

[PPC PHILPOST CIRCULAR NO. 09-11, February 19, 2009]

REGULATION IN THE ACCEPTANCE OF INTERNATIONAL MAILS

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.