

**[ PHLPOST CIRCULAR NO. 13-57, October 01, 2013 ]**

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

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

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.