

[PPC, November 18, 1993]

RULES ON THE ESTABLISHMENT, OPERATION, CONTROL AND SUPERVISION OF POSTAL STATIONS

Rule I

Establishment of Postal Station

SECTION 1. Definition - A postal station is a facility operated by a private person or entity or local government unit under permit and guidelines duly issued by the Corporation for the purpose of performing postal business functions specifically authorized and enumerated in the permit issued by the Corporation.

SECTION 2. Classes of Postal Station - There are three (3) classes of postal stations authorized by the Corporation to be operated, to wit:

- a. A postal station operated by established businesses, the sale of postal product is an added feature to their main line of business;
- b. A postal station operated by a private person or entity, the sale of postal product is the main line of their business; and
- c. A postal station operated by the local government unit.

SECTION 3. Who May Operate o Pastel Station - a) Filipino citizens, cooperatives, partnerships or corporations whose authorized capital stock is owned and controlled by Filipinos;

- b. Any natural or juridical person duly registered with the Securities and Exchange Commission or Cooperative Development Authority and/or Bureau of Domestic Trade with a paid up capital of Two Hundred Fifty Thousand Pesos (P250,000.00);
- c. Local government units under Permit duly issued by the Corporation.

SECTION 4. Qualification of an Operator of a Postal Station - a) For single proprietorship, the operator must be of good moral character and shall submit to the Corporation an NBI clearance issued not earlier than six (6) months prior to the filing of an application and from the appropriate Prosecutor's Office;

- b. For juridical person, an NBI clearance issued not earlier than six (6) months prior to the filing of an application and appropriate Prosecutor's Office of all officers thereof shall be required, including the list of all officers of such juridical person;
- c. Former postal employees whose services had been satisfactory, shall be preferred as operator provided such employee had complied with the capitalization,

surety bond and fees requirements of the Corporation. Provided however, that he had never been charged or convicted criminally or administratively of an offense involving moral turpitude as evidenced by a clearance from the Legal Service of the Corporation and the Ombudsman.

SECTION 5. Disqualified From Applying a Permit - a) Officers, employees and members of the Board of Directors of the Philippine Postal Corporation and their relatives within the fourth civil degree, by affinity or consanguinity;

b. Persons, partnerships or corporations which have derogatory records such as, but not limited to over-charging of postage stamps, false documentation or misrepresentation of facts, swindling or estafa and those convicted of crimes involving moral turpitude;

c. Persons, partnerships, or corporations whose permit has been previously cancelled/ revoked for violation of postal laws and Labor Code, or its implementing rules and regulations;

d. Person, partnerships, or corporations engaged in the operation of private messengerial delivery service,

SECTION 6. Requirements to Operate a Postal Station – a) Filing of application in prescribed form to operate a postal station together with proof of registration:

1 For Corporation a copy of Articles of Incorporation duly registered with the Securities and Exchange Commission (SEC) and a Certificate of Registration of the firm or business name from the Bureau of Domestic Trade (BDT);

2. For Partnership a copy of Articles of Partnership duly registered with the Securities and Exchange Commission (SEC) and a Certificate or Registration of the firm or business name from the BDT;

3. For Single Proprietorship a copy of a Certificate of Registration of the firm or business name from the BDT.

b. Proof of Financial Capacity:

1. For existing companies:

a. Corporate/Individual Income Tax Returns for the past two (2) years;

b. Proof of paid up capitalization of at least P250,000.00.

2. For newly organized companies:

a. Proof of paid up capitalization of at least P250,000.00.

b. Business permit/license from the national and/or local government unit.

c. Sketch of the main office location.

d. The applicant shall have undergone a training for thin purpose given by the Corporation, evidenced by a Certificate to this effect.

SECTION 7. Permit to Operate a Postal Station - a) A permit to operate a Postal Station shall be issued by the Postmaster General upon compliance with the requirements provided for in Section 6, Rule I of these Rules. The permit shall be for two (2) years, renewable every year at the option of the operator, provided no violation of postal rules and regulations has been committed, and shall be for one postal station at a definite location only. It shall specify the postal business functions, the operator is authorized to perform and shall be prominently displayed for public view and subject to inspection at any time by the postal authorities, including the records of transactions, the paraphernalia being used and the facilities and premises of the postal station.

b. The permit must be consecutively numbered, showing the postal region, the year and the number. For instance, a permit issued for Postal Region I shall be numbered as follows: "PERMIT NO. PR 1-93-01"

c. Under no circumstances that the approved location of the postal station be transferred to another site without the approval of the Postmaster General and without payment of the prescribed fees.

SECTION 8. Surety Bond - a) After the approval of the application for a permit to operate a postal station but before the issuance of a permit, the operator shall be required to post a Surety Bond in the amount of P150,000.00 callable on demand in favor of the Corporation from a bonding company acceptable to the Corporation. The Surety Bond shall contain the following conditions:

1. Answer for all valid and legal claims arising from violations of the conditions for the grant and use of the permit;
2. Answer for whatever losses, delays, damages, pilferages or injuries Incurred to the mail posted in their respective postal station before the same is taken custody by the Corporation's personnel or for any pecuniary loss the Corporation may suffer as a result of any offenses committed by its employees it authorized to take charge of the postal station.
3. Guarantee compliance with the provisions of the Labor Code and its implementing rules and regulations relating to wages and employee's benefits, the rules and regulations of the Corporation and all liabilities which the Corporation may impose.
4. That notice to the principal is notice to the Surety Bond and that any judgment against the principal in connection with matters falling under the Corporation's jurisdiction shall be binding and conclusive on Surety.
5. That the Surety Bond shall be co-terminus with the validity of the permit.

b. Original copy of the Surety Bond shall be submitted to the Legal Service of the Corporation.

Rule II Operation of Postal Stations

SECTION 8. Operations Procedure - The Postmaster General is hereby authorized to

promulgate implementing guidelines on the approval of applications and operations procedure of the postal stations subject to the following policies:

- a. The operations procedure must be consistent with the postal business functions granted to the operator of the postal stations.
- b. The operator must be required the following signboard:

NAME OF POSTAL STATION

OPERATOR _____
ADDRESS _____
LOCATION _____
AUTHORIZED BY THE PHILIPPINE
POSTAL CORPORATION UNDER
PERMIT NO. _____

- c. Postal station operated by the local government unit shall have appropriate signage, for example:

BARANGAY POSTAL STATION
(NAME OF BARANGAY)

BRGY TREASURER _____
ADDRESS _____
AUTHORIZED BY THE PHILIPPINE
POSTAL CORPORATION UNDER
PERMIT NO. _____

- d. In the case of private postal station, the operator shall be required to provide his/her teller in each postal station with adequate rubber stamps indicating the name of the Postal Station, the permit number, the amount collected, the date posted and the location to be backstamped at each mail item received/posted in their respective postal station.

Example:

NAME OF POSTAL STATION
PERMIT NO. _____
AMOUNT COLLECTED _____
DATE _____
LOCATION _____

- e. Except for ordinary mail, the Postmaster General may authorize a service fee or commission for every postal business function granted to the operator.
- f. To preclude saturation of postal stations in urban centers, the Postmaster General shall determine the distance of the proposed postal station from existing post offices or postal station.
- g. The Operator shall be required to provide his/her postal station with the necessary equipment and fixtures at his/her own expense, where the authorized