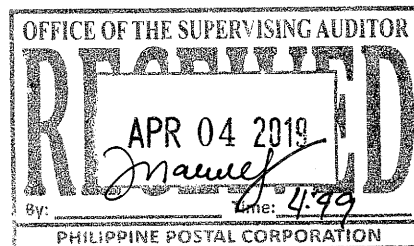


03 April 2019

THE RESIDENT AUDITOR

Commission on Audit
5F Manila Post Office Bldg.
Liwasang Bonifacio, Magallanes Drive
1000 Manila City, Metro Manila



Subject: Quarterly Monitoring Report of Plans, Activities and Projects, 4th Quarter of 2018—Philippine Postal Corporation

Dear Resident Auditor:

May we forward for your information and reference, an advance copy of the Quarterly Monitoring Report of the Plans, Activities and Projects of the Philippine Postal Corporation for the Fourth Quarter of 2018. Said document is forwarded to Financial Management Department for Validation of the financial data indicated therein.

For further clarification, you may contact CorPlan at +63 527 9615 or email at corplandept.phlpost@gmail.com.


JOEL L. OTARRA
Postmaster General & CEO

Filename: PHLPost PAPs 4th Qtr 2018

Digital Records: PHLPost - PAPs

Central Records: PHLPost - PAPs

2019-04-04-0068

QUARTERLY MONITORING REPORT

Plans, Activities and Projects

For 4th Quarter, CY 2018

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
I. INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
A. MAIL SERVICES MARKETING PROGRAM	7,310,734.16				7.30%	534,000.00	
1. Mail Services	2,210,734.16						
2. Relaunching programs and activities	5,100,000.00						To be included in Customer Symposium Event
B. EXPRESS MAIL SERVICE MARKETING PROGRAM	74,238,090.47				4.38%	3,251,608.57	
1. Product Management and Development	-						Survey forwarded to CorPlan for Research
2. Sales and Account Management	-						
C. LOGISTICS AND WAREHOUSING SERVICES	3,834,734.16				0.31%	12,000.00	
Strengthen Account Management Team in the CO and Areas intensify Key Accounts Management/ relationship Marketing through constant visits, after sales service and immediate resolution of mailing issues and concerns to maintain existing revenue	514,800.00			Continuous	2.33%	12,000.00	Existing number of Acct. Mgt. Officers are not enough to handle key accounts. Hiring of additional COS was put on hold. Need to add at least 2 additional COS Account Management Officers to sufficiently cover key accounts. (properly disseminate taskings to available Account Management Officers)
Customer Symposium	500,000.00			3rd to 4th Qtr			Project proposal is under process
Partner's Night	300,000.00			4th qtr			To be executed as scheduled
Strengthen Sales Team to intensify sales activities. Sales proposals, cold calls/Telemarketing Product Presentation and client visits to generate additional revenue from existing new and	895,934.16			1st to 2nd Qtr			Hiring of additional Sales Assistant is necessary, however, hiring of additional COS was put on hold
Join professional association and organizations	774,000.00						Corporate symposium includes partnership with other associations

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Participation in trade show and convention domestic and international	250,000.00						Dependent on exhibit materials which is on going conceptualization
Relaunching programs and activities							To be included in Customer Symposium Event
Creation of AVP to be used during events	150,000.00			2nd to 4th qtr			Awaiting for the procurement of professional services of an Adv. Agency that will handle the concept and layout
Production and Distribution of Sales Kit	450,000.00			3rd to 4th qtr			Layout is now being crafted for product brochure to be distributed during the scheduled symposium
D. POSTAL PAYMENTS	34,000,000.00				5.26%	1,789,389.36	
Direct Marketing Campaigns	2,650,000.00			2ndQ/3rdQ	8.12%	215,198.96	
Flyers for UAMS (PhP 0.30 x 500K pcs)	150,000.00						
Text Blast Internal promotion				2ndQ/4thQ			
Info Sheet (P3 c 500K)	1,500,000.00			2ndQ/4thQ			
Freebies	1,000,000.00			2ndQ/4thQ			
External Marketing Campaign				1stQ/2ndQ		79,497.22	PID Awareness Program (merchants, banks, etc)
Internal Marketing	1,351,170.15			1stQ			Representation, Transportation, Mail Caravan, mobile events
Promote paper-based money order as a gift check	100,000.00						
Production and distribution of product posters, standees, tarpaulin	500,000.00			1stQ			Provision for Transit Ads
Exapnsion of Capturing Post Offices for PID	15,000,000.00						
Infographic Video	120,000.00						
Google Ads	360,000.00						
Monthly contest/promotion	150,000.00				95.68%	143,523.03	PID Sweet Moments Promo
Loyalty Program	120,000.00						
E. RETAIL SERVICES	3,300,000.00				60.61%	2,000,000.00	Partial data from the postal areas; mostly sourced from Mega Manila (up to Aug.2018 only) and CO
1. Philately	-					-	
Issuance of Stamps and Philatelic Items	3,867,452.00					-	Procurement of Definitive Stamps on-going review of TWG the mode of procurement
4.2 Digitization of philatelic items 1st phase on-going sorting and	-					2,000,000.00	Storage,computers etc.****
5.Events	1,300,000.00					-	Event includes exhibit and selling of philatelic items at counters

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
5.1 July - San Dugo Festival, Tagbilaran City	200,000.00			3rd Quarter		-	Enhanced presence of PHLPOST in the area
5.2 August-History Con 2018 World Trade Center, Parangue City	600,000.00			3rd Quarter		-	International exposure of Philippine Philately in an international annual event.
5.3 October-National Teachers Month, Ormoc City	300,000.00			4th Quarter		-	
5.4 October-Launching Christmas Stamps	100,000.00			4th Quarter		-	
5.5 November-National Stamp Collecting Month	800,000.00			4th Quarter		-	
F. Corporate Communications PPAs	35,000,000.00				2.55%	892,444.28	
1. Integrated Marketing and Communication Program							
1.1. Corporate Communications PPAs	17,500,000.00						
1.2. Information Education Campaign Program	7,500,000.00			December 2018	7.57%	567,969.28	Manila Bulletin Anniversary and Chinese New Year Ad (2+1 promo) - Php56,510.72
1.3. Media Relations Program	430,000.00			December 2018	4.65%	20,000.00	Manila Police District Press Corp
1.4. Employee Relations Program -Courier Newsletter	1,090,000.00			December 2018	16.92%	184,475.00	RIS is still with LPMD. No supplier yet. Date requested: January 2018
1.5. Social/ Multi-media Management	150,000.00			December 2018			
1.6. National Letter Writing Day Celebration	1,800,000.00			October 2018			
1.7. Corporate Social Responsibility/ Special Events/ Sponsorships Program	3,000,000.00			December 2018	4.00%	120,000.00	San Antonio de Padua Fund Raising Concert (Church Restoration) - Php100,000
1.8. Risk and Crisis Communication Program - Daily News Clipping	3,530,000.00			December 2018			Review and Evaluation of PHLpost Corporate Communications Proposal still with OPMG for Approval
SUB-TOTAL M&MSS	157,683,559				4.43%	6,979,442.21	
II. OPERATIONS IMPROVEMENT PROGRAM							
A. Quality of Service Enhancement Program	-						change in operations structure
1. Quality Control Officers Re-Orientation Program	-			1st quarter			new Operations set-up
2. Quality Check & Mail Monitoring	-			regular			
3. Area Quality Certification/Audit	-			deferred			change in management in operations (new directions)
4. Global Monitoring System	-						Move to 2019 budget
5. Posting	-						

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
National addressing system	-						Moved as corporate undertaking Needs collaboration with the National government
B. Network & Transportation Enhancement Program	93,503,827.00			Year-round			
C. OFFICES OF EXCHANGE PROGRAM	-						
1. Mechanization of processing							
Letter sorting machine full implementation	-			1st			
Procurement of Flats & Parcels sorting machine				3rd			Forward to 2019 bdgt
Weight & dimension scale with OCR reader				2nd			Forward to 2019 bdgt
2.	-						
X-Ray machines (45m 9 DCs, 8m EMED, 8m SMED) to NTD	2,880,000.00				100.00%	2,880,000.00	Cost of Procurement of Maintenance for X-Ray Machines
Motion weighing scale - EMED	280,000.00			4th			
Weighing scale with label printer	-						
Procurement of Hybrid Machines for Visayas & Mindanao	-			4th			Forward to 2019 bdgt
3.	-						
Cancelling Machine DM1000 (AREA/MDC)	-			4th			
Label printer (MDC/SDC)	-						Procurement process
Samsung Smart TV	300,000.00			4th			
Conveyor (belt & manual conveyor) AMED, EMED, SMED	-			4th			Procurement process
Power Steer Pallet Jack	1,500,000.00						
Toner HO 3005	-			Year round			Procurement process
Communications	-						
Laptop (Acer-Travelmate)	95,000.00						
Clerical tables	70,000.00						
Executive chair with armrest	15,000.00						
3.1 SMED Warehouse	-						
Warehouse Management System (WMS)	25,000,000.00						Forward to Marketing undertaking
WH renovation/extension							Forward to 2019 budget
Racking system	5,000,000.00			4th			TOR submitted
Shelving	3,000,000.00			4th			TOR submitted
Fire Extinguisher	80,000.00						
Smoke detector	30,000.00						
Pallet jack (Manual)	30,000.00						
Forklift battery operated	1,600,000.00			4th			
Van loading conveyor	1,000,000.00			4th			
20ft Chasis	500,000.00			4th			

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Trolley	30,000.00						
Packaging table	30,000.00						
Strech wrap machine	500,000.00						
Strapping Machine	300,000.00						Done
Desk Top	240,000.00						
Notebook	120,000.00						
Scanner	60,000.00						
WMS set up cost	200,000.00						
Server, racks, UPS							Forward to 2019 bdgt
Airconditioners	110,000.00						
Workstation (set of table,chair,tel)	100,000.00						
Chairs	20,000.00						
Fax machine	15,000.00						
Dot matrix printer	15,000.00						
Barcode printer	150,000.00						
Laser printer	30,000.00						
CCTV set	300,000.00						
Security access control	150,000.00						
Heavy duty printers for hybrid machine	1,200,000.00						Done
Teller's guide on services covered by EMS	200,000.00						
Travelling expenses-Local	760,000.00						
Travelling expenses-Foreign	-						
DG packaging (Areas)	-						
Supplies materials	500,000.00						
Water expenses	36,000.00						
Rental (satellite hub)	912,000.00						
Open Marine Insurance (SMED-1M, EMED-1M, AMED-1M)	3,000,000.00			3rd			Procurement process
Fire Insurance hybrid & sorting machine	-						
Continuation on implementation of IPS (training)	-						
Provision/printing of ZIP booklets/posters (SRD)	200,000.00						
Provision of Android units including license and software (EMED)	6,000,000.00						
Monitoring/Inspection of Post Offices and DC/SDC (SRD, NTD,	3,600,000.00						
Doc Transformation/file conversion services	-						
Computerization of CMEC & SMED & 5 Ops Departments	40,000,000.00			4th			Procurement process
Computerization of Pos (320 MDC/SDC PC & barcode scanners)	-			4th			Procurement process
3.2 AMED	-						
D. CUSTOMS-POSTAL COOPERATION PROGRAM	-						

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
CWO PC (10-CMEC, 3-SMED:40kx13)	520,000.00						
Civil works	-			4th			Surveyed/estimated by GSD
	-						
E. OAPMG OPERATIONS PROGRAM	-						
Customized eMMS	-			3rd			Mail processing system operational; fleet management system on acquisition stage
Implementation of Parcel Storage Fee	-						Change of management
SUB-TOTAL (OPERATIONS)	550,984,708.94				100.00%	550,984,708.94	
III. AREA ENHANCEMENT PROGRAM							
1) NORTHEAST LUZON AREA							
A. AREA INTEGRATED MKTG COMMUNICATIONS PROGRAM	34,600.00				100.00%	34,600.00	Constraints: DG for mailing; Unavailability of PHLPost Boxes; Delivery Performance Image of POs; Volumetric Rates discouraged clients; etc.
SALES AND ACCOUNT MANAGEMENT							• Visited reguar and prospective clients
ADS AND PROMOTIONS							
PROMOTIONAL CAMPAIGNS							
SALES AND ACCOUNT MGT., ADS & PROMOS AND							
SALES AND ACCOUNT MGT., ADS & PROMOS AND PROMOTIONAL CAMPAIGNS TO BE APPLIED.							• Announcement in local stations, display of tarps and sale proposals
B. AREA OPERATIONS IMPROVEMENT PROGRAM	13,937,663.08				100.00%	13,937,663.08	
Improve Efficiencies in postal service through innovations							
Improve Quality of postal service							
C. AREA ICT DEVELOPMENT PROGRAM	289,502.16				100.00%	289,502.16	Constraints: Additional Computers from CO are not yet distributed. Proposal to purchase Computers at Area Level. Intermittent Connection of Servers of IPS & DPS in the Area
• Expand internet connectivity of Post Offices							• Requested to CO for additional computers to increase connectivity

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
• Provide computers, bar code scanners to POs							• Distributed available bar code scanners to Pos
• Installation of POS in major Post Offices							• Awaiting POS System to be provided by CO
• Upgrading of existing connections							• Upgraded some ISP connections
• Training of encoders for DMTS/eRRRs							• Trained personnel to encode IPS/DPS at POs and DCs
D. AREA SAFETY & SECURITY PROGRAM							Constraints: Some Post Office Buildings (especially housed by LGU) are not constructed in compliance to the Building Code and Security Requirements. Some Post Office Buildings are co-shared with other local and national agencies
a. SAFETY & SECURITY PROGRAM FOR ADMIN MATTERS							
b. SECURITY PROGRAM FOR OPERATIONS							
E. AREA HUMAN RESOURCES DEVELOPMENT PROGRAM	314,662.02				100.00%	314,662.02	Constraints: Availability of Schedule and Approval of CO;
F. AREA ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							• Conducted Skills Enhancement Training for Letter Carriers Date: March 21-23, 2018
F. AREA FINANCIAL MANAGEMENT PROGRAM							
Accounts Receivable Management Program							
Claims Processing Management Program							
Cash Management Program							
Financial Statement/Reports preparation							
G. AREA PERFORMANCE MONITORING PROGRAM	178,277.32				100.00%	178,277.32	
H. AREA AUDIT EFFICIENCY PROGRAM	32,829.74				100.00%	32,829.74	
Compliance Monitoring							1. Monitored proper/correct reporting of financial transactions by PMs
GOVERNANCE OF THE INTERNAL STAKEHOLDERS							
TOTAL FOR AREA 1	14,787,534.32				100.00%	14,787,534.32	
2) NORTHWEST LUZON AREA							
A. AREA MARKETING COMMUNICATIONS PROGRAM							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
a. Maintain Regular and Profitable Customers	136,294.00						
b. Increase of new customers from well-defined segmented	75,000.00						
c. Improve Corporate Image and Brand	130,000.00						
B. AREA OPERATIONS IMPROVEMENT PROGRAM							
a. Improvement of Quality Service	-					-	
b. Efficient and Effective Mail Network							
c. Operations Improvement Program							
C. AREA ICT DEVELOPMENT PROGRAM							
a. Reliable IT and communications Systems							
D. AREA SAFETY & SECURITY PROGRAM							
a. Enhancement of Mail Security							
E. AREA HUMAN RESOURCE DEVELOPMENT PROGRAM							
a. Personnel Welfare and Development							
b. Gender and Development Programs							Other GAD programs/activities are anchored on the implementation of Training Programs
F. AREA ADMINISTRATIVE & TRANSPARENCY PROGRAM							
a. Supply and Inventory Management Program							
b. Fixed Assets Management Program							
c. Infrastructure Projects Management Program	2,000,000.00						
d. Minor Repair and Maintenance Program	600,000.00						
e. Records Management Program							
G. AREA FINANCIAL MANAGEMENT PRGRAM							
a. Management of COA queries, observations and audit results							
b. Safekeeping of Financial Records							
c. Verification and Reconciliation of Old and New (unreconciled)							
H. AREA PERFORMANCE MONITORING PROGRAM							
a. Employee Engagement							
TOTAL FOR AREA 2	5,882,588					-	
2) MEGA MANILA AREA							
A. Area Integrated Marketing Communications Program							
1. Continued Patronage of Postal Services				4th			
2. High Risk Delivery Service							
3. Pension Verification Service							
4. Time-bounded Delivery Service							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
5. Rush Postal ID Service 6 Post Offices				4th			Pick-up of Rush IDs from printing to designated Post Offices
6. Mail Room Management Service For Mails							
B. Area Operations Improvement Program							
1. Strengthen Internal Control System of Registry Return Cards				4th			Issues: Cost of New RRC , POD, printing, scanning of Return Cards
2. Business Mail and Direct Entry Office							
3. Improvement /Enhancement of Dispatch Procedures and							
4. Provide Track and Trace for Mails, all classes							
5. Enhanced Servicability of Motor Vehicles							
6. Enhance Revenue Generation							
C. Area ICT Development Program							
1. Provide internet connectivity for Post Offices							
2. Improvement of the Pension Verification System							
3. Mandatory Event Scanning							
D. Area Administrative Efficiency & Transparency Program							
1. To conduct Physical Inventory of Assets of Post Offices/Area							
2. To repair/renovate/facelift various Post Offices (minor repair only), and To provide signages to Various Post Offices.				before December 30, 2018			Dependencies: Have to refer first to Central Office the request of POs for the repair/renovation.
3. To construct the Sapang Palay PO, and To rehabilitate various Post Offices (Major Repairs).							
4. To dispose old/valueless records and unserviceable Fixed Assets.				on or before December 31, 2018			Dependencies: Personnel, Vehicles
E. Area Financial Management Program							
1. To comply to all monthly tax requirements and reports on time							
2. To manage and monitor cash collections sweepings and							
3. To monitor collection of receivables. (Accounts Receivable Management Plan), and To reconcile receivables that are long				On or before 1st Sem 2019			Constraints/issues: Manpower complement of PCA Unit
4. To process all monetary claims & to generate accounts payable & check Disbursement Journals on time (Claims Process							Constraints/issues: Manpower complement
5. To reconcile prior years account balances							
F. Area Performance Monitoring Program							
To comply to all directives of Management, COA & other offices.							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
a. To submit all requirements required by Management, COA, & other offices. b.To create a team that will handle the monitoring of compliance to directives c. Impositions of Sactions to erring officials							Dependencies: Budget
F. Area Human Resource Development Program							
1. Assigning Accountable officers, responsible offices							
2. Updating of Work Standards for operations personnel , Proposed Organizational Restructuring for Operations							
Total for Area 3	0						
4) SOUTHERN LUZON AREA							
A. AREA MARKETING COMMUNICATIONS PROGRAM	623,000.00				36.82%	229,400.00	
1. To attain 50% of revenue target	250,000			Jan-Jun	34.56%	86,400.00	Constraints/issues:
2. Promotion of Other Philpost Product							
Design, production and selling of personalized greeting	20,000			Jan-Jun 2018	35.00%	7,000.00	
3. General public increased awareness in Philpost products							
Promote Philpost product and participate in local events to enhance awareness of philpost products & services	78,000			Jan-Jun 2018	30.77%	24,000.00	Constraints/issues: • Provision of additional PID mobile station • Provision of Marketing collateral like fliers of products and services
4. Aggressive sales and promotion to acquire new clients							
Conduct product presentation, client calls and client visits in government and corporate agencies	275,000			Jan-Jun 2018	40.73%	112,000.00	Constraints/issues: Delayed delivery of inter-area express mails.
B. AREA OPERATIONS IMPROVEMENT PROGRAM	1,839,103.00				22.59%	415,535.00	
1. Improve compliance to Delivery Standards							
a. Review of mail network & make-up of mail dispatches	75,000			Feb-Jun 2018	9.33%	7,000.00	
b.							
c.	200,000			Feb-Dec 2018			
d.				Year round			
e. Conduct inspection and quality control monitoring	180,000			Jan-Jun 2018	40.00%	72,000.00	

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
2. Improve Service Delivery with Computerization							
Establishment of San Pedro EMS hub servicing San	1,384,103			February	24.31%	336,535.00	
C. AREA ICT DEVELOPMENT PROGRAM	5,459,650.00				2.90%	158,353.50	
1. Improve Information and Communication Technology							
a. Expansion of IPS/DPS with Full Tracking System	4,081,000			Jan-Dec 2018			Constraints/issues: Non-deployment of complete set of computers from Central Office for updating of event information in some Post Offices.
b. Training of Personnel on IT	34,650			Jan-Dec 2018	12.70%	4,400.00	
c. Repairs and maintenace of IT equipments	1,344,000			Jan-Dec 2018	11.45%	153,953.50	Constraints/issues: • Limited funds to purchase parts and peripherals. • Funds for Licensed of Operating System and other Application software. • P1,344,000 submiited budget based on COB however expenditures is based on the approved release of Central Office
D. Area Safety and Security Program	245,000				2.45%	6,000.00	
Improve Mail Security							
a. Provision of CCTV Cameras at SPCMDC, SDC & POs	245,000			Year round	2.45%	6,000.00	Constraints/issues: Subject to the approval of Central Office
b. Provision of vaults to POs							
E. Area Human Resources Development Program	887,000				10.19%	90,364.25	
1. Personnel welfare and Development Program							
Conduct trainings and seminars to employees regarding	150,000			1st Qtr	23.58%	35,364.25	
2. Employee engagement							
a. Conduct Cluster meeting with postmasters	737,000			Jan-Dec 2018	7.46%	55,000.00	
F. Area Administrative Efficiency & Tranparency Program	3,309,000					188,504.38	
1. Improve corporate image and brand awareness							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
a. Assess physical condition of post office buildings and facilities b. Conduct minor repairs and re-painting to enhanced post offices	3,309,000			Jan-Dec 2018	5.08%	168,004.38	Constraints/issues: Lack of personnel knowledgeable in the preparation of the detailed engineering works note : The approved budget was based on the Project Procurement Management Plan (PPMP) included in CY 2018.
2. Improve programming, procurement and stocking of							
Maintain and update stockcards regularly to ensure				1 qtr			
G. Area Financial Management Program	180,000						
1. Improve collection efficiency							
a. Steps to attain completeness of supporting documents was taken to ensure prompt sending of SOA/Bills statement. b. Monitor collection of Accounts Receivable on a monthly basis. c. Identified clients with long overdue accounts. d. Update subsidiary ledger of client for monitoring of accounts	80,000			Jan-Dec 2018	15.63%	12,500.00	Constraints/issues: Unavailability of Official Receipt particularly Quezon Capitol Post Office, Lucena City note : At present, Area Office is the one collecting PCA of Lucena City
2. Settlement of COA Suspensions and Disallowances							
Sent letters to concern Officers and employees for				1st sem			
3. Compliance to tax directives and regulations							
a. Visit post offices to ensure compliance in terms of	100,000.00			Jan-Dec 2018	8.00%	8,000.00	
TOTAL for AREA 4	12,542,753				8.68%	1,088,157.13	
5) CENTRAL & EASTERN VISAYAS AREA							
A. AREA MARKETING COMMUNICATIONS PROGRAM							
A. MAIL SERVICES							
1. Implementation of the following projects:							
a. Salamat Po Letter Writing Project							Constraint/issues: Collaterals like posters, tickets
b. ePOD for P.O.s with connectivity and HW							Constraints/Issues: Slow uploading/printing of

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
c. One Town One Postcard project and other seasonal cards							Area Office has no capability to print the
d. Unaddressed Advertising Mail Service							Prospective clients find rates Expensive for local delivery
TOTAL FOR MAIL SERVICES PROGRAM	-					-	
B. EXPRESS AND LOGISTICS SERVICES							
1. Special Projects							
2. Product Management:							
3. Sales and Account Management							
TOTAL FOR EXPRESS AND LOGISTICS	-					-	
C. PAYMENT & RETAIL SERVICES							
1. Postal Payment							
2. Retail							
TOTAL FOR RETAIL AND POSTAL PAYMENT	-					-	
D. Other Income							
- Competitive rates for spaces offered for lease				1st-4th			
- Campaign to residents in high rise condominiums, offices and				3rd			
- Installation of additional photocopying machine (LCPO, Mactan				3rd			
- Collection of Parking fees and accurate remittance and				1st-4th			
TOTAL FOR OTHER INCOME	-					-	
E. Prod. awareness campaign, Advertising and Promotions,							
1. Sales calls, media forum				1st-4th			
2. Attendance to external trainings for Marketing skills				3rd			
3.Requisition of Sales kit from the Central Office				1st			
4. Corporate give-aways (during sales calls and for top 100)				2nd-3rd			
TOTAL FOR ADS AND PROMOS	-					-	
Total > Area Marketing & Communications Program							
(excludes revenue - P5,654,089.00 and expenditures from							
II. AREA OPERATIONS IMPROVEMENT PROGRAM							
a. Mail Acceptance/Point of Sale Improvement Program							
b. Improvement of Processing and Dispatch Program							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
c. Improvement of Mail Delivery Efficiency							
d. Repair and Refurbish of motor fleet vehicles				2nd-4th			
e. Improvement / Enhancement of Mail Network Projects							
f. OPERATIONAL REPORTS (STATISTICS)				1st			
Design a template to facilitate consolidation of reports which immediately generate the following monthly statistical reports-							
a. Area Monthly Accomplishment Report							
b. Area Monthly Frank Mails & O.B. Mails Report							
c. Area (Quarterly) Post Office Operations Report							
Total > Area Operations Improvement Program	-					-	0.00
III. Area Human Resource							
Area Human Resources Management							
a. Succession Plan							
b. Review/Update Leave Credits Balance of employees in Samar,							
c. Preparation and Implementation of Promotional and Original							
d. Set a schedule of PSB deliberation of positions with Authority							
Area Human Resources Development Program							
a. TRAININGS (In-House Training)							
1. Orientation Program for New Entrants							
1.1 Develop Module				1st			
2. Conduct of Regular Training							
2.1 PMs Training				1st			
2.2 LCs Training				2nd			
2.3 PTs Training				3rd			
2.4 Values Orientation Workshop (VOW)(Charge to GAD)				2nd			
2.5 5s Training(Charge to GAD)				4th			
2.6 Customer Care(Charge to GAD)				1st			
2.7 Defensive Driving				1st			
2.8 DPS and IPS Training				1st			
3. Pre-Retirement Course				4th			
b. Outside Training							
1. Supervisory Development Course Track I				2nd			

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
2. Supervisory Development Course Track II & III				4th			
3. Coaching and Mentoring				1st-4th			
4. Leave Administration Course for Effectiveness				2nd			
5. Basic Customer Service Skills				2nd			
c. Gender and Development Plan							
1. Wellness Program				2nd-4th			
2. Team building				4th			
Total > Area Human Resources Development Program	-					-	0.00
VI. Area Safety & Security Program							
1. Procurement of security services				2nd-3rd			Possibility of multi year contract
2. Procurement of CCTV & other safety facilities:							
3. Ensure all postal building facilities & machineries are covered							
4. Inspection of Post offices & other facilities							
5. Investigation of Complaints on Postal irregularities							
Total > Area Safety & Security Program	-					-	
VII. AREA LEGAL SERVICES PROGRAM							
1. Evaluation of investigation reports							
2. Preparation of formal charges/ resolutions							
3. Preparation /Drafting of contracts							
Total > Area Legal Services Program	-					-	
VIII. AREA ICT DEVELOPMENT PROGRAM							
a. SOFTWARE DEVELOPMENT							
1. RECORDS MANAGEMENT SYSTEM				1st-2nd			
2. SUPPLY INVENTORY MANAGEMENT SYSTEM				1st-3rd			
b. SYSTEMS IMPLEMENTATION							
1. IPS/DPS/DMTS				1st-4th			
c. PROCUREMENT OF COMPUTER SET							Constraints/issues: Already requested to CO for procurement
1. PC to Pos with Connectivity but without PCs				1st			
2. Barcode Scanner				1st-2nd			
3. Printers				1st-2nd			
4. Biometric Machine							
d.1. REPAIR AND MAINTENANCE OF HARDWARE				1st-4th			Limited stocks for fast-moving parts

Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
				% of Completion	Total Cost Incurred to Date	
						Reconciliation of accounts is ongoing
			1st-3rd			
			1st-3rd			
1,023,000.00			1st-4th			
			1st-3rd			
1,023,000.00						
			1st-4th.			
			1st-4th			
			1st-4th			
			Year-round			
			1st-4th			
			Year-round			
			1st-4th			
			1st-4h			

Project/ Program/ Activity Name	T	ite	Project Status		Remarks
			% of Completion	Total Cost Incurred to Date	
12. Cash Management					
12.1 Monitoring of Cash Accounts					Late releasing of bank statement from OFBank formerly PPSB resulting to delayed preparation of bank reconciliation
12.2 Facilitate disbursements of claims					
12.3 Submission of Reports and Segregated Disbursement Vouchers to concerned Offices					
13. Tax Management					
Total > Area Financial Management Program				-	
XI. Area Audit Efficiency Program					
a. Re-constitute the members of AICS					
1. Orientation of the newly designated members of AICS					
b. Conduct of audit examination					
1. By random					
2. By schedule					
c. Submission of audit reports with recommendations					
d. Request Internal Audit Department -BOD for intervention of					
Total > Area Audit Efficiency Program				-	
TOTAL for AREA 5			35.00%	144,569.83	
6) WESTERN VISAYAS AREA					
1. Area Integrated Marketing Communications Program	144,569.83		0.00%	0.37	
Increase revenue generation					
1. Orientation of the agents	846,392				
2. Buildup of customer					
3. New products					
4. Marketing and Sales Capability building					
5. Computerization					
6. Product awareness					

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
7. Research and development	-						
8. Partnership and network buildup	-						
9. Product Pricing calculator	-						
10. Market base widening	-						
11. Postal counter relocation	-						
Maintain regular and profitable customers	-						
1. Account management	611,392.00				0.00%	0.61	
2. Customer relations management	100,000.00						
Improve corporate image and brand							
1. Brand management							
2. Public/ Media Relations	12,000.00						
3. Advertising & Promotions							
4. Risk Communication							
Increase of new customers from well-defined segmented							
1. Sales management	113,000.00				0.00%	0.17	
2. Market research- Logistics	10,000.00						
	-						
2. Area Operations Improvement Program	5,951,304.00				0.00%	0.00	
Improve service delivery with computerization							
1. Process review	500.00						
2. Process computerization							
3. Standardization of Process	192,404.00						
4. Outsourcing	600,000.00						
Improve the service level maturity and compliance							
1. Process manual							
2. Quality Standards	740,000.00				0.00%	0.23	
3. Compliance	30,000.00				0.00%	0.13	
Improve effectiveness and efficiency ratio							
1. Risk and security management							
2. Quality Certification							
3. Capacity Building							
4. Manpower Pooling	4,388,400.00						
3. Area ICT Development Program	2,373,883.37				7.46%	177,178.21	
Improve business processes computerization							
1. Process review	10,000.00						
2. Process computerization	288,000.00						

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
3. Standardization of processes							
4. Post office linkages							
4.1. On-site visit and maintenance of IT equipment to 21 post	100,000.00				0.15%	150.00	
Internet connectivity of 21 POs and 7 DCs	775,883.37				22.82%	177,028.21	
Internet connectivity of additional 25 Pos	450,000.00						
Rationalize expenses to targeted financial outcomes	-						
1. Cost saving measures							
1.1. Fiber Optic Installation in Admin Center (to reduce cost)	30,000.00						
Opening of one-stop shop	720,000.00						
	-						
4. Area Postal Safety & Security Program	4,118,104.00				13.33%	548,923.96	
CCTV Installation and Monitoring	73,000.00				28.12%	20,530.00	
Outsourcing of security services	4,045,104.00				13.06%	528,393.96	
	-						
5. Area Human Resources Development Program	26,114,549.26				17.74%	4,633,513.21	
Improve level of competency to match the mandated results							
1. EO 203	-						
2. Organizational Development	130,000.00						
3. Competency Benchmarking	-						
4. Management Succession Planning	-						
5. Training	941,150.00				55.81%	525,264	
Improve human resources sourcing and process management	-						
1. HR Sourcing (Manpower pool)	25,043,399.26				16.40%	4,108,248.99	
2. Computerization of HR processes	-						
6. Area Administrative Efficiency & Transparency Program	41,490,792.17				13.16%	5,459,035	
Rationalize expenses to targeted financial outcomes							
1. Incurrence of Obligation	33,304,608.17				8.15%	2,713,920.05	
2. Reduction of acquisition cost of assets	-						
Improve corporate image and brand	-						
1. Post office relocation	-						
2. Representation to Customer	727,824.00						
3. Renovation of Post Offices/facilities	-						
1. Implementation of the construction and major repair projects	3,050,000.00				88.98%	2,713,920.05	
2. Implementation of standardized representation of a model PO	3,550,000.00						
4. Facelifting of Post Offices	700,000.00				4.46%	31,195.00	
5. Rehabilitation of post office quarters	158,360.00						

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Disposal of unserviceable equipment	-						
Disposal of old records	-						
Rental of real properties	-						
	-						
7. Area Financial Management Program	2,648,309.81				1.62%	42,800.70	
Increase revenue generation							
1. Orientation of personnel in-charge	500.00						
Improve collection efficiency							
1. Revenue protection	-						
2. Documentation	-						
3. Timely updating of information	-						
4. Collection schedule	-						
5. Collection agents/Officers	-						
6. Collection Policies	-						
7. Preparation of SOA/Billing Statements	-						
8. Policies on Postage Charge Account	-						
Rationalize expenses to targeted financial outcomes	-						
1. Substantiation of balances & Updating general and subsidiary	2,307,623.73						
2. Reconciling Cash in Bank accounts thru preparation of	5,000.00						
3. Ensure that all post offices are registered with BIR for VAT	42,500.00						
4. Ensure that registrations of post offices with BIR are renewed	87,500.00						
5. Hiring of COS-Tax Specialist to take care of all registrations & Issuances and monitoring of postage stamps to Pos	205,186.08				20.86%	42,800.70	
	-						
8. Area Legal Services Management Program	-					594.00	
Filing of cases	-						
Conduct of Preliminary investigations	-						
Serving of resolutions of cases	-					594.00	
Serving of formal charge	-						
9. Area Performance Monitoring Program	20,000.00					-	
Improve availability of guidance to support performance	-						
1. Institutionalization of SPMS	-						
2. Computerization of Performance Monitoring	20,000.00						
10. Area Audit Efficiency Program	-						
Area 6 TOTAL	83,563,334.61				13.00%	10,862,045.56	

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
7) EASTERN MINDANAO AREA							
A. Integrated Marketing Communications Program	349,074.34					-	
1. Upgrading of Mail Services	349,074.34			Year round			
2. Additional Bulk Mailers							
3. Salamat Po Year 5				Jan-Mar 2018			Constraints/issues: Late arrival of materials needed. Ex. Raffle Tickets
4. Promotion of EMS to increase revenue (Express Services)				Whole year round			Constraints/Issues
5. Increase revenue for Logistics				Whole year round			Constraints/issues:
6. Postal ID Mobile Capturing (Postal Payment & Retail)				Whole year round			Constraints/issues:
7. Additional PHIC clients (Postal Payment & Retail)				Whole year round			Constraints/issues:
B. Area Operations Improvement Program	0					-	
1. Re-opening of Post Offices							
2. Opening of new mail routes/mail exchange				Calendar year 2018			
3. Repair of Mail Cars				1st Sem			Constraints/issues: Non-availability of spare parts
4. Davao-Manila Run				1st Sem			Constraints/issues: 10 wheeler vehicle is also
C. Area ICT Development Program	0					-	
Implementation of DPS and IPS				1st Sem			Constraints/issues:
To inventory IT equipment and connectivity							• Unable to purchase capital outlay equipment
D. Area Safety & Security Program	0					-	
1. Safety and Security of Post Offices				2nd qtr			
2. Ensure postal building facilities & machineries are safe				Jan-Jun 2018			
E. Area Human Resources Development Program	0					-	
HR Development Program							
Trainings/seminars/workshops/consultative meetings				Jan-Jun 2018			
2. Enhancement of competency, efficiency and transparency				1st sem			
F. Area Financial Management Program	0					-	
1. Improve collection efficiency				Jan-Jun 2018			Constraints/issues: Certificate of mailings cannot be located or were already disposed.
G. Area Legal Services Program							
H. Area Performance Monitoring Program	0					-	
Compliance to directives				1st sem			Constraints/issues: Delayed submission of required documents and reports.
Total for Area 7	349,074.34					-	

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
8) CENTRAL MINDANAO AREA							
A. Integrated Marketing Communications Program							
Sulat Mulat Caravan							
Salamat Po Letter Writing, Year 5 Project							
Love Express Valentine Project							
Postal ID Mobile Capturing in malls and acceptance post							
Philatelic Exhibit back to back with Postal ID Mobile Capturing							
Proposal letters and client visits to promote postal products &							
PRC & ICRC Pay Out Activities							
Sales Pipeline							
B. Area Operations Improvement Program							
1. Serviceable motor vehicles							
2. Mail volume							
Posted							
Delivered							
Undelivered							
C. Area ICT Development Program							
1. Installation/upgrade of internet connection at post offices							
2. Additional computers for Post Offices without computer units							
3. Upgrading of Admin Center Internet Connectivity & Network							
D. Area Safety & Security Program							
CCTV Installation at Mail Distribution Center 8, Butuan City PO,							
E. Area Human Resources Development Program							
Appointments							
Processed appointments of 5 COS workers who were given							
Area Human Resources Profile							
Regular							
Contractual							
Contract of Service							
LGU-provided							
Others (From Mega-Manila)							
F. Area Administrative Efficiency & Transparency Program							
1. Vehicle repair							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Repair of Super Carry w/plate # UKN 514,	49,800.00			Jan. 24, 2018	94.64%	47,132.15	Running Condition
Replacement of defective spare parts of L300 mail car with	11,760.00			July 31, 2018	97.28%	11,440.00	On going repair/ Outsourced
Procurement of 2pcs Battery 9 plates & 11 Plates	8,750.00			June 2018	100.00%	8,750.00	Accomplished
Procurement of 12 pcs wheel tire 185 X R14, 8 ply	42,324.43			June 2018	100.00%	42,324.43	Accomplished
Installation of Tint for 2 units of Mailcar	3,214.29			June 2018	100.00%	3,214.29	Accomplished
2. Facelifting of Post Offices							
Butuan City Post Office Minor Repair,	25,845.00			Feb. 2, 2018	74.33%	19,210.50	Accomplished
Surigao City Hall Post Office Minor Repair, Surigao City, Surigao Del Norte	7,895.00			Jan. 26,2018	58.81%	4,643.18	Materials already purchased/ inhouse labor
Buenavista Post Office Facelifting, Buenavista, Agusan de Norte	40,300.00			Jan. 26, 2018	65.53%	26,408.20	Materials already purchased/ in house labor
Installation of One Stop Shop Counter of Dapa Post Office,	27,312.32			Feb. 26, 2018	79.79%	21,792.19	Accomplished
3. Procurement							
Supply and Delivery of Common -Use Supplies (DBM), Administrative Center, Macabalan, Cag. De Oro City	210,551.04			June 2018	100.00%	210,551.04	accomplished/ distributed to Post Offices/units
Supply and Delivery of Stainless Water Tank,	30,401.00			June 2018	100.00%	30,401.00	accomplished
Supply and Delivery of 3 units Computer Printer,	21,428.57			June 2018	100.00%	21,428.57	accomplished
Supply and Delivery of 8 pcs USB Flash Drive,	3,080.00			June 2018	100.00%	3,080.00	accomplished
Supply and Delivery of 4 pcs UPS,	6,750.00			June 2018	100.00%	6,750.00	accomplished
Supply and Delivery of 2 unit of Pointer,	3,600.00			June 2018	100.00%	3,600.00	accomplished
Supply and Delivery of of 60 pcs of Canon Toner 303	96,000.00			June 2018	100.00%	96,000.00	accomplished
Supply and Delivery of 5 pcs Riso Master & 5pcs Riso Ink,	12,350.00			June 2018	100.00%	12,350.00	accomplished
Supply and Delivery of 29 pcs HP & 30pcs Canon Ink, Administrative Center, Macabalan, Cag. De Oro City	17,130.00			June 2018	100.00%	17,130.00	accomplished/ distributed to Post Offices/units
Supply and Delivery of 5 pcs of HP Laserjet P110285A,	21,300.00			June 2018	100.00%	21,300.00	accomplished
Supply and Delivery of 80pcs of LED Bulb 12 watts, Administrative Center, Macabalan, Cag. De Oro City	16,785.71			June 2018	100.00%	16,785.71	accomplished/ distributed to Post Offices/units
Supply and Delivery of Office Equipment (semi-expendable),	33,500.00			June 2018	100.00%	33,500.00	accomplished/ distributed to Post Offices/units
G. Area Financial Management Program							
1. Tax compliance - Registration of post offices							
Post offices for initial registration							
Post offices for re-registration							
H. Area Legal Services Program							
I. Area Performance Monitoring Program							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Total for Area 8	690,077				95.32%	657,791.26	
9) WESTERN MINDANAO AREA							
A. Integrated Marketing Communications Program							
1. Renewed 22 PCA clients 22							
2. Marketing of Projects							
3. Market Philhealth to requirement agencies							
4. Conducted PRC PAYOUT in selected ZDN municipalities							
5. Prepared/distributed PRODUCTS AND SERVICES tarps							
6. Distributed anniversary giveaways(USB) from CO to loyal							
B. Area Operations Improvement Program							
1. Delivery commitments							
a. Letter post							
b. Parcel post							
c. Express post							
d. Capturing of Events "A" and "H/I"							
e. Connectivity of Post Offices							
No. of Post Offices to be connected							
2. Activities Towards Improving OPERATIONS							
3. POs Capable of Capturing Delivery Information (22 Post Offices with connectivity)							Out-moded computer Machine/dot matrix printer / intermittent connectivity
C. Area Administrative Efficiency & Transparency Program							Lack of/AGING Regular Personnel 8 retired 1st Sem 14 more by end of year
1. FACE-LIFTING of PO							
2. REPAIR/REPAINTING of Mail Vehicles							Issue: Funding for major PO repairs
3. Conversion of 3rd floor idle space to a FUNCTION ROOM							
4. RECONCILIATION of Physical inventory with accounting							
5. Semi-annual INVENTORY of supplies							Issue: Over-stocked Philatelic FDCs from Central Office.
D. Area Financial Management Program							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Improved COLLECTION EFFICIENCY – Age receivable is less than six months							Issues: EDU MOA by CO - difficulty of collection (P543,244.18-uncollected) BIR compliance- insufficient supply of OR and Cash Book
IV. ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY PROGRAM							
Logistics and Property Management Department	183,579,370.00				47.13%	86,517,141.00	
1. Planning Linkages							
2. Procurement Management	91,789,685.00				100.00%	91,789,685.00	
3. Supply & Materials Stock Management							
4. Fixed Assets Management						5,167,141.00	
5. Standard Process Management							
6. Compliance to Tax Requirements							
7. Management of Computerization							
8. Management of COA Audit Findings							
9. Performance of Routinary Functions & General Administrative							
General Services Department	40,010,735.24					-	
1. Infrastructure Management Program							
2. Maintenance Management Program	20,005,367.62						
3. Records Management Program							
4. Standard Process Management							
5. Management of COA Audit Findings							
6. Management of Computerization							
7. Performance of Routinary Functions & General Administrative Service							
Total	223,590,105.24				38.69%	86,517,141.00	
V. FINANCIAL MANAGEMENT PROGRAM							
Accounting Department	4,639,253.00					-	

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
1. Claims Processing Management							
2. Management of Receivables							
3. Management of Corporate Taxation	4,639,253.00						procurement of booklets of AF-51, official receipt
4. Financial Statements preparation							
5. Management of COA Observations & Findings							
6. Validation & Reconciliation of current and prior years' balances							
7. Management of the computerization of the following: 7.1 Point-of-sale system (POS) 7.2 Corporate Financial Mgt. System							
8. Standard Process Management:							
9. Cost Reduction Measures							
Financial Management Department	10,990,000.00					-	
1. Preparation of CY 2019 Corporate budget.							
2. Implementation of CY 2018 budget							
3. Management of Receivables							
4. Monitoring of Collections and Deposits, both Corporate and Trust Accounts							
5. Investment of reserved funds							
6. Management of Postage Stamp Stock Level							
7. Management of Postage Metered Machines	10,990,000.00						Cost for Procurement of DM300 & DM1000
8. Management of the computerization of the following: 8.1 Point-of-sale system (POS) 8.2 Corporate Financial Mgt. System							
9. Standard Process Management:							
10. Management of COA Observations & Findings							
11. Compliance to Tax Requirements							
12. Cost Reduction Measures							
Total	15,629,253.00					-	
VI. MANAGEMENT SUPPORT PROGRAM							

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
1. ICT DEVELOPMENT PROGRAM							
I. Hardware, Software, Network Maintenance at CO, CMEC and SMED				1st Qtr - 4th Qtr			maintained all software, hardware and network
II. Systems Administration and Maintenance				1st Qtr - 4th Qtr			
OPMG							
OAPMG - OPERATIONS	4,914,000.00						
OAPMG - MMS							
OAPMG - Finance							
II. Systems Enhancement / Systems Development							
a. Systems Enhancement				As need arises			waiting for reply of Lazada partnership (DPS) / PPC website /Track and Trace /PPMIS
b. Systems Development				As need arises			Philhealth Remittance (currently hold)/e-Courier / mobile delivery / Track and Trace mobile app
I. Systems Deployment							
a. Enterprise Resource Planning System (ERP)	84,000,000.00			2018			ERP to procure by 2018 (procurement process - BAC)- for consolidation of RIS/PR, CAF, CAB
IV. Infrastructure							
a. Internet Connectivity (CO, CMEC and SMED)	10,800,000.00			2018			On going deployment by PLDT at CMEC. On going evaluation for connectivity requirement at CO and SMED.; Procurement of Mobile Data Connectivity Service with Data for Re-bidding
b. Network Security				2018			still on evaluation and quotation
V. ISSP for 2018-2020				2018			Submitted the ISSP version 1, update based on the initial recommendation of the DICT
VI. IPS migration from version 2013 to version 2016				2018			Migrated IPS to version 2016
SUB-TOTAL	99,714,000.00					-	
2. HUMAN RESOURCES DEVELOPMENT PROGRAM							
LEARNING AND DEVELOPMENT PROGRAM							
Conduct of Values in Action Program							For implementation

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Conduct of Orientation-Workshop on PSEA							For implementation
TRAINING PROGRAMS							
Corporate Governance							For implementation
Pre-employment Trainings for PMs, LCs & PTs							For implementation
Continuing Postmasters' Capability Enhancement Training (with	574,000.00			Jan. - Dec.			continuing
Re-orientation Program for LCs, Postal Tellers							For implementation
Training for BACK-OFFICE personnel							For implementation
POS Training/E-Commerce/Logistics/ Customs/ Dangerous							continuing
Skills Enhancement Seminars for Administrative Support Personnel (as per TNA-send out and in-house)	1,394,614.83				13.75%	191,700.00	continuing
Leadership Development Seminar for Postmasters, Section Chief and Division Chiefs							For implementation
Executive Development Program							continuing
Train the Trainers Training							For implementation
Basic Customer Service Skills and Marketing for all PHLPst				Jan. - Dec.			For implementation
a. Meet and Greet : New Employees	62,900.00				46.95%	29,531.25	
Specialized Trainings							continuing
a. 40 th Annual Convention and Seminar of the Government Association of Certified Public Accountants, Inc. (GACPA)	Php8,000.00/ pax			Jan. - Dec.		96,000.00	
b. Introduction to Organization Development						23,800.00	
c. International Mail Accounting (IMA) APPC, Bangkok, Thailand				Jan. - Dec.		Php2,120.00 USD576.00	
IMPROVEMENT OF TRAINING PROGRAMS							
New Alternative training methodologies (Benchmarking, AVP, role-							For implementation
Assessment of training participants after 3 months							For implementation
Conduct of surveys after the conduct of generic trainings							For implementation
OTHER PROGRAMS							
Employee Engagement Programs	182,750.00			Jan. - Dec.			continuing
PHLPst Employees Educational Assistance Program (PEEAP)							continuing
JOB DESCRIPTION							
Update current job description per position (indicating the							For implementation
Organizational Development - (Job structuring following EO 203							For implementation
GENDER AND DEVELOPMENT PROGRAMS (included Conduct	4,500,000.00						continuing

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
a. Seminar on Gender and Development	225,280.00				71.11%	160,200.00	
b. Workshop on Harmonized Gender and	283,800.00				79.16%	224,650.00	
SUB-TOTAL	8,349,724.83				8.69%	725,881.25	
3. LEGAL PERFORMANCE MONITORING PROGRAM							
A. Establishment of Database for Case handled				1st-4th Qtr			
Establishment of database/tracking system on case profiling				1st-4th Qtr			
Provision of laptops for lawyers					2 laptop received		
B. Creation of Mediation Board				1st-4th Qtr	100%		
C. Provision of space for mediation center per area				1st-4th Qtr	100%		
					100%		
Establishment of Mediation Center per Area					100%		
D. Repair of the legal office				1st-4th Qtr	100%		
provision of hearing room				1st-4th Qtr	100%		
repair of comfortrooms				1st-4th Qtr	100%		
Establish e-library;				1st-4th Qtr			
E. Hiring of additional Lawyers				1st-4th Qtr	hired 2 additional lawyers		
SUB-TOTAL	-					-	
4. CORPORATE PERFORMANCE MONITORING PROGRAM							
GENERAL ADMINISTRATION & SERVICES							
A. Corporate Performance Monitoring Program							
I. Strategic Planning Plan							
1.1. Undertake/update environment scanning	9,000,000.00			1st-4th		Approved TOR and RIS for acquisition of Market Research Services	a) Included the acquisition of Customer Satisfaction Survey, which is a Performance Target for CY 2018, b) Two (2) revisions of the TOR to incorporate the BAC TWG review
1.2. Formulate the PHLPPost strategic direction aligned with				2nd-4th			a) Realigned to 3rd qtr due to prioritization of
1.3. Review and formulate the priority revenue-				1st-4th			Not applicable for reporting period

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks		
					% of Completion	Total Cost Incurred to Date			
1.4. Conduct and render periodic monitoring of Area/Select Post Offices' PPAs implementation				1st-4th		Conduct of the PHLP Post Business Performance Review, 2017 Yearend Assessment and 1st Semester 2018 Action Planning	a) Business performance review for the 2017 yearend assessment and 1st semester report for 2017, 2) 4th qtr 2017, 3) 1st qtr 2018		2017 2018 1) 3rd qtr
1.5. Gather, analyze and render the periodic statistical – marketing/operational/finance data/information				Apr Oct Dec		1) Report on Postal Statistics for 2017, 2) and 3) Presentation on Postal Statistics for Mar, Apr and May 2018	a) Business performance review for the 2017 yearend assessment and 1st semester report for 2017, 2) 4th qtr 2017, 3) 1st qtr 2018		2017 2018 1) 3rd qtr
1.6. Acquisition and adoption of an ICT-bases statistical/management information system				1st-4th		Not applicable	SWOT analysis for cleaning of CorPlan		
1.7. Competency enhancement relating to planning and				2nd-4th			1) Budget for a for 2019, 2) Business		
2. Corporate Performance Monitoring Plan									
2.1. OPCR validation, review and monitoring				1st-4th			a) OPCR's accomplishments for 2017 review is		
2.2. Monitor, review, establish and negotiate the				1st-4th			Performance Scorecard for Cooperating Units for		
2.3. Acquisition and adoption of an ICT-based performance				1st-4th			Realigned to CY 2020		
2.4. Competency development/enhancement relating to organizational performance system:				2nd-3rd			No capacity building activities approved for attendance		
3. Quality Management Standards Systems Plan									
3.1. Acquisition of 3 rd party Quality Certification services				1st-4th		Review and revision of TOR for ISO 9001 Pre-assessment	a) Consultancy services started in Jun b) Orientation and commitment by ExeCom for ISO 9001 certification obtain in 11 Jun, c) 1st activity of the consultancy services conducted in Jun		
3.2. Creation of pool of certified quality certification auditors				3rd-4th			Not applicable for reporting period		
SUB-TOTAL	9,000,000.00								
TOTAL	117,063,724.83				0.62%	725,881.25			

Project/ Program/ Activity Name	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
IV. CORPORATE GOVERNANCE PROGRAM							
1. POSTAL SAFETY & SECURITY DEVELOPMENT PROGRAM							
Maintenance of Security Services (outsourced for CO & Mega Manila)	35,527,291.00						Procurement of security services for award of contract
2. INTERNAL AUDIT EFFECTIVENESS & EFFICIENCY PROGRAM	21,450,127.11				50.86%	10,910,415.06	
a. Audit of Post Offices	11,682,859.41	1st qtr.		4th qtr.	67.46%	7,881,541.32	
b. Audit of Area Offices	4,650,658.52				27.66%	1,286,440.96	
c. Audit of Office of Exchange	9,240.00	1st qtr.		4th qtr.			
d. Audit of DCs'/Sub-DCs'	3,849,001.14				15.22%	585,979.74	
e. Audit of Network and Transport	101,915.00						
f. Audit of Departments							
g. Audit of Processes/Specialized Audit	1,156,453.04	1st qtr.		4th qtr.	25.00%	289,113.26	
h. Review/Analyze Monthly Variance Report							
i. DEPARTMENT PROGRAM							
- Monthly Meeting with Staff Auditors		1st qtr.		4th qtr.		867,339.78	
- Conduct Team Building to promote cooperation and camaraderie							
Note:							
Total expenditures include Salaries of auditors							
TOTAL	21,450,127.11					10,910,415.06	

Certified Correct:


Ariane N. Avenido
 Planning Officer I

Noted by (subject to validation of the financial data by the Financial Management Division):


Zenaida V. Mataverde
 Acting Manager, Corporate Planning Department