

APPLICATION FOR ADMISSION TO THE BUSINESS MAIL PERMIT

Application Type:  New  Renewal  
Permit Number: \_\_\_\_\_

Date of Application: 01-07-26  
Office of Entry: Imus Post Office  
Valid Until: \_\_\_\_\_  
Type of Printed Matter: News paper  
(Direct Mktg., Newsletter, and Newspaper/Periodical etc.)  
Estimated Volume per Mailing: \_\_\_\_\_  
Frequency of Mailing: \_\_\_\_\_

**Note: all 2nd & 3rd class Mails will  
RATE as Ordinary Mail  
(1st class rate)**

COMPANY / CLIENT PROFILE

Company Name: Cavite Times Journal Nature of Business: Publishing  
Business Address: B-4 L-15 Sunnyside the garden village, Bicutan V Imus, Cavite  
PO Box Address: \_\_\_\_\_ email id: cavitetimesjournal@yahoo.com  
Telephone Number: 0956 1480137 / 09297611541 Fax Number: \_\_\_\_\_

AUTHORIZED REPRESENTATIVE/S

Name	Position	Signature
1. <u>MARILYN O. Indefarto</u>	<u>Account officer</u>	<u>[Signature]</u>
2. _____	_____	_____
3. _____	_____	_____

I hereby certify that the above information is true and correct.

For: [Signature]  
FRANCIA A. Orlain  
Authorized Official (Printed Name over Signature)

FOR PHLPOST USE ONLY:

Submitted Documents/Attachments:

- SEC / DTI Registration  Two (2) Copies / Samples of Latest Materials  List of Subscribers at least 100  
 Business Permit / Mayor's Permit  Statement of Mailing

I have evaluated and verified the enclosed samples and recommend it for:

- Approval  Disapproval due to: \_\_\_\_\_

[Signature]  
ADA E. BUNALES  
POSTMASTER  
Postmaster

[Signature]  
ALBERT PAUL M. ALZONA  
Acting Chief Marketing

APPROVED/DISAPPROVED:

[Signature]  
OLIVIA M. VALDERAMA  
Area Director

APPROVED PERMIT NUMBER / INDICIA	
Business Mail Permit No. _____	entered as _____
Class Mail at _____	Valid until _____
Subject for Postal Inspection (For Printed Matter Only)	

Annual Fee: Php336.00 Official Receipt No. 0076741 Date: 01-07-26

\*Please accomplish the application form in two (2) copies

## TERMS AND CONDITIONS

### For Printed Matter:

1. The Mail Permit indicia shall be printed on the envelope or wrapper, preferably on the upper right-hand corner of the mail.
2. Mail should be posted with a minimum quantity of 100 pieces per mailing.
3. Mail should be posted at the authorized post office of entry only.
4. Mail should not be dropped in mail boxes but shall be presented at the counter or Business Mail Unit of the post office of entry.
5. Each mailing shall be accompanied by three (3) copies of the Statement of Mailing.
6. Payment shall be made in Cash or Manager's Check at the time of mailing or through an approved payment arrangement.
7. A sample of the material shall be presented to the Postmaster/Authorized Representative for inspection.
8. Third-class mail (printed matter) should not be sealed against postal inspection.
9. This permit shall be renewed on or before December 31 of the current year.
10. The approval for Business Mail Permit will be released upon payment of the application/renewal fee of Php336.00 VAT Inclusive (subject to change).
11. Any violation of any of the above terms and conditions will merit the cancellation of the approved permit.

This is to certify that I am the authorized representative of the company and I am amenable to the above terms and conditions.

For. Mandy's.  
FRANCIS A. ORLAN  
Signature over Printed Name/Position  
Date: 01-07-26



PHILIPPINE POSTAL CORPORATION  
MEGA MANILA AREA  
Liwasang Bonifacio, 1000 Manila

Permit No.: \_\_\_\_\_

Expiration Date : \_\_\_\_\_

SWORN STATEMENT

The undersigned Francia A. Orlain editor / managing editor / business manager / owner / publisher of Cavite Times Journal (title of publication) cavite times Journal frequency of Issue \_\_\_\_\_ language Tagalog / English in which printed at Imus City, Cavite office of publication Bucandala V Imus entered as 2nd (first, second and / or third class) office of entry \_\_\_\_\_ after having duly sworn to in accordance with law, hereby submit the following statement of ownership, management, circulation, etc., which is required by act 2580 as Amended by Commonwealth Act 201.

ADDRESS

Editor ELI Taparan  
 Managing Editor \_\_\_\_\_  
 Business Manager MARIO Orlain  
 Owner Francia A. Orlain  
 Publisher Francia A. Orlain  
 Office of Publication B-4-L-15 Sunnydale the garden Vil. Bucandala S Imus

If publication is owned by a corporation, stockholders owning one percent of more of the amount of stocks \_\_\_\_\_ Bond Holders, mortgage or other security holders owning one percent or more of the total amount of Security \_\_\_\_\_

In case of daily publication average number of copies printed and circulated of each issue during the preceding month of \_\_\_\_\_

1. Sent to paid subscribers \_\_\_\_\_
  2. Sent to other than paid subscribers \_\_\_\_\_
- Total \_\_\_\_\_

In case of publication other than daily total number of copies printed and circulated at the last issue date \_\_\_\_\_

1. Sent to paid subscribers \_\_\_\_\_
  2. Sent to other than paid subscribers \_\_\_\_\_
- Total \_\_\_\_\_

for. Francia A. Orlain

Designation and Signature

SUBSCRIBED AND SWORN TO, before me this \_\_\_ day 07 of JAN 2026 20\_\_ in the City of \_\_\_\_\_

IMUS CITY, CAVITE, Philippines Affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_, on \_\_\_\_\_

JJC NO. 414  
 PAGE NO. 89  
 BOOK NO. 7  
 SERIES OF 2026

**ATTY. ELOISA M. ACERON-PAPA**  
 Notary Public for Kawit & Imus, Cavite  
 Valid Until December 31, 2026  
 PTR No. 3046954:01/05/2026 Imus City, Cavite  
 IBP No. 569406-Pasig City/12-22-2025  
 Roll of Attorney No. 39293  
 MCLE No. VIII-0036846:05/29/25; Pasig City  
 Civic Center Compound, Aguinaldo Highway,  
 Palico IV, Imus City, Cavite 4103  
 Commission No. 00400-25  
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Please accomplish in two (2) copies