NATIONAL ADMINISTRATIVE REGISTER · MARCH 29, 1993

CLOSING OF MAIL DISPATCHES AT DISPATCHING OFFICE AND OPENING OF MAIL BAGS AT RECEIVING OFFICE. RESTATEMENT OF PROPER PROCEDURE REGARDING

PPC CIRCULAR NO. 93-12, March 29, 1993

Read online (full-text search, related cases, audio case brief): https://batas.org/library/4047b1c174df/

Restated hereunder, as a strong reminder to postal officials and employees about the difficulty of determining where pilferage, rifling and losses of mails occurred, is Circular No. 39 dated 23 December 1977, of the Postmaster General, as follows:

> "It has come to the attention of this Office that the closing of mail dispatches at the dispatching office and the opening of mail bags at the receiving office are being entrusted to laborer and other subordinate employees in violation of existing regulations. In a recent case a certain number of checks were found missing, when bags were opened at the receiving post office without even the postmaster knowing it until after the matter was brought to his attention by the laborer opening the mail bags and only after the lapse of seven and a half hours from opening thereof.

"SECTION 451 PARAGRAPH NO. 2 OF THE PHILIPPINE POSTAL MANUAL IN PART PROVIDES,

> "THE OPENING OF MAIL BAGS, INCLUDING INNER REGISTERED SACKS AND SEALED SACKS, MUST BE DONE BY THE POSTMASTER HIMSELF AND IN THE PRESENCE OF AT LEAST ONE WITNESS."

This provision is being taken for granted by some postmasters throughout the country. In mail Distribution Center the closing of mail dispatches and opening of mail bags are being left to the laborers or subordinate employees without even the presence of responsible supervisory officials. This practice clearly shows laxity on the part of our supervisory officials which contributed greatly to frequent mail losses and pilferages.

> "IN ORDER TO MINIMIZE IF NOT TOTALLY PREVENT MAIL LOSSES AND PILFERAGES, THE CLOSING OF MAIL DISPATCHES AT DISPATCHING OFFICES AND THE OPENING OF MAIL BAGS AT RECEIVING OFFICES MUST BE PERSONALLY DONE BY THE POSTMASTER HIMSELF OR BY A RESPONSIBLE SUPERVISORY OFFICIALS IF THE CLOSING OR OPENING OF THE DISPATCH IS DONE AT THE MAIL DISTRIBUTION CENTERS AND IN THE PRESENCE OF AT LEAST ONE WITNESS."

> "Under no circumstance shall the closing of dispatches and opening of mail bags be entrusted to a mere laborer or subordinate employee. In case of any irregularity noted in the closing or opening of mail dispatch, especially if some mail matters are missing, the postmaster or supervisory official concerned shall personally certify under oath the discovery of the irregularity, indicating therein its nature and extent.

> "All Regional Directors, Postal Inspectors, Postmasters, supervisory officials and others concerned shall see to it that this Circular be strictly complied with. Otherwise, severe disciplinary action will be taken against the defaulting employee or supervisory official concerned as the case may be."

Strict compliance is enjoined.

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

Adopted: 29 Mar. 1993

(Sgd.) JORGE V. SARMIENTO
Postmaster General

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