

**[ PHILPOST ADMINISTRATIVE ORDER NO. 05-01,  
January 03, 2005 ]**

**GUIDELINES ON THE IMPLEMENTATION AND OPERATION OF  
SKIP TRACING AND ADDRESS CHECK SERVICE**

**1. Purpose**

1.1 To particularly address the growing incidence of Return To Sender (RTS) mails of our clients, particularly bulk Mailers.

1.2 To effect an improvement in the efficiency of our mailing service not to mention the creation of additional revenue-source for the Corporation.

**2. Definition of Terms**

2.1 Skip Tracing – In this kind of mail service, Philpost shall locate, verify, and confirm address or addresses endorsed or requested by clients for a fee. This shall also include the provision of information on the alternate address or addresses as may be requested by the client.

2.2 Address Check Service – In this kind of mail service, Philpost shall identify and correct wrong or insufficient address or addresses found to be deliverable or rectifiable by Letter Carriers as may be requested by the client.

**3. Policy Guidelines on the Implementation of Skip Tracing/Address Check Service**

**3.1 Service Fees**

3.1.1 Php 5.00/address service fee for correction of address only

3.1.2 Single Address Verification

Within Metro Manila Php 15.00  
Outside Metro Manila Php 30.00

3.1.3 Dual Address Verification

Within Metro Manila Php 30.00  
Outside Metro Manila Php 60.00

**3.2 Pilot Offices**

For its initial implementation, the service shall be piloted in National Capital Region (NCR) post offices.