

13 APRIL 2016

The Resident Auditor
Commission on Audit
This Company

Subject: Status of Programs, Projects and Activities, Philippine Postal Corporation – as of 4th Quarter 2015

Dear Sir/Madam:

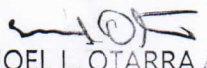
Greetings!

In compliance to COA's reporting requirement, respectfully submitted is the Status Report of the Program, Projects, and Activities of the Philippine Postal Corporation as of the 4th Quarter 2015.

For your information.

Thank you.

Truly yours,


JOEL L. OTARRA
OIC, Postmaster General and CEO

Cc: APMGs
ADs
Department Managers
Area Support Services/AdFin

*signed copy emailed to MLLR2
PRB0014*

Attachment:

*4th Quarter 2015 COA Monitoring Report
COA monitoring report 4th Quarter 2015 - part*

Received by:



Republic of the Philippines
PHILIPPINE POSTAL CORPORATION

PHILPOST

ROUTING SLIP

Date:	13 Apr 2016 5:58 PM	Ref. No.:	
For/To:	Corp OIC Otarra		
Subject:	Status of PPA's, PHILPOST - as of 4th Qtr 2015		
Recommendation:	<input checked="" type="checkbox"/> For approval/signature <input type="checkbox"/> For review/study <input type="checkbox"/> Awaiting instruction for further action <input type="checkbox"/> For information/consideration <input type="checkbox"/> Others:		
Dept. Action:	1st Draft:	2nd Draft:	3rd Draft: Final Draft:
Referred to:	Date:		
Action to be taken:	<input type="checkbox"/> Render research and/or legal/operational/management study report <input type="checkbox"/> Prepare internal regulation <input type="checkbox"/> Prepare information/briefing paper to top management <input type="checkbox"/> Prepare information/instruction/endorsement to concerned offices <input type="checkbox"/> Prepare reply to sender <input type="checkbox"/> Others:		
To be signed by:	Deadline:		

RECEIVED
OFFICE OF THE POSTMASTER GENERAL
APR 14 2016
PHILIPPINE POSTAL CORPORATION

M.L.L. Rifareal

2016-04-13-0049

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ADs
Department Managers
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12/16-14-13-0049

STATUS OF PROGRAMS, PROJECTS AND ACTIVITIES

Quarterly Monitoring Report

As of 4th Quarter 2015

PHILIPPINE POSTAL CORPORATION

ref # 2016-04-13-0047

9

COA QUARTERLY MONITORING REPORT

Philippine Postal Corporation
Status of Programs, Projects and Activities
As of September 30, 2015

PPA	Location	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
						% of Completion	Total Cost Incurred	
1. Integrated Marketing and Communication Program								
1.1. Tri-media Marketing Communication	All Postal Areas covered by radio stations	Broadcast PhP3,550,000 Prints PhP11,065,000 Radio PhP6,400,000	March 2015			61%	PhP3,962,004.15- Media Placement	On-going media placements- radio station for postal ID
							PhP180,000	Talent fees, script, location filming and post-production
							PhP145,600	Advertising concept development w/ focus group and research
							PhP90,000	Market overview and segmentation and media plan
1.2. Digital Marketing Communication	All Areas	Social Media, Online Advertisement and Mobile Application PhP3,435,000					PhP40,000	Facebook, Twitter, and Instagram page maintenance, feedback management
		PhP92,763.43				100%	PhP92,763.43	promotional advertising
1.3. Marketing through Events	Metro Manila	14 events PhP12,120,000	January 2015		January	22%	PhP24,000	Customer's Voice
	SM North EDSA				January	100%	PhP 51,256.75	Stamp Launch/Exhibit, SM North Edsa

	Cebu		Php10,200			100%	Php10,200	
	Metro Manila, Imus, Cainta and Batangas		Php8,658			100%	Php8,658	
	Postal ID Capturing and Marketing Event		PhP23,183.10			100%	PhP23,183.10	
1.4. Advertising through IEC	Philippine Postal Corporation	PhP25,848,000					PhP158,600	Corporate Anniversary
	All Postal Areas & Central Office						PhP505,000	Postal ID print ad production (Postal ID Poster, Tarpaulin & Flyers)
Radio Ad placements, Marketing Plan, Creative Concepts, Focus Groups, Production	All Areas	207,249.00				100%	207,249.00	
1.5. Trade Marketing	Cagayan de Oro City	PhP806,000	May 28, 2015		May 29, 2015	100%		• Conducted warehousing and Logistic workshop at Area 5,7,8 & 9 - Charged to areas • Area 8 ePMO Training
	Central Mindanao Area		September 1, 2015		September 11, 2015	100%	PhP35,664	
Philhealth Training	Area 1	10,425.00	8/18/2015		8/18/2015	100%	10,425.00	
	Area 4	15,155.00	8/6/2015		8/12/2015	100%	15,155.00	
	Area 8	21,219.00	10/28/2015		11/6/2015	100%	21,219.00	
Area Visits and Presentation	Area 8					100%	90,851,.29	
1.6. Establish Customer Contact Center		1 contact center PhP5,000,000						Deferred
1.7. Conduct of Customer Satisfaction Survey		1 survey conducted PhP5,500,000						Bidding is on-going
1.8. Implementation of Phoy eMail		PhP149,850 9 activities						Suspended Operation for bidding
1.9. Implement Electronic Postal Money Order System (ePMO)	All Postal Areas	Operational at 1,365 Post Offices nationwide PhP37,938,250	2012		2020	26.67% (364 Post Offices)		Ongoing
1.10. Mobile Remittance System		Operational at 500						For study

		rural Post Offices PhP5,000,000						
1.11. Expansion of payout outlets through partnership with remittance companies		3,000 payout outlets	2015		2015	40% (Instant Cash)		Pending approval of MOA
1.12. Cash Card/Point-of-Sale (POS) remittance system (Postal ID)		Operational at 500 Post Offices nationwide PhP41,950,000						Pending approval of MOA
1.13. Procurement of Bills Payment System		1 system PhP5,000,000						Deferred
1.14. Issuance of Stamp Book		2 issuances	September 2015		December 2015			Did not materialize
1.15. Issuance of Selyo Magazine		2 issuances	January 2015		December 2015	50%		Quarterly
1.16. Establishment of Customer Database		100 local and foreign order PhP40,000						Ongoing
1.17. Renovation/Relocation of Postal Museum		500,000						Did not materialize
1.18. Accreditation of new Postal Stations	See attached List (Annex A)	40 Postal Stations	January 2015		December 2015	72.5% (29 Postal Stations)		
2. Operations Improvement Program								
2.1 Refleeting Program	Network and Transport Department, Pasay City	196 Vehicles - Small Mail Van- 83 - AUV- 3 - Motorcycle- 80 - Truck- 30	January		December	100%		50 vehicles for EMS, 83 vehicles founded from QSF
2.2 Creation of EMS delivery hubs	Express Mail Exchange Department, Pasay City Bulacan Baguio Pampanga Laguna Batangas Cebu Ilo-Ilo Davao Zamboanga Cagayan de Oro	9 Delivery Hubs PhP4,500,000	January	2	December	100%		Direct EMED delivery Implemented Intra Areas
2.3 Enhancement of ZIP Code	Service Regulations	PhP300,000		3	December	90%		ZIP code directory update

	Department, Central Office							
2.4 Crafting of Teller's Guide for Domestic Mail	Service Regulations Department, Central Office	PhP300,000	January	2	December	100%		Issued guidelines on mail acceptance
2.5 Distribution of DG Handbook to tellers	All Postal Areas and Post Offices	PhP300,000	April		December	90%		For final review and printing
2.6 Establish KPI system for LC	Delivery Post Office	1 system		3	December	70%		Done with LC at EMED
	Express Mail Exchange Department, Pasay City					100%		
2.7 Installation of Biometric at Post Offices/MDCs	At pickup and delivery post offices in Mega Manila	50 Units PhP3,780,000		3	December	70%		Linked to HR project
						100%		
2.8 Conduct of Mail Services Efficiency Audit	Service Regulations Department Target Post Offices	2 audits PhP9,000,000	March	1	December	50%	PhP85,000.00	Winning bidder backed out
								Conducted in-house measurement
2.9 Modernization of CMEC								
2.9.1 Construction	Central Mail Exchange Center, Pasay City	1 site PhP720,000,000				10%		Plans, programs, and bidding documents completed
2.9.2 Establish Hybrid Mail Printing facilities	Central Office	1 unit PhP22,000,000				100%		Implemented
2.9.3 Procurement of Letter Sorting Machine	Central Mail Exchange Center, Pasay City	1 unit PhP100,000,000						Awarded to winning bidder
2.9.4 Procurement of Flats & Parcels sorting machine	Central Mail Exchange Center, Pasay City	1 unit						Moved to 2016
2.9.5 Industrial (copier) printer	Central Office	4 units PhP4,000,000						For bidding
2.10 Creation of eCommerce Processing Office	Central Mail Exchange	1 area enclosed PhP1,000,000				100%		Implemented in AMED & SMED

	Center, Pasay City							
2.11 Centralization of Customs Examination and Assessment								Ongoing discussion for the finalization of IRR
2.11.1 Arrange and setup Inbound areas in EMED, AMED & EMES	Central Mail Exchange Center, Pasay City & Surface Mail Exchange Department, Port Area, Manila	PhP6,700,000		2		60%		Done in SMED & AMED
2.11.2 Setup Customer Service	Central Mail Exchange Center, Pasay City	PhP2,000,000						OPMG project
2.12 Warehouse and Logistics Solutions								
2.12.1 Setup WH at SMED wt WH facilities & equipments	Surface Mail Exchange Department, Port Area, Manila & All Postal Areas	PhP38,337,000						Moved to 2016 PPA
2.12.2 Warehouse at MDC (5)	Area 4 Area 2 Area 5 (Cebu) Area 4 (San Pablo) Pampanga Bayombong	PhP10,000,000				30%		Cebu- Inspected and finalization of implementation
3. Human Resource Management Development Program								
3.1. Recruitment (Competency based recruitment and employment assessment)	Central Office	PhP50,000	1 st QTR		2 nd QTR	100%	Php27,118	completed
3.2. Performance Management								
3.2.1. Appreciation and correct implementation of SPMS	Central Office	Php30,000	1 st QTR		4 th QTR	90%		Based on the submitted IPCR/OPCR; interview/ documentary analysis
3.2.2. Communication Plan to cascade the new salary structure, vis-à-	Central Office	Php1,200,000	1 st QTR					No new salary structure yet (A consultant was assigned by the

vis performance								BOD)
3.2.3. Continuous orientation on SPMS, Work standards	Central Office	Php200,000	1 st QTR		4 th QTR	50%	Php127,000	Included in the training module
3.3. Awards and Incentives (Huwarang Lingkod Koreo)	Central Office	Php3,000,000	1 st QTR		2 nd QTR	100%	Php813,000	
3.4. Review of Rationalization Implementation	Central Office	Php400,000						Aligned in the new structure approved by the BOD
3.5. Learning and Development								
3.5.1. Character Building Program	Central Office & All Postal Areas	Php2,000,000	1 st QTR		2017	90%	Php361,972.11	
3.5.2. Induction/Orientation 3.5.2.1. Basic Cashier Orientation						100%		
3.5.2.2. Meet & Greet-Orientation for Newly Hired Employees						100%	Php10,859.35	
3.5.3. Seminar on different products and services for Postmasters, Market Specialists et. al. (EMS, Logistics, EPostMo, EBMS, Philately, e-Commerce, Letter Shopping, Financial Services, Parcel post, Letter post, Agency servicing)	All Postal Areas	Php500,000	1 st QTR		Continuing	100% 100%	Php361,031 Php1,097,500 Php33,937.55	e-PostMO Re-orientation New PID Roll-out Social Pension Orientation
3.5.4. Pre-employment Trainings for Postmasters, Letter Carriers and Postal Tellers	Central Office & All Postal Areas	Php500,000			Continuing			No pre-recruitment training was conducted
3.5.5. Continuing Postmasters Capability Enhancement Training	All Postal Areas	Php3,000,000			Continuing			Financial Modules being updated
3.5.6. Letter Carriers Skills Enhancement Training	All Postal Areas	Php1,500,00	3 rd QTR		Continuing		Php230,000	
3.5.7. Postal Tellers Skills Enhancement Training	All Postal Areas	Php1,800,000			Continuing			Financial Modules being updated
3.5.8. Skills Enhancement Seminars for	Central Office & All Postal Areas	Php2,000,000.00	3 rd QTR		Continuing		Php36,423.60	Records & Archives Mgt.

	Administrative Support Personnel								
3.5.9.	Leadership Development Seminar for Postmasters, Section Chief and Division Chiefs	Central Office & All Postal Areas	Php1,500,000	August 2015		Continuing	100%	Php187,630.75	
3.5.10.	Executive Development Program	Central Office & All Postal Areas	Php3,000,000	1 st QTR		Continuing	75%	Php725,034.00	In-house & Send-off Training (Local & Intl)
3.5.11.	Train the Trainers Training	Central Office & All Postal Areas	Php600,000	1 st QTR		2 nd QTR	100%	Php252,585.06 (Php73,458.06) (Php179,127.00)	T3 for PID T3 for AdFin and Chief Accountants
3.5.12.	Basic Customer Service Skills and Marketing for all PHLPst Employees	Central Office & All Postal Areas	Php1,000,000	1 st QTR		Continuing			Module for basic customer service is integrated in the skills enhancement trainings for the frontlines.
3.5.13.	Basic Computer Course	Central Office & All Postal Areas	Php1,000,000			Continuing		Php12,500	Under PEEAP (educ assistance program)
3.5.14.	Other technical trainings	Central Office & All Postal Areas	Php10,000,000	1 st QTR		Continuing	75%	Php1,040,573.03	Send-off Training (Local & Intl) & In-house
3.5.15.	Adaption of alternative training methodologies (Benchmarking, AVP, role-playing, simulation)	Central Office	Php2,000,000			2017			For implementation in 2016
3.5.16.	Conduct of survey and assessment after the conduct of trainings	Central Office	Php100,000	1 st QTR		Continuing	75%		Evaluation is done at the end of every training program.
3.6.	Employee Engagement								
3.6.1.	Salu-Salo Together	Central Office & Mega Manila	Php600,000	1 st QTR		Continuing	75 %	Php141,649.17	
3.6.2.	Sportsfest	Central Office & Mega Manila	Php300,000	1 st Semester		1 st Semester	100%	Php203,000	
3.6.3.	Christmas Party	Central Office & Mega Manila	Php2,000,000	4 th QTR		4 th QTR			
3.6.4.	Biggest Loser: PHLPst Edition	Central Office & Mega Manila	Php58,000	March 2015		May 2015	100%	Php51,000	New program
3.6.5.	Fun Run (5 th Freedom Run)	Central Office & Mega Manila	Php25,000	3 rd QTR			100%	P22,500	
3.7.	Educational Assistance Program	Central Office & All Postal Areas	Php2,400,000	1 st QTR		Continuing	75%	Php177,496	
4.	ICT Development Program								

4.1	Conduct of IT Workshop	Central Office	PhP400,000						Moved to 2016
4.2	Interconnectivity of PHLPost Retail Outlets and Offices	Nationwide	842 connected POs PhP35,364,000				45% 382 connected POs		
4.3	Deployment of Computers for Counters	Nationwide	500 units PhP21,500,000						Bidder but not yet awarded
4.4	Deployment of Barcode Scanners Counter Computers		1,890 units PhP10,508,400						1st qtr 2016
4.5	Installation of Corporate Anti-Virus Software	Central Office, Surface Mail Exchange Department, Port Area, Manila Central Mail Exchange Center, Pasay City	1 license procured PhP5,000,000			End of 3rd quarter	100%		Installed in Central Office and SMED.
4.6	Installation of Network Security / VPN Access (Central Office, CMEC & SMED)	Central Office, Surface Mail Exchange Department, Port Area, Manila Central Mail Exchange Center, Pasay City	1 unit PhP5,000,000			End of 3rd quarter			For Bidding 2016
4.7	Acquisition of Email Server		1 unit PhP1,500,000			End of 3rd quarter			Server Bidder but not yet awarded
4.8	Establishment of Data Center	Central Mail Exchange Center, Pasay City	1 data center PhP10,000,000						
4.9	System Enhancement and Maintenance of Personnel and Payroll Management Information System (PPMIS)	Central Office	1 system	July 2015					
4.10	Web-based Human Resource Information System (personnel information viewing and updating)	Central Office							
4.11	Development of Cases Management System	Central Office		July 2014		August 2015	90%		Pending for server
4.12	Deployment of Time Keeping	Central Office	PhP5,000,000						

and Monitoring System								
4.13 Development of Statistical Management Information System		Development by 3rd Quarter - test by 4th qtr						
4.14 Enhancement/Administration/Maintenance of E-PMO System		1 system PhP2,000,000	2012					
4.15 Enhancement/Administration/Maintenance of eCommerce System	Central Office	1 system PhP1,000,000						For further system review
4.16 Training for Mobile Verification System		350 mobile device, Training for 1 st Quarter, PhP3,800,000			4th quarter			
4.17 Enhancement of Website	Central Office	1 site PhP450,000			3rd quarter			Server Upgrade
4.18 Customer Profiling System (operational)		PhP450,000			4th quarter			
4.19 Development of Customer Service System								
4.20 Upgrading of Eurogiro Backup Site and Desktop Server		PhP100,000			4th quarter	100%		Sever Upgraded
4.21 International Postal System Migration	Central Mail Exchange Center, Pasay City	PhP3,000,000			3rd quarter	100%		
4.22 Development and Deployment of Domestic Mails Tracking System	Central Office				4th quarter	100% for PO's with Computer and Internet Connection		
4.23 Development of Customs System								System Requirements Gathering
4.24 Development of Warehouse Management System	Surface Mail Exchange Department, Port Area, Manila	1 system PhP5,000,000			4th quarter	30%		
4.25 Integration of Financial Management Information System (FMIS) with other existing systems	Central Office	PhP150,000						
4.25.1. PMIS	Central Office		January 2016		June 2016			
4.25.2. PMIS Integration-Inventory	Central Office		April 2016		September 2016			
4.25.3. FMIS Integration-FMS	Central Office		July 2016		December 2016			

4.26 Implementation of Funds Management System (FMS) in POs with connectivity		PhP1,150,000	December 2014		February 2016	70%		-Internet connectivity -Standard forms -Computer Terminals -User Trainings -EPMM
4.27 Development of Point of Sale System (POS)		PhP150,000			1st semester 2016			
4.28 Development and deployment Inventory and property management system (IPMS)	Central Office	PhP55,000	January 2015		December 2015	80%		Procurement module
4.29 Development and Implementation of International Accounting System		PhP450,000						Upon delivery of Server
4.30 Implementation of Digital Document System		PhP2,106,000						
4.31 Development and Implementation (Central Office) ODS			October 2014		February 2015	100%		
4.31.1. enhancement/ Administration/ Maintenance ODS (Online Document Tracking System)			March 2015		December 2015			
4.31.2. Training ODS (All Areas)			2nd semester 2015		1st semester 2016			
5. Postal Safety and Security Program								
5.1. Crafting of security manual incl. Disaster Risk Reduction Manual Safety and Security Checklist	Central Office, Exchange Centers & All Postal Areas		March 2015		2nd quarter 2016	50%		Partially completed
5.2. Installation of new CCTV at Postal Facilities	Central Mail Exchange Center, Pasay City	PhP1,382,000			4th quarter	80%		Delivery completed; for installation
5.3. Installation of GPS in the delivery vehicles	Network and Transport Department, Central Office	PhP3,100,000			Upon delivery of new delivery vehicles			83 units completely delivered but not yet installed
5.4. Establishment of Database on Case Profiling	Inspectorate Department, Legal Department &	PhP100,000	March 2015					MISD is the office doing program, Inspectorate has no control of date

	Human Resource Management Department, Central Office							of completion
6. Legal Services Program								
6.1. Provision of space for the Mediation Centers	All Postal Areas	To be shouldered by the Area concerned	c/o Area concerned		c/o Area concerned			AS of to date the Central Office has handled 12 cases for mediation. Copy of order in support of this is attached for reference.
6.2. Establishment of Database for Case Handled	Legal Department- Office of Manager, Central Office	c/o MISD	c/o MISD		c/o MISD	c/o MISD	c/o MISD	Project to be undertaken by MIS- end user- Legal Department
6.3. Amendment to the customs postal agreement								Awaiting approval of the IRR
6.4. Crafting of Legal Services Manual			1st quarter 2015		2nd quarter 2016			Soft Copy emailed to the Corporate Planning Department
6.5. Legal Proforma								Templates for lease contract; Professional services and for commemorative stamps are being implemented
6.5.1. Commemorative Stamps			1st quarter 2015		2nd quarter 2015	100%		
6.5.2. Lease Contract			1st quarter 2015		2nd quarter 2015	100%		
6.5.3. Professional Services			1st quarter 2015		2nd quarter 2015	100%		
7. Internal Audit Effectiveness Program								
7.1. Development of Internal Audit Plan	Internal Audit Department, Central Office	1 plan	November 15, 2014		January 5, 2015	100%	PhP5,000	Supplies
7.2. Post Office Audit	All Area Offices	245 Post Offices PhP2.7 million	January 2015		December 2015	113%	PhP1,800,000	TEV, Per Diems and Office Supplies

7.3. Processing Centers audit (OE, MDC, SDC)	All Area Offices	43 Offices PhP232,000	January 2015		December 2015	deferred		
7.4. Postal Area and Central Office Audit (FS 2014)	9 Accounting Areas and 1 Accounting Central Office	10 Offices PhP244,000	January 2015		June 2015	100%	PhP300,000	Workshop and Supplies
7.5. Audit of IT System	Central Office	4 IT Systems	January 2015		December 2015	4 IT Systems-100%	PhP12,000	MOOE- Office Supplies
7.6. Profit centres performance Monitoring/Review	Internal Audit Department, Central Office	600 Post Offices PhP162,000	January 2015		December 2015	158%	PhP10,000	Supplies
7.7. Establish Database of Post Office Record of Collection	Internal Audit Department, Central Office	1 database	January 2015	1	December 2015	100%	PhP10,000	Supplies
7.8. Evaluation and improvement of existing issuances and codification of policies and procedures in manuals								
7.9. Evaluation and improvement of Enterprise Risks Management								
8. Administrative Efficiency Program								
8.1. Project Procurement Management Plan (2016)	Corporate Wide	Consolidation and Review	3rd quarter of 2015	Extended to November 2015	October	75%		Consolidation and Review
8.2. Approval of Annual Procurement Plan (2016)	Corporate Office	1 plan	October	Extended to December 2015	November			4th quarter Activity, 1 plan
8.3. Procurement, Supply & Inventory Management Manual	Corporate Office	1 manual	June		December	80%		1 Manual
8.4. Implementation of Computerized Supply Inventory System	Corporate Office					System installed		<ul style="list-style-type: none"> •system installed •in-house
8.5. Assets and Property Management Manual	Corporate Office	1 manual		Extended to CY 2016				Re-scheduled for CY 2016 deliverable
8.6. Implementation of Computerized Asset Inventory System	Corporate Office					System installed		<ul style="list-style-type: none"> •system installed •in-house
8.7. Titling of Real Properties	Corporate Wide	50 titles PhP5,676,950		Year Round		Year round		<ul style="list-style-type: none"> • Release/processing of papers from other concerned government agencies are beyond our control <p>postal areas are</p>

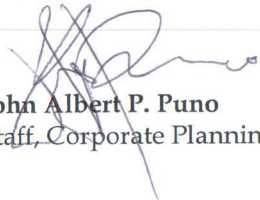
								facilitating titling on a total 81 lots • quarterly reports on titling efforts are submitted by areas • 1 lot titled = Maasin City, Leyte
8.8. Insurance of Real Properties	Corporate Wide	all PHLPst buildings	2014 October		2015 October	100%	PhP4,355,783.44	Last Payments to GSIS in CY 2015 was July 2015 @ 1,088,945.86
8.8.1. Insurance for CY 2016	Corporate Wide	PhP 6,186,929	2015 October		2016 October			Renewed on October 1, 2015 1st Payment on December 2015
8.9. Training for LPMD Employees	Logistics and Property Management Department, Central Office	15 employees 400,000				120%	PhP100,000	18 employees
8.10. Construction Manual		PhP100,000	January 2015		December 2015	50%		On-going
8.11. Construction and Major Repair		PhP1,605,825,000						
8.11.1. Repair/ Improvement of DBM Warehouse located at Cagayan De Oro Post Office Compound, Cagayan De Oro City (Phase 2)	Macabalan, Cagayan De Oro	PhP743,821	July 7, 2015					Area Implementation
8.11.2. Repair/ Rehabilitation of Roofing of Main Post Office Building located at Liwasang Bonifacio	Central Office	PhP4,841,317.66	May 4, 2015					Bidding process at BAC
8.12. Repair and Facelifting (Minor Repair)		PhP14,545,000						
8.12.1. Relocation of Post Shop at Ground Floor, Left Wing, Main Post Office Building	Ground Floor, Central office	PhP254,180.94	November 25, 2014		November 6, 2015	100%	PhP390,000	Completed
8.12.2. Proposed BMSO/ MCPO Storage @ Ground Floor, Main Post Office Building	Ground Floor, Central office building	PhP228,188.80	November 24, 2014		April 21, 2015	100%	PhP226,500	Completed

8.12.3. Proposed Support Services Manager's Office @ 4 th floor Main Post Office Building	4 th Floor, Central office	PhP183,022.45	March 1, 2015		July 23, 2015	100%	Php169,687	Completed
8.12.4. Proposed Renovation and ePost Command Center @ 5 th Floor, Main Office Building	5 th Floor, Central office building	PhP75,215.96	March 26, 2015		October 16, 2015	100%	Php69,656.25	Completed
8.12.5. Repair/ improvement of Meycauayan Post Office Bulacan	Meycauayan Post Office	PhP418,609.62	February 27, 2015		December 17, 2015	100%	Php392,437.50	Completed
8.12.6. Renovation of Hagonoy	Hagonoy, Bulacan	PhP485,316.86	March 2, 2015		July 14, 2015	100%	Php485,200	Completed
8.12.7. Soil and Foundation Investigation Test for the Redevelopment of CMEC Building	Central Mail Exchange Center, Pasay City	PhP403,200				100%		
8.12.8. Repair/ Improvement of Pulilan Post Office	Pulilan, Bulacan	PhP103,636.72	March 3, 2015		June 30, 2015	100%	PhP103,635	Completed
8.12.9. Repair/ Improvement of Obando Post Office	Obando, Bulacan	PhP88,055.58	March 4, 2015		October 5, 2015	100%	PhP88,050.15	Completed
8.12.10. Repair/ Improvement of Calumpit Post Office	Calumpit, Bulacan	PhP238,981.01	June 22, 2015		July 2, 2015	100%	PhP238,980	Completed
8.12.11. Repair/ Improvement of the office of the Chairman of the Board @ 4 th Floor, Main Post office Building	3 rd Floor, Main Building	PhP99,729.91						BOD opted not to proceed with renovation of this office
8.12.12. Repair/ improvement of Tagaytay City Post Office	Tagaytay, Cavite	Php485,500	March 15, 2015		October 1, 2015	100%	PhP485,500	Completed
8.12.13. Repair/ Improvement of Malolos Extension Post Office	Malolos, Bulacan	PhP293,574.08	March 7, 2015		September 30, 2015	100%	PhP293,500	Completed
8.12.14. Repair/ Improvement of SMED Unloading Bay, Port Area Manila	Port Area, Manila	PhP349,183.24	March 6, 2015		September 17, 2015	100%	PhP349,183	Completed
8.12.15. Relocation of stamp Vault @ 3 rd Floor, main Post Office Building	3 rd Floor, Main Building	PhP303,607.57	March 14, 2015		September 24, 2015	100%	PhP303,550	Completed
8.12.16. Repair/ Improvement of Sta. Maria Post Office, Bulacan	Sta. Maria, Bulacan	PhP490,816.92	March 8, 2015		November 11, 2015	100%	Php490,750.10	Completed
8.12.17. Repair/ improvement of	Taguig City	PhP497,000	March 9, 2015		March 10, 2015	100%	PhP465,937.50	Completed

Taguig Post Office								
8.13. Repair and Maintenance Manual	Records Management Division, General Services Department, Central office	PhP100,000	January 2015		December 29, 2015	90%		On-going
8.14. Records Management Manual	Records Management Division, General Services Department, Central office	PhP50,000	January 2015		1st Quarter			For Review
8.15. Mechanized and Computerized Records Management System		PhP16,000 571,510						
8.16 Reproduction and Dissemination								
9. Financial Management Program								
9.1 Budget Management Manual	Central Office					95%		
9.2. Cash, Investment & Debt Management Manual	Central Office	PhP100,000	March 2015		October 31, 2015	50 %		For comment by Fiscal Management Department
9.3. Accounts Receivable Management Manual	Central Office		March 2015	1 st Quarter 2016	October 31, 2015			For comment by Fiscal Management Department
9.4. Postage & Philately Manual		Php100,000	March 2015		October 31, 2015	50%		
9.5. Pricing Policies & Procedural Manual								
9.6. Cash Collection, Cash Sweeping and Receivables			All year round		All year round			Enhancement of existing policies & procedures
9.7. Formulation of policies on collection of Accounts Receivables.	Central Office			1 st Semester 2016				Memos are sent to monitor the compliance to policies
9.8. Postage Stamps and Philatelic Products Project management Procurement Plan								
9.9. Preventive maintenance of			All year round		All year round	83.49%		Preventive

postage meter machines of post offices & private users (including travel expense)								maintenance of 182 machine had been done simultaneously with the installation of the new ones
9.10. Financial and Accounting Manual	Central Office			1 st Quarter 2016				Initial draft submitted to IAD and CorPlan for comment
9.10.1. Post Office Manual			July 2015	1 st Quarter 2016	December 2015			Existing policies under review
9.10.2 Area Office Manual			January 2016		June 2016			
9.10.3. Central Office Manual			July 2016		December 2016			
9.11. Billing and Collection Management Plan		PHP1,600,000						
9.12. Customization of FMIS in Central office for Budget and Disbursement		PhP20,000						FMIS is not yet 100% complete in the disbursement process
9.13. Implementation of FMIS at the area offices for B&D and RC								For comment by Budget /Cash division
9.14. Reconciliation of Prior Years' Balances of Accounts (to address COA AOMs, Observations and Recommendations for Prior Years' Transactions)	Central Office/ Postal Areas	PhP150,000			continuing		PhP150,000	1. Agency action plan and status of Implementation of Audit Observations and Recommendations for the calendar year 2014 was submitted to COA 2. A pre-closing Accountant Meeting was held in December 10-12, 2015 and January 7-9, 2016.

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