

# MALACAÑANG

Manila

BY THE PRESIDENT OF THE PHILIPPINES

ADMINISTRATIVE ORDER NO. 10

DIRECTING THE USE OF THE ZIP CODE BY ALL GOVERNMENT AGENCIES, INCLUDING GOVERNMENT-OWNED OR CONTROLLED CORPORATIONS, TO ACHIEVE HIGHER EFFICIENCY IN MAIL OPERATIONS

WHEREAS, a highly efficient postal service is a contributing factor to the economic, social and cultural development of any nation;

WHEREAS, the Philippine Postal Corporation (formerly the Postal Services Office) is mandated to improve the efficiency and reliability of the postal service thru the upgrading and mechanization of mail processing procedures, which requires among others the use of the postal Zip Code system;

WHEREAS, it is the policy of the national government to promote the adoption of new methods and technologies that would redound to better delivery of public services;

NOW, THEREFORE, I, FIDEL V. RAMOS, President of the Philippines, by virtue of the powers vested in me by law, do hereby order:

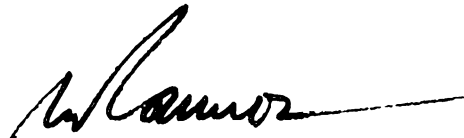
SECTION 1. All government departments, bureaus, offices, agencies and instrumentalities, including government-owned or controlled corporations, shall adopt and implement the following measures:

- a. Include in all their official letterhead and envelopes the Postal Zip Code Number corresponding to their area;
- b. use the Zip Code in all their external correspondence; and
- c. Instruct and enjoin all their employees to use the Zip Code in their private mail and to promote the use of the same.

SEC. 2. The heads of all government agencies as mentioned in Section 1 shall issue the corresponding circular or guidelines within their respective agencies to implement the foregoing measures.

This Administrative Order shall take effect immediately.

DONE in the City of Manila, this 16th day of September, in the year of Our Lord, nineteen hundred and ninety-two.



By the President:



**DIONISIO C. DE LA SERNA**  
Senior Deputy Executive Secretary