Republic of the Philippines )

Municipality / City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) S.S.

**AFFIDAVIT OF SERVICE BY MAIL**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as messenger of Atty. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, with office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, after being duly sworn, depose and says:

 That on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,20\_\_ I served a copy of the following pleading/paper by registered mail in accordance with Sec. 10 of Rule 13 of the Rules of Court.

Nature of Pleading/Paper

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in Case No. \_\_\_\_\_\_\_\_\_\_\_\_ entitled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by depositing a copy in the post office in a sealed envelope, plainly addressed to the party (or his attorney) at his residence (or office) with postage fully paid, as evidenced by Registry Receipt No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ attached and with instructions to the post master to return the mail to sender after ten (10) days if undelivered.

 In witness whereof, I have hereunto set my hand this\_\_\_\_\_ day of\_\_\_\_\_\_, 20\_\_, in the Municipality/City of\_\_\_\_\_\_\_\_\_\_, Province of\_\_\_\_\_\_\_\_\_, Philippines.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Signature of Affiant*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ affiant presenting to me his competent evidence of identity by way of the following:

|  |  |
| --- | --- |
| NAME  | ID with Number issued on and valid until |

Doc. No.: \_\_\_\_\_\_\_\_\_\_;

Page No.:\_\_\_\_\_\_\_\_\_\_;

Book No.:\_\_\_\_\_\_\_\_\_\_;

Series of 20\_\_\_\_\_\_\_\_.