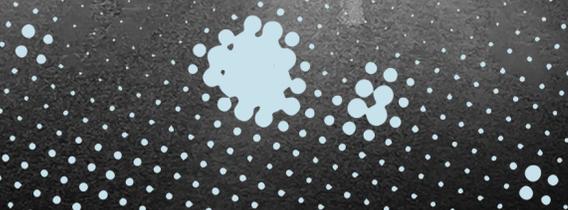




**STATEMENTS**  
**GUIDE**

**STATEMENTS BUILD BRIDGES OF**  
**UNDERSTANDING**



***GUIDE TO OFFICIAL NOTICES***

The discipline of words as a method of order, cohesion, and movement

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*This book is an educational and operational guide on the art and technique of drafting official notices. Its methods can be adapted to institutional, community, organizational, and workplace environments, always respecting internal rules, ethical communication, and standards of human respect.*

## ***DEDICATION***

To my confined people: because a clear notice prevents conflict, saves time, and protects dignity.

To every responsible recipient: because when the message arrives in order, the process moves forward.

## ***PROLOGUE***

I write this Guide because I have seen how a poorly written notice can ignite problems where none existed. I have seen announcements with no date create rumors, instructions with no clarity create friction, and the wrong tone produce resistance. A notice is not a conversation, nor an emotional release, nor a scolding with a microphone. A notice is a formal piece that organizes information and guides conduct.

I use notices for one main reason: so the message reaches everyone the same way. No different versions, no “someone told me,” no misinterpretation. A well-built notice protects both sides: the sender, because it creates a record and order; and the recipient, because it reduces ambiguity and shows exactly what is expected, from when, until when, and through what channel.

This Guide exists to master the topic of “notices” with method: types, elements, structure, tone, risk control, crisis protocols, and templates ready to copy and paste. I do not write to sound important; I write so it is understood quickly and complied with correctly.

## ***HOW TO USE THIS GUIDE (IN 7 RULES)***

1. One notice, one objective.
2. Date, time, and validity period: always.
3. Central message in one line.
4. Clear instruction: what to do and what not to do.
5. Official channel and an identified responsible party.
6. Institutional tone: firm without humiliating.
7. Close with confirmation: how receipt/understanding is validated.

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## ***CHAPTER 1 — WHAT A NOTICE IS AND WHAT IT IS NOT***

A notice is a formal message issued to inform, instruct, or clarify a matter of collective interest. Its function is to keep the message uniform: everyone receives the same thing, in the same order, with the same validity, and through the same channel.

### **A NOTICE IS**

- Official, verifiable information
- Clear instruction with a start date
- Clarification to prevent confusion
- A call/announcement with complete details
- A preventive measure with rules and a validity period

## **A NOTICE IS NOT**

- A public fight
- A rumor turned into an announcement
- A scolding with no structure
- A personal opinion with no basis
- A threat disguised as an instruction

## ***CHAPTER 2 — REQUIRED ELEMENTS OF A NOTICE***

I do not issue incomplete notices. Every serious notice must include:

1. HEADER
2. TITLE OR SUBJECT
3. DATE AND TIME OF ISSUE
4. VALIDITY PERIOD
5. CENTRAL MESSAGE
6. BRIEF CONTEXT
7. INSTRUCTIONS
8. EXCEPTIONS
9. OFFICIAL CHANNEL FOR QUESTIONS
10. RESPONSIBLE PARTY / SIGNATURE
11. CONFIRMATION OR VALIDATION

### **MENTAL MODEL**

A notice answers: what, who, when, where, how, and what happens if it is not followed (no threats—only procedural consequences when applicable).

## **CHAPTER 3 — TONE, LANGUAGE, AND RUMOR CONTROL**

A notice must be clear without being offensive. The wrong tone creates resistance. My ideal tone is: firm, direct, neutral, institutional.

### **I AVOID**

- Inflammatory phrases (“it’s over,” “I’m in charge here,” “whoever doesn’t...”)
- Threats
- Sarcasm
- Broad, generalized accusations
- Vague phrases (“as soon as possible,” “when it can be done,” “pending”)

### **I USE**

- Exact dates
- Times when applicable
- Clear verbs: “it is informed,” “it is instructed,” “it is established,” “it is suspended,” “it is resumed”
- Specific rules: “Effective as of \_\_\_\_,” “It is hereby established that \_\_\_\_”
- Channels: “All questions must be directed through \_\_\_\_”

### **ANTI-RUMOR RULE**

If I cannot confirm the information, I do not announce it as official. If it is preliminary, I label it as preliminary and I include an update date.

## ***CHAPTER 4 — TYPES OF NOTICES AND WHEN I USE EACH ONE***

1. Informational notice
2. Instructional notice
3. Preventive notice
4. Corrective notice
5. Clarification notice
6. Call/convocation notice
7. Suspension or resumption notice
8. Reminder notice
9. Closing notice
10. Emergency or crisis notice

## ***CHAPTER 5 — DRAFTING METHOD: MY STEP-BY-STEP***

STEP 1: Central message

“It is established \_\_\_\_\_.” / “It is informed \_\_\_\_\_.” / “You are hereby called to \_\_\_\_\_.”

STEP 2: Define validity

From when it applies and until when.

STEP 3: Write the minimum context

Two to four lines.

STEP 4: Write numbered instructions

What to do and what not to do.

STEP 5: Define the questions channel

Who to contact.

STEP 6: Close with the responsible party

Signature, unit, or name/title.

STEP 7: Define validation (if applicable)

How receipt is confirmed: signature, list, written acknowledgment, etc.

#### LENGTH RULE

If the notice requires a long explanation, then I turn it into an “Instruction Sheet,” and the notice only announces it and points to the instruction sheet.

## ***CHAPTER 6 — INSTRUCTIONS, EXCEPTIONS, AND VALIDITY***

This is where a notice is won or lost: in the details.

### **WELL-WRITTEN INSTRUCTIONS**

- Numbered
- With clear verbs
- Without contradictions
- With time limits when applicable
- With a responsible party when applicable

### **EXCEPTIONS**

If there are exceptions, I write them as a separate section. If there are none, I state:  
“Not applicable.”

## VALIDITY

Every notice must state:

- Effective from: //\_\_\_\_ (time if applicable)
- Effective until: //\_\_\_\_ (or “until further notice,” and then I add “next update: //\_\_\_\_”)

## ***CHAPTER 7 — CHANNELS, CONFIRMATION, AND RECORD***

A notice with no questions channel produces rumors. A notice with no record produces denial (“I didn’t know”).

### **OFFICIAL CHANNEL**

I assign one channel: office, responsible party, hours, method.

### **CONFIRMATION**

I can use one of these:

- Received signature
- Attendance list
- Written acknowledgment/receipt
- Verbal confirmation recorded in a logbook (if there is no other option)

### **RECORD**

I file notices by date and topic. A notice must be easy to find quickly.

## ***CHAPTER 8 — NOTICES IN CRISIS: WHEN THERE IS TENSION***

In a crisis I do three things: calm, clarify, instruct. I do not blame. I do not name people. I do not speculate.

### **CRISIS RULES**

1. Confirmed facts only
2. Short central message
3. Clear safety and order instructions
4. Official information channel
5. Next update with date and time

### **FORMULA=**

“What is confirmed is this. What is instructed is this. The next update will be at this time.”

## ***CHAPTER 9 — ERRORS THAT BREAK A NOTICE AND HOW I AVOID THEM***

ERROR 1: Not stating validity.

FIX: Always “effective from / effective until.”

ERROR 2: Not stating a questions channel.

FIX: “All questions must be directed to...”

ERROR 3: Ambiguous message.

FIX: Central message in 1 line, then instructions.

ERROR 4: Mixing scolding with the rule.

FIX: Neutral tone and a procedure-focused approach.

ERROR 5: Not identifying the responsible party.

FIX: Signature/unit/title.

ERROR 6: Internal contradictions.

FIX: Review with a coherence checklist.

ERROR 7: Treating rumors like facts.

FIX: Separate “confirmed” from “under evaluation.”

## ***CHAPTER 10 — A 30-DAY PLAN TO MASTER NOTICES***

DAYS 1–3: master required elements + the universal template

DAYS 4–7: draft 5 notices (informational, instructional, call, clarification, reminder)

WEEK 2: numbered instructions + validity + channel

WEEK 3: corrective notices and suspension/resumption notices

WEEK 4: crisis notices and update protocols

### **BOOK CLOSING**

I issue notices to bring order to the environment, not to increase tension. A well-written notice reduces rumor, makes compliance easier, and protects both sides. My discipline is clarity: central message, validity, instructions, and channel. When the notice is clear, conflict goes down and the process goes up.

## ***APPENDIX A — COPY-PASTE TEMPLATES***

### **A1) UNIVERSAL NOTICE TEMPLATE (BASE)**

HEADER: \_\_\_\_\_

NOTICE NO.: \_\_\_\_\_

DATE AND TIME OF ISSUE: // \_\_\_\_\_ — : \_\_\_\_\_

SUBJECT/TITLE: \_\_\_\_\_

#### **CENTRAL MESSAGE (1 LINE)**

It is informed / established / instructed: \_\_\_\_\_.

#### **VALIDITY**

Effective from: // \_\_\_\_\_ : \_\_\_\_\_

Effective until: // \_\_\_\_\_ : \_\_\_\_\_

(If “until further notice,” next update: // \_\_\_\_\_ : \_\_\_\_\_)

#### **INSTRUCTIONS (NUMBERED)**

- 1.
- 2.
- 3.

EXCEPTIONS (IF APPLICABLE)

OFFICIAL QUESTIONS CHANNEL

All questions or clarifications must be directed to: \_\_\_\_\_

Hours (if applicable): \_\_\_\_\_

RESPONSIBLE PARTY / SIGNATURE

Name/Title or Unit: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: // \_\_\_\_\_

CONFIRMATION

Received signature  List  Written acknowledgment  Other: \_\_\_\_\_

**A2) INFORMATIONAL NOTICE**

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ : \_\_\_\_\_

SUBJECT: Information about \_\_\_\_\_

It is informed that: \_\_\_\_\_.

Effective from: // \_\_\_\_ : \_\_\_\_

Effective until: // \_\_\_\_ : \_\_\_\_

**Details:**

Questions channel: \_\_\_\_\_

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

**A3) INSTRUCTIONAL NOTICE (RULE OR PROCEDURE)**

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ : \_\_\_\_\_

SUBJECT: Instructions regarding \_\_\_\_\_

Central message: The following is hereby established: \_\_\_\_\_.

Validity: from // \_\_\_\_ : \_\_\_\_ to // \_\_\_\_ : \_\_\_\_

Instructions:

- 1.
- 2.
- 3.

Exceptions (if applicable): \_\_\_\_\_

Questions channel: \_\_\_\_\_

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

#### **A4) CALL / CONVOCATION NOTICE**

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ :

SUBJECT: Call to \_\_\_\_\_

You are hereby called to: \_\_\_\_\_

Date: // \_\_\_\_\_ Time: : \_\_\_\_\_ Location/Area: \_\_\_\_\_

Purpose: \_\_\_\_\_

Requirements (if applicable): \_\_\_\_\_

Validity: from // \_\_\_\_\_ : \_\_\_\_\_ to // \_\_\_\_\_ : \_\_\_\_\_

Questions channel: \_\_\_\_\_

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

### **A5) CLARIFICATION NOTICE (STOP A RUMOR)**

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ :

SUBJECT: Clarification regarding circulating information

The following is clarified: \_\_\_\_\_

What is confirmed is: \_\_\_\_\_

What is NOT correct is: \_\_\_\_\_

Validity: from // \_\_\_\_\_ : \_\_\_\_\_ to // \_\_\_\_\_ :

Next update: // \_\_\_\_\_ :

Official information channel: \_\_\_\_\_

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

## A6) SUSPENSION / RESUMPTION NOTICE

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ :

SUBJECT: Suspension/Resumption of \_\_\_\_\_

Central message: It is suspended / resumed: \_\_\_\_\_

Brief reason: \_\_\_\_\_

Validity: from // \_\_\_\_\_ : \_\_\_\_\_ to // \_\_\_\_\_ :

Instructions:

- 1.
- 2.

Questions channel: \_\_\_\_\_

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

**A7) CORRECTIVE NOTICE (WITHOUT HUMILIATING)**

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ :

SUBJECT: Reminder / correction of procedure

The procedure related to \_\_\_\_\_ is hereby reminded and corrected.

Effective as of // \_\_\_\_, it is established that: \_\_\_\_\_.

Instructions:

- 1.
- 2.

Questions channel: \_\_\_\_\_

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

## A8) CRISIS / EMERGENCY NOTICE

HEADER: \_\_\_\_\_

DATE AND TIME: // \_\_\_\_\_ :

SUBJECT: Notice regarding a critical situation

Confirmed information: \_\_\_\_\_

Immediate instruction:

1.

2.

Official channel: \_\_\_\_\_

Next update: // \_\_\_\_\_ :

Responsible party: \_\_\_\_\_ Signature: \_\_\_\_\_

## ***APPENDIX B — COPY-READY TABLES***

### **B1) LOG OF ISSUED NOTICES**

No. | Date/Time | Type | Subject | Effective from/until | Questions channel |  
Responsible | Confirmation | Filed (yes/no)

\_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_ | \_\_\_

### **B2) CENTRAL MESSAGE BANK (1 LINE)**

Type | Recommended central message

Informational | “It is informed that \_\_\_\_.”

Instructional | “It is hereby established that \_\_\_\_.”

Call | “You are hereby called to \_\_\_\_.”

Clarification | “It is clarified that .”

Suspension | “ is suspended as of .”

Resumption | “ is resumed as of .”

Corrective | “ is hereby reminded and corrected.”

Crisis | “Confirmed information: \_\_\_\_.”

### **B3) INSTRUCTION-EXCEPTION-CHANNEL MATRIX**

Instruction # | What is done | What is not done | Exception | Questions channel

1 | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

2 | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

3 | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

## ***APPENDIX C — CHECKLISTS (TOTAL CONTROL)***

### **C1) CHECKLIST BEFORE ISSUING A NOTICE**

- Header
- Date and time of issue
- Clear subject/title
- Central message
- Validity (from/until)
- Brief context
- Numbered instructions (what to do / what not to do)
- Exceptions (if applicable)
- Official questions channel
- Responsible party/signature
- Confirmation method (if applicable)
- Copy filed/archived

## **C2) CLARITY CHECKLIST (ANTI-RUMOR)**

- No vague wording (“soon,” “when possible”)
- Facts confirmed or marked as preliminary
- Exact dates included
- Official channel included
- Next update indicated

## **C3) TONE CHECKLIST**

- Does not humiliate
- Does not threaten
- Does not make broad accusations
- Focuses on procedure
- Brief and direct

I end with a simple truth: a message is not measured by what I meant, but by what the other person understood and carried out. That is why my words cannot be an accident—they must be a method. I turn communication into discipline to sustain the movement, to protect coexistence, and to leave proof of what is correct. And if this book accomplishes just one thing, let it be this: that my voice stops being noise and becomes clear direction.

I close this book with a truth that is already a rule for me: a well-written notice is public order in written form. Where there is noise, the notice brings direction. Where there are versions, the notice brings one voice. And where there is anxiety, the notice brings clarity. That is why I do not write notices to fill walls or to sound important; I write them so the message arrives clean, fast, and with no room for misinterpretation.

This Guide taught me to communicate the way it should be: clear purpose, defined audience, a one-line central message, specific instructions, date and validity, a respectful tone, and a closing with a follow-up channel. I learned that a notice is not debated—it is understood. It is not written long—it is written precisely. And it is not filled with opinion—it is filled with useful information.

I end with my commitment: every time I issue a notice, I will think like someone responsible for the environment. I will write so the recipient knows what to do, when to do it, and why it is requested. I will protect coexistence and the process, avoiding rumors and avoiding confusion. Because when a notice is well structured, the system runs better—and so do the people.

***“I DON’T THROW OUT LOOSE MESSAGES: I ISSUE CLARITY;  
A WELL-WRITTEN NOTICE PUTS ORDER IN THE CITY;  
FEW WORDS, A FIRM MESSAGE... AND TRUTH AS PRIORITY.”***

**LET'S GO PEOPLE!  
LET IT BE CLEAR,  
THIS IS A CRY FOR PEACE,  
AND NOT FOR WAR,  
THE PHILOSOPHY,  
REMAINS ALIVE,  
LET'S FOLLOW CARLOS'S PHILOSOPHY,  
WE DON'T WANT HUGS WITH LIFE,  
UNTIL OUR PEOPLE ARE FREE,  
LET'S ALL UNITE,  
IN A SINGLE LINE,  
OF THOUGHT,  
AND CONSCIOUSNESS,  
TO COMBAT,  
OUR GREATEST OPPRESSOR,  
THE MONSTER,  
WITH SEVEN HEADS,  
AND IN MEMORY,  
OF OUR SUPREME LEADER,  
CARLOS TORRES MELÉNDEZ,  
AND OTHER FALLEN BROTHERS,  
IN THE STRUGGLE OF PAIN,  
FIGHT,  
SHARE,  
AND LIVE IN HARMONY,  
AS STIPULATED,  
BY OUR PHILOSOPHY OF LIFE,  
ASOCIACIÓN ÑETA,  
ASOCIACIÓN ÑETA,  
ASOCIACIÓN ÑETA.**

