ✓ City/Municipality: ANTIPOLO CITY  
Province:
- e. ✓ City/Municipality: MANDAUE CITY  
Province:

10. Don't forget to **attach the province** for all municipalities.

Examples:

- a. ✘ City/Municipality: NEW WASHINGTON  
Province:
- b. ✘ City/Municipality: NASUGBU  
Province:
- c. ✘ City/Municipality: ANGONO  
Province:
- d. ✓ City/Municipality: KALIBO  
Province: AKLAN
- e. ✓ City/Municipality: CANDELARIA  
Province: QUEZON

11. Don't abbreviate **CIRCUMFERENTIAL**.

12. For **street corner** addresses, don't misplace **COR**, it must be placed before the first street name, and an ampersand (&) must be added before the last street name.

Examples:

- a. ✘ MAPAYAPA ST COR MAGULO ST
- b. ✘ MAPAYAPA COR MAGULO STS
- c. ✘ 143 LOVE ST COR HOPE BLVD
- d. ✓ 143 COR LOVE ST & HOPE BLVD

13. Don't use **NO.** or **#** to represent street numbers.

Examples:

- a. ✘ #22 ORTIGAS AVE EXT
- b. ✘ NO. 12 GEN DEL PILAR ST

14. Don't forget the **GENERAL RULE**.