

**[ PHILPOST ADMINISTRATIVE ORDER NO. 04-16,  
August 18, 2004 ]**

**REVISED GUIDELINES ON POLICIES IN THE ISSUANCE OF  
POSTAGE STAMPS**

In the interest of the service, and pursuant to Board Resolution No. 2004-18 dated March 04, 2004 the following revised guidelines shall govern the policies in the issuance, determination of the design, subject, and themes of postage stamps.

**1. CLASSIFICATION**

Postage stamps issued shall be classified into three (3) categories:

**1.1 Definitive Stamps**

Definitive or regular stamps are for general and continuous use for all existing postal rates. These shall be printed in sufficient quantities to last for a minimum of one (1) year. Number of issue be limited to one series every year.

**1.2 Commemorative Stamps**

Commemorative stamps shall mark anniversaries of national and international significance. These shall be printed in limited quantities and made available for sale for a period of one (1) year from the first-day of sale and shall conform with the basic prevailing rates including souvenir sheets. Number of issues shall be limited to 15 every year.

**1.3 Special Stamps**

Special stamps shall promote, publicize and draw attention to events, personages and objects of national and international significance. These shall be printed in limited quantities and be made available for sale for a period of one (1) year from the first-day of sale and shall conform with the basic prevailing rates, including souvenir sheets. Number of issues shall be limited to 10, including topical issues.

First day covers and souvenir folders not sold within the one year sales period shall be set aside to serve as tokens and "give-aways" for foreign travels, training and study grants and shall no longer be available for sale.

**2. SUBJECTS AND THEMES**

As a general rule, subjects and themes of postage stamps shall promote mutual understanding to strengthen the bonds of international friendship, and to enhance and disseminate Philippine flora and fauna, natural resources, culture and history.

**2.1 Definitive Issues**

For regular or definitive issues, the following subjects shall be considered for issuance:

2.1.1 Philippine national heroes and distinguished figures in Philippine history;

2.1.2 Present and past Presidents;

2.1.3 Topical subjects.

## 2.2 Commemorative Issues

2.2.1 As a general rule, a commemorative stamp can only be considered for issuance during the commemorative year. However, in exceptional cases involving events of historical, cultural, and economic significance, the Postmaster General may deviate from this general rule.

2.2.2 Commemorative stamps highlighting events of national and international significance shall only be considered for issuance in accordance with the following categories:

a) Historical events of national and international significance, – 50th year and every 50 years thereafter;

b) Civic and Charitable Organizations or Institutions – 50th year and every 50 years thereafter. In case of international organizations, commemorative date shall be reckoned with from the time it was established in the Philippines.

c) Schools, Colleges, and Universities – 50th Year and every 50 years thereafter.

d) Provinces, Cities, and Municipalities – 100th Year and every 50 years thereafter.

e) Commercial and Industrial establishments – Commemorative stamps shall only be considered for issuance on the 100th year and every 50 years thereafter.

For items (a), (b), and (c), if there were no stamps issued on the 50th year, stamps may be allowed to be issued on the 75th year and every 50th year thereafter. In some exceptional cases, the Board of Directors may allow the issuance of a commemorative stamp which they may find appropriate and significant.

2.2.3 PPC shall reserve the right to determine the date of issue within the year of commemoration.

2.2.4 Proponents shall submit at least three (3) designs, size 5" x 7" or 8" x 10" for study and evaluation of the Stamp Design Sub-Committee and write-up of not more than 200 words for the Philatelic Bulletin. These materials shall be submitted on or before 30 days after receipt of the letter of approval. Further, PPC shall reserve the right to cancel issuance if any of the above conditions is not met.