

01 March 2021

PHLPOST ADMINISTRATIVE ORDER NO. 21-01

MAR 12 2021  
 4:45  
 PHILIPPINE POSTAL CORPORATION

**SUBJECT: SURCHARGES ON POSTAGE RATES FOR DOMESTIC ORDINARY MAIL SERVICE**

Pursuant to PHLPost Board Resolution No. 2020-55 dated 16 September 2020 and due to the increase in conveyance costs brought by COVID-19 Pandemic, surcharges on the published Postage Rates for Domestic Ordinary Mail Services shall be implemented at all Post Offices/counter Acceptance Offices, effective immediately, as follows:

WEIGHT (grams)	INTRA-PROVINCE			INTER-LAND			INTER-AIR		
	Published Rate	Surcharge	Total	Published Rate	Surcharge	Total	Published Rate	Surcharge	Total
01 - 20	12.00	4.00	16.00	14.00	4.00	18.00	17.00	4.00	21.00
21 - 50	17.00	9.00	26.00	23.00	10.00	33.00	28.00	10.00	38.00
51 - 100	28.00	19.00	47.00	34.00	19.00	53.00	40.00	20.00	60.00
101 - 250	40.00	47.00	87.00	51.00	48.00	99.00	56.00	50.00	106.00
251 - 500	62.00	94.00	156.00	73.00	96.00	169.00	79.00	100.00	179.00
501 - 1000	73.00	187.00	260.00	90.00	192.00	282.00	101.00	200.00	301.00
1001 - 1500	90.00	281.00	371.00	107.00	288.00	395.00	118.00	300.00	418.00
1501 - 2000	112.00	374.00	486.00	129.00	384.00	513.00	140.00	399.00	539.00

\*Intra-Province – when a letter is posted from a certain province and deliverable within the same province  
 (Ex: NCR to NCR, Bulacan to Bulacan, Nueva Ecija to Nueva Ecija, etc.)

\*Inter-Land – when a letter is posted from a certain province and deliverable to another province, the conveyance/transport of mail is by land  
 (Ex: NCR to Pampanga, Laguna to Albay, Nueva Ecija to Rizal, etc.)

\*Inter-Air – when a letter is posted from a certain city/municipality or province and deliverable to another city/municipality or province, the conveyance/transport of mail is by air.  
 (Ex: From any point of Luzon to Vis/Min, Palawan, Batanes, San Jose Occ. or vice versa)

Clients with existing Memorandum of Agreement (MOA) or that have been granted special discounts prior to effectivity of this Administrative Order shall continue to avail of the agreed rate until the expiration of the contract/agreement.

Issuances not in accordance herewith are hereby amended/revoked accordingly.

For widest dissemination and guidance by all concerned.

Engr. **JOEL L. ZAMUDIO**  
 Corporate Officer-In-Charge

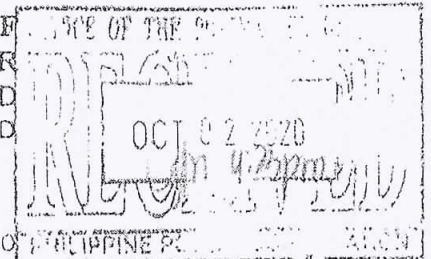
**CERTIFIED COPY BASED FROM:**  
 ORIGINAL COPY  
 XEROX COPY/CERTIFIED XEROX COPY

**ANTONIO J. ORPESA**  
 Records Officer V  
 Chief, Records Management Division  
 PHILIPPINE POSTAL CORPORATION

MAR 15 2021

Board Resolution No. 2020 - 55

"APPROVING THE IMPOSITION OF TEMPORARY SURCHARGE FOR DOMESTIC ORDINARY AND REGISTERED MAILS, EXPRESS DOCUMENTS AND MERCHANDISE AND PARCEL."





**RESOLVED**, as it hereby resolves, to approve the imposition of temporary surcharge for domestic ordinary and registered mails, express documents and merchandise and parcel, a copy of the Execom Resolution No. 2020 33 dated August 20, 2020 being hereto attached and made an integral part of this resolution as Annex "A".

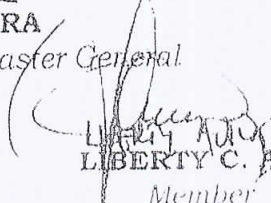
Adopted during the 6<sup>th</sup> Regular Meeting of the Board of Directors of the Philippine Postal Corporation held on September 16, 2020 via Zoom video/teleconference.

Signed in Metro Manila, Philippines.

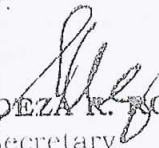
Approved by:

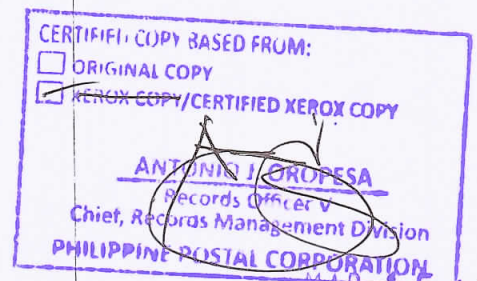
  
NORMAN N. FULGENCIO  
Chairman

  
JOEL L. OTARRA  
Vice Chairman & Postmaster General

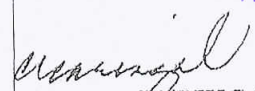
  
LIBERTY C. AVILA  
Member

Attested by:


  
ATTY. LINDEZA R. ROGERO-GAVINO  
Corporate Secretary



MAR 15 2021

  
CRISTINA E. CARINGAL  
Member

CERTIFIED TRUE COPY

  
GUZMAN R. MELGAREJO JR.  
ACTING ASSISTANT DEPARTMENT SECRETARY





**PHLPost EXECOM RESOLUTION NO. 2020 - 33**  
20 August 2020

Subject **Surcharge for Domestic Mails (Ordinary, Registered, Express & Parcel)**

WHEREAS, the imposed lockdowns and restriction of movement to prevent the spread of the corona virus has significantly affected the delivery of mail matters;

WHEREAS, domestic dispatches were suspended due to the temporary closure of airports/ seaports and the non-availability of airline/ shipping services;

WHEREAS, disruption in the aviation/ shipping industry caused a dramatic increase in the conveyance of domestic mails;

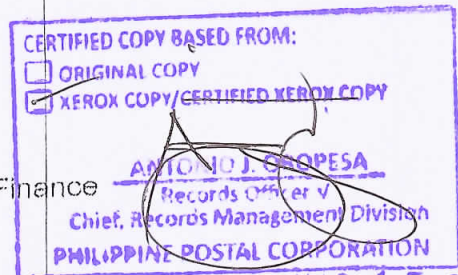
WHEREAS, the Chairman of the Costing and Pricing Committee is proposing the imposition of temporary surcharges for domestic mails to cover the increase in conveyance.

HERETO, **RESOLVED**, that the PHLPost Executive Committee recommends for approval of the PHLPost Board of Directors the proposed imposition of temporary surcharge for domestic mails.

THAT, upon approval of the Board of Directors, the Chairman of the Costing and Pricing Committee is directed to finalize the rate matrix for the temporary surcharge for Domestic Mails and draft a Circular for signature of the Postmaster General and CEO and to be issued for the information and guidance of all concerned PHLPost employees and the mailing public.

ADOPTED this 20<sup>th</sup> day of August 2020 during the 7<sup>th</sup> Regular PHLPost EXECOM meeting.

(Ms.) MAURA M. BAGHARI - REGIS  
Assistant Postmaster General for Administration and Finance



MAR 15 2021

(Mr.) MAXIMO C. STA. MARIA III  
OIC – Office of the Assistant Postmaster General for Marketing

(Mr.) JOEL L. ZAMUDIO  
Acting Assistant Postmaster General for Operations

(Mr.) JOEL L. OTARRA  
Postmaster General and CEO

**CERTIFIED TRUE COPY**  
(FROM ORIGINAL ON FILE)

*(Signature)*