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REVISED GUIDELINES ON POLICIES IN THE ISSUANCE OF POSTAGE STAMPS

PHILPOST ADMINISTRATIVE ORDER NO. 04-16, August 18, 2004

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In the interest of the service, and pursuant to Board Resolution No. 2004-18 dated March 04, 2004 the following revised guidelines shall govern the policies in the issuance, determination of the design, subject, and themes of postage stamps.

1. CLASSIFICATION

Postage stamps issued shall be classified into three (3) categories:

1.1 Definitive Stamps

Definitive or regular stamps are for general and continuous use for all existing postal rates. These shall be printed in sufficient quantities to last for a minimum of one (1) year. Number of issue be limited to one series every year.

1.2 Commemorative Stamps

Commemorative stamps shall mark anniversaries of national and international significance. These shall be printed in limited quantities and made available for sale for a period of one (1) year from the first-day of sale and shall conform with the basic prevailing rates including souvenir sheets. Number of issues shall be limited to 15 every year.

1.3 Special Stamps

Special stamps shall promote, publicize and draw attention to events, personages and objects of national and international significance. These shall be printed in limited quantities and be made available for sale for a period of one (1) year from the first-day of sale and shall conform with the basic prevailing rates, including souvenir sheets. Number of issues shall be limited to 10, including topical issues.

First day covers and souvenir folders not sold within the one year sales period shall be set aside to serve as tokens and "give-aways" for foreign travels, training and study grants and shall no longer be available for sale.

2. SUBJECTS AND THEMES

As a general rule, subjects and themes of postage stamps shall promote mutual understanding to strengthen the bonds of international friendship, and to enhance and disseminate Philippine flora and fauna, natural resources, culture and history.

2.1 Definitive Issues

For regular or definitive issues, the following subjects shall be considered for issuance:

2.1.1 Philippine national heroes and distinguished figures in Philippine history;

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2.1.2 Present and past Presidents;

2.1.3 Topical subjects.

2.2 Commemorative Issues

2.2.1 As a general rule, a commemorative stamp can only be considered for issuance during the commemorative year. However, in exceptional cases involving events of historical, cultural, and economic significance, the Postmaster General may deviate from this general rule.

2.2.2 Commemorative stamps highlighting events of national and international significance shall only be considered for issuance in accordance with the following categories:

a) Historical events of national and international significance, – 50th year and every 50 years thereafter;

b) Civic and Charitable Organizations or Institutions _ 50th year and every 50 years thereafter. In case of international organizations, commemorative date shall be reckoned with from the time it was established in the Philippines.

c) Schools, Colleges, and Universities – 50th Year and every 50 years thereafter.

d) Provinces, Cities, and Municipalities – 100th Year and every 50 years thereafter.

e) Commercial and Industrial establishments – Commemorative stamps shall only be considered for issuance on the 100th year and every 50 years thereafter.

For items (a), (b), and (c), if there were no stamps issued on the 50th year, stamps may be allowed to be issued on the 75th year and every 50th year thereafter. In some exceptional cases, the Board of Directors may allow the issuance of a commemorative stamp which they may find appropriate and significant.

2.2.3 PPC shall reserve the right to determine the date of issue within the year of commemoration.

2.2.4 Proponents shall submit at least three (3) designs, size 5" x 7" or 8" x 10" for study and evaluation of the Stamp Design Sub-Committee and write-up of not more than 200 words for the Philatelic Bulletin. These materials shall be submitted on or before 30 days after receipt of the letter of approval. Further, PPC shall reserve the right to cancel issuance if any of the above conditions is not met.

2.2.5 A Memorandum of Agreement shall be entered into between the proponent and Philippine Postal Corporation. The proponent shall buy a minimum but not limited to 50,000 pieces of commemorative stamps, 2, 000 pieces first day covers and 1,000 pieces souvenir folders for philatelic promotion. However, the Postmaster General shall have the option to waive these conditions as he deems necessary.

2.3 Special Issues

For special issues, only the following subjects may be considered:

2.3.1 Present and past Presidents of the Republic of the Philippines;

2.3.2 A visiting Head of State and/or Head of Government;

2.3.3 Other exceptional persons or institutions as approved or recommended by the President of the Philippines;

2.3.4 International Congresses, summit meetings and the likes in consultation with the Philippine Convention and Visitors Corporation;

2.3.5 Topical subjects which are popular to stamp collectors. Topical subjects shall be issued quarterly.

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2.4 Authentication

For authentication and recommendation purposes, historical subjects or themes shall be referred to the National Historical Institute in order to determine their Historical-Cultural significance.

3. ISSUANCES

3.1 The Stamp Advisory Committee, after evaluation of the proponents' requests for stamps issuance, shall recommend to the Postmaster General such issuance, furnishing

the PPC Board of Directors a copy of the proposed stamp design for preliminary appreciation. Final decision on the subject and theme, design, and issuance of postage stamps shall rest upon the Postmaster General.

3.2 The quantity of stamps to be printed per issue shall be in accordance with operational requirements and in consonance with the technical and marketing aspect of philately. However, the number of commemorative and special stamps shall, as much as possible, be limited to not more than twenty-five (25) issues per year.

3.3 A Philatelic Bulletin shall be released by the Philatelic Service at least two (2) weeks in advance of the first day of issue of the new stamp. The purpose is to promote Philippine stamps both in the domestic and international markets. A cancelled replica of the stamp/s shall be printed thereon.

4 OTHER POLICIES

4.1 No postage stamps honoring individuals shall be issued earlier than five (5) years after death except memorial issues honoring a recently deceased President of the Republic of the Philippines.

4.2 A Yearly Stamp Program shall be jointly prepared by the Philatelic Service and the Postage Division of the Philippine Postal Corporation. The deadline for the preparation shall be June 30 of the preceding year. It shall be reviewed and revised if necessary, to suit budgetary requirement, especially when the annual budget for the printing of stamps is considered for approval by proper authorities.

4.3 Request for stamp issue shall be submitted to the Philippine Postal Corporation at least twelve (12) months before the projected date of issuance but not more than 2 years in advance.

4.4 The proponent of a stamp issue shall be enjoined to help promote Philippine Philately by buying a quantity of stamps and philatelic products and shall shoulder the cost of preparation of at least two (2) of each first day cancellers.

4.5 The Chief of the Philatelic Designing and Research Section shall present the computer printout of all stamp designs at SAC meetings. Likewise, proofs shall be shown and approved by the Chairman of SAC, Director of Philatelic Service and the Assistant Postmaster General for Marketing & Business Development before any stamp can be printed.

4.6 Any artwork featured on stamps must belong to museums or public collections and not from private collections.

4.7 All commemorative and special stamps shall be sold for a period of One (1) year. Two (2) months before expiration of one year, all unsold copies shall be turned over by the Philatelic Tellers to the Philatelic Custodian who shall also turn them over to the Postage Division. The Postage Division shall issue the unsold stamps for postage purposes within the expiration of the 1 year sales period. It shall be a violation for any philatelic teller of the Philatelic Service and the Postage Stamp Custodians of the Postage

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Division to sell the stamps, souvenir sheets, first day covers, and souvenir folders withdrawn from sale. Any violation thereof shall be subject to administrative and/or penal sanctions.

4.8 Obsolete stamps can only be overprinted and/or surcharged by machine, not with rubber cancellers and/or other means.

4.9 The Postage Division shall coordinate with the Philatelic Service in the issuance of any and all types of stamps, e.g. commemorative, special, definitive, overprinted, surcharged, and the likes so that a philatelic bulletin can be prepared and the first day of issue to be determined. No stamp shall be issued before the scheduled date of issue.

4.10 Official first day cover envelopes and cancellers shall accompany every stamp issue and shall be available, at the latest, on the first day of sale of the stamp.

5. EFFECTIVITY

This order shall take effect immediately.

Adopted: 18 Aug. 2004

(SGD.) DARIO C. RAMA
Postmaster General & CEO

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