

14 de noviembre de 2008

**DECANOS, DIRECTORES DE ESCUELAS, DEPARTAMENTOS, OFICINAS  
ADMINISTRATIVAS Y ENCARGADOS DEL MANEJO DE CORRESPONDENCIA**



Oficina del Decano  
de Administración

*José Juan Estrada*  
José Juan Estrada  
Decano

**NUEVO HORARIO DE ENTREGA DE CORRESPONDENCIA**

El Correo Interior utiliza los servicios de *Postal Center Caribbean* (PCC) para procesar la correspondencia diaria. Esta Compañía nos ofrece los servicios de recogido de correspondencia en el Correo Interior, presorteo, aplicación de códigos de barra ("barcoding"), correcciones de dichos códigos en las direcciones y entrega de correspondencia al Correo Federal el mismo día.

Recientemente, recibimos copia de una comunicación del Correo Federal en la que indica el nuevo horario para aceptar la correspondencia de los clientes comerciales (ver anejo). Ante este cambio, la PCC ha ajustado el horario de recogido de correspondencia en el Recinto de Río Piedras para las **3:00 p.m.** Este horario es efectivo a partir del lunes, 17 de noviembre de 2008.

Solicitamos a las unidades que envíen al Correo Interior toda la correspondencia diaria antes de la hora indicada, a los fines de que la PCC realice la entrega al Correo Federal. De lo contrario, no habrá servicio hasta el próximo día laborable. El Correo Interior no retendrá ningún documento que llegue posteriormente para trámite.

Agradeceremos su cooperación.

Anejo

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San Juan PR  
00931-3301

787-764-0000  
Exts. 3030 / 3034

Fax 787-764-2880  
Ext. 1357

Customer Relations Manager  
Caribbean District



October 24, 2008

Dear Business Mail Customer:

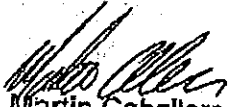
Effective November 17, 2008, all classes of mail will be accepted at our Business Mail Entry Unit (BMEU) from 10:00 AM to 6:00 PM. Office hours for information and Express Mail Corporate Account will be from 9:00 AM to 6:00 PM. This change is based on operational needs and will assure the BMEU sufficient time to tender this mail to the Processing and Distribution operations prior to 6:30 PM. Failure to submit mailings prior to these recommended times may result in mailing being tendered late to the processing and distribution operations.

Mailings will only be accepted as an exception after 6:00 PM with prior approval from the Plant Manager. If a customer foresees that mail for a particular day will be entered after 6:00 PM, that customer should make arrangements at least three hours in advance to seek approval from the Plant Manager.

Mail accepted at the BMEU after 6:00 PM will be processed based on mail volume, equipment capacity and the facility's processing and distribution capability to meet our operational standards for all originating mail received that day.

Exercising these criteria for acceptance times will create a Business Mail Entry structure that will permit all our interdependent facilities to meet their respective operating plans within the USPS transportation, processing and delivery network. This will result in consistent and timely delivery service for all of our customers.

Our operating plans and established processing guidelines are focused on providing our customers consistent service in all classes of mail. Your efforts in meeting the acceptance time for mail will be greatly appreciated and will assure that our commitment to providing excellent and timely service can be met.

  
Martín Caballero  
Manager Customer Relations

  
Rocio Pinto  
Plant Manager

cc: Jesus Galvez, District Manager  
Zulma Gerena, Manager, BMEU