

OCA CIRCULAR NO. 64-2011, May 20, 2011

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TO :

ALL JUDGES, CLERKS OF COURT AND BRANCH CLERKS OF COURT OF THE LOWER COURTS

SUBJECT:

ESTIMATE OF THE COST OF MAIL MATTERS TRANSMITTED BY THE LOWER COURTS

The Philippine Postal Corporation (PPC) has informed the Court that it could no longer transport for free the Judiciary's mail matters covered by the franking privilege. Its lack of fund has constrained the PPC to bill the Court for the cost of transporting franked mails at P6.00 per piece of mail transported by air, and P4.00 for each piece transported by land. Thus, the Court would need appropriation to cover the cost of sending mail matters through the postal service.

To enable the Court to determine the amount it would seek to be appropriated, it would require, among other things, an estimate of the amount the Office of the Court Administrator and the lower courts spend per year for mailing fetters and other mail matters such as publications, supplies, equipment, etc.

In this connection, all Lower Courts and Offices of the Clerks of Court are hereby directed to submit to the Office of the Court Administrator, within ten (10) days from receipt of this circular, a report on the estimate of the cost of mail matters transmitted by their respective courts/offices based on the number of mail matters sent in 2010 and the above cost of transporting franked mails provided by the PPC.

Attached is a sample form of the report to be used for uniformity. Should there be a need to include additional entries in the report, necessary additions/revisions may be made to the form without making any substantial changes to the same.

20 May 2011.

NIMFA C. VILCHES

Deputy Court Administrator

and Officer-in-Charge

Office of the Court Administrator

SAMPLE FORM

Republic of the Philippines

REGIONAL TRIAL COURT

BRANCH

2010 OUTGOING MAIL MATTERS

MONTH

REGISTERED

REGISTERED WITH RETURNED CARD

PRIORITY

PACKAGES/ PARCELS

TOTAL

JANUARY

FEBRUARY

MARCH

APRIL

MAY

JUNE

JULY

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

TOTAL

MINIMUM ESTIMATE COST:

A.) REGISTERED MAILS - __**1.) Mailing Envelopes**

Metro Manila

-

XP4.00 =

Luzon

-

XP4.00 =

Visayas

-

XP6.00 =

Mindanao

-

XP6.00 =**2.) Brown Documentary Envelopes -**

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

251

-

500gms

- XP100.00 =

501

-

1,000gms

-

XP145.00 =

1,001

-

1,500gms

-

XP175.00 =

1,501

-

2,000gms

-

XP205.00 =

B.) REGISTERED MAILS W/ REGISTRY RETURN CARDS

1.) Mailing Envelopes -

Metro Manila

-

XP4.00 =

Luzon

-

XP4.00 =

Visayas

-

XP6.00 =

Mindanao

-

XP6.00 =

ADD: Additional Service Fee for Mails with Registry Return Cards ____ X P10.00 =

2.) Brown Documentary Envelopes -

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

251

-

500gms

- **XP100.00 =**

501

-

1,000gms

-

XP145.00 =

1,001

-

1,500gms

-

XP175.00 =

1,501

-

2,000gms

-

XP205.00 =

ADD: Additional Service Fee for Mails with Registry Return Cards ____ X P10.00 =

C.) PRIORITY MAILS -

1.) Mailing Envelopes -

Metro Manila

-

XP4.00 =

Luzon

-

XP4.00 =

Visayas

-

XP6.00 =

Mindanao

-

XP6.00 =

2.) Brown Documentary Envelopes -

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

251

-

500gms

- XP100.00 =

501

-

1,000gms

-

XP145.00 =

1,001

-

1,500gms

-

XP175.00 =

1,501

-

2,000gms

-

XP205.00 =

D.) PARCELS/PACKAGES -

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

4,001

-

4,500gms

- **XP365.00 =**

5,001

-

5,500gms

-

XP430.00 =

7,501

-

8,000gms

-

XP570.00 =

9,501

-

10,000gms

-

XP175.00

=

12,001

-

12,500gms

-

XP835.00

=

-

-

=

TOTAL MINIMUM ESTIMATE COST =

Records Division

Office of Administrative Services, OCA

2010 OUTGOING MAIL MATTERS

MONTH

REGISTERED

REGISTERED WITH RETURNED CARD

PRIORITY

PACKAGES/ PARCELS

TOTAL

JANUARY

2,257

898

1,123

3

4,281

FEBRUARY

2,261

783

628

2

3,674

MARCH

2,705

1,129

1,379

19

5,232

APRIL

3,151

1,091

696

2

4,940

MAY

3,353

1,326

502

15

5,196

JUNE

2,366

1,463

734

4

4,567

JULY

2,919

933

1,749

3

5,604

AUGUST

3,321

1,198

828

6

5,353

SEPTEMBER

4,343

1,015

950

1

6,309

OCTOBER

4,377

1,424

1,573

23

7,397

NOVEMBER

3,113

1,137

421

4

4,675

DECEMBER

2,341

926

1,112

8

4,387

TOTAL

36,507

13,323

11, 695

90

61,615

A.) REGISTERED MAILS - 36,507

1.) Mailing Envelopes - 27,471

Metro Manila

-

3,018

XP4.00 =**P12,072.00**

Luzon

-

10,503

XP4.00 =**P42,012.00**

Visayas

-

7,938

XP6.00 =**P47,628.00**

Mindanao

-

6,012

XP6.00

=

P36,072.00**P137,784.00**

2.) Brown Documentary Envelopes - 9,036

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

251

-

500gms

- 1,253 XP100.00 =

P125,300.00

501

-

1,000gms

-

4,078

XP145.00 =

P591,310.00

1,001

-

1,500gms

-

2,224

XP175.00 =

P389,200.00

1,501

-

2,000gms

-

1,481

XP205.00

=

P303,605.00

Pl,409,415.00

B.) REGISTERED MAILS W/ REGISTRY RETURN CARDS - 13,323

1.) Mailing Envelopes - 10,016

Metro Manila

-

1,053

XP4.00 =**P 4,212.00**

Luzon

-

4,172

XP4.00 =**P16,688.00**

Visayas

-

2,755

XP6.00 =**P16,530.00**

Mindanao

-

2,036

XP6.00

=

P12,216.00**P49,646.00**

ADD: Additional Service Fee for Mails with Registry Return Cards

10,016 X P10.00 = P100,160.00

2.) Brown Documentary Envelopes - 3,307

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

251

-

500gms

- 525 XP100.00 =

P 52,500.00

501

-

1,000gms

-

1,009

XP145.00 =

P146,305.00

1,001

-

1,500gms

-

984

XP175.00 =

P172,200.00

1,501

-

2,000gms

-

789

XP205.00

=

P161,745.00

P585,250.00

ADD: Additional Service Fee for Mails with Registry Return Cards 3,307 X P10.00 = P33,070.00

PRIORITY MAILS - 11,695

1.) Mailing Envelopes - 6,668

Metro Manila

-

1,052

XP4.00 =

P 4,208.00

Luzon

-

2,848

XP4.00 =

P11,392.00

Visayas

-

1,522

XP6.00 =

P 9,132.00

Mindanao

-

1,246

XP6.00

=

P 7,476.00

P32,208.00

2.) Brown Documentary Envelopes - 5,027

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

251

-

500gms

- 603 XP100.00 =

P 60,300.00

501

-

1,000gms

-

1 ,274

XP145.00 =

P184,730.00

1,001

-

1,500gms

-

1 ,549

XP175.00 =

271,075.00

1,501

-

2,000gms

-

1,501

XP205.00

=

P307,705.00

P823.810.00

D.) PARCELS/ PACKAGES - 90

(Estimate per Revised Postage Rate as of December 2010 for LUZVIMIN)

4,001

-

4,500gms

- 26 XP365.00 =

P 9,490.00

5,001

-

5,500gms

-

21

XP430.00 =

P 9,030.00

7,501

-

8,000gms

-

18

XP570.00 =

P10,260.00

9,501

-

10,000gms

-

11

XP175.00

=

P 7,590.00

12,001

-

12,500gms

-

14

XP835.00

=

P11,690.00

-

-

=

P48,060.00

TOTAL MINIMUM ESTIMATE COST = P3,219,403.00

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