

SC CIRCULAR NO. 8, April 19, 1988

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ADMINISTRATIVE SUPERVISION OF COURTS

TO :

THE COURT OF APPEALS, SANDIGANBAYAN, COURT OF TAX APPEALS, REGIONAL TRIAL COURTS, METROPOLITAN TRIAL COURTS, MUNICIPAL TRIAL COURTS IN CITIES, MUNICIPAL TRIAL COURTS, MUNICIPAL CIRCUIT TRIAL COURTS, SHARI' A DISTRICT COURTS AND SHARI' A CIRCUIT COURTS

SUBJECT: The New Zone Identification Program (ZIP CODE) of the Philippines

The Supreme Court has received a letter dated April 13, 1988, from Assistant Secretary Jose R. Valdecañas, OIC, Postal Services Office, requesting assistance in the implementation of the New Zone Identification Program (ZIP CODE) on all mail matters in the judiciary.

The New Zone Identification Program (ZIP CODE) has replaced the old Postal Code. It is aimed at facilitating the processing and delivery of mails throughout the country as well as preparing the Postal Services Office for future mechanization and automation. This Laudable program certainly serves the interest of justice as its adoption would result in expeditious and efficient delivery of writs, processes and other official communications of the courts.

Accordingly, all courts are hereby enjoined to:

- Secure copies of the New Zone Identification Program (ZIP CODE) of the Philippines at the Office of the Assistant Secretary, Postal Services Office, Liwasang Bonifacio, Ermita, 1000 Manila.
- Use the new ZIP Code numbers in all their official correspondence as well as encourage court personnel to use the same in their personal mails; and
- Print or write their assigned ZIP CODE numbers on their office stationeries.

April 19, 1988.

(Sgd.) PEDRO L. YAP

Chief Justice

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