



Republic of the Philippines
Supreme Court
Office of the Court Administrator
Manila

OCA CIRCULAR NO. 155-2016

TO : ALL FIRST AND SECOND LEVEL COURTS

SUBJECT : ADDRESSING FORMATS AND PLACEMENT OF ZIP CODES ON MAIL MATTERS

The Philippine Postal Corporation (PHLPOST) has recently started its modernization program to mechanize/computerize the processing of mail matters. Corollarily, the PHLPOST has implemented the use of barcode in the Registered Mail and the installation of letter sorting machine for the letters at its Office of Exchange at the Central Mall Exchange Center (CMEC), to eliminate manual processing and pave the way for the electronic tracking and tracing of Registered items, thereby ensuring the much speedier sorting performance and accurate mail routing.

In view of the foregoing, all concerned are **DIRECTED** to faithfully **OBSERVE** the proper and correct addressing formats and placement of zip codes for all mail matters (Registered, Express or Ordinary) that will be mailed through the post office, for them to be machinable, as follows:


1. The mailing envelope must weigh minimum of 80 gsm.
2. The address must contain the correct zip code of the city/municipality. **Zip code shall be placed on the left side of the last line of the address followed by City/Town/Municipality and Province**, if necessary, regardless of the number of lines considering that some addresses may have three (3) or even more than four (4) lines.
3. Should there be a need to put additional information/contact details on the face of the envelope or after the address, **please make sure that there are two (2) spaces provided between the last line and that additional information**. Otherwise, the mail will become non-machinable and will have to be manually sorted, which would be subject to slower processing.

The sample of the correct addressing format, for the mails (domestic and international) to be machinable, is illustrated and appended herein as **Annex "A"**.

For your information, guidance and strict compliance.

July 15, 2016


JOSE MIDAS P. MARQUEZ
Court Administrator


MPC/RDS/frc/07-13-16/addressingformat-zipcode.doc

Annex "A"

SAMPLE

Domestic Mails:

Sample #1

Ms. Jane C. dela Cruz General Services Dept., ABX Co. 14/F ABC Bldg., Tower II Ayala Ave. 1226 Makati City	Mr. Juan C. dela Cruz 212 M.H. del Pilar St. 3005 Pulilan, Bulacan
--	---

Town Province

Sample #2

Ms. Juana R. dela Cruz 123 2nd Street Brgy. 111 6 th Avenue East 1403 Caloocan City, Metro Manila	ABC Enterprises PO Box 1025 Makati Central Post Office Sen. Gil Puyat Ave. 1200 Makati City
--	---

Cellphone No.. 09xxxxxxxxx } 2 spaces

International Mails:

#1 From Local to Foreign Destination

Mr. Juan C. dela Cruz Unit 123 Bldg. ABC No. 1 Liwasang Bonifacio 1000 MANILA PHILIPPINES	Ms Janine dela Cruz 123 Bering Drive Houston Texas 77057 USA
---	---