



Administrative Order No. 02-2011
Series 2011

SUBJECT: CLUSTERING OF THE DIFFERENT BARANGAYS OF THE MUNICIPALITY INTO THREE FOR POSTAL SERVICE PURPOSES AND PROVIDING THREE (3) MAILMEN TO BE DETAILED THEREFOR.

In view of the constantly growing need of the Municipality for additional personnel to satisfactorily effect postal services particularly prompt delivery of mail matters/letters by the Philippine Postal Office and the inability of the said Office to hire the required additional personnel, the following are hereby ordered and established to meet the postal needs of the Municipality, to wit:

- I. Clustering – The Nine Barangays, except Ampucao and Ucab, of the Municipality shall be clustered into three as follows:
 - A - Dalicno, Virac, and Gumatdang
 - B - Dalupirip, Tinongdan, and Poblacion
 - C - Loacan Proper, Tuding, and TocmoThere is an existing and operational Post office at Ampucao, and delivery of mails at Ucab shall be left to the care of the Post Master.
- II. Personnel – Three (3) personnel shall be detailed and assigned to be responsible in the prompt delivery of mail matters/letters to each cluster. The three personnel to be detailed are as follows:
 1. Ronald Mendoza – For cluster A
 2. Dominique Lictag – For cluster B
 3. Ronillo Moratalla – For cluster C
- III. Transportation – The necessary mode of transportation and fuel expenses shall be arranged by the Municipality.
- IV. Delivery Frequency – Delivery of mail matters/letters shall be twice a week specifically on Tuesdays and Thursdays to avoid accumulation of undelivered mails.
- V. Mail Station – The mail matters/letters shall be collected/picked up by the personnel from the Post Office at Ucab in the morning of the scheduled days of delivery and distribute them to the respective destination Barangays. They shall deposit the mails/letters at the Barangay Hall and the Barangay personnel shall endeavor to ensure the delivery of the mails/letters to the addressee.
- VI. Orientation – The three detailed personnel from the Municipality and the Barangay representatives shall be instructed/oriented on accountability as regards the mails/letters custody and delivery through the Philippine Postal Office.
- VII. Agreement – A Memorandum of Agreement shall be executed between and among the Philippine Postal Office, the Municipality of Itogon, and the respective Barangays clearly defining the duties and responsibilities as well as accountability of each agency/entity in the custody and delivery of the mail matters/letters. In as much as the PPO has the technical knowledge on this aspect, it is submitted that it draft the proposed MOA to be reviewed by the Municipality and the different Barangays for comment and signing.

Republic of the Philippines
PHILIPPINE POSTAL CORPORATION-CAR
2600 Baguio City

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This contract of Mail Service, made and entered in the City of Baguio, Philippine by and between: **TOMAS BAGGAY** of legal age, Filipino Citizen, married and with residence and postal address at Upper Session Road, Baguio City, Regional Director, representing the Philippine Postal Corporation, Cordillera Administrative Region (PPC-CAR), hereinafter known as the FIRST PARTY.

-AND-

THE MUNICIPALITY OF ITOGON, BENGUET, represented herein by **HON. MAYOR OSCAR MAINGPES CAMANTILES**, of legal age, Filipino Citizen, married, with residence and postal address at Itogon, Benguet, Philippines, hereinafter known as the SECOND PARTY.

-AND-

THE EIGHT (8) PUNONG BARANGAYS OF THE Municipality of Itogon namely, **Hon. Ramon L. Cariño** (Dalupirip), **Hon. Benedicta P. Sagamang** (Gumatdang), **Hon. Henry M. Daimnuan** (Loacan), **Hon. Andres C. Panayo** (Poblacion), **Hon. Benjamin N. Medino** (Tinongdan), **Hon. Purita C Segundo** (Tuding), **Hon. Eduardo B. Daniel** (Ucab), and **Hon. Noel D. Bilibli** (Virac), hereinafter known as the THIRD PARTY.

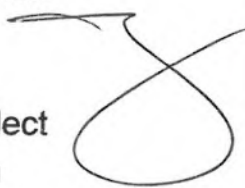
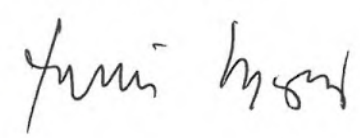
WITNESSETH:

WHEREAS, THE FIRST PARTY is in need of Mail Carriers to pick-up and transport mails within the Municipality of Itogon, Province of Benguet; and



WHEREAS, THE SECOND PARTY manifested its interest to provide three Local Government Employees to undertake the pick-up and transport of mail matters under the following terms and conditions, to wit:

1. That the SECOND PARTY shall provide three (3) employees to collect and transport mail and vice versa from the Itogon Post Office, Itogon

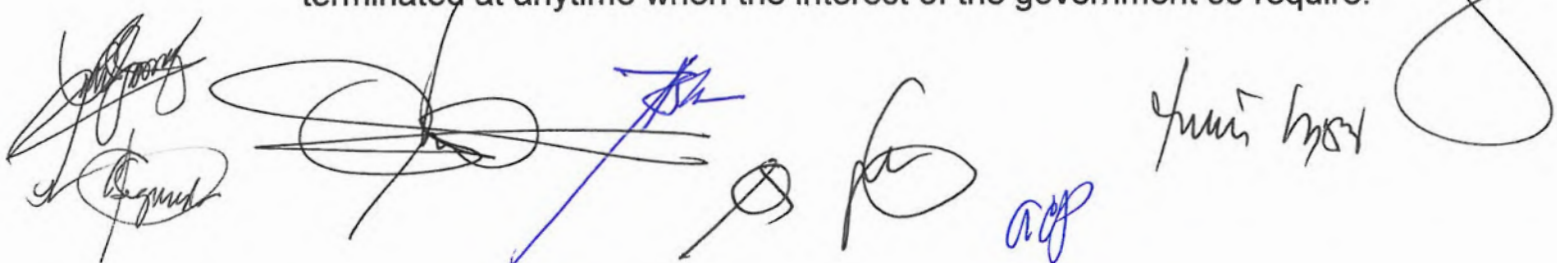


Municipal Government Sub-Office, Ucab, Itogon, Benguet starting March 2011 with a frequency of twice a week, every Tuesday and Thursday (10:30 –11:30);

2. That the necessary mode of transportation and fuel expenses shall be provided by the SECOND PARTY;
3. That the employees provided by the SECOND PARTY shall pick-up and transport mails from the Itogon Post Office in the morning of Tuesday and Thursday and distribute it to their assigned Barangays, to wit:

Ronald Mendoza – Poblacion, Virac, and Loakan Proper
Dominique Lictag – Dalupirip, Tinongdan
Ronillo Moratalla – Gumatdang, Tuding, and Tocmo

4. That the three (3) employees provided by the SECOND PARTY shall deposit the mail matters (in closed bag) at the Barangay Hall to be received by the Barangay Captain or his duly authorized representatives;
5. That the Barangay Captain or his duly authorized representative shall endeavor to deliver said mail matters addressed to their constituents;
6. That the employees provided by the SECOND PARTY shall collect and return any undelivered mail matters to the Postmaster after 30 days or less after they shall have been deposited with the barangay authorities if verified undeliverable ;
7. That the SECOND PARTY and the THIRD PARTY shall be held separately responsible for all claims from the loss of mails due to the gross negligence, mail pilferages and such other acts committed by their respective employees/personnel in relation to the collection, transport and delivery of mails which are in violation of the Postal Manual and/or Civil Service Laws;
8. That in case the SECOND PARTY desires to terminate this contract, a letter of termination shall be given one month to the PPC-Regional Office for information;
9. It is understood that the duties, obligations, and responsibilities of the SECOND PARTY as MAIL CARRIERS, shall be subject to existing pertinent laws, rules and regulations and that such services may be terminated at anytime when the interest of the government so require.

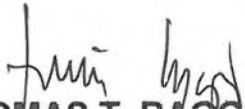
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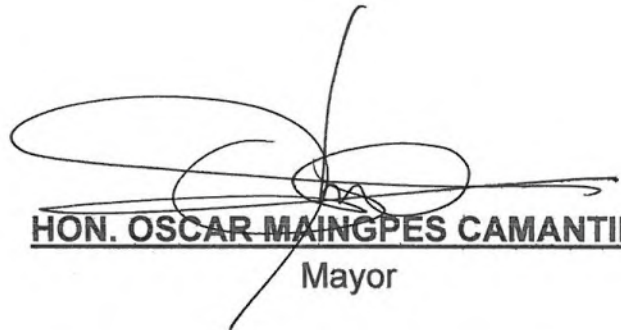
IN WITNESS WHEREOF, the parties have hereunto set their signature this
_____ day of _____ 2011 in the City of Baguio, Philippines.

**Philippine Postal Corporation
Cordillera Administrative Region
FIRST PARTY**

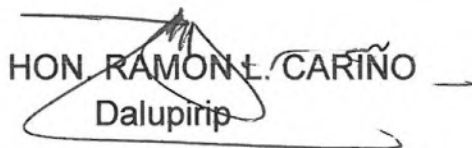
**The Municipality of Itogon, Benguet
SECOND PARTY**


Represented by:

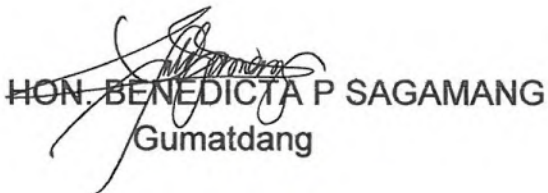

TOMAS T. BAGGAY
Regional Director


HON. OSCAR MAINGPES CAMANTILES
Mayor


**The eight (8) Punong Barangays OF THE Municipality of Itogon
THIRD PARTY**



HON. RAMON E. CARINO
Dalupirip

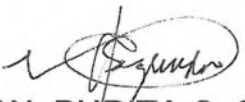

HON. NOEL BIBIBLI
Virac



HON. BENEDICTA P. SAGAMANG
Gumatdang

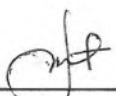

HON. HENRY M. DIAMNUAN
Loacan


HON. ANDRES C. PANAYO
Poblacion

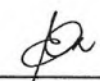

HON. BENJAMIN N. MEDINO
Tinongdan


HON. PURITA C. SEGUNDO
Tuding


HON. EDUARDO B. DANIEL
Ucab



Witness



Witness

REPUBLIC OF THE PHILIPPINES)
Done in the City of Baguio) S.S

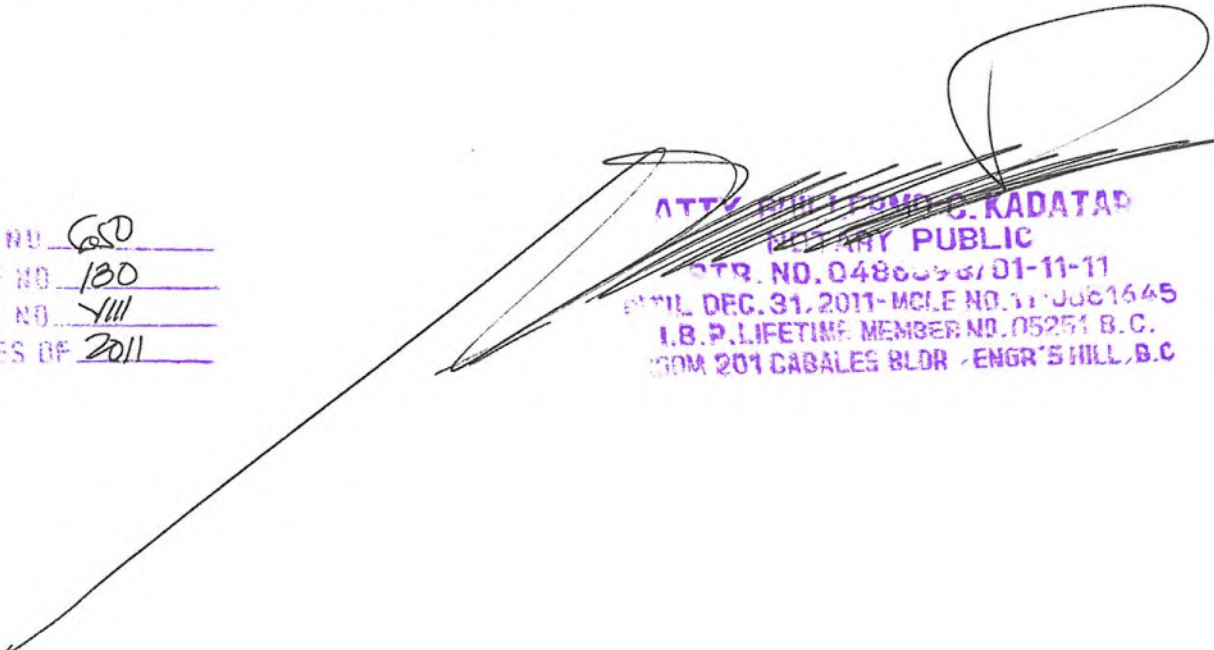
ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and the City of Baguio this MAY 30 2011 of _____, 2011 appeared the above named parties all known to me to be the same persons who executed the foregoing instrument which they acknowledge as their free act and deed.

The foregoing instruments relates to a memorandum of agreement, consisting of four (4) pages including this page of acknowledgement, signed by the parties and their witnesses on all pages and sealed with my Notarial Seal.

WITNESS MY HAND AND NOTARIAL SEAL.

ODC. NO. CSO
PAGE NO. 130
BOOK NO. VIII
SERIES OF 2011


ATTY. RUFFINO C. KADATAD
NOTARY PUBLIC
PTR. NO. 0486696/01-11-11
EXPIRES DEC. 31, 2011 - MCLE NO. 1170061645
I.B.P. LIFETIME MEMBER NO. 05251 B.C.
DOM 201 CABALES BLDR - ENGR'S HILL, B.C.