

[PPC CIRCULAR NO. 93-15, April 14, 1993]

**LISTING, CHECKING/VERIFICATION OF MONEY ORDER ISSUED,
RESPONSIBILITY OF-**

Effective May 1, 1993, all Regional Offices shall list/encode all Money Orders issued by the Postmasters in their respective regions, while the Money Order Section, Central Office, Manila shall verify, check, and encode all Money Orders paid only.

Encoded Money Order issued by Regional Post Offices shall be submitted to the Money Order Section, Central Office, Manila every 15th and 30th of each month by diskettes.

All Chief Postal Service Officers are requested to examine thoroughly the reports of Postmasters in their respective Postal Inspection District before they certify or attest to the veracity of the reports as they shall be equally liable for any misdeclaration in the reports/Schedule of the Money Order issued for the said period.

Regional Director, Regional Finance Division Chiefs, Chief Postal Service Officers, Postmasters and all employees concerned are enjoined to strictly comply with the Circular.

Adopted: 14 April 1993

(Sgd.) JORGE V. SARMIENTO
Postmaster General



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