



## AMELLAR NAMING CONVENTIONS

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Use the following <b>abbreviations</b> in place of their equivalents:</p> <table border="0"> <tr><td><b>ACCTG</b></td><td><i>Accounting</i></td></tr> <tr><td><b>AGRL</b></td><td><i>Agricultural</i></td></tr> <tr><td><b>ARCHL</b></td><td><i>Architectural</i></td></tr> <tr><td><b>ARCHT</b></td><td><i>Architect</i></td></tr> <tr><td><b>ASSN</b></td><td><i>Association</i></td></tr> <tr><td><b>ASST</b></td><td><i>Assistant</i></td></tr> <tr><td><b>BGY</b></td><td><i>Barangay</i></td></tr> <tr><td><b>BLDG</b></td><td><i>Building</i></td></tr> <tr><td><b>CAPT</b></td><td><i>Captain</i></td></tr> <tr><td><b>CO</b></td><td><i>Company</i></td></tr> <tr><td><b>COML</b></td><td><i>Commercial</i></td></tr> <tr><td><b>COMM</b></td><td><i>Communication</i></td></tr> <tr><td><b>COMP</b></td><td><i>Computer</i></td></tr> <tr><td><b>CONDO</b></td><td><i>Condominium</i></td></tr> <tr><td><b>CONST</b></td><td><i>Construction</i></td></tr> <tr><td><b>COOP</b></td><td><i>Cooperative</i></td></tr> <tr><td><b>CORP</b></td><td><i>Corporation</i></td></tr> <tr><td><b>CPLX</b></td><td><i>Complex</i></td></tr> <tr><td><b>DEPT</b></td><td><i>Department</i></td></tr> <tr><td><b>DEVT</b></td><td><i>Development</i></td></tr> <tr><td><b>DR.</b></td><td><i>Doctor</i></td></tr> <tr><td><b>ENGG</b></td><td><i>Engineering</i></td></tr> <tr><td><b>ENGR</b></td><td><i>Engineer</i></td></tr> <tr><td><b>ENT</b></td><td><i>Enterprise</i></td></tr> <tr><td><b>ENTS</b></td><td><i>Enterprises</i></td></tr> <tr><td><b>HOSP</b></td><td><i>Hospital</i></td></tr> <tr><td><b>INC</b></td><td><i>Incorporated</i></td></tr> <tr><td><b>INDL</b></td><td><i>Industrial</i></td></tr> <tr><td><b>INFO</b></td><td><i>Information</i></td></tr> <tr><td><b>INTL</b></td><td><i>International</i></td></tr> <tr><td><b>LTD</b></td><td><i>Limited</i></td></tr> <tr><td><b>MFG</b></td><td><i>Manufacturing</i></td></tr> <tr><td><b>MFTR</b></td><td><i>Manufacturer</i></td></tr> <tr><td><b>MGT</b></td><td><i>Management</i></td></tr> <tr><td><b>MKTG</b></td><td><i>Marketing</i></td></tr> <tr><td><b>NATL</b></td><td><i>National</i></td></tr> <tr><td><b>RESDL</b></td><td><i>Residential</i></td></tr> <tr><td><b>SVC</b></td><td><i>Service</i></td></tr> <tr><td><b>SVCS</b></td><td><i>Services</i></td></tr> <tr><td><b>TECHL</b></td><td><i>Technical</i></td></tr> </table> <p>e. List of <b>Common Company Names</b>:</p> <table border="0"> <tr><td><b>BPI</b></td><td><i>Bank of the Philippine Islands</i></td></tr> <tr><td><b>CHINA BANK</b></td><td><i>China Banking Corporation</i></td></tr> <tr><td><b>DBP</b></td><td><i>Development Bank of the Philippines</i></td></tr> <tr><td><b>GSIS</b></td><td><i>Government Service Insurance System</i></td></tr> <tr><td><b>MERALCO</b></td><td><i>Manila Electric Railroad and Light Company</i></td></tr> <tr><td><b>METROBANK</b></td><td><i>Metropolitan bank and Trust Company</i></td></tr> <tr><td><b>MWSS</b></td><td><i>Metropolitan Waterworks and Sewerage System</i></td></tr> <tr><td><b>NAPOCOR</b></td><td><i>National Power Corporation</i></td></tr> <tr><td><b>NHA</b></td><td><i>National Housing Authority</i></td></tr> <tr><td><b>PCI BANK</b></td><td><i>Philippine Commercial International Bank</i></td></tr> <tr><td><b>PLDT</b></td><td><i>Philippine Long Distance Telephone Company</i></td></tr> <tr><td><b>PNB</b></td><td><i>Philippine National Bank</i></td></tr> <tr><td><b>PNCC</b></td><td><i>Philippine National Construction Corporation</i></td></tr> <tr><td><b>SSS</b></td><td><i>Social Security System</i></td></tr> <tr><td><b>UCPB</b></td><td><i>United Coconut Planters Bank</i></td></tr> </table>	<b>ACCTG</b>	<i>Accounting</i>	<b>AGRL</b>	<i>Agricultural</i>	<b>ARCHL</b>	<i>Architectural</i>	<b>ARCHT</b>	<i>Architect</i>	<b>ASSN</b>	<i>Association</i>	<b>ASST</b>	<i>Assistant</i>	<b>BGY</b>	<i>Barangay</i>	<b>BLDG</b>	<i>Building</i>	<b>CAPT</b>	<i>Captain</i>	<b>CO</b>	<i>Company</i>	<b>COML</b>	<i>Commercial</i>	<b>COMM</b>	<i>Communication</i>	<b>COMP</b>	<i>Computer</i>	<b>CONDO</b>	<i>Condominium</i>	<b>CONST</b>	<i>Construction</i>	<b>COOP</b>	<i>Cooperative</i>	<b>CORP</b>	<i>Corporation</i>	<b>CPLX</b>	<i>Complex</i>	<b>DEPT</b>	<i>Department</i>	<b>DEVT</b>	<i>Development</i>	<b>DR.</b>	<i>Doctor</i>	<b>ENGG</b>	<i>Engineering</i>	<b>ENGR</b>	<i>Engineer</i>	<b>ENT</b>	<i>Enterprise</i>	<b>ENTS</b>	<i>Enterprises</i>	<b>HOSP</b>	<i>Hospital</i>	<b>INC</b>	<i>Incorporated</i>	<b>INDL</b>	<i>Industrial</i>	<b>INFO</b>	<i>Information</i>	<b>INTL</b>	<i>International</i>	<b>LTD</b>	<i>Limited</i>	<b>MFG</b>	<i>Manufacturing</i>	<b>MFTR</b>	<i>Manufacturer</i>	<b>MGT</b>	<i>Management</i>	<b>MKTG</b>	<i>Marketing</i>	<b>NATL</b>	<i>National</i>	<b>RESDL</b>	<i>Residential</i>	<b>SVC</b>	<i>Service</i>	<b>SVCS</b>	<i>Services</i>	<b>TECHL</b>	<i>Technical</i>	<b>BPI</b>	<i>Bank of the Philippine Islands</i>	<b>CHINA BANK</b>	<i>China Banking Corporation</i>	<b>DBP</b>	<i>Development Bank of the Philippines</i>	<b>GSIS</b>	<i>Government Service Insurance System</i>	<b>MERALCO</b>	<i>Manila Electric Railroad and Light Company</i>	<b>METROBANK</b>	<i>Metropolitan bank and Trust Company</i>	<b>MWSS</b>	<i>Metropolitan Waterworks and Sewerage System</i>	<b>NAPOCOR</b>	<i>National Power Corporation</i>	<b>NHA</b>	<i>National Housing Authority</i>	<b>PCI BANK</b>	<i>Philippine Commercial International Bank</i>	<b>PLDT</b>	<i>Philippine Long Distance Telephone Company</i>	<b>PNB</b>	<i>Philippine National Bank</i>	<b>PNCC</b>	<i>Philippine National Construction Corporation</i>	<b>SSS</b>	<i>Social Security System</i>	<b>UCPB</b>	<i>United Coconut Planters Bank</i>	<p>9. For names with mixed <b>Chinese, Korean, Japanese, Indian, Arabic</b> names, etc. follow the instructions for personal names. Examples:</p> <table border="0"> <tr><td>a.</td><td>Lastname : SY</td><td></td></tr> <tr><td></td><td>Firstname : HENRY</td><td>MI:</td></tr> <tr><td>b.</td><td>Lastname : ANG</td><td></td></tr> <tr><td></td><td>Firstname : ANTONIO</td><td>MI:</td></tr> <tr><td>c.</td><td>Lastname : CHUI</td><td></td></tr> <tr><td></td><td>Firstname: KIM</td><td>MI:</td></tr> </table> <p>10. On <b>care of</b> properties, type on the last name field the owner's name, a space, <b>C/O</b>, a space, and the full name of the one whom the property is cared of. Examples:</p> <table border="0"> <tr><td>a.</td><td>Lastname: NHA <b>C/O</b> LOREN LEGARDA</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> <tr><td>b.</td><td>Lastname: PNB <b>C/O</b> MERRIAM SANTIAGO</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> <tr><td>c.</td><td>Lastname : GSIS <b>C/O</b> JUAN DELA CRUZ</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> </table> <p>11. On properties owned by <b>heirs</b>, type on the last name field, <b>HEIRS OF</b>, a space, and the full name of the benefactor/s. Examples:</p> <table border="0"> <tr><td>a.</td><td>Lastname : HEIRS OF CORAZON AQUINO</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> <tr><td>b.</td><td>Lastname : HEIRS OF JOEY DE LEON &amp; VIC SOTTO</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> </table> <p>12. On <b>notoriously long names</b>, data supervisors and/or heads should approve application of convention. Examples:</p> <table border="0"> <tr><td>a.</td><td>Lastname : THE PRESIDENT - LATTER DAY SAINTS</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> <tr><td></td><td><b>MEMO: COMPLETE NAME: THE PRESIDENT OF THE MANILA MISSION OF JESUS CHRIST OF THE LATTER DAY SAINTS INC</b></td><td></td></tr> <tr><td>b.</td><td>Lastname : THE MOTHER SUPERIOR - SAN SEBASTIAN RECOLLETOS</td><td></td></tr> <tr><td></td><td>Firstname :</td><td>MI:</td></tr> <tr><td></td><td><b>MEMO: COMPLETE NAME: THE MOTHER SUPERIOR OF THE VENERABLE SISTERS OF THE CONVENT OF SAN SEBASTIAN RECOLLETOS DE MANILA INC</b></td><td></td></tr> </table> <p><b>III. DON'T'S</b></p> <ol style="list-style-type: none"> <li>Don't press the Space Bar before and after typing the last name or the first name. This is a common encoding mistake and a persistent database problem. Most often, the same entity is considered as two separate entities by most database management software just because a space was added before or after a certain name. This will affect many reports and mostly, a record will be difficult to locate because of the accidental unwanted space.</li> <li>Don't use any period (.), comma (,) and hyphen (-), except for saint (ST.) and for doctor (DR.). Examples: <ul style="list-style-type: none"> <li>✓ a. Lastname : YLLANA</li> <li>✗ Firstname : ANJO &amp; MANZANO, JACKIE SPS MI:</li> <li>✓ b. Lastname : AQUITAÑA</li> <li>✗ Firstname : ANTONIO B. &amp; NIÑA MI:</li> </ul> </li> <li>On property owners with <b>M/TO, SPS, and WIFE OF</b>. <ol style="list-style-type: none"> <li>Don't type anything on the field for <b>MI</b>.</li> <li>Don't place the <b>SPS</b> before the beginning of names. Don't place <b>M/TO</b> before the beginning and after typing the names.</li> </ol> </li> </ol>	a.	Lastname : SY			Firstname : HENRY	MI:	b.	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Place **SPS** at the end and place **M/TO** between the names.

- c. Don't forget the following:
  - the **space** after the name of the husband or wife;
  - the **space** after the first letter of the middle initial;
  - the **space** after **&**;
  - the **general rule...**

Examples:

- ✓ Firstname: ROSA VILMA S & RALPH R SPS
- ✗ Firstname: ROSA VILMA S & RALPH R (**SPS**)
- ✗ Firstname: **SPS** ROSA VILMA S & RALPH R
- ✗ Firstname: ROSA VILMA **S&** RALPH R SPS
- ✗ Firstname: ROSA VILMA S & RALPH R - **SPS**
- ✗ Firstname: ROSA VILMA S & **SPS** RALPH R
- ✗ Firstname: ROSA VILMA S & RALPH R **M/TO**
- ✗ Firstname: **M/TO** ROSA VILMA S & RALPH R

4. For **Vda De**, don't misplace the term **VDA DE**. It must be placed on the last part of the first name field, a space after the maiden name.

Examples:

- ✗ a. Firstname: LORNA **VDA DE** TOLENTINO
- ✗ b. Firstname: **VDA DE** LORNA TOLENTINO
- ✗ c. Firstname: LORNA FERNANDEZ **VDA DE**

5. On **business names**, don't use any period (.) and comma (,) except for saint (ST.) and for doctor (DR.)

Examples:

- ✗ a. Business Name: SALVADOR GEN ENGG, **INC.**
- ✗ b. Business Name: **E.B.D.** OPTICAL SUPPLY
- ✗ c. Business Name: UNIVERSAL ROBINA **CORP.**
- ✗ d. Business Name: VECO PAPER CO., **INC.**

6. On **corporate / company names**, don't type anything on the field for the first name, and don't interchange the abbreviation of the common terms for the same corporation, and don't forget the general rule.

Examples:

- ✓ a. Lastname: SAN MIGUEL CORP
- ✗ b. Lastname: SAN MIGUEL INC
- ✗ c. Lastname: SAN MIGUEL CO
- ✓ d. Lastname: BPI
- ✗ e. Lastname: BANK OF THE PHILIPPINE ISLANDS
- ✗ f. Lastname: BANK OF THE PHIL ISLANDS
- ✓ g. Lastname: DBP
- ✗ h. Lastname: DEVT BANK OF THE PHILS
- ✗ i. Lastname: DEVELOPMENT BANK OF THE PHILIPPINES
- ✓ j. Lastname: IGLESIA NI CRISTO
- ✗ k. Lastname: IGLESIA NI KRISTO
- ✗ l. Lastname: DM CONSUNJI DEVELOPMENT CORP

7. For **full Chinese, Korean, Japanese, Indian, Arabic** names, etc., don't type anything on the field for the first name.

8. For names with mixed **Chinese, Korean, Japanese, Indian, Arabic** names, etc. don't forget to follow the instructions for personal names.

Examples:

- ✗ a. Lastname : SY, HENRY  
Firstname : MI:
- ✗ b. Lastname : FRANCIS HENRY GO SY  
Firstname : MI:
- ✗ c. Lastname : LUCIO TAN  
Firstname : MI:

9. On **care of** properties, don't do the following:

- ✗ a. Lastname : **CARE OF** JUAN DELA CRUZ
- ✗ b. Lastname : PNB **CO** PEDRO GIL
- ✗ c. Lastname : JUAN DELA CRUZ **C/O** CROSS, JOHNNY

- ✗ d. Lastname : GSIS, **C/O** NOLI DE CASTRO

10. On properties owned by **heirs**, don't do the following:  
Examples:

- ✗ a. Lastname: RICCI CLEO (**HEIRS OF**)  
Firstname: MI:
- ✗ b. Lastname: AQUINO, CORY (**HEIRS OF**)  
Firstname: MI:
- ✗ c. Lastname: HEIRS OF QUIZON, DOLPHY  
Firstname: MI:
- ✗ d. Lastname: HEIRS OF SOTTO  
Firstname: VICENTE III MI:

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