REGULATION IN THE ACCEPTANCE OF INTERNATIONAL MAILS

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In the exigency of the service, the following regulations in the acceptance of international mails destined to other countries are hereby prescribed effective immediately:

a. The address of the sender indicated in the mail matter is within the Philippines.

b. Only postage stamp(s) issued by the Philippine Postal Corporation should be affixed in the mail matter.

c. Only the impression of the postage metered machine owned or duly authorized by the PhilPost should be in the mail matter.

d. Only the duly authorized indicia of the PhilPost should appear in the mail matter.

e. The maximum quantity of mails one (1) sender can post for a single destination or one (1) country are as follows:

Frequency

No. of Pieces

One (1) day

2,950

Daily for a period of two (2) weeks

995

A period of two (2) weeks

9,950

f. Outbound international mails found that does not comply with items (a) to (d) of this issuance shall be seized and/or confiscated and turnover to the APMG for Operations, copy furnished immediate supervisors, for appropriate action.

g. The following actions should be taken by the APMG for Operations upon receipt of the non-complying mail matters, viz.:

- Inform the sender that the mails did not comply with and will be disposed according to internal regulations of PhilPost.

- Request investigation by concerned offices to determine responsibility in the incidence - Postal District Manager, Operations Manager and/or Inspection Service.

- Upon completion of investigation, dispose of the mail matters by destruction or sale, whichever is advantageous of PhilPost. The Corporation shall reserve the following rights:

- For Post Offices to reject or not accept mail matters that does not comply with the provisions of this regulation.

- To initiate legal action against the erring postal personnel and/or sender, if prima facie case exists.

Regional Directors, Operations Directors and Postal District Managers are hereby directed to monitor the strict compliance of the provisions of this issuance. Moreover, Post Office personnel are enjoined to inform the postal customers of the terms of acceptance for international mails.

Previous issuance inconsistent hereof are hereby amended and/or revoked accordingly.

For strict compliance of all concerned.

Adopted: 19 Feb. 2009

(SGD.) HECTOR R. R. VILLANUEVA
Postmaster General & CEO

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