COLLECTION OF DELIVERY FEE FOR DOOR-TO-DOOR DELIVERY OF ORDINARY PARCELS

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Pursuant to PHLPOST Board Resolution No. 2013-90 dated September 12, 2013 and as part of our continuing thrust in enhancing competitiveness in the Parcel Service, the Collection of PHP100.00 Delivery Fee per item for the Door-to-Door Parcel Delivery shall be implemented nationwide effective October 16, 2013.

As such, the following procedures shall be observed at the Post Office of delivery:

1.

The addressee has the option to either claim the Parcel at the post office or avail for a door-to-door delivery service for items PASSED by Customs (parcels not subject for payment of customs duty).

2.

Upon receipt of parcels, the Incharge of the Parcel Section shall immediately notify or issue a Notice Card to the addressee. Mark the notice card: “FOR DOOR-TO-DOOR PARCEL DELIVERY SERVICE, PLS. CALL OR TEXT THIS NO. _____. DELIVERY FEE: PHP100.00.” If no information or call is received from the addressee, it is understood that the Parcel is for Pick-up at the Post Office.

3.

For Door-to-Door Delivery

The Postmaster or his authorized representative shall:

3.1

Fill-out Official Receipt (Form 51?) with:

3.1.1

Name of Addressee

3.1.2

Indicate in the Particulars:

- Parcel No./s./Tracking No./s.
- Delivery Fee @ PhP100.00 per parcel
- Presentation to Customs Charge @ PhP50.00 per parcel

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3.1.3

Write the total amount of charges

3.1.4

Write in words the total amount payable by the addressee.

3.2

Detach the Original Copy of the O.R. and attach in the box/Parcel

3.3

Prepare a Record Book of Parcels for Door-to-Door Delivery and Parcel Delivery Slip (per addressee) in two (2) copies. Indicate the corresponding O.R. No. and the amount to be collected per addressee.

- Parcel Delivery Slips shall be signed by the addressee/receiver of the Parcel

- The original copy shall be returned to the Parcel Incharge with the amount of collection.

- The Parcel Incharge shall sign in the duplicate copy of the Parcel Delivery Slip acknowledging receipt of the collection. This duplicate copy shall be kept on file by the letter carrier/courier.

3.4

Turn-over the parcel to concerned letter-carrier/courier assigned to undertake the door-to-door parcel delivery with the Parcel Delivery Slip. The letter-carrier/courier shall sign in the book to acknowledge receipt of parcel/s.

3.5

Immediately after delivery and upon return at the post office, the letter carrier/courier shall turn-over his collection for the Parcel Delivery with the copy of the Parcel Delivery Slips.

3.6

The Parcel Incharge shall turn-over/remit the Parcel Delivery and PTCC Collection to the Cashier/Postmaster at the close of business daily.

3.7

The Parcel Delivery Fee shall be recorded as Miscellaneous Income-Parcel Delivery Fees in the Postmasters Monthly Daily Collection Report and Postmasters Monthly Transaction Records.

Anent to this, all Delivery Post Offices are encourage to advertise and do promotional campaign about this new Parcel Delivery Service in their area of jurisdiction to inform the addressees about the convenient way of

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receiving their parcels and to increase patronage. The Postal Areas may design promotional campaign on this and have them distributed by the letter carriers to all addressees via the UNADDRESSED ADVERTISING MAIL SERVICE (UAMS) aside from posters/tarpaulin that shall be posted at the counter of the post office.

For widest dissemination and implementation.

(SGD) MA. JOSEFINA M. DELA CRUZ
Postmaster General & CEO

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