PHLPOST

You Send, We Deliver

QUARTERLY MONITORING
Plans, Activities and Projects
4th Quarter, CY 2019

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
I. INTEGRATED MARKETING COMMUNICATIONS PROGRAM							No updates provided
Responsible - APMG MMSS							
a. Product Management							
i. Enhancement of market knowledge through capacity development	1,300,000						
1. Conduct market research & intelligence	300,000			2020		428,232.00	1st payment
2. Develop competency / knowledge and capacitate personnel / employees to effectively perform tasks							
2.1 Personnel / Employee Trainings	1,000,000						
ii. To enhance and bolster core products and	2,000,000						
1. Development of new/enhanced products and services for target customers	2,000,000						
2. Philately Programs							
3. Philately Communication plan							
4. Postal Payment Product Management and Development Plan							
iii. To improve accessibility of products and	11,000,000						
1. Intensify campaigns for various products and services	1,000,000						
2. Philately Programs							
3. Intensify partnership with local organizations							
4. Strengthen alliances with LGU and DepEd							
5. Partnerships with travel and Tour companies							
6. Promotion and Advertising	10,000,000						
7. Introduction of postal mobile app for easy accessibility of postal payment services.							

Program and Activities		2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
						% of Completion	Total Cost Incurred to Date	
iv.	To ensure efficient and effective implementation of plans	3,324,000						
1.	Area visits	500,000						
2.	Performance Monitoring	2,824,000						
v.	To enhance marketability and branding of the existing products and services	13,850,000						
1.	Advertising and Promotions	2,300,000						
2.	Participation in Trade Expositions	1,000,000						
3.	Set up of PHLPOST EMS/T&T/Mails/Logistics Booth and dissemination of flyers							
4.	Development of updated Product Lines advertisements							
5.	Philately Programs	5,000,000						689,000.00	27th Corporate PHLPost Anniversary Stamp launch, Mga Seiyong Pamana II, 70th Anniversary of Phil.-Thailand; 4 stamp launchings, 2 exhibits, 2 tours, 4 trainings
6.	Philately Communication Plans	1,650,000						
7.	Joinning of Trade Fair	1,100,000						
8.	Participation in events including exhibits	2,800,000						
vi.	To increase revenue from corporate and institutional customers	4,591,749						
1.	Sales Management	4,591,749						
vii.		975,700						
1.	Design and Production of Phipost event in line with the 2021 international stamp exhibition							
2.	Decentralized procurement of PHLPOst souvenir items for sale in postal areas							
3.	Enhance the inventory system							
4.	Philately Communication plan							
5.	Philately Programs	975,700						
6.	Issuance of Personalized Stamps							
7.	Issuance of Commemmorative stamps (local)							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
8. Issuance of Commemmotive stamps (International) Philippines with Diplomatic relations							
9. Issuance of topical /regular stamps							
viii. To maintain revenue from existing corporate and institutional customers							
1. Customer Relations Management							
ix. To strengthen sales monitoring and revenue performance	800,000						
1. Sales and revenue performance monitoring	800,000						
2. Sales reward and incentives							
3. Philately programs							
4. Opening of mall postal counters							
5. Accreditation of 10 postal stations							
6. Hire additional manpower to man/manage the postal counter							
7. Monitor the sales and inventory of stamps and other philatelic items							
8. Printing of manual for the postal outlets							
9. Philatelic Communication plan							
x. To promote cost - efficiency in support to operations activities	-						
1. Cost Reduction and Office Supply Management							
2. Strict implementation of energy conservation policy							
3. Avoid or minimize waste particularly bond papers							
4. Recycling and re-using office supplies							
xi. To standardize processes and procedures aligned with ISO 9001							
1. Continuous improvement on Product Management Process							
2. Continuous improvement on product / project implementation and guidelines							
Sub-Total > Product Management	37,841,449						
Corporate Communications Division							
b. Advertising							
Across All Platforms	30,000,000						
IEC (Print & Video)	3,500,000						

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Sponsorships	5,000,000						
c. Public Relations							
Media Relations (Guestings, Interview, Fellowship)	1,000,000						16 TV appearances; 33 print articles; 3 radio interviews; 165 online articles
Employee Relations (Courier, CSR)	2,500,000						
Special Events (NSCM & Corporate Anniversary)	7,000,000						
d. Strategic Communications Program							
Media Intelligence	1,500,000						
Risk Communication	300,000						
Sub-Total > Corporate Communications Division	50,800,000						
e. New Business Program							
Conduct study on New Zip code in coordination with PSA							
Submit proposal for a new E-Commerce platform Service Provider							
i. Establish Partnership with PSA on BREQS							
Maintain existing contracts with NGA and NGO for Payout Services							
ii. Acquire additional Humanitarian Aid (HAO) Partners for							
iii. Payout Services							
Sub-Total > New Business Program							
Total > Integrated Marketing & Communications Program	88,641,449						
II. OPERATIONS IMPROVEMENT PROGRAM							
Responsible - APMG Operations							
a. Full implementation of IPS System EMSEVT3 V3	1,000,000						
a.1. IPS systems users training	1,000,000						
a.2. Procurement process							
a.3. Streamlining and standardization of process							
a.4. Monitor and evaluate compliance							
b. Maximize Usage of Sorting Machine	115,000						
b.1 Implement mandatory use of correct ZIP code and proper addressing	115,000						
b.2 Revision of "makeup and dispatches" at Mega Manila Area (4 main POs)							
b.3 Implement the Mail Management printing system (RRR/POD)							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
b.4. Visit discuss with clients							
b.5. Implement discount system compliant clients							
b.6. Monitor and evaluate compliance							
c. Implement eMail Management System	17,000,000						
c.1. Implement eMail Management System	16,000,000					2,360,000.00	Procured Mail Management Solutions Software; Development of Phase 1 and Design Layout and
c.2. Training and roll-out of system nationwide	1,000,000						
c.3. Monitor and evaluate compliance							
d. Undertake Quality Control and Mail Monitoring Programs							
d.1. Quality Control Workshop	1,291,200						
d.2. Mail Monitoring & Compliance check	5,344,000						
d.3. Process improvement review	736,000						
d.4. Installation of Global Monitoring System	5,000,000						
e. Implement Cost & Resources Management System	253,920,000						
e.1. Strengthen revenue protectionactivities (mechanized process)	3,920,000						
e.2. Create Office of Exchange in Visaya and Mindanao areas)							
e.3. Mechanized and automate sorting processes	250,000,000						
f. Enhancement of Logistics & eCommerce Services	25,000,000						
f.1. Create Logistics and eCommerce Unit							
f.2. Setup eCommerce airport processing office							
f.3. Procure WMS (Warehouse and Management System)	25,000,000						
g. Creation/formalize structure of PIDC							
g.1 personnel complement							
g.2 Computer set with table							
g.3 Letter shopping table							
Total > Operations Improvement Program	297,035,000					2,360,000.00	
III. AREA ENHANCEMENT PROGRAM							No updates provided
1. Integrated Marketing Communications Program	143,041,552						
2. Operations Improvement Program	1,039,601,793						
3. Administrative Efficiency & Transparency Program	213,919,275						
4. Financial Management Program	145,479,571						

	Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
5.	ICT Development Program	17,688,975						
6.	Human Resources Development Program	199,701,862						
7.	Legal Services Management Program	2,606,038						
8.	Corporate Performance Monitoring Program	5,141,536						
9.	Postal Safety & Security Program	14,817,326						
10.	Audit Efficiency Program	1,717,655						
	Total > Area Enhancement Program	1,783,715,583						
III. ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY PROGRAM								No updates provided
Responsible - APMG Administration and Finance								
a. Logistics and Property Management Department								
1.	Planning Linkages	16,277						
	1.1 Prepare PPMP within required time	10,851						
	1.2 Prepare APP	5,426						
	1.3 Implement APP							
	1.4 Monitor and reconcile amounts with Budget Division							
2.	Procurement Management	40,963,791						
	2.1 Improve programming, determine EOQ level of all revenue generating supplies							
	2.2 Procure all revenue generating and operational supplies and materials based on	33,560,989						
	2.3 Prepare the database of suppliers and procured items unit costs							
	2.4 Procurement is based on approved APP							
	2.5 Procure goods, services, infrastructure projects & other items following provisions of R.A. 9184	7,402,803						
3.	Supply & Materials Stock Management	1,491,775						
	3.1 Enhance stock management of all operational supplies and/or fast-moving supplies and materials							
	3.2 Improve procurement of stock management of centrally-procured accountable and non-accountable supplies							
	3.3 Conducts physical inventory on supplies and materials	10,851						
	3.4 Computerization of supply and inventory management systems and procedures, interface with accounting system	1,426,669						

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
3.5 Stock inventory and distribution to the postal areas is well managed	54,255						
3.6 Continuous monitoring of supply utilization by category or kind							
4. Fixed Assets Management	33,822,721						
4.1 Development of real properties: a) rent-out idle lots or vacant office spaces; b) Enter into MOA, MOU or JV with interested parties	21,702						
4.2 Ensure all postal buildings, facilities, machineries & equipment are covered by	20,834,015						
4.3 Facilitate titling of donated lots	3,255,315						
4.4 Conducts physical inventory on equipment or and other fixed assets of the corporation. Reconcile with the accounting records.	27,128						
4.5 Appraisal of real properties every 3 years	9,114,882						
4.6 Establish accountabilities. Issue PAR & ICR. Secure documentation.	542,552						
4.7 Dispose unserviceable equipment & other fixed assets	27,128						
5. Standard Process Management	10,851						
5.1 Supply and Propety Management Manual	5,426						
5.2 Assets Management Manual	5,426						
5.3 Computerization of suppply and property inventory system							
6. Compliance to Tax Requirements							
6.1 Data of Suppliers							
6.2 Database of unit cost per procured items							
6.3 Close coordination with Tax Management Office to ensure compliance							
7. Management of Computerization	1,426,669						
7.1 Computerization of supply inventory management system							
7.2 Computerization of assets management system	1,426,669						
7.3 Monitor implementation per TOR							
7.4 Ensure compliance of system users							
8. Management of COA Audit Findings	-						
8.1 COA AOM							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
9. Performance of Routinary Functions & General Administrative Services	19,802,467						
9.1 Performance accomplishment reports	5,426						
9.2 Billings for utilities, communication, internet. rental. etc.	1,893,882						
9.3 Personnel Development. Send employees to important techical trainings.	276,702						
9.4 Hire COS to augment vacancies	2,741,420						
9.5 Rental of PNR properies	14,885,038						
9.6 Cost reduction program							
Sub-Total > LPMD	97,534,551						
b. General Services Department							
1. Infrastructure Management Program	777,625						
1.1 Prepares Annual Infra Program	13,374						
1.2 Prepares Detailed Engineering Works (DEW) and implements infrastructure projects.	477,657						
1.3 Upgrade preparation of plans of all PPC Buildings and Facilities	286,594						
2. Maintenance Management Program	5,093,924						
2.1 Periodic inspection of postal buildings and facilities	477,657						
2.2 Inspects and conducts inventory to all electrical lighting/fixtures in CO, CMEC, SMED & Mega Manila	4,107,849						
2.3 Monitoring of utility	508,418						
3. Records Management Program	2,077,808						
3.1 Mechanization, Computerization and Digitation of Corporate Records	644,837						
3.2 Reproduction / dissemination and filing of Corporate Records.	1,432,971						
3.3 Disposal of valueless records.							
4. Standard Management Program	382,126						
4.1 Construction Manual	191,063						
4.2 Repair and Maintenance Manual	191,063						
5. Management of COA Audit Findings							
5.1 COA AOM							
6. Management of Computerization	6,002,523						
6.1 Computerization of supply inventory management system.	1,432,971						

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
6.2 Computerization of records management system.	2,865,941						
6.3 Computer Aided Drafting and Design system	1,703,611						
7. Performance of Routinary Functions & General Administrative Service	5,518,213						
7.1 Periodic Accomplishment Reports							
7.2 Send employees to important technical training.	506,316						
7.3 Hire Contract of Workers(COS) to augment vacancies	5,011,896						
7.4 Cost Reduction Program							
Sub-Total > GSD	19,852,219						
c. Accounting Department							
1. Claims Processing	15,826,606						
a. Accounts Payable & Trust Laibilities							
2. Billing of Receivable	5,275,535						
3. Verification/Reconciliation of Old/New Accounts	5,523,097						
4. Cash & Inventory of Accounts	10,551,071						
5. Tax Management	10,551,071						
6. Special Accounts	10,125,678						
7. Mgt. Of COA Audit Findings	5,275,535						
8. Performance of Routinary Functions & General Administrative Services	28,923,027						
Sub-Total > GSD	92,051,619						
e. Financial Management Department							
1. Collection of Receivables							
1.1 To monitor the implementation of the policies on collections.							
1.2 To coordinate with the Accounting Dept. on the billings.							
1.3 To call the attention of the offices concerned whenever the receivables are beyond 90 days.	3,453,595						
1.4 Continuous issuance of memorandum to post offices to deposit Trust Fund collections daily.							
2. Cash & Investment Mgt. Program							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
2.1 To evaluate the reports on cash collections and deposits by accountable officers.	6,068,686						
2.2 To invest idle funds in depository bank offering the highest interest rate							
3. Budget Management							
3.1 To monitor the implementation of policies and procedures.	6,932,096						COB 2020 was approved by BOD Audit Committee on April 2, 2019
3.2 To monitor submission of reports.							
3.3 To evaluate reports submitted.							
4. Postage/Philatelic Stamps Inventory Management							
4.1 Ensure sufficient stock of Postage and Philatelic Stamps.	13,169,253						
4.2 To review fixed stamps accountability of stamps custodians.							
4.3 To determine applicable denominations.							
5. Metered Machines Mgt. Program							
5.1 To ensure maintenance of continuous utilization of Postage Metered-Machine	8,935,838						
6. Mgt. Of COA Audit Findings							
6.1 Endorsement of COA AQMs, AOMs, NS, and NDs are endorsed to concerned officers w/in 5 days upon receipt							
6.2 Keeping an inventory of all COA AQMs, AOMs, NS, and NDs							
6.3 Periodic followups on the compliance of concerned officers							
7. Standard Process Management							
8. Computerization of Management							
9. Performance of Routinary Functions & General Administrative Series							
9.1 Submit monthly report of stamps accountability.							
9.2 Prepare dispatch of postage, philatelic stamps and operational supplies to postal areas.							
9.3 Prepare communications							
9.4 Submit Report of Collections & Deposits, Disbursement Report, Report of Checks Issued, Uses of Funds, Short-Term Investments Report	4,585,346						

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
9.5 Issues Official Re0ceipt for collections of the Central Office, prepares fund transfer to Central Office and Postal Areas' Operating Fund Accounts for disbursements, prepares letter request for roll-over/placement of idle funds in							
9.6 Prepares communication							
Sub-Total > FMD	43,144,813						
Total > ADFIN	252,583,202						
IV. MANAGEMENT SUPPORT PROGRAM							
Responsible - Postmaster General and CEO							
a. ICT Development Program							No Updates provided
1. Continuous review/update of ISSP • Corporate ICT systems development, maintenance and/or enhancement	120,000,000						
2. Connectivity							
3. ICT Hardware	4,500,000					8,000.00	SMS Notification
4. Cyber-Security Plan	8,000,000						
5. Regular & functional activities	31,855,139						
Sub-Total > MISD	164,355,139						
b. Human Resources Development Program							No updates Provided
1. Competency based recruitment, selection and promotion of personnel following competency framework manual	150,000						
2. Sound Performance Management System	50,000					3,000.00	
3. Rewards and recognition system	150,000					192,500.00	
4. Continuous competency assessment and validation program	350,000						
5. Conduct of Competency Enhancement	15,000,000					1,508,926.00	
6. Gender and Development						1,773,161.91	
7.. Regular & functional activities	35,729,125						
Sub-Total > HRMD	51,429,125						
c. Legal Services Management Program							Budget comes from the Area Offices
1. Cases Database Management							
1.1 Establish/maintain cases database/profiling							
1.2 Establish legal e-library							
2. Mediation Center							
2.1 Maintain the Mediation Center at CO							
2.2 Monitoring of Area Mediation Center							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
2.3 Review and update of RRACS							
3. Regular & functional activities	35,489,184						
Sub-Total > Legal Department	35,489,184						
d. Corporate Performance Monitoring Program							
1. Strategy Development Plan	1,722,568						Conducted Strategic Planning Workshop for Updating Strategic Plans for CY 2019-2022
2. Corporate Performance Enhancement Plan	1,060,925						consolidated and submitted the 3Q Quarterly Performance Target Monitoring report to GCG; Provided assistance in the negotiation of the Performance Targets for
3. Quality Management Systems Standards	3,304,400						Prepared ISO documentations (Quality Manual, Quality Objectives and Plan, Risk register, Masterlist of Records, Masterlist of Documents)
4. Regular & functional activities	12,640,877						
Sub-Total > Corporate Planning Department	18,728,770						
Total > Management Support Program	270,002,218						
V. AREA ENHANCEMENT PROGRAM							
a. Northeast Luzon Area							No updates provided
1. Integrated Marketing Communications Program	581,000						
2. Operations Improvement Program	12,003,854						
3. Administrative Efficiency & Trandparency Program	24,560,264						
4. Financial Management Program	77,400						
5. ICT Development Program	5,404,074						
6. Human Resources Development Program	120,203,807						
7. Legal Services Management Program	60,000						
8. Area Performance Monitoring Program	600,000						
9. Postal Safety & Security Program	70,000						
10. Audit Efficiency Program	180,000						
Total > Area 1	163,740,399						
b. Northwest Luzon Area							No updates provided

Program and Activities	2019	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
1. Integrated Marketing Communications Program							
1.1 Mail Services Program	362,589	1Q		4Q	74%	84,420.00	Hired 1 COS for Marketing on March 2019; Intensive client visits - 19 clients; Memberships - RAGE, RGADC-1, RGADC-CAR, CARE, AREX
1.2 Express & Logistics Services	282,589	1Q		4Q			
1.3 Payment & retail Services	Incorporated in training programs	1Q		4Q	29% for additional capturing sites		PhilHealth - suspended; Bayad Center - PPSD Dependent;
1.4 Other Products & Services							
1.5 Ads and Promos	150,000						
1.6 Events							
i. Customers' Voice/Partners' Night.	75,000						
1.7 Other Regular Marketing Expenses (supplies, fuel, etc.)	Included in Admin Expenses						
sub-total > Area 2 Integrated Marketing Communications Program	870,178					84,420	
2. Mail Operations Improvement Program							
2.1 Computerization of mail Processing/Delivery Information at Post Offices		Jan-19		Dec-19			
2.2 Enhancement of Logistics Service (Hauling and Delivery of local DBM - PS supplies and materials to Procuring Entities							
2.3 Service Quality Check/Mail Management Enhancement	581,400	Jan-19		Dec-19		225,000.00	
2.4 Network Reconfiguration	469,040	Jan-19		Dec-19			
2.5 Expanded EMS Delivery (End- to- End)	279,679	Jan-19		Dec-19			
2.6 Positioning of Postal Outlets	480,000	Jan-19		Dec-19		67,500.00	Agoo Post Office
2.7 Establisment of Regional Customer Service (Regions 1, 3 and CAR)	519,672	Jan-19		Dec-19	100%		SFLU, Baguio City PO & MDC Pampanga
2.8 Fleet Management	3,728,050					753,313.22	
2.9 Other Regular Operating Expenses (COS, gasoline, TE, etc.)	70,349,752	Jan-19		Dec-19			
sub-total > Area 2 Mail Operations Improvement Program	76,407,593					1,045,813.22	
3. ICT Development Program							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	% of Completion	Total Cost Incurred to Date	Remarks
3.1 Internet Connection of Post Offices	1,440,000	Jan-19		Dec-19	167%		Monthly subscription of 50 internet tablets paid by CO
3.2 Upgrading to higher internet connection speed	48,000	Jan-19		Dec-19			Tarlac City and Dagupan City
3.3 Expansion of Encoding POs for IPS Web Client (Track and Trace for IEMS, Air Parcels, Registered and other Foreign Mails)	1,584,000	Jan-19		Dec-19	167%		Computers, Printers and Barcode Scanners were provided by CO (50 sets)
3.4 Expansion of Encoding POs for Domestic Postal System (DPS)		Jan-19		Dec-19	167%		
3.5 Conduct of IT Related Training Program		Jan-19		Dec-19	74%		64 participants
3.6 Procurement of Additional Equipment	2,040,000	Jan-19		Dec-19			
3.7 Procurement of Licensed Updated Software:	35,000	Jan-19		Dec-19			
i. Operating System (OS)	20,000	Jan-19		Dec-19			
ii. Anti virus	15,000	Jan-19		Dec-19			
3.8 Conduct of Regular Visit/Monitoring of Implementation of Electronic System	168,000	Jan-19		Dec-19			
3.9 Conduct of Regular Check-up or Troubleshooting of Computer Hardware		Jan-19		Dec-19			
3.10 Attendance of Outside IT Trainings/Seminars for Updates on ICT		Jan-19		Dec-19			
3.11 Other regular ICT Expenses	68,800	Jan-19		Dec-19			
sub-total > Area 2 ICT Development Program	5,383,800						
4. Human Resources Development Program							
4.1 Personnel Welfare and Development							
4.2 Training Plans and Programs	2,010,800						
i. Orientation / Re-Orientation	320,000	1Q		1Q			
ii. Character Building	376,000	2Q		4Q			
iii. Skills Competency Enhancement	784,000	2Q		3Q			
iv. Specialized Training Programs	244,000	Jan-19		Dec-19			
v. Pre-Retiement Training Programs							
vi. IT Related Training Programs	286,800	Jan-19		Dec-19			
4.3 Gender and Development Programs	650,000						
4.4 Fidelity Bond Insurance of Accountable Officer	524,253						
sub-total > Area 2 HR Development Programs	3,185,053						

		Program and Activities	2019	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
			Total Cost				% of Completion	Total Cost Incurred to Date	
5.		Area Administrative Efficiency & Transparency Program							
		5.1 Infrastructure Management Program	12,585,901						
		i. Implements Approved Construction Manual		Jan-19		Dec-19			
		ii. Infrastructure and Major Repair	11,785,901						
		a) Prepares Annual Unfra Program (identify post offices for major repair/renovations)							
		b) Prepare detailed engineering works & cost estimates							
		iii. Renovation and Facelifting Program	800,000	Jan-19		Dec-19			
		iv. Digitalization of Building blueprint/plans							
		5.2 Repair and Maintenance Management Progra	76,200						
		i. Implement Approved Repair and Maintenance Manual	76,200	Jan-19		Dec-19			
		ii. Periodic inspection of postal facilities / buildings.		Jan-19		Dec-19			
		a) Carpentry/masonry/painting							
		b) Mechanical/Electrical							
		c) Plumbing/Toilets							
		d) Housekeeping							
		iii. Monitoring of utility consumptions		Jan-19		Dec-19			
		a) Water							
		b) Electricity							
		c) Telephone							
		5.3 Record Management Program	12,600						
		i. Implement approved Records Management System and Procedure Manual		Jan-19		Dec-19			
		ii. Mechanization, Computerization and Digitation of Corporate Records.	10,000	Jan-19		Dec-19			
		iii. Maintenance of Library of records for Accounting		Jan-19		Dec-19			
		iv. Reproduction / dissemination and filing of Corporate Records.		Jan-19		Dec-19			

| Program and Activities | 2019 | | | | Project Status | | Remarks |
	Total Cost	Date Started	No. of Extensions	Target Completion Date	% of Completion	Total Cost Incurred to Date	
v. Disposal of Old Valueless Records	2,600	actual disposal depends on the availability of NAP		actual disposal depends on the availability of NAP			
5.4 Supply and Inventory Management Program	1,476,901						
i. Improve Procurement and Stock Management of Centrally and Locally							
a) Schedule provincial workshops on the preparation of budget proposal which includes PPMP of each operating units to come up with consolidated area PPMP.		depends on the Budget Call Schedule to be issued by Central Office		depends on the Budget Call Schedule to be issued by Central Office			
ii. Computerization of Supply and Inventory Management System		depends on the availability of the system; centrally initiated		depends on the availability of the system; centrally initiated			
iii. Conduct of Physical Inventory of Supplies and Materials		1st qrtr & 2nd qrtr.		1st qrtr & 2nd qrtr.			
iv. Stock inventory and distribution to all operating units is well managed (Montoring of Inventory Stock Level and Physical Condition)	1,424,101	Jan-19		Dec-19			
v. FMIS (Supply Management System)	52,800	depends on the availability of the system; centrally		depends on the availability of the system; centrally initiated			
vi. Procure all revenue generating supplies and materials based on EOQ							
5.5 Assets Management Program	478,762						
i. Development of real properties**		Jan-19		Dec-19			

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
ii. Disposal of unserviceable equipment and other fixed assets		4Q		4Q			
iii. Ensure all postal building, facilities & machineries are covered by insurance	382,762						
iv. Computerized Assets Management Inventory System							
v. Conduct of Physical Inventory of Property and Equipment	96,000						
5.6 Procurement Management Program		Jan-19		Dec-19			
5.7 Utility Consumption & Communication Expense Management	7,950,600	Jan-19		Dec-19			
5.8 Other regular administrative expenses (rent, SOS, Subscription, Etc)	9,319,598						
sub-total > Area 2 Admin Effiency & Transparency Program	46,530,927						
6. Area Financial Management Program							
6.1 Claims Processing Management Program		Jan-19		Dec-19			
6.2 Accounts receivable management program		Jan-19		Dec-19			
6.3 Validation and Reconciliation Program							
i. Monthly reconciliation of inter-office		Jan-19		Dec-19			
ii. Quarterly reconciliation of prior years accounts with Central Office		Jan-19		Dec-19			
6.4 Financial Statements Preparation		Jan-19		Dec-19			
i. Daily Recording of Financial Transactions							
ii. Preparation of periodic reports							
iii. Preparation of Annual Financial Reports							
iv. Monitoring of Compliance by Departments/Area Offices of Central Office Directives							
6.5 Management of COA queries, observations and audit results		Jan-19		Dec-19			
i. Endorsement of COA AQMs, AOMs, NS, and NDs are endorsed to concerned officers w/in 5 days upon receipt							
ii. Keeping an inventory of all COA AQMs, AOMs, NS, and NDs							
iii. Periodic followups on the compliance of concerned officers							

Program and Activities	2019		No. of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost	Date Started			% of Completion	Total Cost Incurred to Date	
6.6 Management of Computerization (Financial Management Information System and Fund Management System)		Depends on the availability of the system					
6.7 Budget Management Program		Jan-19		Dec-19			
i. To monitor the implementation of policies and procedures.							
ii. To monitor submission of reports.							
iii. To evaluate reports submitted.							
6.8 Cash and Investment Management Program							
i. To evaluate the reports on cash collections and deposits by accountable officers.							
6.9 Philatelic and Postage Stamps Management Program	28,058,814	Jan-19		Dec-19			
i. Ensure sufficient stock of postage and philatelic stamps	20,420						
	26,091,358						
6.10 Postage Metered Machines Management Program		Jan-19		Dec-19			
i. To ensure maintenance of continuous utilization of Postage Metered-Machine							
6.11 Tax Management Program							
i. Management of BIR Taxation Requirements							
a) Annual Renewal of Postal Outlets Registration		Central Office initiative		Central Office initiative			
b) Monthly and quarterly submission of Output & Input VAT Reports and other tax		Jan-19		Dec-19			
6.12 Percent (%) of Penalties Reduced		Jan-19		Dec-19			
i. Monitor preparation and submission of reportorial requirement from business partners and clients (Philhealth, Bayad Center, BDO, others)							
ii. Monitor deposits of collections of above-mentioned partners/clients.							
6.13 Other regular expenditures							
sub-total > Area 2 Financial Management Program	54,170,592						
7. Area Legal Services Management Program							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
7.1 Creation of Legal Unit							
a) Hiring of 2 COS (1-SG 15 LLB & 1-regular COS)	495,313	Jan-19		Jan-19			
b) Contracts preparation and custody		Jan-19		Dec-19			
c) Mediation and Disciplinary Rules Trainings - send of	Training cost included in the HR training programs	Feb-19		Feb-19			
d) Preliminary investigation							
e) Titling of Lots	300,000	Jan-19		Dec-19			
sub-total > Area 2 Legal Service Management Program	795,313						
8. Area Performance Monitoring Program							
8.1 Employee engagement							
a) MANCOM Meetings (monthly)	37,500	Jan-19		Dec-19			
b) Postmasters Quarterly Assessment Meetings	213,600	1Q		4Q			
c) Mail Monitoring Committee Meetings (quarterly)	38,400	1Q		4Q			
sub-total > Area 2 Performance Monitoring Program	289,500						
9. Area Audit Efficiency Program							
9.1 Monitoring the Accounts of Accountable Officers							
a) Conduct table audits and actual cash count and inventory of accountable forms accountable officers	96,000	Jan-19		Dec-19			
b) Monthly Monitoring of ending Cash Balances of Accountable Officers		Jan-19		Dec-19			
c) Monthly Monitoring of Submission of Financial Reports		Jan-19		Dec-19			
9.2 Conduct or Request Audit/Examination of the Accounts of Accountable Officers		Jan-19		Dec-19			
9.3 Professional Services (Support to COA)	354,000	Jan-19		Dec-19			
sub-total > Area 2 Audit Efficiency Program	450,000						
10. Area Safety and Security Program							
10.1 Installation of GPS on Mail Vehicles	725,760	Jan-19		Dec-19			

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
10.2 Installation of CCTV at Mail Hubs	355,200	Jan-19		Dec-19			
10.3 Outsourcing of Security Services	3,024,000	Jan-19		Dec-19			
10.4 Other regular safety and security expenses							
sub-total > Area 2 Safety and Security Program	4,104,960						
Total > Area 2	192,187,916					1,130,233.22	
c. Mega Manila Area							No updates provided
i. Integrated Marketing Communications Program	5,547,500						
1. Mail Services							
Product Management and Development	65,508,860						
Sales and Account Management	22,696,800						
sub-total > Area 3 Mail Services Makerting Program	93,753,160						
2.Express Services Marketing Program	14,916,750						
Sales and Account Management							
Product Management and Development							
sub-total > Area 3 Express & Logistics Services Marketing Program	14,916,750						
3. Payment & Retail							
Sales and Account Management	12,108,032						
Postal Payment							
Retail							
sub-total > Area 3 Payment & Retail	12,108,032						
4. Other Services & Miscellaneous							
Verification Service	1,807,820						
Miscellaneous	850,000						
sub-total > Area 3 Other Services & Miscellaneous	2,657,820						
Total > Area 3 Integrated Marketing and Communications	123,435,762						
ii. Area Operations Improvement Program							
1. Intensify Mail Monitoring to all delivery PO's							
b) Yearly assessment of delivery beats							
2. Regular assessment of PO's regarding personnel in mail operations.							
3. Continuous modernization of opeational equipment							
4. Eligible clients can book for the pick-up of their mailings, either by phone or online booking for customers convenience.	503,732,273						

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
5. Review mail existing network							
6. Replacement of dilapitated vehicles							
a) Refleeting Program of the Corp. if included in 2019 Annual Procurement Program of APP.							
7. Quarterly meetings with cluster Postmaster & Postmaster							
8. Other routinary activities							
iii. ICT Development Program							
Safety & Security Program							
Other routinary activities	14,202,044						
Total > Area 3 Area Operations Improvement Program	517,934,317						
v. Area Human Resources Development Program							
1. Training Programs	4,256,500						
a) To provide training on Skills/Competency Enhancement for PTs/LCs/PMs/Driver Courier							
b) To provide training Continuing Dev. Program for Accountants/Budget/Admin Officers/SSD Mngr							
c) To provide training on Character Building(Values Enhancement/Tax Update							
Other routinary activities							
sub-total > Area 3 Area Human Resources Development Program	4,256,500						
vi. Area Administrative Efficiency & Transparency Program	25,923,450						
1. Assets and Development Management Plan							
a) To process titling of Real Properties in coordination with CO							
b) To conduct physical inventory of assets in Post Offices/Offices							
c) To reissue PAR every 3 years as required by COA/or whenever there is reassignment							
2. Supply and Property Management Plan							
a) To determine the necessary supplies and materials requirement of Pos/offices							
b) To determine the necessary property/fixed assets requirement of Pos/offices							
c) To provide the 1 & 2 requirements as requested							
3. Procurement Management Plan							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
a) To program procurement of the necessary supplies/mat. & property							
4. Infrastructure Projects Management (to include minor repairs/facelifting)							
a) To identify Post offices that need major/minor repairs/facelifting/improvement							
Construction of transient house at Baso Batanes Post Office							
5. Disposal Management Plan							
a) To Dispose Valueless Records/ Assets							
6. Records Management Plan							
a) To implement the scanning and digitization of Area records(Include all accounting records) 2sets of scanned/digitized records for CO and file copy.							
b) To Maintain all Accounting Records/ To							
7. Safety and Security Plan							
a) To install CCTV equipment to Post Offices/Offices							
b) Provide Security Services if Necessary							
Sub-Total > Area 3 Administrative Efficiency & Transparency Program	25,923,450						
VII. Area Financial Management Program	12,357,052						
1. Cash Management Program							
2. Budget Management Program							
3. Accounting Management Program							
a) Accounts Receivable Management Plan							
b) Claims Processing Management Program							
c) Tax Management Program							
Total > Area 3 Financial Management Program	12,357,052						
VIII. Area Legal Service Management Program							
To Create the Legal Section will primarily consist of 3 personnel, 1 Attorney IV, 1 Legal Researcher, and 1 Secretary/ Stenographer	1,750,725						
Total > Area 3 Legal Service Management Program	1,750,725						
IX. Area Performance Monitoring Program							
1. To monitor/check monthly revenue submitted by Post Offices/BMSO							
2. To prepare schedules of revenue for the month/as of and per product/PO							
Comparative schedules of Revenue Actual vs Budget/PY vs. CY	3,785,536						

Program and Activities	2019		Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost					% of Completion	Total Cost Incurred to Date	
3. To Monitor Delivery Performance of Post Offices,								
Total > Area 3 Performance Monitoring Program	3,785,536							
x. Area Audit Efficiency Program								
Audit Management Program								
1. To submit all documents required by COA in compliance to audit suspensions/ disallowances								
2. To support the necessary documents to all monetary claims to avoid suspensions/disallowances	294,918							
3. To Monitor Delivery Performance of Post Offices								
Sub-Total > Area 3 Audit Efficiency Program	294,918							
Total > Area 3	689,738,260							
d. Southern Luzon Area								No updates provided
i. Area 4 Integrated Marketing & Communications Program								
1. Mail Services	4,070,920							
a. Ordinary Mail	3,552,920						549,185.27	
b. Registered Mail	246,000						98,697.94	
c. Parcels	172,000						54,720.96	
d. Printed matters	-							
e. Business reply envelope	-							
f. UAMS	-							
g. Small Packet	-							
h. Packaging services	100,000							
i. Letter Shopping	-							
j. Postal ID Delivery Fee	-							
k. Parcel Door to Door Delivery	-							
2. Express and Logistics Services	-							
a. Express Post	880,208							
a.1 Domestic	788,208						164,383.11	
a.2 International	92,000						50,189.78	
a.3 Postal Handling Fee	-							
3. Logistics Services	1,700,000						773,565.13	
a. Acquire additional clients for logistics	-							
a.1 Government	-							
a.2 Private	-							
a.3 Individual	-							
4. Postal Payment and Retail	-							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
a. Domestic Money Order	74,000					13,092.99	
b. Pay out services	175,000					89,552.16	
c. Bills payment	40,000					21,821.64	
d. PhilHealth Collections	165,000					37,263.64	
e. Postal ID	150,000					60,076.28	
f. Commemorative/Philatelic Stamps	244,000					86,735.09	
g. PHLPost Products	1,778,000					43,236.00	
5. Other Income							
a. Postal Station						17,912.00	
b. Space rental							
c. Lock box rental							
d. Interest income							
e. Miscellaneous Income							
Sub-Total > Area 4 Integrated Marketing & Communications Program	5,770,920				36%	2,060,432.00	
ii. Area 4 Operations Improvement Program							
1. Improve Compliance to Delivery Standards							
a. Review of Mail Network & Make-up of Mail Dispatches	10,441,029					5,952,802.13	
b. Set Standards and implement zoning of post offices							
c. Re-Classification of Post Offices							
d. On- Time Processing at Post Offices and Operation Units	5,121,133					3,083,015.13	
e. On-time Delivery	145,951,661					89,834,933.17	
f. Proper Treatment RTS/RRR/POD	151,676						
g. Strict Monitoring & Quality check of Post Offices, MDC, SubDCs	7,389,600					1,176,621.48	
Sub-Total > Area 4 Operations Improvement Program	169,055,099				59%	100,047,371.92	
iii. Area 4 ICT Development Program							
1. To augment the capability, knowledge and resources of Information and Communication Technology Infrastructure in Southern Luzon Area							
a. Apply and install internet connection in Post Offices	1,800,973					233,793.00	
b. Provision of complete set of workstations in selected Post Offices for web-based online application and update event information.							
c. Installation of workstation in selected POs (Travel expense and per diem)	878,600					21,822.00	

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
d. Conduct training on Phlpost online and standalone application system (included in HR Program)							
e. Replace of obsolete workstation in area administrative office	686,000					165,540.00	
f. Repair, maintenance and regular check-up of defective IT equipment	815,000					279,429.00	
Sub-Total > Area 4 ICT Development Program	4,180,573				17%	700,584.00	
iv. Area 4 Area Safety & Security Program							
1. Improve Mail Security	3,333,696					1,199,380.00	
a. Provision of CCTV cameras at MDC, SDC & Pos							
b. Provision of GPS Tracking System for Mail Vehicles							
c. Provision of vaults in Post offices							
d. Provision of locks & grills at PO Buildings							
e. Hiring of Additional Security Guards in Big Post Offices							
Sub-Total > Area 4 Safety & Security Program	3,333,696				36%	1,199,380.00	
iv. Area 4 Human Resources Development Program							
1. Improve level of Competency	72,000					54,000.00	
2. Conduct trainings:							
a. Orientation/Re-orientation	343,399					216,888.00	
b. Character building	509,900					217,638.74	
c. Skills/Competency Enhancement	975,000					239,181.08	
d. Specialized Training Programs	692,450					267,986.08	
e. Employee Engagement	9,360,386					542,142.11	
f. Pre-Retirement Training Programs	20,000					6,460.00	
g. Reassign employees based on competency by functions							
Sub-Total > Area 4 Human Resources Development Program	11,973,135				13%	1,544,296.00	
V. Area 4 Administrative Efficiency & Transparency Program							
1. Improve Compliance to ARTA	11,497,848					612,077.00	
2. Improve Corporate Image and Brand Awareness	4,767,000					1,418,171.28	
3. Implement infrastructure Projects	8,107,042					768,997.34	
4. Increase Revenue Generation	27,048,768						
Generation of Non-Operating Revenue							
a. Asset Management Program	25,000					6,636.00	
b. Records Disposal Management Program	15,000					2,212.00	

		Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
		c. Supply Management Program	27,008,768					388,854.16	
	5.	Physical Inventory of Assets	409,700					173,475.24	
Sub-Total > Area 4 Administrative Efficiency & Transparency Program			78,879,126				4%	3,370,423.00	
	vi.	Area 4 Financial Management Program							
	1.	Prior and current year's account reconciliation	60,000					19,382.00	
	2.	Compliance Monitoring Program	750,000					271,852.00	
	3.	Improve Business Process with Computerization	31,236,982					17,966,986.63	
	4.	Improve Collection Efficiency							
		a. Standardization of documentation and SOA/Billing statements	1,477,230					1,004,474.00	
		b. Accounts Receivable Policies							
		c. Aggresive Collection Efforts							
		d. Revenue Protection	281,200					117,108.00	
		e. Implementation of Collection Strategies							
	5.	Rationalize Expenses							
		a. Preventive Maintenance	5,601,985					3,513,245.00	
		b. Reduction in acquisition cost of assets, services and supplies & materials	2,375,000					726,861.00	
	6.	Tax Management	1,403,807					159,163.00	
	7.	Accounting Records Management Program	100,000					54,554.00	
	8.	Settlement of COA suspension and							
Sub-Total > Area 4 Financial Management Program			43,286,204				55%	23,833,625.63	
	vii.	Area 4 Performance Monitoring Program							
		Improve availability of guidance to support performance	45,600					33,823.00	
		a. Regular conduct of meeting & counselling	80,000					43,643.00	
		b. Review of HR policies, performance targets, accomplishments & compliance of employees	-						
		c. Giving of Incentives & Awards	24,900					8,044.00	
Sub-Total > Area 4 Performance Monitoring Program			150,500				57%	85,510.00	
	vii.	Area 4 Audit Efficiency Program							
		Strenghten internal control and monitoring financial activities							
		1.1 Conduct monitoring of cash and property accountability	624,900					335,369.00	
		1.2 Request formal audit for post offices with irregularities	167,837					16,665.00	
Sub-Total > Area 4 Audit Efficiency Program			792,737				44%	352,034.00	

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
viii. Area 4 Governance Program							
Review of the organizational structure of the area						23,116.00	
Sub-Total > Area 4 Governance Program						23,116.00	
Total > Area 4	317,421,990				42%	133,216,772.55	
e. Central & Eastern Visayas Area							No updates provided
i. Area 5 Integrated Marketing Communications Program							
1. Mail Services	303,000.00						
a. Sales and Account Management	15,000.00						
b. Implementation of the following projects:							
- Salamat Po Letter Writing Project	53,000.00						
- One Town One Postcard project and other seasonal cards	180,000.00						
- Unaddressed Advertising Mail Service							
- Bills Delivery for VECO							
- COD Service							
c. Product Management							
d. Partners' Day (TOP 50)	55,000.00						
e. Rest of revenue generating activities							
2. Express and Logistics Services	2,241,370.00						
a. Sales and Account Management	30,000.00						
b. Special Projects							
- All occasion delivery of Fresh Flowers and Gift items	1,370.00						
- Counter Express Delivery							
- Upgrading from Registered Mail Service to Express							
c. Time-sensitive eCommerce Parcel delivery							
d. One-Stop-Shop for Government Service							
e. Logistics	2,200,000.00						
f. Product Management	10,000.00						
g. Rest of revenue generating activities							
3. Payment & Retail Services	130,000.00						
a. Sales and Account Management							
b. Postal Payment	5,000.00						
c. Retail	125,000.00						
d. Product Management							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
e. Rest of revenue generating activities							
4. Other income							
- Competitive rates for spaces offered for lease							
- Campaign to residents in high rise condominiums, offices and far-flung subdivisions the use of P.O. Boxes							
- Sustained revenue generation for photocopying service through strict monitoring, recording of transactions							
- Collection of Parking fees and accurate remittance and reporting							
- Rest of revenue generating activities							
5. Product awareness campaign, advertising and promotions, customer relations	80,000.00						
Sub-Total > Area 5 Integrated Marketing Communications Program	2,754,370.00						
ii. Area 5 Operations Improvement Program							
1. Sustain basic operational needs	205,092,680.48						
PS	134,200,322.39						
Non-PS	70,892,358.09						
2. Improvement of Express Mail Service	382,000.00						
a. Expansion of EMS committed areas							
b. Provision of pick-up service	382,000.00						
c. Ensure implementation of 48 hours delivery							
d. Implementation of full track & trace							
3. Implementation of computerization	200,000.00						
a. Scanning of events A to H / I	200,000.00						
b. Uploading of transmission of delivery							
c. Institutinalize the track and trace system							
d. Adoption and use of the Performance Measurement System							
4. Improvement of Mail Processing and Dispatch	-						
a. Mandatory use of Zip Codes & barcodes							
b. Revision of mail collection and pick up of dispatch schedule							
c. Establish additional direct dispatches to AMED/EMED							
d. Modification of work schedule and process flow at MDC & Sub-DCs to minimize dispatch left-							
5. Enhancement of mail delivery efficiency	2,144,000.00						
a. Institute parcel door-to-door delivery							
b. Updating of delivery standards through zonig of delivery areas							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
c. Review and update of mail network							
d. Hiring of mail contractors/ commissioning of barangay officers for the delivery of mails in remote areas	2,000,000.00						
e. Intensify Quality Control Monitoring	144,000.00						
6. Repair and refurbish of motor fleet vehicles	300,000.00						
a. Body Repair - Mitsubishi Canter	200,000.00						
b. Overhauling and body repair of 3 units Suzuki Super CARRY	100,000.00						
7. Improvement/enhancement of Mail Network	1,000,000.00						
- Creation of Logistics Services Unit and Commissioning of accredited provider of trucking and hauling services.	1,000,000.00						
8. Institution of Operation Reporting System	-						
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							
Sub-Total > Area 5 Operations Improvement Program	**209,118,680.48**						
III. Area 5 ICT Development Program							
1. Software Development							
a. Records Management System		1Q		1Q			
b. Supply Inventory Management System		1Q		3Q			
2. Systems Implementation		1Q		4Q			
- IPS/DPS/DMTS							
3. Procurement of Computer Set	828,200						
a. PC to POs with connectivity but without PCs	547,800	1Q		1Q			
2. Barcode Scanner	143,200	1Q		2Q			
3. Printer		1Q		2Q			
4. Biometric Machine	80,000						
5. Laptop	57,200						
4. Repair and Maintenance of Hardware	80,000	1Q		4Q			
5. Internet Connectivity							
Sub-Total > Area 5 ICT Development Program	**908,200**						
IV. Area 5 Safety and Security Program							
1. Procurement of security services	3,878,548						
2. Procurement of CCTV & other safety facilities							

Program and Activities		2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
3.	Ensure all postal building facilities & machineries are covered by insurance/renewal of insurance, designated/ assign personnel to monitor. Include budget for fire extinguisher	429,834						
4.	Inspection of Post offices & other facilities	50,000						
5.	Investigation of Complains on Postal	240,000						
Sub-Total > Area 5 Safety and Security Program		4,598,382						
v.	Area 5 Human Resources Development Program							
1.	Area Human Resources Management	16,483,537						
	a. Succession Plan							
	b. Review/Update Leave Credits Balance of employees in Samar, Leyte and Biliran provinces to be to be saved in the External Hard Drive							
	c. Request for presence of PSB Central Office during the deliberation							
	d. Prepare all documentation for the issuance of Appointments							
	e. Prepare Appointments and send to HR-CO							
2.	Are Human Resources Development Program	207,000						
	a. Trainings (In-House)	130,600						
	a.1 Orientation Program for New Entrants							
	a.2 Conduct of Regular Training	124,600						
	a.3 Pre-Retirement Course	6,000						
	b. Outside Training	76,400						
	b.1 Supervisory Development Course Track	35,000						
	b.2 Superviwory Development Course Track II & III	19,000						
	b.3 Coaching and Mentoring	5,600						
	b.4 Leave Administration Course for Effectiveness	5,600						
	b.5 Basic Customer Service Skills	11,200						
	c. Gender and Development							
	c.1 Wellness Program							
	c.2 Team building							
Sub-Total > Area 5 Human Resources Development Program		16,690,537						
vi.	Area 5 Administrative Efficiency & transparency Program							
1.	Periodic physical inventory on properties & equipment	150,000						
2.	Updating list of real properties every 3 years	100,000						
3.	Records Management							

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
4. Repair and maintenance of infrastructure	8,496,000						
5. Others (Unforseen Infra)	630,000						
a. Preventive Maintenance	230,000						
b. Rehabilitation of CCPO comfort rooms (phase	400,000						
6. Depreciation	5,300,000						
7. Other equipment and machineries	436,736						
Sub-Total > Area 5 Administrative Efficiency & transparency Program	15,112,736						
vii. Area 5 Financial Management Program Other Non-PS Administrative	14,156,459						
1. Asset Management Project	30,000						
2. Records Management Project	10,000						
3. Suppply Management Project							
4. Reduction of percentage(%) of penalties							
5. Claims Processing Management Enhancement							
6. Petty Cash Fund/Cash Advance Management							
7. Accounts Recevable Management	200,000						
8. Validation and Reconcialiation of Financial Accounts							
9. Preparation of Financial Statements							
10. Management of COA queries, observations, audit results, and notice of suspensions &							
11. Budget Management							
a. Budget Preparation	100,000						
b. Monitoring of Submission of Reports							
12. Cash Management							
a. Monitoring of Cash Accounts							
b. Facilitate disbursements of claims							
c. Submission of Reports and Segregated Disbursement Vouchers to concerned Offices							
13. Tax Management							
14. Management of Computerization Program (POS, FMIS,HRIS)							
Sub-Total > Area 5 Financial Management Program	14,496,459						
viii Area 5 Legal Services Program							
1. Evaluation of investigation reports							
2. Preparation of formal charges/ resolutions							
3. Preparation /Drafting of contracts							
Sub-Total > Area 5 Legal Services Program							
Total > Area 5	263,679,364						

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
e. Western Visayas Area							No updates provided
i. Area 6 Integrated Marketing Communications Program							
1. Mail Services	352,000	Jan		December			
2. Express and Logistics	25,000	Jan		December			
3. Retail and Payment Services	239,400						
4. Other income							
Sub-Total > Area 6 Integrated Marketing Communications Program	616,400						
ii. Area 6 Operations Improvement Program							
1. Mail Services	5,232,920	Jan-19		Dec-19		360,000.21	
a. PO Computerization Program	941,800						50 additional connectivity due to the distribution of 50 tablets with mobile data
b. Mechanization of Mail Processing	1,360,000						Complied
c. Computerization of processing of Recorded Mails	36,000					38,450.00	
d. Expansion/widening of Post Office coverage	60,000						Opening of GT Town center Post Shop
e. Enhancement of Parcel Service Program	2,835,120						
- Modernization and Improvement of Parcel Services						321,550.21	Complied
2. Express and Logistics	7,063,112					3,120,100.47	
a. Modernization and upgrading of Logistics Resources	126,000					5,400.00	
b. Improvement of Express Service Program	4,806,112					3,114,700.47	
c. Warehouse and Logistics Solutions	1,961,000						
d. Unified Track & Trace System							
e. Customs Clearance Program							
f. Quality of Service Program	170,000						
3. Retail and Payment Services	180,000						
4. Training of all operations employee							conducted defensive training for all drivers in Area 6
5. Other progams	506,400						
Sub-Total > Area 6 Operations Improvement Program	12,982,432					3,480,100.68	
iii. Area 6 Human Resource Development Program							
1. Recruitment, Selection and Promotion	57,000	2Q		4Q			Authority to Fill-up - Complied; Posting of vacancies - Complied; Evaluation of applicants - examination already done, interview and deliberation
2. Performance Management	7,500	1st Sem		2nd Sem			Complied

	Program and Activities	2019		Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
		Total Cost		Date Started	No. of Extensions	Target Completion Date	% of Completion	Total Cost Incurred to Date	Remarks
3.	Learning and Development	1,328,650		1st Sem		2nd Sem			Conducted Defensive Driving Seminar for all Drivers of Area 6 with Resource Speaker from the LTO last March 22, 2019 Conducted IT Literacy among frontliners (Postmasters, Tellers); Orientation on Tablet use & Apps and Offline Encoding System in view of the distribution of mobile tablets On-going rehab of
4.	Other Manadated and Regular HR functions	24,032,910		1st Sem		2nd Sem		12,093,465.42	14 separation claims processed 154 GSIS & 78 HDMF loan applications Processed payroll for 325 personnel All mandatory & authorized deductions processed and submitted for remittance Processed payroll for 189 COS personnel Bond of 56 officers processed
Sub-Total > Area 6 Human Resource Development Program		25,426,060						12,093,465.42	
iv.	Area 6 Postal Safety and Security Program								
1.	Outsouced security services	2,311,488		Jan		Dec			
2.	CCTV installation and monitoring	88,800		2Q		3Q			CCTV system has been successfully installed in Bacolod City PO in April 2019.

Program and Activities	2019	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
3. Installation of fire safety equipments							equipment are properly installed to various post offices
4. Ventilation							
5. Disaster Risk Management Plan	10,000	CY2019					Attended the symposium on Disaster and Climate change resilient Western Visayas Posting of information education campaign materials to bulletin board
Sub-Total > Area 6 Postal Safety and Security Program	2,410,268						
v. Area 6 ICT Development Program							
1. Internet connectivity of existing 21 post offices & 7 lines in Admin Center	948,828	1Q		4Q			74 post office connected included 50 tablets with connectivity
2. Internet connectivity of additional 25 post offices	567,000	1Q		4Q			50 additional connectivity due to the distribution of 50 tablets with mobile data
3. Fiber Optic Installation in Admin Center	31,500	1Q		4Q			Already installed
4. On-site visit and maintenance of IT equipment to 21 post offices	15,000	1Q		4Q			
5. Procure Other IT Peripherals & Networking components	50,000						
Sub-Total > Area 6 ICT Development Program	1,612,328						
vi. Area 6 Administrative Transparency and Efficiency Program							
1. Infrastructure Management Program	1,050,000	1Q		4Q			APP Prepared; No major repair projects; Facelifting: Malay PO; Minor Repair: Dueñas PO, Janiuay PO, Roxas City PO; No projects for one
2. Repair and maintenance management program	1,911,914	1Q		4Q			
3. Records Management Program	182,000	1Q		4Q			Digital archiving is fully implemented; Records and documents are fully classified; Some valueless records are temporarily stored in one area for

| Program and Activities | 2019 | | Date Started | No. of Extensions | Target Completion Date | Project Status | | Remarks |
	Total Cost					% of Completion	Total Cost Incurred to Date	
4. Supply and Property Management Program	17,532,136		1Q		4Q		5,236,478.88	consolidated, encoded and prepared PPMP & APP; Centrally Procured Supplies are sufficiently issued to administrative and postal offices; Locally Procured Supplies are sufficiently issued to administrative and postal offices; Physical inventory on supplies and materials was conducted in July 2019; Elevation/renovation of supply stockroom will be rolled over in 2021 budget; Supplies to field POs are released on-time depending on the availability of the maintenance of the leased
5. Assets Management Program	548,131		1Q		4Q			space and lease contracts have been done and monitored for continued renting to lessees; Disposal process is ongoing; Insurance for all post shops are duly covered and properly monitored by Admin Officer; Insurance for all PPC buildings and motor vehicles are duly covered and properly monitored by Admin Officer; Motor vehicles are duly registered under LTO; Titling of lots have been facilitated; Issuance of PAR and ICR has been properly observed
6. Procurement Management Program	1,000		1Q		4Q			Procurement of all supplies are within the proposed APP; Fast moving supplies and materials are managed

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
7. Standard Process Management	3,000	1Q		4Q			
8. Compliance to Tax Requirements	1,000	1Q		4Q			
9. Management of Computerization	2,000	1Q		4Q			
10. Management of COA Audit Findings	1,000	1Q		4Q			COA AOMs have been complied with accordingly
11. Performance of Routinary Functions & General Administrative Services	3,000	1Q		4Q			All periodic accomplishment reports have been submitted to concerned offices; All billings have been processed within the day and submitted to Finance Division for processing; Cost reduction program: actual consumption of electricity and water are monitored and corrective actions are proposed in case of significant deviations from last year, periodic inspection.
Sub-Total > Area 6 Administrative Transparency and Efficiency Program	21,235,181					5,236,478.88	
vii. Area 6 Financial Management Program							
1. Budget management plan	780,004	Jan		Dec			implemented; Procedure of In-Out system per Office or OPR devised to ensure speedy processing of claims; Proposed budgets are monitored and followed-up; A clean-up conducted in the Office freed a couple of cabinets and shelves which are now being used for the
2. Revenue management plan							Monitoring of the financial performance of Post Offices is on-going; ensured sufficiency of postage
3. Postage and Philately distribution plan	15,618,361						implemented; The accountable forms are in locked depositories; Request is in process for purchase of vaults for accountable
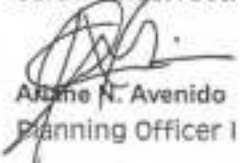
	Program and Activities	2019		Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
		Total Cost					% of Completion	Total Cost Incurred to Date	
	4. Cash management plan	160,000							implemented; Requests for Cash are submitted monthly to CO; Efforts are exerted; constant reminders are sent also as compliance with COA; purchase of electric typewriter for preparation of checks is in process
	5. Accounts receivable management plan	424,858		Jan		Dec			Statements of Account are timely prepared and sent out; Begin Balance P7,099,035.18 Express Mails 9,164,657.00 Philately 546,840.00 Logistics 1,560,428.35 Subtotal P18,370,960.53 Collections - 12,603,571.27 Sept 2019 Balance P5,767,389.26 Billings & SOAs sent are followed by mobile/phone calls placed to clients and Postmaster; Individual records on PMs and their accountabilities are kept, constant monitoring and
	6. Reconciliation of accounts management plan	3,410,239							continuous effort to reconcile is being exerted; On-going determination of accurate accountabilities of PMs; Schedule/Subsidiary ledgers for Depreciation of various assets are regularly

	Program and Activities	2019	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
		Total Cost				% of Completion	Total Cost Incurred to Date	
7.	Settlement of COA suspension & disallowances plan							COA Auditor advised notification is a redundancy as Memos are sent to liable persons by COA. Monitoring of compliance is attended to; Begin, Jun Balance P54,713.28 Jul-Sept 2019 20,675,122.61 Subtotal 20,729,835.89 Less: Settlements 18,681,432.32 End, Sept Balance P2,048,403.57; Constant and continuous efforts are exerted; action and accomplishments are
8.	Penalty reduction management plan							in-process; Procedure of Mailing was devised to ensure timely receipt of Postmasters' Reports. Monitoring and Memos are Implemented;
9.	Tax management plan	16,000						
10.	Update of office computers	175,000						Purchase of 3 CPUs for Accounting is in process; 2 computer sets purchased for ATMU; 2 old computer sets from ATMU were transferred to Cash & Budget; pruchase of portable harddrive in-process; 2 Computer printers bought for ATMU and 2 old
11.	Office improvement	87,500						Lamps/Bulbs of all lighting fixtures are being changed to LED lamps; Change of floor tiles at Stamp Office accomplished in 2018
Sub-Total > Area 6 Financial Management Program		20,671,963						
viii.	Area 6 Legal Services Management Program							
1.	Procure books or other references in Aid at Investigation activiites							
2.	Training of investigators/Auditors/Quality Control Officers for skills enhancement and							
Sub-Total > Area 6 Legal Services Management Program								

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Total Cost Incurred to Date	Remarks
Total > Area 6	84,954,653					20,810,044.98	
f. Eastern Mindanao Area							No updates provided
i. Area 7 Integrated Marketing Communications Program	280,000						
ii. Operations Improvement Program							
iii. Administrative Efficiency & Transparency							
iv. Financial Management Program							
v. ICT Development Program							
vi. Human Resources Development Program							
vii. Legal Services Management Program							
viii Area Performance Monitoring Program							
ix. Postal Safety & Security Program							
x. Audit Efficiency Program							
Total > Area 7	280,000						
g. Central Mindanao Area							
i. Area 8 Integrated Marketing Communications Program							
1. Mail Services Marketing Program	1,070,000	1Q		4Q			
2. Express and Logistics Services Marketing	200,000	1Q		4Q			
3. Payment and Retail Services Program	180,000	1Q		4Q			
4. Other Income	30,000	1Q		4Q			
Sub-Total > Area 8 Integrated Marketing Communications Program	1,480,000						
ii. Area 8 Operations Improvement Program							
1. Mail Services							
2. Express Mails							
3. Logistics							
Sub-Total > Area 8 Operations Improvement Program							
iii. ICT Development Program							
iv. Human Resources Development Program							
v. Postal Safety & Security Program							
vi. Administrative Efficiency & Transparency							
vii. Financial Management Program							
viii Legal Services Management Program							
ix. Area Performance Monitoring Program							
x. Audit Efficiency Program							
Total > Area 8	1,480,000						
h. Western Mindanao Area							No updates provided

Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
i. Area 9 Integrated Marketing Communications Program							
1. Mail Services							
2. Express & Logistics Services							
3. Payment & Retail Services							
4. Other income							
Sub-Total > Area 9 Integrated Marketing Communications Program	7,342,922						
ii. Area 9 Operations Improvement Program							
1. Improve Service Delivery with Computerization	1,132,357						
2. Improve the Service Level Maturity and	146,000						
3. Improve Effectiveness and Efficiency Ratio	4,302,000						
Sub-Total > Area 9 Operations Improvement Program	5,580,357						
iii. Area 9 ICT DevelopmentProgram							
1. Improvement of Area IT Facility (8 units of 1 Hp Aircon)	200,000						
Sub-Total > Area 9 ICT DevelopmentProgram	200,000						
iv. Area 9 Postal Safety and Security Program							
1. Hiring of Blue Guards for Administrative Office and MTS/Logistic Warehousing Area	300,000						
Sub-Total > Area 9 Postal Safety and Security Program	300,000						
iv. Area 9 Human Resources Development Program							
1. Augmentation of workfore thru the availment of manpower agency	13,913,328						
2. Skill enhancement thru trainings.	207,000						
3. On time payment of terminal leave for the 2019 Retiirees	3,736,442						
4. Proposed Implementation of Priority GAD	110,000						
Sub-Total > Area 9 Human Resources Development Program	17,966,770						
v. Area 9 Administrative Efficiency and Transparency Program							
1. Infrastructure Management Program	200,000						
2. Records Management Program	3,000						
3. Supply Management Program	30,000						
4. Assets Management Program	280,000						
5. Procurement Management Program	1,159,590						
6. % of penalties reduced (AdFin)	5,000						
Sub-Total > Area 9 Administrative Efficiency and Transparency Program	1,677,590						
vi. Area 9 Financial Management Program							
1. Claims Processing Management Program	10,000						
2. Accounts Receivable Management Program	5,000						
3. Validation and Reconciliation Program							
4. Financial Statement Preparation	10,000						

		Program and Activities	2019 Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status % of Completion	Project Status Total Cost Incurred to Date	Remarks
	5.	Management of COA queries, observations, audit results, and notice of suspensions &							
	6.	Financial Management Information System and Fund Management System	10,000						
	7.	Budget Management Program							
	8.	Cash & Investment Management Program							
	9.	Debt Management Program	5,000						
	10.	Philatelic & Postage Stamps Mgt. Program	317,901						
	11.	Postage Metered Machine Management	52,000						
	12.	Tax Management Program	10,000						
Sub-Total > Area 9 Financial Management Program			419,901						
	vii.	Area 9 Performance Monitoring Program							
	1.	Conduct regular inspection & monitoring performance of Post Offices	316,000						
Sub-Total > Area 9 Performance Monitoring Program			316,000						
Total > Area 9			33,803,540						

Certified Correct:

Arlene 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