



Republic of the Philippines  
NATIONAL PRIVACY COMMISSION  
**BIDS AND AWARDS COMMITTEE**  
Resolution No. 071-2020, Series of 2020

**RECOMMENDING THE AWARD FOR PROCUREMENT OF  
POSTAGE AND COURIER EXPENSES**

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**WHEREAS**, the National Privacy Commission (NPC), is the agency mandated to enforce data privacy protection;

**WHEREAS**, in order to be able to effectively perform its mandate, the NPC saw it fit to procure the services of a courier to handle, deliver and retrieve mails, parcels and documents to and from various parts of the Philippines and other countries in a reliable, speedy and effective manner;

**WHEREAS**, said procurement has an existing Certificate of Availability of Funds and is existing under the 2020 APP under APP Item No. 2020-0172 with an ABC of Php100,000.00.

**WHEREAS**, the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184 (R.A. 9184), otherwise known as "Government Procurement Reform Act" allows the procuring entity to enter into an Agency-to-Agency Agreement with a servicing agency if the same is more efficient and economical to the government, provided that servicing agency has the mandate to deliver goods and services required to be procured by the procuring entity and has the absorptive capacity to undertake the project and owns or has access to the necessary tools and equipment required;

**WHEREAS**, based on the justification submitted by the end-user (attached as Annex "A"), resort to Agency-to-Agency agreement is more efficient and economical to the NPC as evidenced by the market study conducted and its evaluation (attached as Annex "B") of the capacity of the Philippine Postal Corporation to perform its obligation as required in the Terms of Reference being the agency mandated to operate a nationwide postal system and collect, transport, deliver, forward and exchange postal matters;

**WHEREAS**, the Philippine Postal Corporation also submitted its Certification (attached as Annex "C") that it has the mandate to deliver goods and services required to be procured by the procuring entity and has the absorptive capacity to undertake the project and owns or has access to the necessary tools and equipment required. Request for Quotation (RFQ) was requested from the Philippine Postal Corporation;

**WHEREAS**, the BAC members proceeded to evaluate the submitted justification, evaluation, certification and quotation submitted and based on the assessment and recommendation of the

end-user, the BAC determined that entering in an agency-to-agency agreement with Philippine Postal Corporation is more efficient and economical to the NPC;

**NOW, THEREFORE**, for and in consideration of the foregoing, **WE**, the members of the NPC-BAC hereby **RESOLVE**, as it is hereby **RESOLVED**, to recommend the use of Agency-to-Agency Agreement with the **Philippine Postal Corporation** for the engagement of postage and courier services in the total amount of **One Hundred Thousand and 0/100 Pesos (Php100,000.00)**.

**RESOLVED** this 19<sup>th</sup> day of November 2020, through video conference meeting.

**ATTEST:**

*On official Business Leave*  
**MR. ERWIN D. ESPENILLA**  
*Executive Assistant IV, OPC*  
*BAC Member*

Ragsag Jonathan  
Rudolph Yandan  
Digitally signed by Ragsag Jonathan Rudolph Yandan  
Date: 2020.11.25 19:29:29 +08'00'  
**JONATHAN RUDOLPH Y. RAGSAG**  
*OIC-Chief, DSTSD*  
*BAC Member*

**Sgd.**  
**ATTY. AURELLE DOMINIC E. NARAG**  
*Executive Assistant IV*  
*BAC Member*


Mendoza Ma  
Josefina Eusebio  
Digitally signed by Mendoza Ma Josefina Eusebio  
Date: 2020.11.25 18:38:38 +08'00'  
**ATTY. MA. JOSEFINA E. MENDOZA**  
*OIC-Division Chief, Legal Division*  
*BAC Member*

Digitally signed by Villasoto Ivy Grace Torres  
Date: 2020.11.25 23:35:23 +08'00'

**ATTY. IVY GRACE T. VILLASOTO**  
*OIC-Director, PPO*  
*BAC Vice Chairperson*

Patula Maria Theresita Elnar  
Digitally signed by Patula Maria Theresita Elnar  
Date: 2020.11.25 19:18:55 +08'00'  
**ATTY. MARIA THERESITA E. PATULA**  
*Director IV, LEO*  
*BAC Chairperson*

Approved:

  
**RAYMUND ENRIQUEZ LIBORO**  
*Privacy Commissioner*  
*Head of the Procuring Entity*  
Date: 03 DEC 2020





Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**NOTICE OF AWARD**

18 January 2021

**Engr. Joel L. Zamudio**  
*Corporate Officer-in-Charge*  
Philippine Postal Corporation  
Liwasang Bonifacio, Magallanes Dr,  
Intramuros, Manila

**Dear Engr. Zamudio:**

Please be advised that upon the recommendation of the NPC Bids and Awards Committee, per BAC Resolution No. 071-2020 series of 2020, the contract for the procurement of postage and courier expenses amounting to One Hundred Thousand and 0/100 Pesos (Php100,000.00), VAT inclusive, is awarded to *Philippine Postal Corporation*, consistent with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations.

Very truly yours,

**RAYMUND E. LIBORO**  
Privacy Commissioner  
Head of the Procuring Entity  
18 January 2021

Conforme:

**Engr. Joel L. Zamudio**  
*Corporate Officer-in-Charge*  
Philippine Postal Corporation  
Date: \_\_\_\_\_

01 July 2021

**RAYMUND ENRIQUEZ LIBORO**

Privacy Commissioner

**NATIONAL PRIVACY COMMISSION**

5<sup>TH</sup> Floor Delegation Building, PICC Complex  
Roxas Blvd.  
1307 Pasay City

Dear Mr. Liboro:

Greetings from the Philippine Postal Corporation (PHLPost)!

Thank you for giving us the opportunity to address your mailing requirements on the delivery of case, decision, resolution, order letters, subpoenas, and other correspondences through our **Domestic Registered Mail Service with Return Card**.

Please find the present PHLPost published rates, attached as "**Annex A**". Attaching a Registry Return Card/Receipt on each would cost an additional **Php 17.00**.

The following is an end to end process for all mailing services on both parties:

**PHLPost Obligations:**

1. **PHLPOST** shall undertake pick-up and door-to-door delivery of documents onto outbound and domestic destinations between **NPC** and its addressees nationwide.
2. **PHLPOST** shall comply with all security & safety/health regulations and requirements regarding pick-up and delivery of documents from **NPC**.
3. **PHLPOST** shall acknowledge the receipt of Statement of Mailing, attached as "**Annex B**", which shall be the basis for the computation of charges. **PHLPOST** shall notify **NPC**, through a representative from the Pasay Central Post Office, after receipt of the mails for posting, if any discrepancy arises as to the actual charges to be collected from **NPC**.
4. **PHLPOST** Postmaster of Pasay City Central Post Office (CPO), Mega Manila Area, shall be in charge in coordinating all operations of domestic deliveries such as but not limited to monitoring and delivery.
5. **PHLPOST** shall ensure that the documents are delivered to their intended domestic destinations on time as stated in the delivery standard commitment under item 7.
6. Any irregularity or breach in security of documents such as, *but not limited to*, damage to pouch bags, broken bag seals, incomplete pouch count, shall be immediately reported by **PHLPOST** to **NPC** upon delivery, *within 24 hours upon knowledge* for appropriate action/information of the latter. *Provided: If irregularity or breach in security happens outside the NCR, the reporting must be down within three(3) working days.*
7. **PHLPOST** shall deliver all mails, documents and of **NPC** using the fastest means of transportation at a very reasonable cost with the following delivery standard commitment:



Updated Delivery Lead Time – Upon Posting:

Destination	Delivery Standard
	Domestic Registered
NCR	Within 5 Working Days
Luzon	Within 7 Working Days
Visayas	Within 10 Working Days
Mindanao	Within 10 Working Days Upon Posting
Remote Areas	Within 15 to 30 Working Days Upon Posting

Service standards may not be observed due to safety and security protocols implemented in this time of pandemic. Nevertheless, PHLPost shall endeavor and exert its best efforts to comply with the delivery standard committed above.

8. **PHLPOST** shall be liable for inadvertent, deliberate or unauthorized disclosure and improper use of confidential information of all documents received from **NPC** under pertinent laws and rules of Republic Act 10173 – Data Privacy Act of 2012.
9. Upon delivery, **PHLPost** shall require the addressee to sign the **Registered Return Cards/Receipts (RRC/RRRs)** and return the same to **NPC** *within the period as stated in the delivery lead time under Item 7*. In lieu of the RRC/RRRs, a Certification from the Postmaster can be provided to **NPC** for free, however, if Certification from the Postmaster of Pasay City CPO is requested despite the return of RRC/RRRs, the former shall be chargeable of **PhP 35.00**.
10. **PHLPost** shall return to **NPC** all **Return-to-Sender (RTS) mails** after the third attempt. Reason(s) for RTS, if not limited to, are the following:
  - a) Addressee moved out without forwarding address;
  - b) Insufficient address;
  - c) Deceased; and
  - d) Unknown Addressee
11. **PHLPost** shall maintain and update the tracking information of mails of **NPC** in its trackingsite, <https://tracking.phlpost.gov.ph>.

**NPC Obligations:**

1. **NPC** shall strictly follow the correct address format, particularly the correct placement of ZIP Code in all their mails and registry barcode for registered mails, marked as “**Annex C**”.

The weight and size limitation for each mail category shall likewise be observed, marked as “**Annex D**”.

2. **NPC** shall fill out a Statement of Mailing in four copies for every mailing transaction in Pasay CPO which shall also serve as billing statement.
3. **NPC** shall send all mails to **PHLPOST** for delivery and post them at the Pasay CPO.

**Terms of Payment:**

1. **NPC** shall apply for a Special Payment Scheme (SPS) and submit all the required documents and payment of SPS Fee amounting to PHP 1,680.00. SPS application form is hereto attached as "**Annex E**".
2. **NPC** shall be required to deposit the amount that is equivalent to two (2) months average mailing expenses. Once the deposit has been consumed and no replenishment has been made, subsequent mailings shall be paid in cash, **PHLPost** shall send an immediate notice to the NPC upon exhaustion of funds.
3. Either party may sooner terminate this Agreement upon exhaustion of funds stated under "**Annex E**" by sending an immediate notice to the other party.
4. On the basis of the statement of mailing submitted, **PHLPost** may notify client to replenish once the deposit is 50% consumed.
5. Payment shall be subject to the required BIR Form 2307 - Expanded Withholding Tax (EWT) of two percent (2%).
6. Replenishment of deposit and issuance of Official Receipt shall be made directly to the Post Office.

For further inquiries/clarifications, please feel free to contact Mr. Vincent Jon Camba, Financial Analyst III, at telephone number 028-524-8771, or e-mail at [cambavj@gmail.com](mailto:cambavj@gmail.com).

Should you be amenable with the quotations and conditions above, kindly signify your intentions by signing in the *Conforme* portion below.

Thank you.

Very truly yours,



**NORMAN N. FULGENCIO**  
Postmaster General and CEO

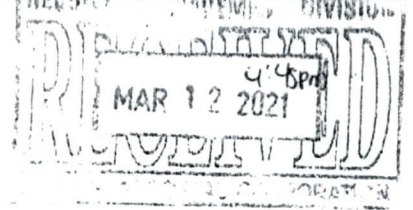
**CONFORME:**

**NATIONAL PRIVACY COMMISSION**

By (signature) :   
Name : **Raymund Liboro**  
Designation : Privacy Commissioner  
National Privacy Commission 



01 March 2021

PHLPOST ADMINISTRATIVE ORDER NO. 21-03

**SUBJECT: SURCHARGES ON POSTAGE RATES FOR DOMESTIC REGISTERED MAIL SERVICE**

Pursuant to PHLPost Board Resolution No. 2020-55 dated 16 September 2020 and due to the increase in conveyance costs brought by COVID-19 Pandemic, surcharges on the published Postage Rates for Domestic Registered Mail Services shall be implemented at all Post Offices/counter Acceptance Offices, effective immediately, as follows:

WEIGHT (grams)	INTRA-PROVINCE			INTER-LAND			INTER-AIR		
	Published Rate	Surcharge	Total	Published Rate	Surcharge	Total	Published Rate	Surcharge	Total
01 - 50	35.00	9.00	44.00	41.00	10.00	51.00	46.00	10.00	56.00
51 - 100	56.00	19.00	75.00	62.00	19.00	81.00	68.00	20.00	88.00
101 - 250	68.00	47.00	115.00	73.00	48.00	121.00	79.00	50.00	129.00
251 - 500	79.00	94.00	173.00	84.00	96.00	180.00	90.00	100.00	190.00
501 - 1000	90.00	187.00	277.00	107.00	192.00	299.00	129.00	200.00	329.00
1001 - 1500	107.00	281.00	388.00	124.00	288.00	412.00	152.00	300.00	452.00
1501 - 2000	124.00	374.00	498.00	140.00	384.00	524.00	168.00	399.00	567.00

\*Intra-Province – when a letter is posted from a certain province and deliverable within the same province  
(Ex: NCR to NCR, Bulacan to Bulacan, Nueva Ecija to Nueva Ecija, etc.)

\*Inter-Land – when a letter is posted from a certain province and deliverable to another province, the conveyance/transport of mail is by land  
(Ex: NCR to Pampanga, Laguna to Albay, Nueva Ecija to Rizal, etc.)

\*Inter-Air – when a letter is posted from a certain city/municipality or province and deliverable to another city/municipality or province, the conveyance/transport of mail is by air.  
(Ex: From any point of Luzon to Vis/Min, Palawan, Batanes, San Jose Occ. or vice versa)

Clients with existing Memorandum of Agreement (MOA) or that have been granted special discounts prior to effectivity of this Administrative Order shall continue to avail of the agreed rate until the expiration of the contract/agreement.

Issuances not in accordance herewith are hereby amended/revoked accordingly.

For widest dissemination and guidance by all concerned.

Engr. JOEL L. ZAMUDIO  
Corporate Officer-In-Charge

**NOTE:**

**This Administrative Order is  
effective 30 March 2021**

**-Records Management Division-**

**POST OFFICE OF ENTRY:** \_\_\_\_\_  
**PHILIPPINE POSTAL CORPORATION**  
**1000 Manila**

**STATEMENT OF MAILINGS** Reference # \_\_\_\_\_

Company Name _____	Service Provider/Letter Shopper _____	
Address _____	Address _____	
Contact Person _____	Contact Person _____	
Contact No. _____	Contact No. _____	
e-mail Address _____	e-mail Address _____	
PCA Permit No. _____	Office of Entry _____	
Date Approved _____	Payment Scheme	Cash <input type="checkbox"/> Discounted <input type="checkbox"/>

**PRODUCT NAME:** \_\_\_\_\_

**JOB NO.:** \_\_\_\_\_

**File Name :** \_\_\_\_\_

**Reference # :** \_\_\_\_\_

**No. of Box** \_\_\_\_\_

**Monthly Min. Volume of Mailings**  
 (Please tick/check box)

5k - 20k <input type="checkbox"/>	21k - 50k <input type="checkbox"/>	51k - 100k <input type="checkbox"/>
110k - 150k <input type="checkbox"/>	155k - 185k <input type="checkbox"/>	less than 5k <input type="checkbox"/>
210k - 300k <input type="checkbox"/>	186k - 200k <input type="checkbox"/>	less than 100 <input type="checkbox"/>

**DETAILS OF MAIL PROCESSING**

(To be fil-up by Clients) (To be fil-up by Teller)

Mail Category	DESTINATION/ Volume				PMM Reading			REMAINING BALANCE
	Weight in gms.	Metro	Luzon	Vizmin	Foreign	Ascending #	Descending #	
<b>Ord. w/o POD</b>	PCS.	PCS.	PCS.	PCS.				
20								
21 - 50								
51 - 100								
101 - 250								
<b>Reg. w/POD</b>								
20								
21 - 50								
51 - 100								
101 - 250								
<b>Ord. w/ POD</b>								
20								
21 - 50								
51 - 100								
101 - 250								
<b>Reg. w/Ret.Card</b>								
20								
21 - 50								
51 - 100								
101 - 250								

Proc:essed by: _____	Date Processed _____
Teller Signature over Printed Name	
Prepared by: _____	Funds Availability: _____
	Approved By: _____
Signature over Printed Name Client's Representative	Signature over Printed Name Client's Accountant
	Signature over Printed Name Client's Accountant
Received & Verified By: _____	Certified Correct: _____
Signature over Printed Name Post Office - Receiving Clerk	Signature over Printed Name POSTMASTER

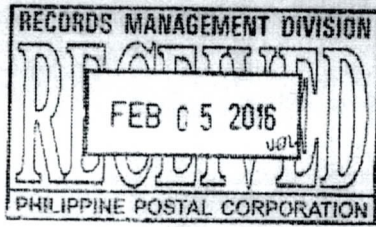
To be accomplished by the PCA/DPS Holder/Client/SPS/or Authorized representative in three (3) copies  
 Distribution : Orig. copy : PPC Reg. Accountant (thru Postmaster/Designated Unit Chief,Post office Processing) Dup.copy Triplicate copy (POST OFFICE/PM)  
 Note:  
 1. This serve as your billing statement when signed by the Postmaster or Unit Chief,Post office  
 2. Please make payments within (7) days if you are availing of the deferred Payment Scheme  
 3. PLEASE FOLLOW THIS STANDARD FORMAT FORM FOR UNIFORMITY



OK  
2/5/16

Annex C  
17706

5 January 2016



**PHLPOST CIRCULAR NO. 16-06**

**SUBJECT : Mandatory Use of Zip Code and Paper Requirement for Automated Sorting of Letters**

In line with the Corporate thrust of modernizing operational facilities to improve the sorting efficiency and enhance the quality of service, automatic sorting of letters thru the modern Letter Sorting Machine will be implemented at the Central Mail Exchange Center (CMEC) starting February 2016. This early, mailers shall be informed/advised to use the **CORRECT ZIP CODE, observe correct addressing of mail items and use 80 gsm mailing envelope.**

The use of correct **ZIP CODE and 80 gsm mailing envelope are MANDATORY** for all letters to be machinable. This will speed up letter sorting and reduce the incidence of missorting/misrouting of mails.

In view of this, Postal Tellers/counter clerks shall **NOT ACCEPT** letters/mail items **without ZIP CODE**. Zip Code is part of the address and shall be written legibly and placed correctly. The correct placement is at the **LEFT SIDE OF THE LAST LINE (4TH LINE) of the address.**

Mailing envelope shall not be **below 80 gsm**. Mails posted with envelope below 80 gsm may be temporarily accepted but the sender shall be advised to use the required thickness of envelope/paper in the next mailing. Sender may also be advised to replace the envelope with the required thickness of paper before acceptance of the mail at the post office, for it to be machinable.

In this connection, the Postal Areas shall make the **supply of 80gsm (or above) envelopes available at the post office counter for sale** in order to assist the mailer and facilitate the change/replacement of non-compliant ones, until such time that mailers are already aware and complying with the requirement of the sorting machine.

Marketing Officers/account officers and Postmasters shall start informing their corporate clients/bulk mailers to update their address database and to follow the standard addressing format of PHLPOST to allow expeditious and efficient processing of their mails.

2016-01-08-0076

Please be guided of the **CORRECT ADDRESSING FORMATS** of PHLPOST:

**I. Local Mails:**

*Sample #1*

Ms. Jane C. dela Cruz  
General Services Dept., ABX Co.  
14/F ABC Bldg., Tower II  
1226 Ayala Ave., Makati City

Mr. Juan C. dela Cruz  
Unit 123 Bldg. ABC  
No. 1 Liwasang Bonifacio St.  
**1000 Manila**

*Sample #2*

Ms. Juana R. dela Cruz  
123 2nd Street Brgy. 111  
6<sup>th</sup> Avenue East  
**1403 Caloocan City, Metro Manila**

ABC Enterprises  
PO Box 1025 Makati Central Post Office  
Sen. Gil Puyat Ave.  
**1200 Makati City**

**II. International Mails:**

**#1 From Local to Foreign Destination**

Mr. Juan C. dela Cruz  
Unit 123 Bldg. ABC  
No. 1 Liwasang Bonifacio  
**1000 MANILA, PHILIPPINES**

Ms. Janine dela Cruz  
123 Bering Drive  
Houston, Texas. 77057  
USA



*#2 From Foreign to Local Destination addressed in high-rise building/company*

Ms. Juana dela Cruz  
611 Bering Drive  
Houston, Texas. 77057  
**USA**

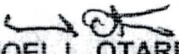
Ms. Jane C. dela Cruz  
General Services Department, ABX Company  
14/F ABC Bldg. Tower II Ayala Ave.  
**1226 MAKATI CITY, PHILIPPINES**

Advisory/posters shall be posted at the counter of post offices for the information and guidance of the mailing public. Postal Tellers shall be given a copy of the zip code and must check the address of the mail before accepting them. The Zip Code directory is also available in the PHLPost website.

Mail Boxes installed at the post office counters shall be withdrawn. All posted letters shall pass through postal tellers for validation in order to immediately check compliance to the standard addressing and paper requirement of the machine.

The Sub-Distribution Center/Mail Distribution Center (SDC/MDC) Airmail Exchange Department (AMED), Express Mail Exchange Department (EMED), and Surface Mail Exchange Department (SMED) are instructed to monitor the quality of addressing of letters that are passing through their offices. They shall call the attention of the post office that is not complying with this Circular and submit a report to this Office thru the Office of the Assistant Postmaster General for Operations for further action. The SRD Quality Control Officers are likewise instructed to include in their inspection the right placement and correct usage of ZIP code.

This Order shall be in force effective 15 January 2015.

  
**DIR. JOEL L. OTARRA**  
Officer-in-Charge *jh*

Handwritten initials

Handwritten: *Anney D 21000 B*

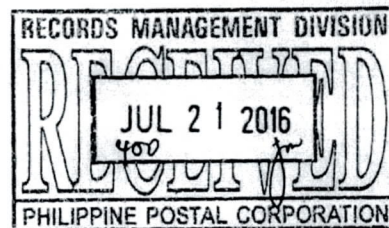
Republic of the Philippines

# PHILIPPINE POSTAL CORPORATION

# PHLPOST

You Send. We Deliver.

OFFICE OF THE POSTMASTER GENERAL



29 June 2016

PHLPOST CIRCULAR NO. 16-45

**SUBJECT : Size Limit for Parcels**

Some Postal Administrations recently informed that PHLPost has been dispatching outgoing parcels that are significantly oversized which is in violation of the allowable size limits for parcels despite the issuance of PHLPost Circular No. 13-15 dated 11 April 2013 re: "Reminders For The Limitation of Sizes of Parcels." Postal Administrations are not obliged to process and deliver oversize parcels. Much so, this is disadvantageous for the Corporation considering that our service provider and the airline charged us base on volumetric weight, not on the actual weight of parcels.

In view of this, acceptance of parcels beyond the allowable size limit shall be **STOPPED at once.**

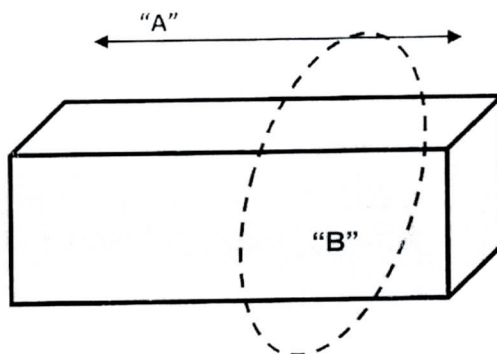
**Item1, Article RC 115.** - "Parcels shall not exceed two meters (2m) for any one dimension or three meters (3m) for the sum of the length and the greatest circumference measured in a direction other than that of the length."

Be guided of how to measure the size of the parcel:

**Formula : Length (A) + Girth (B) = 3 meters**

1. Measure the longest side, "Length (A)". It should **not be more than 2 meters.**
2. Measure the girth "B" or the distance around the thickest part of the parcel.

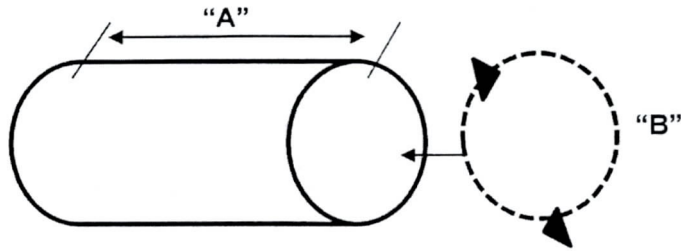
a.) Rectangular/  
Square shape



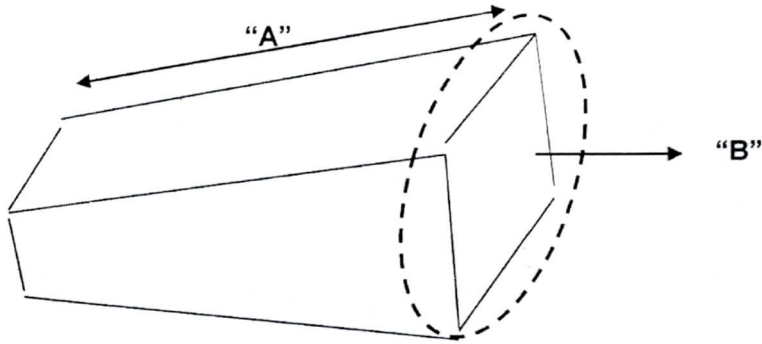
3. Add both measurements. The total should not be more than 3 meters.



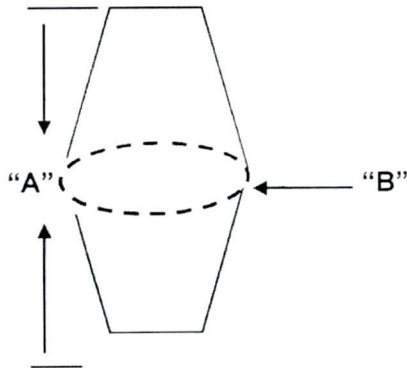
b. Cylindrical shape



b.) Irregular in shape:



c.)



Area Directors are hereby directed to ensure that this Circular is properly disseminated to all Postmaster, postal tellers/counters and postal clients, especially those in the export business, for their information and guidance. , Support Service Managers shall strictly monitor implementation of this Circular. Complaints that may arise from the acceptance and charges incurred for the return of oversized parcels shall be the liability of the concerned Postmasters, postal teller/counter clerk.

Be guided accordingly.

  
JOEL L. OTARRA  
Corporate Officer-in-Charge



Republic of the Philippines  
PHILIPPINE POSTAL CORPORATION

**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

**COMPANY/CLIENT PROFILE**

Business Name: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Nos.: \_\_\_\_\_ Fax No. \_\_\_\_\_ Website: \_\_\_\_\_  
President: \_\_\_\_\_ General Manager: \_\_\_\_\_  
Tel. Nos (DL): \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**AUTHORIZATION**

The following employee(s) and/or representative(s) whose name(s) and signatures appear below are hereby authorized by \_\_\_\_\_ (Name of Company) to post mails and/or transact business with the post office subject to the Operating Policies, Procedures and Guidelines of the Special Payment Scheme (SPS) specified on the reverse side hereof:

REPRESENTATIVE(S) NAME	SPECIMEN SIGNATURES (to be signed twice)
1. _____	_____
2. _____	_____

(unfilled spaces must be cancelled)

This authority shall remain in full force and in effect until revoked by me/us in writing.

\_\_\_\_\_  
**AUTHORIZED OFFICIAL**  
(Signature Over Printed Name)

-----  
This portion is for PPC use only:

Credit Line: \_\_\_\_\_

**Attached Documents:**

- Certification of Funds Availability for 2-month mailing expense
- SEC Registration/Business Permit
- Certified true copies of latest Financial Statements
- Others(please specify) \_\_\_\_\_

Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
(Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
(Signature Over Printed Name)

-----  
Action Taken

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. \_\_\_\_\_  
Valid Until \_\_\_\_\_

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
(SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_



Operating Guidelines, Policies and Procedures for the Postage Charge Account Service  
(Per Circular No. \_\_\_\_\_ dated June 2004)

**DEFINITION OF TERM:**

**Special Payment Scheme** - shall refer to Philpost payment scheme where payment is tendering within seven (7), fifteen (15) or thirty (30) days upon receipt of the billing statement. Likewise, deposit is required to be maintained equivalent to two months mailing transaction..

**POLICIES, PROCEDURES AND GUIDELINES**

1. The acceptance of mails in the National Capital Region (NCR) posted under the Special Payment Scheme shall be limited to the respective Post Offices of entry as follows:
  1. Manila Central Post Office
  2. Makati Central Post Office
  3. Quezon City Central Post Office
  4. Ortigas Center Post Office
  5. Business Mail Service Office
  6. Other regions to be determined by the Regional office.
2. Mailing transaction shall not exceed their current deposit, otherwise, additional deposit equivalent to current mailing shall be made.
3. Mails may be processed at post office of entry depending on their capability to frank said mails.
4. Account Holders shall pay the Special Payment Scheme permit amounting to P1,680.00 (VAT Inclusive).
5. All SPS permits shall be valid only until December 31 of the year applied for. The renewal of permits shall be done every January of the ensuing year.
6. All SPS permit shall be issued an SPS Permit Number which shall be indicated on the prescribed indicia (required).
7. The reference number shall be quoted by the clients and Philpost, when making payments, queries and/or when reconciling accounts.
8. The clients availing for Special Payment Scheme shall have a P10,000 minimum monthly mailing transaction, otherwise their transaction will be processed on Cash Basis.
9. The Post Office of entry shall no longer accept mailings under Postage Charge Account except those clients with unexpired existing MOA. Instead, upon renewal Account Holders shall be offered the Special Payment Scheme.
10. The Account Holders shall be required to deposit a maintaining amount equivalent to two (2) month mailing transaction.
11. Replenishment of deposit must be made within 7, 15, or 30 days upon receipt of billing, depending on their deposits.
12. The granting of discounts shall be embodied in the Memorandum of Agreement. In the absence of an earlier agreement, no discount shall be granted without the approval of the Postmaster General.
13. All mails posted in bulk by permit holder customers shall be accompanied by a Certificate of Mailing, which contains a summary breakdown of the categories of mails posted with corresponding weight and quantities, duly signed by the authorized representative of the mailing company.
14. Special mail permits become invalid when not renewed. Renewal must be done 1 month before expiry date.
15. In case of discrepancy between what is written on the COM and what was actually processed the mails shall not be dispatched until cleared and/or upon instruction of the customer.
16. Post Offices may accept payment for Special Payment Scheme only if such mailings were processed by them.
17. The Billing Statement shall be delivered to the customers through authorized billing messenger, under Accounts Receivable Management Unit.
18. Billing Statement shall be sent out to customers weekly or bi-monthly.
19. The Manila Central Post Office shall not accept payment of accounts Payment for bulk mail processed on cash basis shall be accepted by the Manila Central Post Office.
20. A Collector from the Regional Office shall pick-up payments from the customer and shall issue an Official Receipt upon collection.
21. Late paying customers shall be notified to settle their obligation within 3 days, otherwise, mailing transaction shall be withheld.
22. The Post Office of entry shall maintain a Subsidiary Ledger per client to monitor the deposits, replenishment and balances.
23. Non-replenishment of deposit for two consecutive months shall automatically revoke SPS permit.

*For inquiries and/or clarifications, please feel free to call at Tel. Nos., 527-0108; 524-8771; 527-3827 and 527-0144*  
*SPS Application Form Page 2*

**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

**COMPANY/CLIENT PROFILE**

**Business Name:** NATIONAL PRIVACY COMMISSION  
**Nature of Business:** National Government Agency  
**Business Address:** 5<sup>th</sup> Floor Delegation Bldg., PICC Complex, Pasay City Zip Code: 1307  
**Telephone Nos.:** 8234-2228 Fax No.: N/A Website: www.privacy.gov.ph  
**President:** N/A General Manager: N/A  
**Tel. Nos (DL):** N/A E-mail: info@privacy.gov.ph/records@privacy.gov.ph  
**Contact Person:** Kimberly Ann M. Medina Position: SAO Tel. No: 8234-2228



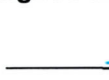
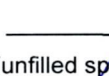
**AUTHORIZATION**

The following employee(s) and/or representative(s) whose name(s) and signatures appear below are hereby authorized by the National Privacy Commission to post mails and/or transact business with the post office subject to the Operating Policies, Procedures and Guidelines of the Special Payment Scheme (SPS) specified on the reverse side hereof:

**REPRESENTATIVE(S) NAME**


**SPECIMEN SIGNATURES (to be signed twice)**

1. Marilou C. Leelian
2. Kimberly Ann M. Medina

\_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_   
 \_\_\_\_\_ 

(unfilled spaces must be cancelled)

This authority shall remain in full force and in effect until revoked by me/us in writing.

  
**RAYMUND E. LIBORO**  
**AUTHORIZED OFFICIAL**  
 (Signature Over Printed Name)

This portion is for PPC use only:

Credit Line: \_\_\_\_\_

**Attached Documents:**

- Certification of Funds Availability for 2-month mailing expense  SEC Registration/Business Permit  
 Certified true copies of latest Financial Statements  Others (please specify) \_\_\_\_\_

Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
 (Signature Over Printed Name)

Action Taken

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. _____
Valid Until _____

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
 (SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

**COMPANY/CLIENT PROFILE**

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**Nature of Business:** National Government Agency  
**Business Address:** 5<sup>th</sup> Floor Delegation Bldg., PICC Complex, Pasay City Zip Code: 1307  
**Telephone Nos.:** 8234-2228 Fax No.: N/A Website: www.privacy.gov.ph  
**President:** N/A **General Manager:** N/A  
**Tel. Nos (DL):** N/A **E-mail:** info@privacy.gov.ph/records@privacy.gov.ph  
**Contact Person:** Kimberly Ann M. Medina **Position :** SAO **Tel. No:** 8234-2228





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**AUTHORIZED OFFICIAL**  
(Signature Over Printed Name)

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This portion is for PPC use only:

**Credit Line:** \_\_\_\_\_

**Attached Documents:**

- Certification of Funds Availability for 2-month mailing expense
- SEC Registration/Business Permit
- Certified true copies of latest Financial Statements
- Others(please specify) \_\_\_\_\_

Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
(Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
(Signature Over Printed Name)

-----  
*Action Taken*

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. \_\_\_\_\_  
Valid Until \_\_\_\_\_

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
(SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

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 Certified true copies of latest Financial Statements  Others (please specify) \_\_\_\_\_

Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
 (Signature Over Printed Name)

Action Taken

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. \_\_\_\_\_  
 Valid Until \_\_\_\_\_

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
 (SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_



**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

**COMPANY/CLIENT PROFILE**

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 President: N/A General Manager: N/A  
 Tel. Nos (DL): N/A E-mail: info@privacy.gov.ph/records@privacy.gov.ph  
 Contact Person: Kimberly Ann M. Medina Position: SAO Tel. No: 8234-2228

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**AUTHORIZED OFFICIAL**  
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Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
 (Signature Over Printed Name)

Action Taken

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. \_\_\_\_\_  
 Valid Until \_\_\_\_\_

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
 (SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

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**Contact Person:** Kimberly Ann M. Medina **Position :** SAO **Tel. No:** 8234-2228

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Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
 (Signature Over Printed Name)

Action Taken

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. \_\_\_\_\_  
 Valid Until \_\_\_\_\_

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
 (SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_





Republic of the Philippines  
**NATIONAL PRIVACY COMMISSION**

**NOTICE TO PROCEED**

Date Issued: 7 September 2021


Postmaster General and CEO  
Philippine Postal Corporation  
Liwasang Bonifacio, Magallanes Dr,  
Intramuros, Manila

Dear Postmaster General and CEO:

Notice is hereby given to **Philippine Postal Corporation** for the commencement of the procurement for the **Postage and Courier** for the National Privacy Commission at the Philippine International Convention Center (PICC) in accordance with the terms of and conditions of the attached Contract.

Kindly acknowledge receipt and acceptance of this notice by signing both the copies in the space provided below. Keep one (1) copy and return the other to the NPC within three (3) days upon receipt of this notice.


Very truly yours,

  
RAYMUND E. LIBORO  
Privacy Commissioner

I acknowledge receipt of this notice on 15 September 2021

Name of the authorized representative of the Bidder

Signature of the authorized representative

  
**NORMAN N. FULGENCIO**  
Postmaster General and CEO

Ref No.: ADMIN-21-00676

NPC\_FAO\_ASD\_NTP-V1.0, R0.0, 19 August 2021



01 July 2021

**RAYMUND ENRIQUEZ LIBORO**  
Privacy Commissioner  
**NATIONAL PRIVACY COMMISSION**  
5<sup>TH</sup> Floor Delegation Building, PICC Complex  
Roxas Blvd.  
1307 Pasay City

Dear Mr. Liboro:

Greetings from the Philippine Postal Corporation (PHLPost)!

Thank you for giving us the opportunity to address your mailing requirements on the delivery of case, decision, resolution, order letters, subpoenas, and other correspondences through our **Domestic Registered Mail Service with Return Card**.

Please find the present PHLPost published rates, attached as "**Annex A**". Attaching a Registry Return Card/Receipt on each would cost an additional **Php 17.00**.

The following is an end to end process for all mailing services on both parties:

**PHLPost Obligations:**

1. **PHLPOST** shall undertake pick-up and door-to-door delivery of documents onto outbound and domestic destinations between **NPC** and its addressees nationwide.
2. **PHLPOST** shall comply with all security & safety/health regulations and requirements regarding pick-up and delivery of documents from **NPC**.
3. **PHLPOST** shall acknowledge the receipt of Statement of Mailing, attached as "**Annex B**", which shall be the basis for the computation of charges. **PHLPOST** shall notify **NPC**, through a representative from the Pasay Central Post Office, after receipt of the mails for posting, if any discrepancy arises as to the actual charges to be collected from **NPC**.
4. **PHLPOST** Postmaster of Pasay City Central Post Office (CPO), Mega Manila Area, shall be in charge in coordinating all operations of domestic deliveries such as but not limited to monitoring and delivery.
5. **PHLPOST** shall ensure that the documents are delivered to their intended domestic destinations on time as stated in the delivery standard commitment under item 7.
6. Any irregularity or breach in security of documents such as, *but not limited to*, damage to pouch bags, broken bag seals, incomplete pouch count, shall be immediately reported by **PHLPOST** to **NPC** upon delivery, *within 24 hours upon knowledge* for appropriate action/information of the latter. *Provided: If irregularity or breach in security happens outside the NCR, the reporting must be down within three(3) working days.*
7. **PHLPOST** shall deliver all mails, documents and of **NPC** using the fastest means of transportation at a very reasonable cost with the following delivery standard commitment:



Updated Delivery Lead Time – Upon Posting:

Destination	Delivery Standard
	Domestic Registered
NCR	Within 5 Working Days
Luzon	Within 7 Working Days
Visayas	Within 10 Working Days
Mindanao	Within 10 Working Days Upon Posting
Remote Areas	Within 15 to 30 Working Days Upon Posting

Service standards may not be observed due to safety and security protocols implemented in this time of pandemic. Nevertheless, PHLPost shall endeavor and exert its best efforts to comply with the delivery standard committed above.

8. **PHLPOST** shall be liable for inadvertent, deliberate or unauthorized disclosure and improper use of confidential information of all documents received from **NPC** under pertinent laws and rules of Republic Act 10173 – Data Privacy Act of 2012.
9. Upon delivery, **PHLPost** shall require the addressee to sign the **Registered Return Cards/Receipts (RRC/RRRs)** and return the same to **NPC** *within the period as stated in the delivery lead time under Item 7*. In lieu of the RRC/RRRs, a Certification from the Postmaster can be provided to **NPC** for free, however, if Certification from the Postmaster of Pasay City CPO is requested despite the return of RRC/RRRs, the former shall be chargeable of **PhP 35.00**.
10. **PHLPost** shall return to **NPC** all **Return-to-Sender (RTS) mails** after the third attempt. Reason(s) for RTS, if not limited to, are the following:
  - a) Addressee moved out without forwarding address;
  - b) Insufficient address;
  - c) Deceased; and
  - d) Unknown Addressee
11. **PHLPost** shall maintain and update the tracking information of mails of **NPC** in its trackingsite, <https://tracking.phlpost.gov.ph>.

**NPC Obligations:**

1. **NPC** shall strictly follow the correct address format, particularly the correct placement of ZIP Code in all their mails and registry barcode for registered mails, marked as **"Annex C"**.

The weight and size limitation for each mail category shall likewise be observed, marked as **"Annex D"**.

2. **NPC** shall fill out a Statement of Mailing in four copies for every mailing transaction in Pasay CPO which shall also serve as billing statement.
3. **NPC** shall send all mails to **PHLPOST** for delivery and post them at the Pasay CPO.



**Terms of Payment:**

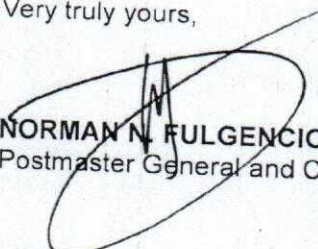
1. NPC shall apply for a Special Payment Scheme (SPS) and submit all the required documents and payment of SPS Fee amounting to PHP 1,680.00. SPS application form is hereto attached as "Annex E".
2. NPC shall be required to deposit the amount that is equivalent to two (2) months average mailing expenses. Once the deposit has been consumed and no replenishment has been made, subsequent mailings shall be paid in cash, PHLPost shall send an immediate notice to the NPC upon exhaustion of funds.
3. Either party may sooner terminate this Agreement upon exhaustion of funds stated under "Annex E" by sending an immediate notice to the other party.
4. On the basis of the statement of mailing submitted, PHLPost may notify client to replenish once the deposit is 50% consumed.
5. Payment shall be subject to the required BIR Form 2307 - Expanded Withholding Tax (EWT) of two percent (2%).
6. Replenishment of deposit and issuance of Official Receipt shall be made directly to the Post Office.

For further inquiries/clarifications, please feel free to contact Mr. Vincent Jon Camba, Financial Analyst III, at telephone number 028-524-8771, or e-mail at cambavj@gmail.com.

Should you be amenable with the quotations and conditions above, kindly signify your intentions by signing in the *Conforme* portion below.

Thank you.


Very truly yours,

  
**NORMAN N. FULGENCIO**  
Postmaster General and CEO

**CONFORME:**

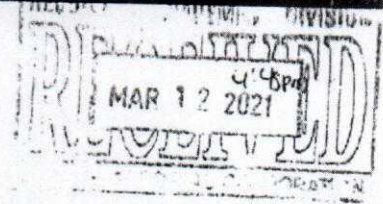
**NATIONAL PRIVACY COMMISSION**

By (signature)  
Name  
Designation

  
**Raymund Liboro**  
Privacy Commissioner  
National Privacy Commission



01 March 2021



**PHLPOST ADMINISTRATIVE ORDER NO. 21-03**

**SUBJECT: SURCHARGES ON POSTAGE RATES FOR DOMESTIC REGISTERED MAIL SERVICE**

Pursuant to PHLPost Board Resolution No. 2020-55 dated 16 September 2020 and due to the increase in conveyance costs brought by COVID-19 Pandemic, surcharges on the published Postage Rates for Domestic Registered Mail Services shall be implemented at all Post Offices/counter Acceptance Offices, effective immediately, as follows:

WEIGHT (grams)	INTRA-PROVINCE			INTER-LAND			INTER-AIR		
	Published Rate	Surcharge	Total	Published Rate	Surcharge	Total	Published Rate	Surcharge	Total
01 - 50	35.00	9.00	44.00	41.00	10.00	51.00	46.00	10.00	56.00
51 - 100	56.00	19.00	75.00	62.00	19.00	81.00	68.00	20.00	88.00
101 - 250	68.00	47.00	115.00	73.00	48.00	121.00	79.00	50.00	129.00
251 - 500	79.00	94.00	173.00	84.00	96.00	180.00	90.00	100.00	190.00
501 - 1000	90.00	187.00	277.00	107.00	192.00	299.00	129.00	200.00	329.00
1001 - 1500	107.00	281.00	388.00	124.00	288.00	412.00	152.00	300.00	452.00
1501 - 2000	124.00	374.00	498.00	140.00	384.00	524.00	168.00	399.00	567.00

\*Intra-Province – when a letter is posted from a certain province and deliverable within the same province  
 (Ex: NCR to NCR, Bulacan to Bulacan, Nueva Ecija to Nueva Ecija, etc.)


\*Inter-Land – when a letter is posted from a certain province and deliverable to another province, the conveyance/transport of mail is by land  
 (Ex: NCR to Pampanga, Laguna to Albay, Nueva Ecija to Rizal, etc.)

\*Inter-Air – when a letter is posted from a certain city/municipality or province and deliverable to another city/municipality or province, the conveyance/transport of mail is by air.  
 (Ex: From any point of Luzon to Vis/Min. Palawan, Batanes, San Jose Occ. or vice versa)

Clients with existing Memorandum of Agreement (MOA) or that have been granted special discounts prior to effectivity of this Administrative Order shall continue to avail of the agreed rate until the expiration of the contract/agreement.

Issuances not in accordance herewith are hereby amended/revoked accordingly.

For widest dissemination and guidance by all concerned.

  
 Engr. JOELL L. ZAMUDIO  
 Corporate Officer-In-Charge

**NOTE:**

**This Administrative Order is  
 effective 30 March 2021  
 -Records Management Division-**



POST OFFICE OF ENTRY: \_\_\_\_\_

**PHILIPPINE POSTAL CORPORATION  
1000 Manila**

**STATEMENT OF MAILINGS**

Reference # \_\_\_\_\_

Company Name _____	Service Provider/Letter Shopper _____	
Address _____	Address _____	
Contact Person _____	Contact Person _____	
Contact No. _____	Contact No. _____	
e-mail Address _____	e-mail Address _____	
PCA Permit No. _____	Office of Entry _____	
Date Approved _____		

Payment Scheme Cash  Discounted

**PRODUCT NAME:** \_\_\_\_\_

JOB NO. \_\_\_\_\_  
 File Name : \_\_\_\_\_  
 Reference # : \_\_\_\_\_  
 No. of Box \_\_\_\_\_

**Monthly Min. Volume of Mailings**

(Please tick/check box)

5k - 20k <input type="checkbox"/>	21k - 50k <input type="checkbox"/>	51k - 100k <input type="checkbox"/>
110k - 150k <input type="checkbox"/>	155k - 185k <input type="checkbox"/>	less than 5k <input type="checkbox"/>
210k - 300k <input type="checkbox"/>	186k - 200k <input type="checkbox"/>	less than 100 <input type="checkbox"/>

**DETAILS OF MAIL PROCESSING**

(To be fill-up by Clients)

(To be fill-up by Teller)

Mail Category	DESTINATION/ Volume				PMM Reading			REMAINING BALANCE
	Metro	Luzon	Vizmin	Foreign	Ascending #	Descending #	Amount	
<b>Ord. w/o POD</b>	PCS.	PCS.	PCS.	PCS.				
20								
21 - 50								
51 - 100								
101 - 250								
<b>Reg. w/POD</b>								
20								
21 - 50								
51 - 100								
101 - 250								
<b>Ord. w/ POD</b>								
20								
21 - 50								
51 - 100								
101 - 250								
<b>Reg. w/Ret.Card</b>								
20								
21 - 50								
51 - 100								
101 - 250								

Processed by: \_\_\_\_\_

Teller Signature over Printed Name

Date Processed \_\_\_\_\_

Prepared by: \_\_\_\_\_

Funds Availability: \_\_\_\_\_

Approved By: \_\_\_\_\_

Signature over Printed Name  
Client's Representative

Signature over Printed Name  
Client's Accountant

Signature over Printed Name  
Client's Accountant

Received & Verified By: \_\_\_\_\_

Signature over Printed Name  
Post Office - Receiving Clerk

Certified Correct: \_\_\_\_\_

Signature over Printed Name  
POSTMASTER

To be accomplished by the PCA/DPS Holder/Client/SPS/or Authorized representative in three (3) copies

Distribution : Orig. copy : PPC Reg. Accountant (thru Postmaster/Designated Unit Chief,Post office Processing) Dup.copy, Triplicate copy (POST OFFICE/PM

- Note:
1. This serve as your billing statement when signed by the Postmaster or Unit Chief, Post office
  2. Please make payments within (7) days if you are availing of the deferred Payment Scheme
  3. PLEASE FOLLOW THIS STANDARD FORMAT FORM FOR UNIFORMITY



Please be guided of the **CORRECT ADDRESSING FORMATS** of **PHLPOST**:

**I. Local Mails:**

*Sample #1*

Ms. Jane C. dela Cruz  
General Services Dept., ABX Co.  
14/F ABC Bldg., Tower II  
1226 Ayala Ave., Makati City

Mr. Juan C. dela Cruz  
Unit 123 Bldg. ABC  
No. 1 Liwasang Bonifacio St.  
**1000 Manila**

*Sample #2*

Ms. Juana R. dela Cruz  
123 2nd Street Brgy. 111  
6<sup>th</sup> Avenue East  
1403 Caloocan City, Metro Manila

ABC Enterprises  
PO Box 1025 Makati Central Post Office  
Sen. Gil Puyat Ave.  
**1200 Makati City**

**II. International Mails:**

**#1 From Local to Foreign Destination**

Mr. Juan C. dela Cruz  
Unit 123 Bldg. ABC  
No. 1 Liwasang Bonifacio  
**1000 MANILA, PHILIPPINES**

Ms. Janine dela Cruz  
123 Bering Drive  
Houston, Texas. 77057  
USA



*#2 From Foreign to Local Destination addressed in high-rise building/company*

Ms. Juana dela Cruz  
611 Bering Drive  
Houston, Texas. 77057  
USA

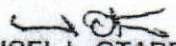
Ms. Jane C. dela Cruz  
General Services Department, ABX Company  
14/F ABC Bldg. Tower II Ayala Ave.  
**1226 MAKATI CITY, PHILIPPINES**

Advisory/posters shall be posted at the counter of post offices for the information and guidance of the mailing public. Postal Tellers shall be given a copy of the zip code and must check the address of the mail before accepting them. The Zip Code directory is also available in the PHLPost website.

Mail Boxes installed at the post office counters shall be withdrawn. All posted letters shall pass through postal tellers for validation in order to immediately check compliance to the standard addressing and paper requirement of the machine.

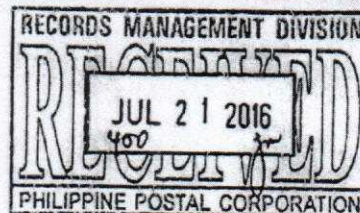
The Sub-Distribution Center/Mail Distribution Center (SDC/MDC) Airmail Exchange Department (AMED), Express Mail Exchange Department (EMED), and Surface Mail Exchange Department (SMED) are instructed to monitor the quality of addressing of letters that are passing through their offices. They shall call the attention of the post office that is not complying with this Circular and submit a report to this Office thru the Office of the Assistant Postmaster General for Operations for further action. The SRD Quality Control Officers are likewise instructed to include in their inspection the right placement and correct usage of ZIP code.

This Order shall be in force effective 15 January 2015.

  
DIR. JOEL L. OTARRA  
Officer-in-Charge *jh*



Handwritten initials



29 June 2016

PHLPOST CIRCULAR NO. 16-45

SUBJECT : Size Limit for Parcels

Some Postal Administrations recently informed that PHLPost has been dispatching outgoing parcels that are significantly oversized which is in violation of the allowable size limits for parcels despite the issuance of PHLPost Circular No. 13-15 dated 11 April 2013 re: "Reminders For The Limitation of Sizes of Parcels." Postal Administrations are not obliged to process and deliver oversize parcels. Much so, this is disadvantageous for the Corporation considering that our service provider and the airline charged us base on volumetric weight, not on the actual weight of parcels.

In view of this, acceptance of parcels beyond the allowable size limit shall be **STOPPED** at once.

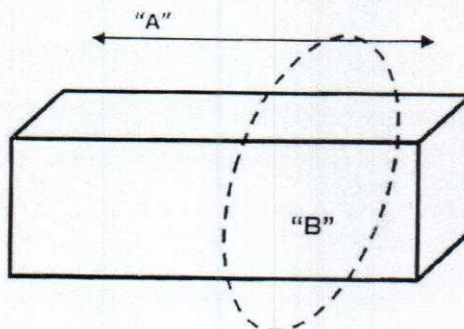
Item1, Article RC 115. - "Parcels shall not exceed two meters (2m) for any one dimension or three meters (3m) for the sum of the length and the greatest circumference measured in a direction other than that of the length."

Be guided of how to measure the size of the parcel:

Formula : Length (A) + Girth (B) = 3 meters

1. Measure the longest side, "Length (A)". It should not be more than 2 meters.
2. Measure the girth "B" or the distance around the thickest part of the parcel.

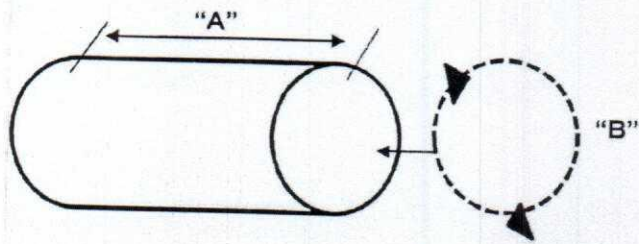
a.) Rectangular/  
Square shape



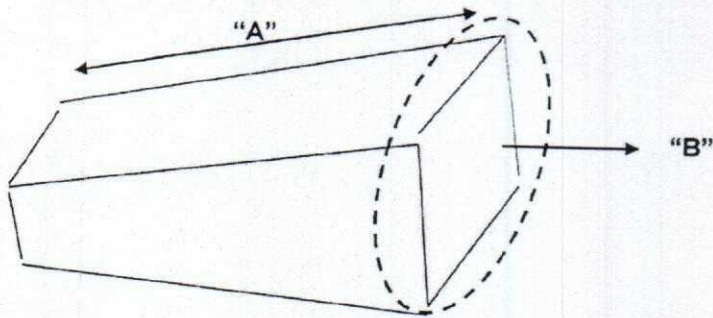
3. Add both measurements. The total should not be more than 3 meters.



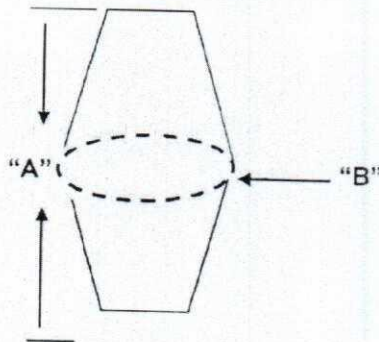
b. Cylindrical shape



b.) Irregular in shape:



c.)



Area Directors are hereby directed to ensure that this Circular is properly disseminated to all Postmaster, postal tellers/counters and postal clients, especially those in the export business, for their information and guidance. Support Service Managers shall strictly monitor implementation of this Circular. Complaints that may arise from the acceptance and charges incurred for the return of oversized parcels shall be the liability of the concerned Postmasters, postal teller/counter clerk.

Be guided accordingly.

  
JOEL L. OTARRA  
Corporate Officer-in-Charge





Republic of the Philippines  
PHILIPPINE POSTAL CORPORATION

**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

**COMPANY/CLIENT PROFILE**

Business Name: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Telephone Nos.: \_\_\_\_\_ Fax No. \_\_\_\_\_ Website: \_\_\_\_\_  
President: \_\_\_\_\_ General Manager: \_\_\_\_\_  
Tel. Nos (DL): \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_ Tel. No. \_\_\_\_\_

**AUTHORIZATION**

The following employee(s) and/or representative(s) whose name(s) and signatures appear below are hereby authorized by \_\_\_\_\_ (Name of Company) to post mails and/or transact business with the post office subject to the Operating Policies, Procedures and Guidelines of the Special Payment Scheme (SPS) specified on the reverse side hereof.

REPRESENTATIVE(S) NAME	SPECIMEN SIGNATURES (to be signed twice)
1. _____	_____
2. _____	_____

(unfilled spaces must be cancelled)  
This authority shall remain in full force and in effect until revoked by me/us in writing.

\_\_\_\_\_  
AUTHORIZED OFFICIAL  
(Signature Over Printed Name)

-----  
This portion is for PPC use only:

**Attached Documents:**  
 Certification of Funds Availability for 2-month mailing expense  SEC Registration/Business Permit  
 Certified true copies of latest Financial Statements  Others (please specify) \_\_\_\_\_

Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
POSTMASTER  
(Signature Over Printed Name)

\_\_\_\_\_  
REGIONAL ACCOUNTANT  
(Signature Over Printed Name)

-----  
Action Taken

Approved

Disapproved

Reasons: \_\_\_\_\_

SPS NO. \_\_\_\_\_  
Valid Until \_\_\_\_\_

\_\_\_\_\_  
REGIONAL DIRECTOR  
(SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Please accomplish in two copies



**DEFINITION OF TERM:**

**Special Payment Scheme** - shall refer to Philpost payment scheme where payment is tendering within seven (7), fifteen (15) or thirty (30) days upon receipt of the billing statement. Likewise, deposit is required to be maintained equivalent to two months mailing transaction..

**POLICIES, PROCEDURES AND GUIDELINES**

1. The acceptance of mails in the National Capital Region (NCR) posted under the Special Payment Scheme shall be limited to the respective Post Offices of entry as follows:
  1. Manila Central Post Office
  2. Makati Central Post Office
  3. Quezon City Central Post Office
  4. Ortigas Center Post Office
  5. Business Mail Service Office
  6. Other regions to be determined by the Regional office.
2. Mailing transaction shall not exceed their current deposit, otherwise, additional deposit equivalent to current mailing shall be made.
3. Mails may be processed at post office of entry depending on their capability to frank said mails.
4. Account Holders shall pay the Special Payment Scheme permit amounting to P1,680.00 (VAT Inclusive).
5. All SPS permits shall be valid only until December 31 of the year applied for. The renewal of permits shall be done every January of the ensuing year.
6. All SPS permit shall be issued an SPS Permit Number which shall be indicated on the prescribed indicia (required).
7. The reference number shall be quoted by the clients and Philpost, when making payments, queries and/or when reconciling accounts.
8. The clients availing for Special Payment Scheme shall have a P10,000 minimum monthly mailing transaction, otherwise their transaction will be processed on Cash Basis.
9. The Post Office of entry shall no longer accept mailings under Postage Charge Account except those clients with unexpired existing MOA. Instead, upon renewal Account Holders shall be offered the Special Payment Scheme.
10. The Account Holders shall be required to deposit a maintaining amount equivalent to two (2) month mailing transaction.
11. Replenishment of deposit must be made within 7, 15, or 30 days upon receipt of billing, depending on their deposits.
12. The granting of discounts shall be embodied in the Memorandum of Agreement. In the absence of an earlier agreement, no discount shall be granted without the approval of the Postmaster General.
13. All mails posted in bulk by permit holder customers shall be accompanied by a Certificate of Mailing, which contains a summary breakdown of the categories of mails posted with corresponding weight and quantities, duly signed by the authorized representative of the mailing company.
14. Special mail permits become invalid when not renewed. Renewal must be done 1 month before expiry date.
15. In case of discrepancy between what is written on the COM and what was actually processed the mails shall not be dispatched until cleared and/or upon instruction of the customer.
16. Post Offices may accept payment for Special Payment Scheme only if such mailings were processed by them.
17. The Billing Statement shall be delivered to the customers through authorized billing messenger, under Accounts Receivable Management Unit.
18. Billing Statement shall be sent out to customers weekly or bi-monthly.
19. The Manila Central Post Office shall not accept payment of accounts Payment for bulk mail processed on cash basis shall be accepted by the Manila Central Post Office.
20. A Collector from the Regional Office shall pick-up payments from the customer and shall issue an Official Receipt upon collection.
21. Late paying customers shall be notified to settle their obligation within 3 days, otherwise, mailing transaction shall be withheld.
22. The Post Office of entry shall maintain a Subsidiary Ledger per client to monitor the deposits, replenishment and balances.
23. Non-replenishment of deposit for two consecutive months shall automatically revoke SPS permit.

*For inquiries and/or clarifications, please feel free to call at Tel. Nos., 527-0108; 524-8771; 527-3827 and 527-0144*

*SPS Application Form Page 2*



**APPLICATION FOR SPECIAL PAYMENT SCHEME (SPS)**

Deferred:  Renewal  Renewal Control No. \_\_\_\_\_  Reapplication

Post Office of Entry: \_\_\_\_\_

**COMPANY/CLIENT PROFILE**

Business Name: NATIONAL PRIVACY COMMISSION  
 Nature of Business: National Government Agency  
 Business Address: 5<sup>th</sup> Floor Delegation Bldg., PICC Complex, Pasay City Zip Code: 1307  
 Telephone Nos.: 8234-2228 Fax No.: N/A Website: www.privacy.gov.ph  
 President: N/A General Manager: N/A  
 Tel. Nos (DL): N/A E-mail: info@privacy.gov.ph/records@privacy.gov.ph  
 Contact Person: Kimberly Ann M. Medina Position: SAO Tel. No: 8234-2228

**AUTHORIZATION**

The following employee(s) and/or representative(s) whose name(s) and signatures appear below are hereby authorized by the National Privacy Commission to post mails and/or transact business with the post office subject to the Operating Policies, Procedures and Guidelines of the Special Payment Scheme (SPS) specified on the reverse side hereof.

**REPRESENTATIVE(S) NAME**

**SPECIMEN SIGNATURES (to be signed twice)**

1. Marilou C. Leelian
2. Kimberly Ann M. Medina

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(unfilled spaces must be cancelled)

This authority shall remain in full force and in effect until revoked by me/us in writing.

**RAYMUND E. LIBORO**  
 AUTHORIZED OFFICIAL  
 (Signature Over Printed Name)

This portion is for PPC use only:

Credit Line: \_\_\_\_\_

**Attached Documents:**

- Certification of Funds Availability for 2-month mailing expense  SEC Registration/Business Permit  
 Certified true copies of latest Financial Statements  Others (please specify) \_\_\_\_\_

Endorsed by:

Approval Recommended by:

\_\_\_\_\_  
**POSTMASTER**  
 (Signature Over Printed Name)

\_\_\_\_\_  
**REGIONAL ACCOUNTANT**  
 (Signature Over Printed Name)

**Action Taken**

**Approved**

**Disapproved**

Reasons: \_\_\_\_\_

SPS NO. _____
Valid Until _____

\_\_\_\_\_  
**REGIONAL DIRECTOR**  
 (SIGNATURE OVER PRINTED NAME)

Annual Fee Paid: P \_\_\_\_\_ Official Receipt No. \_\_\_\_\_ Date: \_\_\_\_\_

Please accomplish in two copies

mgj-2012june

Admin. 21-00550