

MANDATORY USE OF CN 22 AND CN 23

PPC MEMORANDUM CIRCULAR NO. 09-04, March 26, 2009

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/a3d22b97b044/>

Our attention is being called by foreign postal administration regarding the improper filling-up or non-attachment of CN-22 on Small Packets and of CN-23 on Parcels. In this connection, all concerned are directed to implement the mandatory use of CN 22 for Small Packet and CN 23 for Parcels pending reproduction of CP 72.

Attachment of CN-22 and CN-23 is MANDATORY and it shall be properly attached on the items.

Postal tellers/receiving clerks of small packets and parcels shall see to it that the following is observed and complied with:

1. All small packets are attached with CN-22. Each CN-22 shall contain an itemized listing of the contents of the small packet and its actual acquired/purchased value. Writing should be clear and legible:
2. All Parcels, air or surface, shall be attached with CN-23. Each CN-23 shall contain all the information needed as follows:
 - a. Complete name and address of sender and addressee
 - b. Weight and amount of postage paid on parcel.
 - c. Itemized listing of contents with actual purchased value of each. Items shall be properly declared and legibly written. If the content of the parcel is valuable, the original receipt/invoice shall be enclosed.
 - d. The sender's instruction in case of non-delivery of the item at the country of destination shall be also indicated, i.e. Treat as abandoned in case of non-delivery; RTS in case of non-delivery, return postage will be paid by upon delivery of RTS, etc.
 - e. Signature of sender/mailer.

3. Only English (and French) language shall be used in filling-up CN-22 and CN-23, Tagalog or other dialect is not allowed.

Postal District Managers and Postmasters shall see to it that this order is disseminated and all the tellers and receiving clerks are informed/oriented.

Compliance is enjoined.

Adopted: 26 March 2009

(SGD.) HECTOR R. R. VILLANUEVA
Postmaster General and CEO

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.