

[**PPC MEMORANDUM CIRCULAR NO. 97-02, July 25, 1997**]

REVISED GUIDELINES ON THE OPERATIONS AND MANAGEMENT OF POSTAGE CHARGE ACCOUNT SERVICE

As approved by the PPC Board of Directors under Board Resolution No. 97-80 dated July 25, 1997, the attached "*Revised Guidelines on the Operations and Management of Postage Charge Account Service*" shall be adopted effective 01 September 1997. Pro-forma documents/reports attached hereto as PCA Form Nos. 1 to 6, shall be reproduced by the Regional Offices for distribution to their respective post offices.

Any further clarification shall be addressed directly to the Assistant Postmaster General for Finance.

Please be guided accordingly.

Adopted: 25 July 1997

(SGD.) IRINEO V. INTIA, JR.
Postmaster General

Attachment:

Secretary's Certification

This is to certify that on 17 July 1997, the Board of Directors passed and approved the following Board Resolutions, viz:

"Board Resolution No. 97-80

Approving the Proposed Revised Guidelines on the Management and Operations of the Postage Charge Account, Copy of Which is Hereto Attached and Made Integral Part Hereof as Annex A

RESOLVED, as it is hereby resolved that the proposed Revised Guidelines on the management and operations of the Postage Charge Account, copy of which is hereto attached and made integral part hereof as Annex "A", be approved."

This is to further certify that, to date, said Board Resolution has not yet been modified, amended, or repealed.

Adopted: 25 July 1997

(SGD.) EFREN G. SANTOS
Corporate Secretary

ANNEX " A "

**Revised Guidelines in the Management and Operation
of the Postage Charge Account Service**

1

General Statement

The *Philippine Postal Corporation* is committed to provide the widest and highest quality of postal service that adequately meets the changing customer's needs. To attain this vision and mission, the Corporation introduced *Postage Charge Account Service*.

Postage Charge Account Service is a deferred payment scheme made available to public and private business firms and institutions, and individual bulk mailers. The Service aims to encourage bulk mailers to patronize the products and services of the Corporation.

2

Purpose

2.1 To prescribe uniform guidelines in the management and operation of the Service;

2.2 To establish an effective internal control system in the management and operation of the Service; and,

2.3 To implement an effective, efficient and uniform accounting and reporting system that will provide all levels of management vital information regarding the Service.

3

Scope

3.1 These guidelines shall govern all aspects in the management and operation of the Service;

3.2 This shall cover both the Postage Charge Account Holders and Postal Officials and Employees involved in the management and operation of the Service.

3.3 This shall also apply to account holders prior to the effectivity of these guidelines.

4

Definition of Terms

4.1 **Application** — shall refer to the Application for Postage Charge Account (PCA Form No. 1);

4.2 **Agreement** — shall refer to the terms and conditions of the Postage Charge Account as written on reverse side of the Application;

4.3 **Authority** — shall refer to the Authority to avail of the Postage Charge Account Service granted by the Philippine Postal Corporation, through the Regional Director, to qualified public and private business firms and institutions, and individual bulk mailers who have minimum monthly mailing charges amounting to PhP10,000.00;

4.4 **Certificate** — shall refer to the Certificate of Mailing (PCA Form No. 2), accomplished by the Postage Charge Account Holders when posting mails;

4.5 **Corporation** — shall refer to the Philippine Postal Corporation;

4.6 **Holder** — shall refer to the public and private business firms and institutions, and individual bulk mailers granted the authority to avail of the Postage Charge Account Service;

4.7 **Delinquent** — shall refer to the Postage Charge Account Holders who failed to settle their account for at least three (3) consecutive months;

4.8 **PCA No.** — shall refer to the Postage Charge Account Number issued to applicants granted the authority to avail of the Postage Charge Account Service;

4.9 **Service** — shall refer to the Postage Charge Account Service;

5 General Guideline

5.1 The Service can be availed by the following provided their *minimum monthly mailing charges amount to PhP10,000.00, viz.:*

- a. Private business firms, companies or corporations, including branch offices;
- b. Government-owned and controlled corporations;
- c. Government agencies, including regional, city and municipal offices;
- d. Local Government Units; and,
- e. Individual bulk mailers.

5.2 Duties and Responsibilities of the following offices:

5.2.1 Post Office:

- a. Acceptance, evaluation and verification of the Applications for Postage Charge Account;
- b. Acceptance of mails posted by the Holders;
- c. Issuance of Statements of Account;
- d. Acceptance of payments;
- e. Preparation of PCA reports.

5.2.2 Accounting Section, Regional Office:

- a. Recommend Credit Line of Applicant
- b. Maintenance of Subsidiary Ledgers and preparation of related financial reports;
- c. Monitoring of unpaid accounts;

5.2.3 Records Unit, Regional Office:

- a. Issuance of Postage Charge Account Number to newly approved Holders;
- b. Transmittal of duly approved Application to the offices concerned.

5.2.4 The Regional Director shall approve the authority based on the recommendations of the Regional Accountant and the Postmaster.

5.3 The Authority granted shall be valid for two (2) years upon date of approval, subject to renewal.

5.4 Every holder shall be provided with a Postage Charge Account Number.

"PCA No. xx - xxxx - xxx"

Where: xx - xxxx - xxx shall be:

xx – Region number

xxxx – Post office number: and,

xxx - Serial number, one series every region

5.5 For the National Capital and Cordillera Autonomous Regions, the following codes shall be used:

- a. C1 — National Capital Region; and
- b. C2 — Cordillera Autonomous Region.

Example:

Serial number — 01 Post

Office — Manila Central Post Office

Postal Region — National Capital Region

therefore...

Post office number — 4405

Region number — C1

The number shall be: "PCA No. C1-4405-01"

5.6 The Service shall be limited to the following:

a. *Domestic Mails:*

- Ordinary
- Registered (with or without Registry Return Receipt)
- Special Delivery
- Priority Mail
- Express Mail
- Small Packet
- Parcels

b. *International Mails:*

- Ordinary (Letter Post)
- Registered (with or without Registry Return Receipt)
- Express Mail
- Small Packet
- Parcels

5.7 Mails posted using this Service *shall not be subject to discounts.*

5.8 Holders shall post their mails and pay their accounts only at the Post Office where the Authority was granted.

5.9 All mails posted must be accompanied by Certificate of Mailing.

5.10 The billing period shall be monthly.

5.11 Unpaid account shall be subject to a *surcharge of One Thirtieth of One Percent (1/30 of 1%) or .00033 for every day of delay in payment.*

5.12 Holders who have unpaid account for three (3) consecutive billing periods shall be considered delinquent and subsequent mailing shall not be accepted. The Postmaster shall then refer delinquent account(s) to the Legal Affairs Section, Regional Office for appropriate legal action.

6 Specific Guideline

6.1 *Application and Grant of Authority*

6.1.1 Applicants for the Service shall secure the *Application for Postage Charge Account (PCA Form No. 1)* and shall accomplish the form in triplicate, to be submitted to the post office together with the following documents:

a. **For Government offices, agencies, corporations, institutions, or LGUs:**

- > Certificate of Availability of Funds for two (2) months' estimated mailing expenses to be issued by the Chief Accountant

b. **For Private companies/corporations including branch offices:**

- > Certificate of Registration issued by the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC);
- > Latest financial statement;
- > Certificate of Availability of funds for two (2) months' estimated mailing expenses to be issued by the Accountant or Treasurer

c. **For Individual bulk mailers:**

- > Certification from the Postmaster that the individual regularly mails in bulk;
- > Certificate of Availability of funds for two (2) months' estimated mailing expenses to be issued by the mailer.

6.1.2 The Postmaster shall verify the authenticity of the information on the duly accomplished Application, viz.:

- a. Establish the address;
- b. Check the authorized signatories and their specimen signatures; and
- c. Verify the validity of the attachments.

6.1.3 The Postmaster shall forward the duly verified Application with attachments to the Accounting Section, Regional Office, *within five (5) days upon receipt thereof*, for determination of credit limit. The credit limit shall be determined