

SUBMISSION OF MONTHLY STAMPS AND MONEY ORDER INVENTORY REPORTS EFFECTIVE 31 MARCH 1993

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As required by the Board of Directors, all Postmasters are hereby directed to submit their stamps inventory report as of 31 March 1993 and monthly thereafter direct to the Regional Custodian for consolidation with the latter's report, copy furnished the Stamps and Philatelic Section, Central Office. The report must indicate the particulars of the stamp and its quantity. A similar report on money order forms inventory shall also be made, copy furnished the Chief, Money order Section, Central Office. The Regional Custodian's consolidated report must be submitted direct to the Chief, Auxiliary Services Division for further consolidation not later than the 10th of the following month.

Regional Directors (RDs), Chief Postal Service Officers (CPSOs), and other Supervising Officers concerned are hereby directed to ensure strict compliance of this Circular. The assessment of RD's and CPSO's performance would include the implementation of this reporting system.

Please be guided accordingly.

Adopted: 15 Apr. 1993

(Sgd.) JORGE V. SARMIENTO
Postmaster General

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