

OCA CIRCULAR NO. 155-2016, July 15, 2016

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TO :

ALL FIRST AND SECOND LEVEL COURTS

SUBJECT :

ADDRESSING FORMATS AND PLACEMENT OF ZIP CODES ON MAIL MATTERS

The Philippine Postal Corporation (PHLPOST) has recently started its modernization program to mechanize/computerize the processing of mail matters. Corollarily, the PHLPOST has implemented the use of barcode in the Registered Mail and the installation of letter sorting machine for the letters at its Office of Exchange at the Central Mail Exchange Center (CMEC), to eliminate manual processing and pave the way for the electronic tracking and tracing of Registered items, thereby ensuring the much speedier sorting performance and accurate mail routing.

In view of the foregoing, all concerned are DIRECTED to faithfully OBSERVE the proper and correct addressing formats and placement of zip codes for all mail matters (Registered, Express or Ordinary) that will be mailed through the post office, for them to be machinable, as follows:

1. The mailing envelope must weigh minimum of 80 gsm.
2. The address must contain the correct zip code of the city/municipality. Zip code shall be placed on the left side of the last line of the address followed by City/Town/Municipality and Province, if necessary, regardless of the number of lines considering that some addresses may have three (3) or even more than four (4) lines.
3. Should there be a need to put additional information/contact details on the face of the envelope or after the address, please make sure that there are two (2) spaces provided between the last line and that additional information. Otherwise, the mail will become non-machinable and will have to be manually sorted, which would be subject to slower processing.

The sample of the correct addressing format, for the mails (domestic and international) to be machinable, is illustrated and appended herein as Annex "A".

For your information, guidance and strict compliance.

July 15, 2016

(SGD.) JOSE MIDAS P. MARQUEZ
Court Administrator

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