

GUIDELINES AND PROCEDURES IN AUTOMATED MAIL HANDLING STARTING MAY 17, 1993

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I

Pre-Sorting of Mails According to Geographical Sorting Centers

All distribution centers/post offices nationwide should pre-sort, face, label, and bundle all mails according to geographical sorting centers. There are five (5) sorting selections as listed below, with their respective areas of responsibility:

A. Makati Geographical Sorting Center (MGSC);

Makati Taguig Muntinlupa
Parañaque Pateros
Las Piñas Pasay City

B. Quezon City Geographical Sorting Center (QCGSC);

Mandaluyong Pasig Quezon City*
Marikina San Juan
Kalookan North and South**

C. Airmail Distribution Center (ADC), which;

C.1 sorts and dispatches domestic airmails,

C.2 sorts incoming international or foreign mails for Regions 5 to 12 and airmail points of Regions 1 to 3, and

C.3 sorts outgoing international and domestic mails.

NOTE: As a general rule, all incoming airmails for domestic non-airmail points shall transit at ADC.

D. Manila Geographical Sorting Center (Mla GSC), which

D.1 sorts and dispatches mails to the following area:

Manila only

E. Domestic Surface Mail Distribution Center (DSMDC), which sorts and dispatches mails to Region 4 and non-airmail points of Regions 1 to 3, and 5 to 12.

II

Incoming Letters to a Geographical Sorting Center

A. Mails destined to places under a particular geographical sorting center follow some procedures. These are as follows (See Annex A* for a chart showing these procedures):

A.1 Mechanized Sorting Centers (Quezon City, ADC and Makati)

1. De-bagging - Mails will be removed from the bags.
2. Indexing/coding - Index/code all mails with the PIA or PIB coding desks, according to their ZIP Codes, which should be written as part of the destination address of the letters. A bar code will then appear at the lower right portion of the envelope.
3. Sorting - Feed the bar-coded mails to the sorting machine for sorting according to destination. The sorting machine has 60 to 80 bins and 4 stackers.
4. Labeling and Dispatch - A bundle of mail from a particular bin, i.e. for a particular delivery area, is labeled according to its respective destination.
5. Bundling and Dispatch - The labeled mails will now be bundled for dispatch to the corresponding distribution centers.

NOTE: Rejects and/or non-machinable mails will be sorted manually.

A.2 Manual Sorting Center (Mla. GSC) - Mails for areas covered by Mla. GSC will be sorted manually, while mails in transit will be dispatched to the different geographical sorting centers.

A.3 Manual Sorting Center (DSMDC) - Mails for areas covered by the DSMDC will be sorted manually, while mails in transit will be dispatched to the different geographical sorting centers.

B. Mails in transit will be dispatched to the other geographical sorting centers.

III

Dispatch and Collection Schedule of PPC Vans

A. Between Geographical Sorting Centers - There are four (4) sets of central shuttles which will be responsible for the collection and dispatch of transit mails between the sorting centers. See Annex B for the schedule of collection and dispatch.

B. Between Geographical Sorting Centers and Main Post Offices of All the Areas Under its Responsibility - Mails posted for delivery to areas covered by a particular geographical sorting center will be collected and dispatched by PPC Vans. See Annexes C to C2* for the schedule of these vans.

C. Between Geographical Sorting Centers and Postal Stations - Vans for every sorting center will also be provided to collect and dispatch mails posted at postal stations located within the jurisdiction of a particular geographical sorting center. See Annex D for the schedule of such collection and dispatch.

Please be guided accordingly.

Adopted: 22 Mar. 1993

(Sgd.) JORGE V. SARMIENTO
Postmaster General

ANNEX D

Schedule of Collection and D ispatch Between Sorting Centers and Postal Stations

Makati Postal Stations (5 postal stations)

Schedules:

6:30 AM

—

9:00 AM

9:30 AM

—

12:30 PM

1:00 PM

—

4:00 PM

4:30 PM

—

7:30 PM

Required:

2 SV

Backup :

1 SV

Total :

3 SV

Manila Postal Stations (22 postal stations)

Schedules:

6:30 AM

—

9:00 AM

9:30 AM

—

12:30 PM

1:00 PM

—

4:00 PM

4:30 PM

—

7:30 PM

Required :

2 SV

Backup :

1 SV

Total :

3 SV

Quezon City Postal Stations (22 postal stations)

Schedules:

6:30 AM

—

9:00 AM

10:00 AM

—

12:30 PM

1:00 PM

—

4:00 PM

4:30 PM

—

7:30 PM

Required:

3 SV

Backup :

1 SV

Total :

4 SV

GRAND TOTAL (with backup): 10 SV

CENTRAL SHUTTLE SCHEDULE OF COLLECTION AND DISPATCH BETWEEN SORTING CENTERS

ROUTE 1

QUEZON
CITY

MANILA / DSMOC

MAKATI

AOC

MAKATI

QUEZON CITY

ETO

ETA

ETO

ETA

ETO

ETA

ETO

ETA

ETO

ETA

1

4.30 AM

5.00 AM

5.30 AM

6.00 AM

6.30 AM

7.30 AM

9.00 AM

10.00 AM

10.30 AM

11.30 AM

2

9.00 AM

10.00 AM

10.30 AM

11.30 AM

12.00 PM

1.00 AM

2.00 AM

3.00 AM

1

3.30 PM**4.30 PM****2.30 PM****3.00 PM****3.30 AM****4.30 PM****5.00 PM****6.00 PM****7.00 PM****8.00 PM****8.30 PM****9.00 PM**

2

9.00 PM**9.30 PM****10.00 PM****10.30 PM****11.00 PM****11.30 PM****0.30 AM****0.45 AM****1.15 AM**

1

1.45 AM**11.30 PM****0.00 AM****0.30 AM****1.00 AM****1.30 AM****2.00 AM****3.00 AM****3.30 AM****4.00 AM****4.30 AM****ROUTE 2****QUEZON CITY****MAKATI****AOC****MAKATI****MANILA / DSMOC**QUEZON
CITY**ETO****ETA****ETO****ETA**

ETO

ETA

ETO

ETA

ETO

ETA

3

4.30 AM

5.00 AM

5.30 AM

6.00 AM

7.00 AM

8.00 AM

8.30 AM

9.30 AM

10.00 AM

11.00 AM

4

8.00 AM

8.30 AM

9.00 AM

10.00 AM

11.00 PM

3

12.00 PM**0.30 PM****1.30 PM****2.00 PM****3.00 PM****1.30 PM****2.30 PM****3.00 AM****4.00 PM****5.00 PM****6.00 PM****6.30 PM****7.30 PM****8.00 PM****8.30 PM**

4

6.30 PM**7.30 PM****8.30 PM****9.30 PM****10.30 PM****11.30 PM**

3

0.00 PM**0.30 AM****1.00 PM****1.30 AM****11.30 PM****0.00 AM****0.30 AM****1.00 AM****2.00 AM****2.30 AM****3.00 AM****3.30 AM****4.00 AM****4.30 AM**

VEHICLE REQUIREMENTS: 20 units of LMV (10 for each route)

4 units of LMV (back-up: 2 for each route)

----- 24 units of LMV

ANNEX B

* Novaliches route to include Tala.

** Malaon and Navotas to be included in Kalookan mail route.

* Available at the Office of the National Administrative Register, U.P. Law Center, Diliman, Quezon City

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