

**[PHILPOST ADMINISTRATIVE ORDER NO. 05-04,
February 03, 2005]**

ISSUANCE OF DUPLICATE MONEY ORDER –

In line with the Corporation's thrust to improve the quality of Money Order Service, reduce the cost in the issuance of duplicate money orders and for the convenience of payee in encashing duplicate money orders, the issuance of a single card of duplicate money order in lieu of multiple pieces of money orders requested for duplication is hereby prescribed.

The following guidelines shall be observed:

1. At least five (5) pieces of Duplicate Money Orders are requested for duplication;
2. From one or several remitters to one (1) payee only;
3. Request/application for Duplicate Money order consisting of several money order cards must be of the same date;
4. Computation of Money Order Duplication Fee is P 10.00 per card.

Example:

No. of pcs. of MO cards for duplication	100
x MO Duplicate Fee	<u>P 10.00</u>
Total MO Duplication Fee	P 1,000.00

5. The issuance/transmission of duplicate money order shall be accompanied with a list of original Money Orders issued.

Any previous orders, circulars and memoranda inconsistent herewith are hereby repealed and/or superseded.

Effective immediately.

Adopted: 03 Feb. 2005

(SGD.) DARIO C. RAMA
Postmaster General and CEO
