AMENDED REQUIREMENTS, GUIDELINES AND PROCEDURES FOR THE NEW POSTAL IDENTIFICATION CARD

Read online (full-text search, related cases, audio case brief): https://batas.org/library/2c638e4ebc90/

Adopted: 12 March 2015
Date Filed: 25 March 2015
In order to make the New Postal ID more accessible to potential applicants and per comments/suggestions of Postal Officials, Personnel and Clients, the General Guidelines, Operational and Accounting Procedures as cited in PHLPost Circular No. 14-85 dated November 5, 2014 and PHLPost Circular No. 14-85a dated November 26, 2014 are hereby amended as follows:

1. OBJECTIVES

- Product innovation using ICT to ensure the continuous growth of the PID product;

- Improvement of credibility and acceptability of the New PID as an identification card; and,

- Institute security and control features in the issuance of the New PID.

2. DEFINITION OF TERMS

- Biographic Data - are information pertaining to the facts or events in life of an individual such as a person’s name, address, birth and place of date, civil status and parents.

- Data Capture - is the electronic and/or digital capture and/or recording of the biographic data of an applicant in the PID Capture software using a fingerprint scanner, digital camera, electronic signature pad, and/or other biometrics data capture device.

- Data Capture Station - is a set of equipment used to capture biographic data typically consisting of computer desktop, laptop or other computing device with and/or connected to biometrics data capture devices such as fingerprint scanner, digital camera, electronic signature pad and similar devices.

- PID Acceptance Post Office - refers to a post office authorized to accept, process and approve PID application:
- Post Office with Data Capture Station.
- Post Office without Data Capture Station.

- PID Capturing Post Office - refers to a post office with data capture station for New Postal ID.

3. New Postal ID

Below is the sample of the new Postal ID:

(See Image (NAR) VOL. 26 NO. 1/ JANUARY - MARCH 2015 page 559)

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

4. GENERAL GUIDELINES

4.1

Who may apply for the New PID Card:

-

Filipinos living in the Philippines and abroad; and,

-

Foreigners living in the Philippines for at least six (6) months prior to application

4.2

No minimum age is prescribed for an applicant.

4.3

The following are the requirements for the New PID Card:

4.3.1

New applicants:

FILIPINOS FOREIGNERS

General Requirements

1. Personal appearance of applicant

2. Two (2) copies of duly- accomplished PID application in bold/capital letters

3. Submission of any of the following Proof of Identity:

3.1 Anyone (1) of the following primary identification documents:

a. Original Birth Certificate in security paper (SECPA) issued by the National Statistics Office (NSO)

b. Original Birth Certificate or Certificate of Live Birth issued by the Local Civil Registrar (LCR) within six (6) months prior to PID application

c. Valid GSIS UMID card

d. Valid SSS UMID Card

e. Valid Passport

f. Valid LTO Driver’s License

or

3.2 Any two (2) of the following secondary documents, one of which should bear the applicant’s photo and signature:

a. Valid Paper-based Postal ID

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

b. Baptismal Certificate

c. Certificates of Birth/Marriage from the National Commission for Muslim Filipinos (NCMF)

d. Certificates of Birth/Marriage from the National Commission for Indigenous Peoples (NCIP)

e. Valid Company ID

f. Digitized BIR ID

g. Elementary or High School Form 137 or Transcript of Records with readable dry seal (for applicants 18 years old and below)

h. Valid Integrated Bar of the Philippines (IBP) ID

i. Marriage Contract

j. Valid NBl/Police Clearance with digitized photo

k. Old GSIS/SSS card

l. Valid OWWA ID

m. Valid PRC ID

n. Valid University/School or Alumni ID

o. Valid Seaman’s Book

p. Senior Citizen ID

q. TIN card

r. Voter’s ID

4. Submission of anyone (1) of the following Proof of Address

4.1 Original Barangay Certificate on the residency of the applicant issued within three (3) months prior to PID application; or,

4.2 Original Proof of Billing

1. Personal appearance of applicant

2. Two (2) copies of duly- accomplished PID application in bold/capital letters

3. Reproduction copy with the original of the Passport valid for at least six (6) months prior to application

4. Reproduction copy with the original of any of the following, valid at least six (6) months prior to application:

4.1. Alien Certificate of Registration Identity Card (ACR I- Card);

4.2. Long Stay Visitor Visa Extension (LSVVE); or

4.3. Temporary Resident Visa (TRV)

5. Proof of Address:

5.1 Original Barangay Certificate on the residency of the applicant issued within three (3) months prior to PID application; or,

5.2 Original Certification or Statement of Account from Hotel, transient home or any temporary residence.

Additional Requirements

1. Original Marriage Contract for married women if only the Birth/Baptismal Certificate is presented as a primary identification document and if Marriage Contract is not presented as one of the two (2) secondary documents. Should be in any of the following:

1.1 In SECPA issued by NSO;

1.2 CTC issued by LCR within six (6) months prior to PID application;

1.3 Certificate of Muslim Marriage from the NCMF

2. For widowed/ annulled/ divorced applicants:

2.1 Widowed – Death Certificate of husband/wife issued by the NSO or LCR

2.2 Annulled – Annotated Marriage Certificate issued by NSO

2.3 Divorced:

a. CTC of divorced decree duly- authenticated by the Philippine embassy or consulate where the divorce was obtained or duly- authenticated by foreign diplomatic/ consular mission in the Philippines; or,

b. CTC of Philippine court recognition of foreign divorce decree; Marriage Certificate from NSO with annotation of divorce decree.

3. For minor applicants: 16 years and below, personal appearance of:

3.1 Either parent if minor is a legitimate child;

3.2 Mother if minor is an illegitimate child;

3.3 Legal guardian if both parents of the minor are abroad or deceased; or,

3.4 Either of grandparents if either of the parents of the minor is also a minor.

4. For legal guardian of minor applicants:

4.1 If both parents are abroad, Special Power of Attorney (SPA) with an attached photocopy of either parent’s valid Passport duly authenticated by the nearest Philippine Embassy or Consulate General

4.2 If both parents are deceased,

4.2.1 Authenticated death certificate of parents from NSO; and,

4,2.2 Court order awarding guardianship of the orphaned minor applicant or substitute parental authority under Article 214 and 216 of the Family Code

5. For Naturalized Filipinos:

5.1 Copy of Certificate of Retention/Reacquisition of Philippine Citizenship, Order of Approval and Oath of Allegiance

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

1. For minor applicants, 16 years and below, personal appearance of:

1.1 Either parent if minor is a legitimate child;

1.2 Mother if minor is an illegitimate child;

1.3 Legal guardian if both parents of the minor are abroad or deceased; or,

1.4 Either of grandparent if either of the parent of the minor are also minor

2. For legal guardian:

2.1 If both parents are abroad, Special Power of Attorney (SPA) with an attached photocopy of either parent's valid Passport duly-authenticated by the Philippine embassy or consulate where the passport was obtained or duly-authenticated by foreign diplomatic/consular mission in the Philippines

2.2 If both parents are deceased:

2.2.1 Court order awarding guardianship of the orphaned minor applicant or substitute parental authority issued by their country's respective competent agency duly-authenticated by the Philippine embassy or consulate where such authority was obtained or duly-authenticated by the foreign diplomatic/consular mission in the Philippines

4.3.2

Renewal/Replacement

General Requirements for Renewal of the New Postal ID

1. Personal appearance

2. Two (2) copies of duly- accomplished PID application in bold/capital letters

3. Same general requirements for New Application

4, Expired/expiring Basic Postal ID Card unless card is lost

1. Personal appearance

2, Two (2) copies of duly- accomplished PID application in bold/capital letters

3. Same general requirements for New Application

4. Expired/expiring Basic Postal ID Card unless card is lost

Specific Requirements for Replacement of the New PID

1. Replacement due to amendment in civil status:

1.1 Marriage – Marriage Certificate in any of the following:

1,1.1 In SECPA issued by NSO; or,

1.1.2 CTC issued by LCR within six (6) months upon PID application

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

1.1.3 Certificate of Muslim Marriage from the NCMF

1.1.4 If married abroad, Report of Marriage or any equivalent document duly- ! authenticated by the Philippine embassy or consulate where the document was obtained or duly-authenticated by foreign diplomatic/consular mission in the Philippines

1.2 Annulment -

1.2.1 Annotated Marriage Certificate in SECPA issued by NSO

1.2.2 Court Decree of Annulment/Declaration of Nullity of Marriage

1.2.3 Certificate of Finality

1.3 Death of spouse - Death Certificate of spouse in any of the following:

1.3.1 In SECPA issued by NSO; or,

1.3.2 CTC issued by LCR within six (6) months prior to PID application

2. Replacement or renewal due to correction of demographic data, whichever is applicable:

2.1 Annotated Birth Certificate in SECPA issued by NSO

2.2 Annotated Marriage Certificate in SECPA issued by NSO

3. Replacement due to loss/theft:

3.1 Duly notarized Affidavit of Loss

4.3.3

Requirements for Exception:

1. When entries in NSO Birth or Marriage Certificate are blurred or unreadable:

Requirements for Exception

1.1 Transcribed Birth or Marriage Certificate from the LCR

4.4

In the event the applicant refuses to surrender the original copies of Birth Certificate, Marriage Certificate, CENOMAR and other documents from NSO, LCR, etc., the applicant shall submit a photo copy of the same together with the original document for Certification by the Postmaster and the Applicant to read as follows:

“ This is to certify that this is a verified photo copy from the original”, and signed by both the Postmaster and the Applicant.

4.4.1

No Certification Fee shall be collected by Post Offices.

4.5

The Application Form (PID Form No. 01) shall be available free of charge at the following:

1.

Available at all post offices

2.

Downloadable at the PHLPost corporate website - www.phlpost.gov.ph

4.6

Where to apply:

All New Postal ID Card applicants may apply at any post office nationwide.

4.7

Validity

The New Postal ID Card shall be valid for three (3) years for Filipinos and only one (1) year for Foreigners.

However, an unclaimed New Postal ID Card will be considered invalid when it is disposed by the PHLPost Disposal Committee after the prescribed period of retention (180 days) at the Postal Payment Services Division, Business Lines Department.

4.8

Fees

The New Postal ID fees shall include the PID card fee and delivery fee plus 12% Value Added Tax (VAT):

Particulars Amount

PID Card Fee

PhP330.00

PID Card Mailing Fee (Registered with e-RRR)

40.00

Total VATable Sales

370.00

+ 12% VAT

44.40

Total Amount Payable

PhP414.40

4.9

The PID Card and Delivery Fees shall be subject to a 12% value-added tax (VAT).

4.10

The issuance of an Official Receipt (OR) is mandatory as proof of payment. Only one (1) OR shall be issued for

payment of every approved application.

4.11

Equivalent definitive postage stamp shall not be accepted as evidence of the payment of the New Postal ID fees.

4.12

No Refund Policy

In cases when the approved New Postal ID application is rejected by the system and the applicant is at fault with regards to wrongful information or has applied for a New PID through fraudulent means, the amount paid by the applicant shall not be refunded.

4.13

Postage of PID Cards Mailing Envelope

Instead of a definitive stamp and/or postage metered machine impression, an indicia to read as “Postage Paid as per PHLPost Circular No. 14-85A dated November 26, 2014” shall be printed in the upper left hand corner of the mailing envelope to denote pre-payment of the delivery fee and Electronic Registry Return Receipt (e-RRR).

4.14

Return Address of the New Postal ID Cards

The return address of the PID cards mailing envelope shall be the post office where application was filed.

4.15

Period of Retention

The period of retention at the following offices shall be:

OFFICE	PERIOD OF RETENTION	TO BE FORWARDED TO
Delivery Post Office - After 3 delivery attempts by Letter Carriers, then - Turn-over to Registry Section for window delivery	30 days	Acceptance Post Office
Acceptance Post Office	60 days	Postal Payment Services Division (PPSD)
Postal Payment Services Division		

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

90 days

Disposal Committee

4.16

For persons with writing disability such as illiteracy or without hands/fingers, the signature in the printed New PID card shall be left blank.

On the other hand, the accompanying parent or legal guardian shall sign the Application Form in behalf of the minor applicant. However, the minor applicant shall write/sign his name in the PID card if he is already able to write. Otherwise, the signature in the printed New PID card shall be left blank if the minor is still unable to write.

4.17

Under Article 370 of the New Civil Code of the Philippines, married female applicants have the option to use the following:

4.17.1

Her maiden first name and surname and add her husband's surname;

4.17.2

Her maiden first name and her husband's surname; or,

4.17.3

Her husband's full name, but prefixing a word indicating that she is his wife, such as "Mrs."

Married female applicants may choose the appropriate name to be reflected in their New Postal ID. However, this shall be reckoned with any existing identification card/documents of the applicant.

5. OPERATIONAL PROCEDURES

5.1

PID Acceptance Post Offices with Postmasters:

The Postmaster or his designated Postal Personnel shall:

a.

Receive and screen applications to ensure that the applicant writes in bold/capital letters and the address field is complete;

b.

Approve the New PID applications;

c.

Accept payment for the approved New PID applications;

d.

Advise applicants on when to proceed to the designated PID Capturing Post Office which covers the subject PID Acceptance Post Office;

Study hands-free: podcast-style lessons with read-along highlighting - batas.org

e.

At the end of the working day, transmit to your designated PID Capture Post Office one (1) copy of the approved New PID applications (with copies of submitted documents as attachments), addressed as follows:

For

:

The Data Capture Operator

Thru

:

The Postmaster

f.

Maintain record of the New PID applications (remaining copy of the Application Form) processed and/or transactions.

5.2

New PID Acceptance Post Offices without Postmasters: The Postal Personnel In-Charge shall:

a.

Receive and screen applications to ensure that the applicant writes in bold/capital letters and the address field is complete;

b.

Give provisional approval;

c.

Accept payment for the approved New PID applications;

d.

Advise applicants on when to proceed to the designated PID Capturing Post Office which covers the subject PID Acceptance Post Office;

e.

At the end of the working day, transmit to your designated PID Capture Post Office one (1) copy of the approved New PID applications (with copies of submitted documents as attachments), addressed as follows:

For

:

The Data Capture Operator

Thru

:

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

The Postmaster

f.

Maintain record of the New PlO applications (remaining copy of the Application Form) processed and/or transactions.

5.3

PID Capture Post Offices with Postmasters:

The Postmaster or his designated Postal Personnel shall:

a.

Receive and screen applications to ensure that the applicant writes in bold/capital letters and the address field is complete;

b.

Approve the New PID applications;

c.

Accept payment for the approved New PID applications;

d.

Endorse the approved applications to the Data Capture Station;

e.

Receive and forward to Data Capture Operator the approved New PID applications transmitted by PID Acceptance post offices with Postmasters;

f.

Receive, approve and forward to Data Capture Operator the New PID applications transmitted by PID Acceptance post offices without Postmasters;

g.

Maintain record of the New PID applications.

5.4

PID Capture Post Offices without Postmasters: The Postal Personnel In-Charge shall:

a.

Receive and screen applications to ensure that the applicant writes in bold/capital letters and the address field is complete;

b.

Give provisional approval and endorse to the Data Capture Station;

c.

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

Receive and forward to Data Capture Operator the approved PID applications transmitted by PID Acceptance post offices with Postmasters;

d.

Maintain record of the New PID applications.

5.5

Data Capture Stations in PID Capture Post Offices:

The Data Capture Operator/Postal Personnel In-Charge shall:

a.

Receive and check the approved New PID applications endorsed by the Postmasters/Postal Personnel in-charge;

b.

Upon appearance of New ID applicant and presentation of New ID application approval form, encode biographic/capture biometric data of the applicants based on the approved New PID application;

c.

Scan the approved New PID application;

d.

Electronically transmit the captured biographic and biometrics data to Filmetrics Card Production Center at the end of the working day. The transmittal shall be signed by both the Data Capture Operator/Postal Personnel In-Charge and the Postmaster.

e.

Maintain record of the data capture of the Premium PID applications received.

5.6

Supply Division, Logistics and Property Management Department:

5.6.1

Pre-printed New PID Cards

a.

Receive the inventory for the quarter of all pre-printed New PID cards from Filmetrics for custody and control.

b.

Release to authorized representative of Filmetrics the requested number of New PID cards for personalization, subject to existing rules and regulations. This should be covered by an RIS form requested by Filmetrics and approved by the Service Regulations Department (SRD) Manager.

5.6.2

Printed New PID Cards

a.

Receive the personalized PID cards together with acknowledgement receipts from Filmetrics.

b.

Inspect delivered New PID cards together with the Inspection Committee.

c.

Turnover to the Office of the APMG for Operations the New PID cards after inspection and acceptance by the Committee on Inspection.

d.

Prepare Disbursement Vouchers and supporting documents to facilitate payment of the delivered New PID cards.

5.7

Office of the APMG for Operations:

a.

Receive the electronic file of the delivered New PID cards from Filmetrics.

b.

Set-up Domestic Mail Tracking System (DMTS) at the office.

c.

Upload the electronic file to the DMTS database.

5.8

Letter Shopping Center, Service Regulations Department, Office of the APMG for Operations:

a.

Receive the personalized PID cards together with acknowledgement receipts from Filmetrics and inform LPMD for inspection by the Inspection Committee;

b.

Segregate PID cards with duplicate based on the list provided by Filmetrics;

c.

Receive returned/undelivered PID cards for redelivery from the Postal Payment Services Division for letter shopping;

d.

Letter shop the New PID cards;

-

Printing of the cover letter, envelope label and e-RRR;

-

Attachment of the New PID cards to the cover letter;

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

-

Insertion and sealing of the New PID cards with cover letter to the envelope; and

-

Attachment of the e-RRR to the New PID card envelopes.

e.

Accomplish and attach a Certificate of Mailing (COM) with corresponding volume and amount to the New PID cards for dispatch.

f.

Submit monthly consolidated COMs every 5 th day of the following month to the Bookkeeping Division, CO and copy furnished the Corporate Planning Department and Postal Payment Services Division.

g.

Forward New PID dispatches by delivery post offices following the table below:

NEW PID MAILS FOR DELIVERY TO -

TURN OVER TO -

Makati, Manila and Quezon City

Manila CPO

All Other Delivery Post Offices in Mega Manila Area

MMDC, AMED

Other Delivery Post Offices

AMED

h.

Maintain record of the New PID cards accepted and/or dispatched.

5.9

AMED, MDCs and/or SDCs:

a.

Receive New PID dispatches;

b.

Forward New PID dispatches to delivery post offices as scheduled; and

c.

Maintain record of the New PID dispatches processed.

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

5.10

Delivery Post Offices:

a.

Receive New PID dispatches;

b.

Deliver the New PID to the addressee or to any responsible person as addressed:

-

The second and third redelivery attempts shall be made in the next delivery schedule.

-

Details of the delivery and redelivery attempts shall be indicated in the e-RRR attached to the New PID card envelope.

-

After third redelivery attempt, a Delivery Notice shall be issued informing the PID holder to claim the New PID card at the delivery post office within thirty (30) days.

c.

Retain for window delivery the New PID cards for thirty (30) days if unclaimed after three delivery attempts;

d.

Forward by mail to PID Acceptance Post Office the unclaimed undelivered New PID cards for Window Delivery after thirty (30) days retention period;

e.

Encode the delivery information of New PID cards after delivery if Domestic Mail Tracking System (DMTS) is installed;

f.

If no DMTS is installed, forward by mail to the Postmaster of Cluster Head post office (with DMTS) or to the Area Office (Manager, Support Services Division) for updating;

g.
h.

e-RRR of delivered PID cards shall be returned to the Letter Shopping Center, Office of the APMG for Operations; and,
Maintain record of the New PID cards delivered.

5.11

All PID Acceptance/Capturing Post Offices:

5.11.1

For Unclaimed New PID cards after thirty (30) days retention period by Delivery Post Offices:

a.

Receive from delivery post office unclaimed New PID cards;

b.

Retain for window delivery unclaimed New PID cards for another sixty (60) days;

c.

Effect window delivery to claimants or authorized representatives;

d.

PID holders may request for redelivery of the returned/undelivered New PID cards already transmitted to the PPSD subject to the payment of another PID delivery fee;

e.

A PHLPost OR amounting to PhP44.80 shall be issued for every unclaimed New PID cards for redelivery and a copy of which is to be sent to the Postal Payment Services Division for their information;

f.

Acceptance Post Office shall forward the New PID card requested for redelivery to the concerned Delivery Post Office.

g.

Encode delivery information of New PID card delivered if Domestic Mail Tracking System (DMTS) is installed;

h.

Forward by mail to the Postmaster of Cluster Head post office (with DMTS) or Area Office (Manager, Support Services Division) the e-RRR of New PID cards delivered for encoding if no DMTS is installed;

i.

Send by mail the unclaimed New PID cards to Postal Payment Services Division (PPS Division), Business Lines Department if unclaimed after 60 days; and,

j.

Maintain record of the unclaimed New PID cards window- delivered and sent to PPS Division.

5.11.2

Maintenance of Records for New PID Transactions:

a.

A record book for Approved New PID Applications shall be maintained to contain the following:

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

DATE OF APPROVAL

NAME OF APPLICANT

TYPE OF APPLICATION

OR NUMBER

AMOUNT PAID

1.

2.

3.

4.

5.

A monthly recapitulation of the number of Approved New PID Applications and amount of collection shall be prepared and submitted to the Area Office on or before the 5th day of the following for consolidation. The Area Office shall submit the soft copy of the consolidated Record of Approved New PID Transactions every 10 th day of the following month to the e- mail address of the Postal Payment Services Division, Business Lines Department found in part 7.5.2 of this Circular.

b.

A record book for Disapproved New PID Applications shall be maintained to contain the following:

DATE OF APPLICATION

NAME OF APPLICANT

TYPE OF APPLICATION

REASON OF DISAPPROVAL

1.

2.

3.

4.

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

5.

A monthly recapitulation of the number of Disapproved New PID Applications shall be prepared and submitted to the Area Office on or before the 5 th day of the following month for consolidation. The Area Office shall submit the soft copy of the consolidated Disapproved New PID Applications every 10 th day of the following month to the e-mail address of the Postal Payment Services Division, Business Lines Department found in part 7. 5.2 of this Circular

5.12

Postal Payment Services Division, Business Lines Department:

5.12.1

For returned New PID cards:

a.

Receive from PID Acceptance post offices the returned New PID cards;

b.

Retain for another ninety (90) days, for possible claim by the PID holders of the returned/undelivered New PID cards;

-

The PID holders may request at the Postal Payment Services Division for redelivery of their returned/undelivered New PID cards subject to the payment of another PID delivery fee amounting to PhP44.80 (VAT inclusive) at the post office where they applied or any nearby post office.

c.

Encode delivery information of claimed New PID cards such as Name, Address and Identification Card presented;

d.

Forward to the Letter Shopping Center for letter shopping and dispatch after receipt of Official Receipt from the post office where the redelivery fee was paid;

e.

Forward to the Disposal Committee all unclaimed New PID cards after the ninety (90) days holding period for proper disposition; and,

f.

Maintain record of the New PID cards received and disposed.

5.12.2

New PID transactions:

a.

Receive periodic reports on the New PID transactions and/or statistics from Postal Areas; and,

b.

Consolidate and report to management the New PID transactions and/or statistics, copy furnished the Corporate Planning Department.

6. ACCOUNTING PROCEDURES

6.1

Acceptance Post Office

6.1.1

The Postal Teller or Cashier shall:

a.

Issue Official Receipt (in three copies) for the payment of Postal Identification Card.

Particulars

Amount

PID Card Fee

PhP330.00

PID Delivery Fee (Registered with e-RRR)

40.00

Total VATable Sales

370.00

+ 12% VAT

44.40

Total Amount Payable

PhP414.40

-

Check Applicant’s TIN from the application form and indicate the same on the space provided for in the Official Receipt.

-

In case no TIN was provided by the applicant, request applicant to provide TIN if available. If no TIN is available, proceed with the processing of the application.

b.

Record the collections in the Postal Teller Daily Transaction Report (PTDTR).

c.

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

Remit to the Cashier or to the Postmaster the collections at the last hour of the day.

6.1.2

The Postmaster or Cashier shall:

a.

Maintain a separate cashbook exclusively for the collections of the New PID.

Upon collections, the cashbook entries shall be as follows:

DATE

PARTICULARS

DEBIT

CREDIT

MM/DD/YYYY Beginning balance

Px,xxx.xx

PID Fees

xx,xxx.xx

Delivery Fees

xx,xxx.xx

12% VAT

x,xxx.xx

Ending Balance

x,xxx.xx

Total

P xx,xxx.xx

P xx,xxx.xx

b.

Record in the Postmaster's Daily Transaction Record (PMDTR) the transactions contained in the submitted PTDTR.

c.

Deposit the collections using a separate deposit slip and following the authorized frequency of deposit:

-

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

PID Fee/PID Delivery Fee - Corporate Fund

-

12%VAT withheld - Trust Fund

Upon deposit on the following day/deposit schedule, the cash book entries shall be as follows:

DATE

PARTICULARS

DEBIT

CREDIT

MM/DD/YYYY Beginning balance

Px,xxx.xx

Deposit of PID and Delivery Fees to Corporate Fund

P xx,xxx.xx

Deposit of 12% Trust Fund

x,xxx.xx

Ending Balance

x,xxx.xx

Total

P xx,xxx.xx

P xx,xxx.xx

d.

Include in the Daily Sales, Collections and Deposit Report the sales of Postal ID.

e.

Prepare a Weekly PID Collections and Deposit Report following this format:

Study hands-free: podcast-style lessons with read-along highlighting - batas.org

Particulars

No. of Approved Applications

PID Fee Collected

PID Delivery Fee Collected

Total Collections

Total 12% VAT Collection

Total Collections plus 12% VAT

Amount Deposited

Date/s of Deposit

Submit a soft copy of the said report to the Manager, Fiscal Management Department, every Monday of the following week through this e-mail address: fmd.pid@gmail.com

f.

At the end of the month, submit to the Accounting Section, Area Office, the Postmaster's Monthly Transaction Report (PMMTR) and Monthly Cash Accountability Report (MCAR).

g.

To facilitate remittance of 12% VAT withheld from PID sales, at the end of the month prepare a Summary List of VATable Sales following attached format marked as PPC PO VAT Form No. 1.

h.

Submit soft and hard copies of the Summary List of VATable Sales to the Chief, Accounting Section, Area Office on or before 5 th day of the following month.

6.2

AREA OFFICE

6.2.1

The Chief, Administration and Finance Division, Area Office

a.

Shall monitor compliance of Postmasters to paragraphs 6.1.2g and 6.1.2h of these guidelines.

6.2.2

Accounting Section or Authorized Representative shall:

a.

Include in the Statement of Income, New PID collections for submission to the concerned offices.

b.

Verify the correctness of the figures stated in the PMMTR from the supporting schedules.

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

c.

Monitor the deposits made by the PMs

d.

Record in the Books of Accounts the revenues, collections and deposits made by the Postmasters.

e.

Maintain ledgers for each PMs and for cash, income, receivable and VAT collection. (A separate PHLPost Circular shall be prepared for the collection, recording and reporting of 12% VAT)

7. CUSTOMER SERVICE

7.1

Migration from Paper-Based PID to the New Postal ID

7.1.1

Holders of valid paper-based Postal IDs shall be allowed to apply for the New Postal ID at the following discounted rates:

DISCOUNT RATES

Rate

Discounted PID Fee

Card Valid for the next 36 months

25%

PhP247.50

Card Valid for the next 24 to 35 months

20%

PhP264.00

Card Valid for the next 12 to 23 months

10%

PhP297.00

7.2

Lost New PID cards

7.2.1

PID holders shall report their lost New PID card to PPS Division, Business Lines Department within five (5) days by mail, email and/or telephone, providing the following information:

-

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

Postal Reference Number (PRN)

-

Name and address

-

Validity date and issuing post office

The PPS Division shall disseminate the list of lost New PID cards every Friday.

7.2.2

Replacement of lost New PID cards:

b.

The PID holder may request for replacement of the lost New PID cards after five (5) days to any post office.

c.

Upon request for replacement, the PID holder shall:

-

Comply with the general requirements for the application of New PID; and,

-

Submit a notarized Affidavit of Loss

d.

If loss is due to PID holder negligence, the PID holder shall pay the PID fees

e.

If loss is due to PHLPost handling, the PID fees shall be waived.

-

The PID fees shall be charged to erring PHLPost personnel based on ‘prima facie’ evidence.

f.

The validity of the New PID card lost replacement shall be the same as that of the original.

7.3

New PID cards Defective Upon Receipt

7.3.1

Upon receipt of the defective card, defective PID cards may be requested for replacement at any post office.

7.3.2

Upon request for replacement, the PID holder shall surrender the defective New PID Card.

7.3.3

If defect was due to PHLPost handling and/or production quality, the PID fees shall be waived.

a.

For defect due to PHLPost handling, PID fees shall be charged to erring PHLPost personnel based on ‘prima facie’ evidence.

b.

For defect due to production quality, PID fees shall be charged to Filmetrics

7.3.4

The validity of the replaced defective New PID card shall be the same as that of the original.

7.4

Damaged New PID cards

7.4.1

Upon receipt of the damaged card, the PID holder may request for replacement in any postal outlets.

7.4.2

Upon request for replacement, the PID holder shall surrender the damaged New PID Card.

7.4.3

If damage is due to PID holder, the PID holder shall pay the PID fees.

7.4.4

If damage is due to PHLPost handling and/or production quality, the PID fees shall be waived.

a.

For damage due to PHLPost handling, PID fees shall be charged to erring PHLPost personnel based on ‘prima facie’ evidence.

b.

For damage due to production quality, PID fees shall be charged to Filmetrics.

7.4.5

The validity of the New PID card damaged replacement shall be the same as that of the original.

7.5

Contact Person/Details

For inquiries, complaints, questions and other concerns regarding the New Postal ID, listed below are the following contact persons/details from the Postal Payment Services Division of the Business Lines Department

7.5.1

Contact Persons:

a.

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

Ms. Jeanette Agamata - focal person

b.

Ms. Carla Lacson - alternate

7.5.2

E-mail Addresses:

a.

postal.payment@phlpost.gov.ph

b.

phlpostal.payment@gmail.com

c.

ppsdiv.bld@phlpost.gov.ph

d.

ppsdiv.bld.phlpost@gmail.com

7.5.3

Mobile Nos.:

a.

Smart - 09985300520

b.

Globe - 09173110923

c.

Sun - 09228327706

7.5.4

Telephone Nos.:

a.

(02) 527-5872

b.

(02) 527-0151

c.

(02) 527-0107

To facilitate immediate reply and action, please ensure that the following information is provided:

-

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

Name of Applicant

-

Capturing Post Office

-

Date of Capture

-

Official Receipt Number

8. TRANSITORY PROVISIONS

8.1

The issuance of Paper Postal Identification card (Paper PID) shall cease upon deployment and live operation of the following:

8.1.1

Data Capture station in a Post Office

8.1.2

All Data Capture stations in a cluster or area

8.2

The paper Postal Identification card inventory shall be returned to the Area General Services Section, Administration and Finance Division within five (5) working days upon full deployment and live operations of all Data Capture Stations.

8.2.1

The Area General Services Section, Administration and Finance Division shall return to the Logistics and Property Management Department (LPMD) within ten (10) working days.

8.2.2

The inventory turnover shall be covered by a Report of Paper ID Inventory.

8.2.3

The LPMD shall acknowledge receipt of the inventory turnover by Area General Services Section.

8.2.4

The Internal Audit Department shall conduct table and field audit, if applicable, of returned Paper PID cards inventory.

8.3

The paper PID cards issued shall continue to be valid until its validity date

Study hands-free: podcast-style lessons with read-along highlighting - batas.org

9. SANCTIONS

PHLPost reserves the right to impose administrative, civil and/or criminal charges to erring postal personnel and/or PID holders for violations of this issuance as well as to the terms and conditions of the PID card.

This supersedes PHLPost Circular No. 14-85 dated November 5, 2014 and PHLPost Circular No. 14-85A dated November 26, 2014. Any other issuances in conflict herewith are deemed superseded and/or revoked accordingly.

For the information, guidance and compliance of all concerned.

(SGD) MA. JOSEFINA M. DELA CRUZ
Postmaster General and CEO

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.