

**[PHLPOST ADMINISTRATIVE ORDER NO. 13-14,
September 27, 2013]**

REVISED RATES FOR PACKAGING SERVICE FEE

Pursuant to Board Resolution No. 2013-89 dated 26 September 2013 and effective 1 October 2013 the prescribed rates for the Packaging Service Fee stated in Administrative Order No. 05-10 dated 15 July 2005 is hereby revised as follows:

- Balikbayan Box - P 55.00
- Boxes 1 and 2 (Large and Extra Large) - 35.00
- Boxes 3 and 4 (Medium Sizes) - 25.00
- Boxes 5 and 6 (Small and Extra Small) - 15.00

In collection of the above fees, the following guidelines shall be observed:

1. The packaging of parcel either intended for a domestic dispatch shall be undertaken by the Postmaster or his designated employee after a thorough inspection upon its content. Thus, no parcel shall be returned to the sender/mailer or for any enterprising private individual for further packaging or repacking.
2. Only PHLPak that distinctly bears PHLPak Corporate Logo shall be utilized as our official box (or container).
3. The concerned Area Director shall ensure and ascertain that all Post Offices in his/her Area have continuous supplies of PHLPak including packaging tapes and permanent marker (Pentel pen) that will be frequently utilized (for free) for this purpose.
4. Procurement of PHLPak shall be in consignment following the official design and color which was previously sent to the Area Directors thru the Administrative Officers.
5. Packaging tapes and permanent marker shall be procured by the Area Office using the current budget for supplies and materials under MOOE.
6. The corresponding Official Receipt shall be issued by the Postmaster or designated employee upon receipt of payment of Packaging Service Fee.

Area Directors and Area Support Services Manager are directed to monitor the implementation and compliance of Postmasters and Postal Tellers.

All other pertinent orders, circulars and memoranda which provisions are inconsistent herewith are deemed revoked and/or superseded accordingly.