

PHILIPPINE POSTAL CORPORATION

PLANS, ACTIVITIES & PROJECTS for CY2019

(CONSOLIDATED)

a. INTEGRATED MARKETING COMMUNICATIONS PROGRAM

Accountable: **ASSISTANT POSTMASTER GENERAL FOR MARKETING & MANAGEMENT SUPPORT SERVICES**

Goal: Increase market significance and improve brand awareness

Objectives:

- a. To increase revenue;
- b. To develop new businesses, products and services;
- c. To enhance the marketability of the existing postal products and services;
- d. To promote brand awareness and improve corporate image; and,
- e. To ensure customer satisfaction.

Sub-Programs:

1. Marketing Management program
2. Mail Services Marketing Program
3. Express & Logistics Services Marketing Program
4. Postal Payment & Retail Services Marketing Program
5. Other Services Marketing Program
6. New Products & Services Marketing Program
7. Sales and Account Management Program
8. Customer Relations Management Program
9. Corporate Communications Program

Expected Outcome:

- Products manual
- Revenue generation
- Increase clientele
- Launching of new products and services
- New and maintained partnerships
- Client and collector database
- Process manuals
- Faster processes

	OPR	Performance Targets			Timeline		2019				Remarks
		Revenue	Delivery Performance	Other Performance Targets	Start	End	Total	Operating Expenses	Administrative Expenses	CAPEX	
I. INTEGRATED MARKETING COMMUNICATIONS PROGRAM											
Responsible - APMD MMSS											
a. Product Management											
i.			enhancement of market knowledge through capacity development								
			conduct market research & intelligence								
			1.1 Conduct of product research and market intelligence	BLD						300,000	
			1.2 Mail Services	BLD							
			1.3 Express Mail Services	BLD							
			1.4 Logistics and Warehousing	BLD							
			Develop competency / knowledge and capacitate personnel / employees to effectively perform tasks								
			2.1 Personnel / Employee Trainings	BLD / HR / Areas						1,000,000	
			a. Sales and Marketing Management								
			b. Account Management								
			c. Product Management								
			d. Managerial / Supervisory								
			e. Civil Service Commission Trainings								
			To enhance and bolster core products and services								
			Development of new/enhanced products and services for target customers								
			+ Salamat Po Nationwide Letter Writing Advocacy Program	BLD / Operations			5,000,000.00			2,000,000	
			+ Salamat Po Nationwide Letter Writing Raffle Promo	BLD / Operations / Areas							
			+ National Teachers' Month / National Teachers' Day Celebration	BLD / Assigned Area							
			+ Regional and National On the spot Letter Writing Raffle Promo	BLD / Areas							
			+ UPJ International Letter Writing Competition for Young People	BLD / Operations							
			+ Improved pricing schemes	Pricing and Costing							
			+ Proposal / Updating of service rates for Mail, Express, and Logistics								
			Priority Programs								
			a) Identify 5 postshops for renovation/enhancement this include repainting , repair and installation of new signage	Postal Areas							
			b) Hire additional manpower to manage the shop	Postal Areas							
			Priority Communication plan								
			a) Print new banners and posters	PPMO/Cor oCom							
			b) social media campaigns/promotions	PPMO/Cor oCom							
			c) publication in print featuring the newly renovated postshops (PhilPost Courier)	PPMO/Cor oCom							

			OPR	Performance Targets			Timeline		2015				Remarks
				Revenue	Delivery Performance	Other Performance Targets	Start	End	Total	Operating Expenses	Administrative Expenses	CAPEX	
		Postal Payment Product Management and Development Plan											
		a) Digitalize Postal Payment services	PPDO, MIS	2,347,140.00	Address the changing needs of the market and new revenue from new market segment								
		b) Postal ID with financial	coding										
		c) Provision of mobile financial services	committ										
		d) Govt. One-stop-shop service	ee										
		e) Review and simplify existing procedures											
		f) Offer competitive pricing											
	III.	To improve accessibility of products and services											
		Intensify campaigns for various products and services											
		a) Track and Trace Campaign	BLD / Operations /		Service efficiency						500,000		
		b) Printing and Dissemination of T&T print ads and posters											
		c) Zipcode Dissemination Campaign	BLD / Operations / CorpCom		Improved addressing system						500,000		
		d) Printing and Dissemination of zipcode print ads and posters	m		Efficient mail sorting and delivery (Service efficiency)								
		Philately Programs		1,800,000.00	Increase in revenue								
		a) Continue establishment of National Stamp Organization in the intensify partnership with local organizations	PPMD/Postal Areas										
		strengthen alliances with LOU and DepEd	PPMD/Postal Areas										
		Partnerships with travel and Tour companies	PPMD/Postal Areas										
		Promotion and Advertising											
		a) Production and distribution of information, education and communication (IEC) materials and collaterals to Area Office/Post Office	PPDO, MIS, Marketing								10,000,000		
		b) Conduct Area visits and client visits, caravans, campus tours and participate on corporate social responsibility activities	Specialist										
		c) Increase volume of transactions through marketing challenge	Postmasters										
		d) Conduct product awareness program to corporate clients, schools, barangays, malls, etc.											
		e) Provide continuous trainings to postmasters and tellers											
		f) Launch and implement COV and Area Initiatives											
		g) Accessibility and Network Expansion											
		Introduction of postal mobile app for easy accessibility of postal payment services	PPDO, MIS, Marketing										
		a) Installation of ATM in selected	PPDO, MIS, Marketing		Accessibility and convenience of clients								
		b) Intensify expansion of Postal Outlets in malls and LGUs	Area Office, Postmaster										
		c) Establish partnership with global Money Transfer Operators and other collection and payment service providers											

		CPR	Performance Targets			Timeline		2018				Remarks
			Revenue	Delivery Performance	Other Performance Targets	Start	End	Total	Operating Expenses	Administrative Expenses	CAPEX	
	is Relocation of post offices to accessible locations											
	iv. To ensure efficient and effective implementation of plans											
	1. Area visits	BLD / Areas		Standardized implementation of CO projects Monitoring of Area performance Evaluation of business opportunities per Area						500,000		
	a) Monitoring and evaluation of Area performance and project implementation											
	3. Performance Monitoring	PPCO, PMO, Area										
	a) Strengthen performance monitoring and assessment	Office, Marketing		improve sales performance and address areas of improvement thus customer satisfaction					1,000,000	1,524,000		
	b) Conduct Post Office visits	Specialist										
	c) Provide continuous trainings to Postmasters and Marketing Specialists											
	d) Provide incentives to high performing Postmasters/franchisees											
	v. To enhance marketability and branding of the existing products and services											
	Advertising and Promotions											
	a) Partnerships with Government Agencies	BLD		Exposure of products and services to potential market						500,000		
	b) Love Express Program	BLD / Areas / CorpCom	70,000.00	strengthening brand image						2,000,000		
	+ Development of "Love Express" featured love story	BLD / CorpCom										
	+ Delivery of Valentine's Day gift via Singing Bartenders	BLD / Areas / CorpCom										
	+ Set-up of 4-day Valentine Food Bazaar (from 9am)	BLD / CSD / Area 3 /										
	Participation in Trade Expositions	BLD		Exposure of products and services to potential market						1,000,000		
	Set up of PHUPOST SMS/TXT/Mails/Logistics Booth and dissemination of flyers											
	Development of updated Product Lines advertisements											
	Philately Programs											
	a) Continue development/improvement of	BLD/AOFI		increase in postal awareness							5,000,000	
	b) Conduct of interactive exhibit in the postal area	PPMO/PPM (at Areas)		increased revenue								
	c) Training of Existing Employees	PPMO/PPM		enhanced knowledge								
	d) Conduct of PHUPost Tour	PPMO/BLD										
	e) Museum space rental	PPMO/BLD	180,000.00	increase in revenue								
	f) Museum membership	PPMO/BLD	300,000.00									
	Philately Communication Plans											
	a) Continue development/improvement of	PPMO										
	b) Launching of philatelic stamps (PHUPost)	PPMO/BLD										
	- New Year								200,000			
	- Valentines								200,000			
	- PHUPost Corporate Anniversary								600,000			

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		OPR	Performance Targets			Timeline		2019				Remarks
			Revenue	Delivery Performance	Other Performance Targets	Start	End	Total	Operating Expenses	Administrative Expenses	CAPEX	
	xi.	To standardize processes and procedures aligned with ISO 9001										
	1.	Continuous improvement on Product Management Process	B/D	continuous improvement on processes								
	2.	Continuous improvement on product / project implementation and guidelines	B/D	continuous improvement on processes								
	xii.	To perform effectively routine functions										
		Recurring and Continuing Activities										
		IT							5,355,999			
		MOOE							4,889,408			
		CAPEX									1,452,050	
		NON PS							2,642,569			
		Sub-Total > B/D										
	B.	Advertising										
		Across All Platforms	Corp		Brand	Jan	Dec	35,500,000		35,000,000.00		
		IEC Print & Video	Corp		Brand equity	Jan	Dec	1,500,000		1,500,000.00		
		Sponsorships	Corp		Strengthen brand	Jan	Dec	5,000,000		5,000,000.00		
	C.	Public Relations										
		Media Relations (Guestings, interview, Fellowship)	Corp		Strengthen brand	Jan	Dec	1,000,000		1,000,000.00		
		Employee Relations (Counter, CSR)	Corp		Brand	Jan	Dec	2,500,000		2,500,000.00		
		Special Events (WOM & Corporate Anniversary)	Corp		Brand equity	Jan	Dec	7,000,000		7,000,000.00		
	D.	Strategic Communications Program										
		Media Intelligence	Corp		Strengthen brand	Jan	Dec	1,500,000		1,500,000.00		
		Risk Communication	Corp		Strengthen brand	Jan	Dec	300,000		300,000.00		
		Sub-Total > Corporate Communications Division						58,800,000		58,800,000		
	E.	New Business Program	B/D									
		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 BRECS										
		Maintain existing contracts with NGA and NGO for Payout Services		5 contracts								
	II.	Acquire additional Humanitarian Aid (HAI) Partners for Payout Services		2 new clients/Partners								
	III.											
		Sub-Total > New Business Program										
		Total > Integrated Marketing & Communications Program	5,600,660.86					111,324,990.98	0.00	109,324,990.00	2,000,000.00	

b. OPERATIONS IMPROVEMENT PROGRAM

Accountable: **ASSISTANT POSTMASTER GENERAL FOR OPERATIONS**

Goal: Enhance quality and efficiency of postal operations

Objectives:

- a. To modernize mail processes, facilities, equipment and machineries;
- b. To provide reliable end-to-end tracking and tracking of postal items;
- c. To continuously improve the delivery performance;
- d. To adhere to customs standards;
- e. To strengthen multilateral and expand bilateral exchanges and partners; and
- f. To manage environmental footprints in postal operations.

Sub-Programs:

1. Quality of Service Enhancement Program
2. Network & Transportation Enhancement Program
3. Mail Services Operations Enhancement Program
4. Express & Logistics Services Operations Development Program
5. Postal Payment & Retail Services Operations Development Program

Expected Outcome:

- Improved network
- Improved delivery performance
- Track and trace
- Process manuals
- Faster processes

Plans, Activities and Projects	Responsible Office	2019			
		Total	Operating Expenses	Administrative Expenses	CAPEX
A. OPERATIONS IMPROVEMENT PROGRAM					
Responsible - APMG Operations					
a. Full implementation of IPS System EMSEVT3 V3	MISD, EMED	1,000,000	0	1,000,000	0
a.1. IPS systems users training	MISD, EMED	1,000,000		1,000,000	
a.2. Procurement process	BAC	0			
a.3. Streamlining and standardization of process	SRD, EMED	0			
a.4. Monitor and evaluate compliance	SRD, EMED	0			
b. Maximize Usage of Sorting Machine	AMED	115,000	115,000	0	0
b.1. Implement mandatory use of correct ZIP code and proper addressing	AMED	115,000	115,000		
b.2. Revision of "makeup and dispatches" at Mega Manila Area (4 main Pos)	SRD	0			
b.3. Implement the Mail Management printing system (RRR/POD)	Area Offices, MISD, AMED, SRD	0			
b.4. Visit discuss with clients	Marketing	0			
b.5. Implement discount system compliant clients	Costing Committee	0			
b.6. Monitor and evaluate compliance	SRD	0			
c. Implement eMail Management System	MISD	17,000,000	0	1,000,000	16,000,000
c.1. Implement eMail Management System	MISD	16,000,000			16,000,000
c.2. Training and roll-out of system nationwide	MISD, OAPMG-Opns	1,000,000		1,000,000	
c.3. Monitor and evaluate compliance	MISD, SRD	0			
d. Undertake Quality Control and Mail Monitoring Programs	SRD				
d.1. Quality Control Workshop	SRD	1,291,200		1,291,200	
d.2. Mail Monitoring & Compliance check	SRD	5,344,000		5,344,000	
d.3. Process improvement review	SRD	736,000		736,000	
d.4. Installation of Global Monitoring System	SRD	5,000,000		5,000,000	
e. Implement Cost & Resources Management System	EMED, AMED, SMED	253,920,000	0	0	253,920,000
e.1. Strengthen revenue protectionactivities (mechanized process)	MISD, EMED, AMED, SMED	3,920,000			3,920,000
e.2. Create Office of Exchange in Visaya and Mindanao areas)	OAPMG-OPNS	0			
e.3. Mechanized and automate sorting processes	MISD, SRD, EMED, AMED, SMED	250,000,000			250,000,000
f. Enhancement of Logistics & eCommerce Services	AMED, SMED, MISD	25,000,000	0	0	25,000,000
f.1. Create Logistics and eCommerce Unit	SMED, AMED, SRD	0			
f.2. Setup eCommerce airport processing office	AMED, SRD	0			
f.3. Procure WMS (Warehouse and Management System)	BAC	25,000,000			25,000,000
g. Creation/formalize structure of PIDC	SRD/OAPMG-O		4,335,936		
g.1. personnel complement			4,105,536		
g.2. Computer set with table			158,400		
g.3. Letter shopping table			72,000		
Total > Operations Improvement Program		297,035,000	4,450,936	2,000,000	294,920,000

c. AREA ENHANCEMENT PROGRAM

Accountable: **AREA DIRECTORS**

Goal: Profitability through quality of service

Sub-Programs:

1. Area Integrated Marketing Communications Program
2. Area Operations Improvement Program
3. Area ICT Development Program
4. Area Postal Safety & Security Program
5. Area Human Resources Development Program
6. Area Administrative Efficiency & Transparency Program
7. Area Financial Management Program
8. Area Legal Services Management Program
9. Area Performance Monitoring Program
10. Area Audit Efficiency Program

AREA 1 NELA

PROGRAM COST BY EXPENDITURE CLASSIFICATION FOR AREA 1

	Total Program Revenue Target		Total Estimated Program Cost				
			OPERATING		ADMIN		CAPEX
Integrated Marketing Communications Program	155,587,086.00	581,000.00			581,000.00		
Operations Improvement Program		12,003,854.00	11,109,847.00		894,007.00		-
		8,020,367.00	3,865,887.00	TE	117,600.00	EME	
					512,671.00	office rental	
					263,736.00	toliffee	
			4,330,360.00	GAS AND OIL			
			1,293,600.00	MOTOR RENTAL			
			1,620,000.00	DOMESTIC CONVEYANCE			
ICT		5,404,074.00	156,948.00	SUPPLIES	2,022,976.00	Internet	3,224,150.00
		2,179,924.00					3,124,150.00
							100,000.00
Postal Safety & Security Program		70,000.00					70,000.00
Human Resources Development Program		120,203,807.00	87,240,903.00		32,962,904.00		
			37,467,276.00		2,638,557.00	COS	
			49,773,627.00		24,417,152.00		
					505,000.00	TRAINING	
					315,000.00	TRAINING	
					5,087,195.00	TERMINAL LEAVE BENEFITS	
Administrative Efficiency & Transparency Program		24,580,264.14	16,008,780.00		5,448,684.14		3,102,800.00
		20,683,464.14	15,235,080.00	SUPPLIES & MAT.	1,657,317.00	REPAIRS	2,500,000.00
			93,500.00	SUPPLIES & MAT.	430,000.00	OTHER MOOE	376,400.00
			680,200.00	SUPPLIES & MAT.	774,000.00	TE	226,400.00
					794,262.14	UTILITIES	
					1,342,587.00	SUPPLIES & MATERIALS	
					99,261.00	TAXES	
					239,135.00	FIDELITY	
					112,122.00	INSURANCE	

Financial Management Program		77,400.00			77,400.00		
1					10,000.00		
2					2,400.00		
3					6,000.00		
4					3,000.00		
5					6,000.00		
6					50,000.00		
Legal Services Management		60,000.00			60,000.00		
Corporate Performance Monitoring Program		600,000.00	120,000.00		480,000.00	QUARTERLY MEETING	
Audit Efficiency Program		180,000.00			180,000.00	COA	
Total	155,587,086.00	163,740,399.14	114,636,478.00		42,706,971.14	-	6,396,950.00

NORTHEAST LUZON AREA (AREA 1)				
PROGRAM COST BY EXPENDITURE CLASSIFICATION				
		Total Estimated Program Cost		
		OPERATING	ADMIN	CAPEX
Integrated Marketing Communications Program	581,000		581,000	
Operations Improvement Program	12,160,802	11,266,795	894,007	
ICT Development Program	5,404,074	156,948	2,022,976	3,224,150
Postal Safety & Security Program	70,000			70,000
Human Resources Development Program	120,203,807	87,240,903	32,962,904	
Administrative Efficiency & Transparency Program	24,560,264	16,008,780	5,448,684	3,102,800
Financial Management Program	77,400		77,400	
Legal Services Management Program	60,000		60,000	
Corporate Performance Monitoring Program	600,000	120,000	480,000	
Audit Efficiency Program	180,000		180,000	
Total	163,897,347	114,793,426	42,706,971	6,396,950

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

AREA 2
NWLA

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		MODE	Proposed CAPEX	Total
				Start	End			
INTEGRATED MARKETING COMMUNICATIONS PROGRAM								
I. MAJOR FINAL OUTPUT								
a. Mail Services Program								
a.1. Aggressive marketing activities to prospective corporate & govt. customers								
a.1.1. Hiring of one (1) MS to strengthen workforce	178,283,748.48	Increase in sales from Mail Services		1st Qtr	4th Qtr	222,588.96		222,588.96
a.1.2. Intensive client visits to existing and prospective clients						130,000.00		130,000.00
a.1.3. Membership to Organizations				2nd Qtr	3rd Qtr	20,000.00		20,000.00
a.2. Expansion of Postal Network								
a.2.1. Mail Post Offices				1st Qtr	4th Qtr			
a.2.2. Postal Stations								
a.2.3. Opening of closed post offices								
b. Express & Logistics Services								
b.1. Aggressive marketing activities to prospective corporate & govt. customers								
b.1.1. Hiring of one (1) MS to strengthen workforce	584,402,085.37	Increase in revenue from Express & Logistics		1st Qtr	4th Qtr	222,588.96		222,588.96
b.1.2. Intensive client visits to existing and prospective clients						80,000.00		80,000.00
b.2. Fleet Acquisition & Rehabilitation								
b.2.1. Acquisition of one (1) 10-wheeler truck				1st Qtr	4th Qtr			
b.2.2. Repair & maintenance of existing fleet								
c. Payment & Retail Services								
c.1. Additional Accepting Post Offices								
c.1.1. Philhealth		20						
c.1.2. ePMO		18						
c.1.3. Bayser Center		10						
c.2. Partnership with other agencies/companies								
c.2.1. Suspend OCT	73,797,350.13	Generate additional revenue		1st Qtr	4th Qtr			
c.3. Marketing of the New PMO								
c.3.1. Additional seven (7) capturing sites		Increase in sales of PMO						
c.3.2. Mobile capturing of PMO at big companies, schools, others		Increase in revenue from Retail Services						
c.4. Aggressive promotion of Commemorative stamps								
c.5. Strict use of rekeying materials at all Post Offices								
d. Other Products & Services								

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		MODE	Proposed CAPEX	Total
				Start	End			
a.1. Intensity campaign for the collection and promotion of other PhilPost product and services at Post Offices (PTCC, Lock Box, Certification fees, Basic Income, Delivery Income, others)	6,217,385.54	Increase in revenue from other services		1st Qtr	4th Qtr			
a. Ads and Promos:								
a.1. Outlets (transfer outdoor signage, brochures, flyers, posters, tape-ops, banners, others)		Product Awareness		1st Qtr	4th Qtr	150,000.00		150,000.00
a.2. In-house promotion:								
f. Events								
f.1. Customer Voice/Partner Night				4th Qtr	4th Qtr	75,000.00		75,000.00
OTHER REGULAR MARKETING EXPENSES (supplies, fuel, etc)						-	-	Included in Admin Expenses
Total Integrated Marketing Communications Program	422,720,980.43					870,177.92	-	870,177.92
MAIL OPERATIONS IMPROVEMENT PROGRAMS								
1. Computerization of Mail Processing/Delivery Information at Post Offices		Integrated with ICT PA/Is		January	December			
2. Enhancement of Logistics Service (Hiring and Delivery of last OBM - PS supplies and materials to Processing Offices)								
2. Service Quality Check/Mail Management Enhancement		Enhanced Mail Monitoring/Management		January	December	581,400.00	-	581,400.00
3. Network Reconfiguration								-
3.1. SFU-Luzon Mail Route		Enhanced Mail Network						-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		Proposed		
				Start	End	MOOE	CAPEX	Total
3.2. CBFPMEC				January	December	489,040.00	-	489,040.00
4. Expanded EMS Delivery (Ext. to Dns)		Expanded EMS Delivery		January	December	279,979.38	-	279,979.38
5. Positioning of Postal Outlets - Web-based Opening of Closed Post Offices	Integrated with Marketing	Post Office Viability		January	December	480,000.00	-	480,000.00
6. Establishment of Regional Customer Service (Region 1, 2 and CAR)				January	December	585,272.00	158,400.00	519,972.00
7. Fuel Management			Rebate Transportation			2,928,090.00	900,000	3,728,090.00
OTHER REGULAR OPERATIONS EXPENSES (COE, GASOLINE, TE, ETC)						88,734,571.88	818,180.00	79,349,751.88
TOTAL AREA MAIL MANAGEMENT PROGRAM	-					74,734,913.04	1,871,880.90	76,407,593.94
ICT DEVELOPMENT PROGRAM								
1. Internal Connection of Post Offices			30 Additional Interconnected Post Offices	January	December	1,440,000.00		1,440,000.00
2. Upgrading to Higher Internal Connection Speed			Fast & More Reliable Connectivity	January	December	48,000.00		48,000.00
3. Expansion of Encoding POs for IPS Web Client (Track and Trace for CMS, Air Parcels, Registered and other Foreign Mails)			30 Additional Encoding Post Offices	January	December		1,584,000.00	1,584,000.00
4. Expansion of Encoding POs for Domestic Postal System (DPS)			30 Additional Encoding Post Offices	January	December			
5. Conduct of IT Related Training Program				January	December		Incorporated in HR programs	-
5.1 IPS Web Client (International)			60 Trained Participants	January	December			-
5.2 Domestic Postal System (DPS)			60 Trained Participants	January	December			-
5.3 IT Literacy Program			940 Computer Literate Employees	January	December			-
5.4 Relay Center System			118 Trained Participants	January	December			-
5.5 ePMO System (Refining)			140 Trained Participants	January	December			-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		Proposed		
				Start	End	MOOE	CAPEX	Total
6. Procurement of Add-on-up				January	December			-
6.1 Desktop Computer set with UPS, printer & barcode scanner				January	December		1,000,000.00	1,000,000.00
6.2 Laser Printers		Expedient Processing of Services, No backlog		January	December	324,000.00		324,000.00
6.3 Additional E-readers for MOC & SOCs (2)				January	December	712,800.00		712,800.00
7. Procurement of Licensed/Updated Software				January	December			-
7.1 Operating System (OS)			Secured Computer System	January	December	20,000.00		20,000.00
7.2 Anti-Virus				January	December	10,000.00		10,000.00
8. Conduct of Regular Visit/Monitoring of Implementation of Electronic System			Closely Monitored System	January	December	168,000.00		168,000.00
9. Conduct of Regular Check-up or Troubleshooting of Computer Hardware			Properly Maintained Hardware	January	December			
10. Attendance of Outside IT Trainings/Seminars for Updates on ICT (Continuing Education)			Updated ICT Personnel	January	December	Included in Training Programs		-
OTHER REGULAR ICT EXPENSES	-					-	88,800.00	88,800.00
TOTAL ICT DEVELOPMENT PROGRAM	-			-	-	2,727,800.00	2,888,800.00	5,616,600.00
AREA SAFETY AND SECURITY PROGRAM								
1. Installation of GPS on Mail Vehicles			Security of Mails	January	December	-	725,700.00	725,700.00
2. Installation of CCTV at Mail Hubs			Security of Mails	January	December	-	385,200.00	385,200.00
3. Outsourcing of Security Services			Security of Facility	January	December	3,024,000.00	-	3,024,000.00
OTHER REGULAR SAFETY AND SECURITY EXPENSES						-	-	-
TOTAL SAFETY AND SECURITY PROGRAM	-			-	-	3,024,000.00	1,110,900.00	4,134,900.00
AREA HUMAN RESOURCES DEVELOPMENT PROGRAM								
Responsible - Area AdFin								
1. Personnel Welfare and Development								
1.1 On-time Payment of Salaries and Benefits (existing personnel)			No complaints					-
1.2 Filling up of vacant positions			Hired 25 LC and 10 Postal Teller positions					-
1.3 Awards and incentives based on performance and contribution to the attainment of targets			Boost morale of personnel towards performance efficiency					-
2. Training Plans and Programs								-
2.1 Orientation / Re-Orientation								-
2.2 Basic Postmaster Training for New Grantees								-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019		MODE	Proposed CAPEX	Total
				Start	End			
2.1 Letter Carriers Training (COB)			Competent and well-trained 80 Letter Carriers for 2019 and 40 for 2020	1st qtr	1st qtr	320,000.00		320,000.00
2.1.1 Postal Teller Training (with Data Capture Operators) (COB)								-
2.2 Character Building								-
2.2.1 Values Orientation Workshop (with GST)			Trained 80 employees every year	2nd qtr	2nd qtr	160,000.00		160,000.00
2.2.1.1 Team Building for Letter Carriers (with GST)			80 employees participated in team building activities	3rd qtr	4th qtr	108,000.00		108,000.00
2.2.1.2 Leadership Skills Training (with GST)			Trained 40 employees every year	4th qtr	4th qtr	108,000.00		108,000.00
2.3 Skills Competency Enhancement								-
2.3.1 Postmasters (with GST)			80 competent Postmasters	2nd qtr	2nd qtr	320,000.00		320,000.00
2.3.1.1 Letter Carriers (Regular with GST)			120 competent letter carriers	3rd qtr	3rd qtr	320,000.00		320,000.00
2.3.1.2 Postal Teller (Regular with GST)			36 Competent Postal Tellers	3rd qtr	3rd qtr	144,000.00		144,000.00
2.3.1.3 Driver Courses (Regular with GST)								-
2.3.1.4 Sorters (Regular with GST)								-
2.4 Specialized Training Programs								-
2.4.1 Computer Literacy								-
2.4.1.1 Effective Written Communication Skills			Updated and well-trained 80 employees	1st qtr	2nd qtr	108,000.00		108,000.00
2.4.1.2 Basic Customer Service Skills Training (Regular and COB)			Updated and well-trained 80 employees	1st qtr	1st qtr	56,000.00		56,000.00
2.4.1.3 Training for Supervisors Group, e-HRMOs, Accountants, Blanketmen, IT Officer, SAC, etc.			Updated and well-trained 20 employees	January	December	80,000.00		80,000.00
2.5 Pre-Retirement Training Programs								-
2.5.1 Orientation on Retirement Benefits (Terminal Leave, GSIS, HDMF)								-
2.5.1.1 Senior Citizens Programs & Privileges								-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		MOOE	Proposed CAPEX	Total
				Start	End			
2.6. IT Related Training Programs								-
2.6. GPS Web Client (International)			60 Trained Participants	January	December	36,000.00		36,000.00
2.6. Domestic Postal System (GPS)			60 Trained Participants	January	December			-
2.6.1 IT Literacy Program			300 Computer Literate Employees	January	December	180,000.00		180,000.00
2.6. Royal Center System			116 Trained Participants	January	December	70,800.00		70,800.00
2.6. ePMO System (Refining)			140 Trained Participants	January	December			-
3. Gender and Development Programs				January	December			
4. Fidelity Bond Insurance of Accountable Officers			100% bonded Accountable Officers			600,000.00		600,000.00
						524,253.00		524,253.00
Total - Area HR Development Program	-			-	-	3,198,052.00	-	3,198,052.00
AREA ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM								
Responsible - Area Admin								
5. Infrastructure Management Program								
5.1. Implements Approved Construction Manual			Construction Manual is implemented	January	December			
5.2. Infrastructure and Major Repair				January	December		11,785,801.37	11,785,801.37
1.2. Prepare Annual Infra Program (identify post offices for major repair/improvement)			Annual Infra Program is prepared and submitted on time	January	December			-
1.2. Prepare detailed engineering wires & cost estimates			1. At least 30% of PHLPast owned buildings and facilities are renovated. 2. At least 50% rental POs are repaired and renovated. 3. At least 30% post offices housed in gov't facilities are repaired and installed					-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		Proposed		
				Start	End	MODE	CAPEX	Total
1.3 Renovation and Facelift Program			All Post Offices are renovated/facelifted per schedule	January	December	800,000.00		800,000.00
1.4 Construction of Building Skyscraper Program								-
2 Repair and Maintenance Management Program								
2.1 Implement Approved Repair and Maintenance Manual			Repair and Maintenance Manual is implemented	January	December	16,000.00		16,000.00
2.2 Periodic Inspection of postal facilities / buildings: a) Carpentry/Masonry/Plumbing b) Mechanical / Electrical c) Plumbing / Toilets d) Housekeeping			1. Preventive Maintenance Program is prepared and implemented annually 2. Preventive Maintenance inspection is conducted by all post offices at least once a year	January	December			
			3. All lighting fixtures are replaced to LED to save electric consumption	January	December	included in supplies & materials expenses		-
2.3 Monitoring of Utility Consumption: a) Water b) Electricity c) Telephone			Reduce consumption	January	December			-
3 Records Management Program								
3.1 Implement approved Records Management System and Procedures Manual			Records Management Sys. and Procedure Manual is implemented	January	December			-
3.2 Mechanization: Computerization and Digitization of Corporate Records			Digital archiving is fully implemented	January	December	10,000.00		10,000.00
3.3 Maintenance of Library of records for Accounting			Physical records are safeguarded and readily available	January	December	Cost of fabrication of shelves incorporated in other regular admin. expenses		
3.4 Reproduction / dissemination and filing of Corporate Records			Records and documents are fully classified 3.4.2 Digital versions of permanent records are stored in a back up site	January	December			-
3.5 Disposal of Old Valuable Records	21,800.00		Old and valuable records reported and turned over to Disposal Committee	actual disposal depends on the availability of NAP	actual disposal depends on the availability of NAP	2,800.00		2,800.00
4 Supply and Inventory Management Program								

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		Proposed		
				Start	End	MOOE	CAPEX	Total
4.1. Improve Procurement and Stock Management of Centrally and Locally Procured Supplies			Coordinate, coordinate and prepare a Project Procurement Management Plan (PPMP) and Approval Procurement Plan (APMP)	depends on the Budget Call Schedule to be issued by Central Office	depends on the Budget Call Schedule to be issued by Central Office			-
4.2. Completion of Supply and Inventory Management System			Efficiency in monitoring of supply inventory and utilization	depends on the availability of the system, centrally initiated	depends on the availability of the system, centrally initiated			-
4.3. Conduct of Physical Inventory of Supplies and Materials			Physical inventory on supplies and materials are conducted semi-annually	1st qtr & 2nd qtr	1st qtr & 2nd qtr			-
4.4. Stock inventory and distribution to all operating units is well managed (Monitoring of Inventory Stock Level and Physical Condition)			1. Quota distributed	January	December	1,424,101		1,424,101.26
			2. Damaged supplies and inventories are reported and turned over to the Disposal Committee	As the need arises	As the need arises			-
4.5. FMIS (Supply Management System)			FMIS is installed and utilized. Efficient monitoring of supply inventory, utilization and stock level	depends on the availability of the system, centrally initiated	depends on the availability of the system, centrally initiated		\$2,890.00	\$2,890.00
4.6. Procure all revenue generating supplies and materials based on SOG			Revenue generating supplies are well provided/available					-
5. Assets Management Program								
5.1. Development of real properties**								
a) Renewal of old or vacant office spaces	6,040,100		a) 10 % increase from 2018 rental revenues	January	December	not included in the infrastructure development program		-
b) Enter into MOA, JV or MOU with interested parties			b) Real properties in strategic locations are developed for revenue generation, increase of 1 MCA per year	January	December			-
5.2. Disposal of unserviceable equipment and other fixed assets	103,000.00		Unserviceable equipment and other fixed assets are disposed at least once a year	4th qtr	4th qtr			-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019		MOOE	CAPEX	Total
				Start	End			
5.3. Ensure all photo copying facilities & machines are covered by insurance (review of insurance, designate design personnel to monitor, include budget for fee subscription, vet by Post Office)			All Fixed Assets are insured	Central Office Initiative on Insurance coverage	Central Office Initiative on Insurance coverage	362,792.00		362,792.00
5.4. Computerized Assets Management Inventory System			Improved documentation and management of	depends on the availability of the system				-
5.5. Conduct of Physical Inventory of Property and Equipment			Physical inventory on property and equipment are conducted annually to assure existence	4th qtr	4th qtr	98,000.00		98,000.00
6. Procurement Management Program								
6.1.a. Prepare PMP within required timeline 6.1.b. Prepare APP 6.1.c. Implement APP 6.1.d. Monitor and reconcile amounts with Budget Officer 6.2.a. Improve programming, determine SOG level of all operational supplies 6.2.b. Enhance stock mgt of all operational supplies 6.2.c. Process all operational supplies and materials based on SOG			1. Procurements are within approved APP 2. On-line procurement	January	December			-
7. Utility Consumption & Communication Expense Management			Implement audit measures	January	December	7,950,000.00		7,950,000.00
			On-time payment of utility bills	January	December			-
OTHER REGULAR ADMINISTRATIVE EXPENSES (RENT, COE, SUBSCRIPTION, ETC)						8,511,791.50	2,807,836.50	8,510,597.50
Total > Area Admin Efficiency & Transparency Program	6,169,503					17,264,024.98	14,846,837.37	31,900,562.33
AREA FINANCIAL MANAGEMENT PROGRAM								
Responsible - Area AsFin								
1. Claims Processing Management Program								
1.1. Daily Management of Claim Processing			1. All claims with complete documentary requirements are processed on time	January	December			-
-Personal Claims of individual employees and suppliers								-
-Pension Funds								-
-Remittances (Salary deductions, Withholding Taxes)			2. All claims with incomplete documentary					-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019		MODE	Proposed CAPEX	Total
				Start	End			
•Cash Advances and Liquidations			requirements are respected on time					-
1.2 Preparation of Certifications			All claims with complete documentary requirements are processed on time	January	December	Supplies expense and wages of personnel in charge are already included in the regular budget		-
•Certificate of Availability of Funds (CAF)								-
•Premium and Loan Reimbursements								-
1.3 Monitoring of Cash Advances			Cash Advance issuance, replenishment and liquidation are done and monitored on time	January	December			-
•Periodic followups on liquidations								-
•Monitoring of compliance								-
•Preparation of Aging of Outstanding Cash Advances								-
•Reporting								-
1.4 Preparation of periodic reports				January	December			-
•Summary								-
•Aging Schedules								-
•Original documents for submission to CGA								-
•Other CGA requirements								-
1.5 Annual Reports Preparation and Filing			Amount of accounts payable and reimbursements established monthly	January	December			-
•AIR Submitting Taxes								-
•Input Taxes								-
1.6 Management of Unliquidated Claims				ANA	ANA			-
2 Accounts Receivable Management Program								-
2.1 Management of Billings and Receivables	80,000.00		1. Billing statements are prepared and sent on time	January	December	Supplies expense and wages of personnel in charge are already included in the regular budget		-
•Preparation of Billings								-
•Preparation of Consolidated Statement of Accounts			2. Enforced and monitored Payment					-
•Preparation of Aging of Outstanding Receivables			3. Imposition of Penalties for delinquent clients					-
•Monitoring of submission of AR documents for billing								-
•Reporting								-
3 Validation and Reconciliation Program								-
3.1 Monthly reconciliation of Inter-office Transactions			3.1.1 Balance Sheet Accounts are reconciled monthly and Bank Reconciliations are prepared monthly	January	December	Supplies expense and wages of personnel in charge are already included in the regular budget		-
•Interoffice transactions accounting								-
•Transactions Schedules & Reconciliation								-
3.2 Quarterly reconciliation of prior years accounts with Central Office			3.2.1 Balances of old accounts are validated and reconciled	January	December			-
•Submission and Reconciliation of Prior Years Account Balances								-
•AR								-
•Inventory								-
•Liabilities								-
•Due To/From								-
4 Financial Statements Preparation			Financial Statements are prepared on time and	January	December			-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	Timeline		2019		
				Start	End	MOOE	Proposed CAPEX	Total
4.1. Daily Recording of Financial Transactions: Cash Transactions Supplies/Fuel Assets Dropping Trust Accounts Rent Remuneration Accountable Forms and Items for Sale Interoffice Memorandums			daily presented			Supplies expense and wages of personnel in charge are already included in the regular budget		-
4.2. Preparation of periodic reports: Three-volume Journals Trust Balance and Financial Statements Aging Schedules Original documents for submission to COA Other COA requirements Bank Reconciliation Statements								-
4.3. Preparation of Annual Financial Reports								-
4.4. Monitoring of Compliance by Department/Kina Office of Central Office Directives								-
Accountability Reports								-
Monthly Financial Reports and Journals								-
								-
								-
								-
								-
								-
								-
								-
								-
5. Management of COA queries, observations and audit results				January	December			-
5.1. Enforcement of COA AQMs, AQMs, NE, and NOs are endorsed to concerned officers within 5 days upon receipt			5.1.1 COA AQMs, AQMs, NE, and NOs are endorsed to concerned officers on time					-
5.2. Keeping an inventory of all COA AQMs, AQMs, NE, and NOs			5.2.1 Compliance of concerned officers is monitored					-
5.3. Periodic follow-up on the compliance of concerned officers			5.3.1 Reply and compliance to COA AQMs, AQMs, NE, and NOs are prepared and submitted on time					-
								-
6. Management of Computerization (Financial Management Information System and Fund Management System)				Depends on the availability of the system				-
6.1. Implementation of FMS			FMS and FMS are approved by BRT and are fully utilized			Supplies expense and wages of personnel in charge are already included in the regular budget	3 computer units to be procured by CO	-
Linkage of Systems to FMS								-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		MOOE	Proposed CAPEX	Total
				Start	End			
HRMS			Real-time generation of Financial Statements			Supplies expense and wages of personnel in charge are already included in the regular budget		-
Inventory System			Real-time attendance report, personal data record and payroll					-
FMS								-
WFOSTAD								-
WPS HR Remuneration								-
7 Budget Management Program				January	December			-
7.1 To monitor the implementation of policies and procedures 7.2 To monitor submission of reports 7.3 To evaluate reports submitted			1. Budget policies and procedures are implemented 2. Plan and program expenditures are synchronized 3. OOB is prepared based from operating units 4. Funds are allocated on time 5. Budget utilization is monitored monthly			Supplies expense and wages of personnel in charge are already included in the regular budget		-
8 Cash and Investment Management Program				January	December			-
8.1 To evaluate the reports on cash collections and deposits by accountable officers			1. Cash programming is done monthly 2. Cash collection, deposits and sweeping are monitored electronically					-
9 Philatelic and Postage Stamps Management Program				January	December	1,947,037	postage	1,947,036.73
9.1 Ensure sufficient stock of Postage and Philatelic Stamps			1. Stock inventory and distribution is managed 2. Damaged and spoiled stamps and printing plates are reported and turnover to the Deposit & Destructions Committee			20,420	plate	20,419.70
						26,091,357.98	other accountable items	26,091,357.98

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019		MOOE	Proposed CAPEX	Total
				Start	End			
10 Postage Metered Machines Management Program			All digital units are fully utilized	January	December			-
10.1 To ensure maintenance of continuous utilization of Postage Metered-Machine			Unserviceable units are reported and turned over to Disposal Committee					-
			Loadings are done on time					-
			Preventive maintenance is done regularly					-
			Transactions are updated and monitored					-
								-
11 Tax Management Program								-
11.1 Management of BIR Taxation Requirements								-
11.1.1 Annual Renewal of Fiscal Outlets Registration			All Postal Outlets BIR registration renewed on time	Central Office initiative	Central Office initiative			-
11.1.2 Monthly and quarterly submission of Output & Input VAT Reports and other tax related reports			Tax Reports are prepared and submitted on time	January	December			-
								-
								-
12 Percent (%) of Penalties Reduced				January	December			-
12.1 Monitor preparation and submission of reportorial requirement from business partners and clients (PhilHealth, Bayad Center, BDO, others)			Penalties eliminated					-
12.2 Monitor deposits of collections of above mentioned partner/clients								-
								-
OTHER REGULAR EXPENDITURES								-
								-
Total - Area Financial Management Program	50,000.00			-	-	20,050,014.41	-	20,050,014.41
TOTAL ADMIN, FINANCE AND HR PROGRAMS	4,216,803.32			-	-	48,497,892.27	14,646,537.37	63,144,429.64
AREA LEGAL SERVICES MANAGEMENT PROGRAM								
1 Creation of Legal Unit								
1.1 Hiring of 2 COB (1-BG 10 LLS & 1-regular COB)				January	January	442,813.00	82,950.00	406,313.00
1.2 Contracts preparation and custody				January	December			-

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		Proposed		
				Start	End	MOOE	CAPEX	Total
1.3 Mediation and Dispute Resolution Trainings – word of				February	February	Training cost included in the HR training programs		-
1.4 Forensic Investigation								
1.5 Taking of Lure			Two (2) to three (3) life sized	January	December	300,000.00		300,000.00
Total > Area Legal Service Management Program	-					742,813.00	62,800.00	796,313.00
AREA PERFORMANCE MONITORING PROGRAM								
Responsible - Area Director								
1. Employee Engagement								
1.1. MANCOM Meetings (monthly)			1.1.1 15 officials attend monthly meetings to discuss and resolve issues and concerns	January	December	37,500.00		37,500.00
1.2. Postmasters Quarterly Assessment Meetings			1.2.1 176 Postmasters and key officials meet to assess performance of the area and each operating units	1st to 4th qtr	1st to 4th qtr	213,800.00		213,800.00
1.3. Mail Monitoring Committee Meetings (quarterly)			10 employees meet quarterly to evaluate mail delivery performance	1st to 4th qtr	1st to 4th qtr	38,400.00		38,400.00
Total > Area Performance Monitoring Program	-					289,500.00	-	289,500.00
AREA AUDIT EFFICIENCY PROGRAM								
Responsible - Area Director								
1. Monitoring the Accounts of Accountable Officers								
1.1. Conduct table audits and actual cash count and inventory of accountable forms accountable officers				January	December	86,000.00		86,000.00
1.2. Monthly Monitoring of ending Cash Balances of Accountable Officers				January	December			-
1.3. Monthly Monitoring of Submission of Financial Reports				January	December			-
				January	December			-
2. Conduct or Request Audit Examination of the Accounts of Accountable Officers				January	December			-
3. Professional Services (Support to COA)				January	December	354,000		354,000.00

NORTHWEST LUZON AREA (AREA 2) PROGRAM REVENUE & EXPENDITURE BUDGET
For CY 2019

Plan, Activities and Projects	Expected Outcome			Estimated Expenses				
	Revenue Generated	Service Performance	Other Outcomes	2019				
				Timeline		MOOE	Proposed CAPEX	Total
				Start	End			
Total > Area Audit Efficiency Program	-					480,000.00	-	480,000.00
GRAND TOTAL	428,940,383.95					131,335,896.23	20,109,877.37	151,445,773.60
	428,940,383.95					131,335,896.23	20,109,877.37	151,445,773.60
	428,940,383.95				FROM PNL	131,335,896.23	20,109,877.37	151,445,773.60
	-					0.00	-	0.00

(214,863,173.98)

PROGRAMS	PROGRAM REVENUE TARGET	PROGRAM COST			
		TOTAL	OPERATING	ADMIN & OTHERS	CAPEX
1 INTEGRATED MARKETING COMMUNICATIONS PROGRAM	422,720.581	870,178	-	870,178	-
2 OPERATIONS IMPROVEMENT PROGRAMS	-	76,407,593	74,734,013		1,673,580
3 ICT DEVELOPMENT PROGRAM	-	5,383,800	1,239,800	1,488,000	2,656,000
4 AREA SAFETY AND SECURITY PROGRAM	-	4,104,960	-	3,024,000	1,080,960
5 AREA HUMAN RESOURCES DEVELOPMENT PROGRAM	-	3,185,053	-	3,185,053	
6 AREA ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	8,169,803	31,900,562	-	17,254,025	14,646,537
7 AREA FINANCIAL MANAGEMENT PROGRAM	50,000	28,058,814	28,058,814		-
8 AREA LEGAL SERVICES MANAGEMENT PROGRAM	-	795,313	-	742,513	52,800
9 AREA PERFORMANCE MONITORING PROGRAM	-	289,500	-	289,500	
10 AREA AUDIT EFFICIENCY PROGRAM	-	450,000	-	450,000	
TOTAL NON-PS		151,445,774	104,032,827	27,303,269	20,109,877
PERSONAL SERVICES		214,863,173	129,681,454	85,181,719	
TOTAL	428,940,384	366,308,947	233,714,081	112,484,988	20,109,877

PER COB:

366,308,946.56 233,714,081.33 112,484,987.86 20,109,877.37
0.00 0.00 - -

Prepared by:

Recommended by:

Signature: _____
Name: _____
Position: _____
Date: _____

Signature: _____
Name: _____
Position: _____
Date: _____

AREA 3

MMA

Plans, Activities and Projects	Responsible Office	2019					
		Performance Targets			Proposed Expenditure		
		Revenue	Delivery Performance	Other Performance Targets	Total	Operating Expenses	Administrative Expenses
A. MAIL SERVICES MARKETING PROGRAM							
Mail Services							
Product Management and Development							
1. Sales and Account Management					5,547,500		
Maintain existing corporate clients by providing quality service in terms of delivery and on-line status report Additional 2 Marketing Assistants to help facilitate Marketing	Area Marketing / HR / Postmasters	1,330,995,384	1. 100% coordination from offices to immediately resolve issues and concerns. 2. Strengthening Sales and Account Management through close coordination of corporate clients through our Accounts Monitoring Officers (client visits, telemarketing, sending proposals, emails)		85,508,860	85,508,860	5,547,500
Upgrading/upselling of services from existing clients - Ordinary to Ordinary with PCD - Ordinary to Registered - Registered to DEMS							
Intensify Salamat Po Letter Writing Activity/ Salamat Mula! Postal Awareness/ School Caravan	Marketing, Postmasters						
Sales and Account Management							
Intensify key account management/ relationship marketing through constant calls, e-mails, updates through our assigned Accounts Monitoring Officers for immediate resolution of mailing issues and concerns.					10,590,000	10,590,000	
Intensify sales activities: introduce new procedures/enhancement of System (Track and Trace) as a requirement from our clients. Send new proposals from lost clients offering our new enhanced system, and improved delivery service.			1. Customer Relationship Management 2. Product Knowledge & Information				
Training of PMs, Ls, Tellers and other frontliners for product promotion and process improvement					12,106,800	12,106,800	
Total - Mail Services Marketing Program		1,330,995,384			98,753,160	88,205,660	5,547,500
B. EXPRES SERVICES MARKETING PROGRAM							
Sales and Account Management							
Intensify key account management/ relationships marketing through constant visits, after sales service and immediate resolution of mailing issues and concerns to maintain existing revenue		408,440,732	1. Customer Relationship Management 2. Product Knowledge & Information - same day/next day delivery		2,561,750		2,561,750
Intensify sales activities: - Sending Proposals - Telemarketing - Direct Mail Campaign - Client Visits					7,855,000	7,855,000	
[Formulation of 30 Elite Mega Manila Letter Carriers] Additional revenue for messengerial services/motorized pick-up and delivery in Metro Manila							
Adopt COD procedures for online sellers	BLD						
Saturate Online Sellers for the delivery of merchandise (small packet)							
Serve day delivery via All occasion activities for Singing Kartero including delivery of flowers and other gift items	AREA 3 MARKETING / BMEPD / Postmasters				4,500,000	4,500,000	
LOVE Express - Motorcycle (Bulbong, T-shirts, Meals)							

Plans, Activities and Projects	Responsible Office	Performance Targets			2019 Proposed Expenditure			
		Revenue	Delivery Performance	Other Performance Targets	Total	Operating Expenses	Administrative Expenses	CAPEX
Product Management and Development								
21. Study on competitors' rates, features and covered areas								
Identify customers needs/requirements								
Wider scope for covered areas of acceptance								
Total » Express & Logistics Services Marketing Program		608,440,732			14,910,750.00	12,355,000	2,561,750	
C. PAYMENT & RETAIL								
1 Sales and Account Management								
Intensify marketing and sending proposals for Commemorative Stamps/Cover, Personalized Stamps to LGUs, Government Institutions, Schools and Private Institutions.		Marketing/ Postmasters	1. Product knowledge 2. Bringing PHLPOST closer to the public.		12,108,032	11,500,000	608,012	
Increase number of Postal Station operators								
2 Postal Payment								
Bayad Center Availability/Accessibility to all Post Offices in Metro Manila								
PhilHealth Collection Service		197,017,014						
Intensify collection by sending proposals/notifications that PHLPOST is a collecting agent								
ePostMo – Availability/Accessibility to all Post Offices in Metro Manila								
Postal ID Mobile Capturing (BPOs, Mall Caravan, Universities, Subdivisions/Residential)				Marketing/ Postmasters				
3 Retail								
TOTAL PAYMENT AND RETAIL		197,017,014			12,108,032	11,500,000	608,012	
D. Other Services & Miscellaneous								
Verification Service		5,000,479			1,737,820	1,737,820		
Best effort in conducting home visits to gain additional revenue		SSO/ Letter carriers/Accounts monitoring officers			70,000		70,000	
Miscella Others - Miscellaneous					0			
Franchising and Accreditation Fees								
Rent Income								
Lock box Rental								
Parking Fees		2,426,844			850,000	850,000		
Proceeds from Sales of waste materials/Disposal of Assets		Rest.						
Revenue-Generating Activities								
TOTAL PAYMENT AND RETAIL		12,427,323			2,557,820	2,587,820	70,000	
Other Routine Activities								
Total » Area Marketing Revenue Communication Program		1,949,880,453			125,435,762	114,648,480	8,787,282	-
A. Area Operations Improvement Program								
a. Intensify Mail Monitoring to all delivery PO's			Create Performance Management Team for operations					
1. Maximized/obtained delivery standard requirements set by the mgt.								
2. Yearly assessment of delivery beats								
b. Regular assessment of PO's regarding personnel in mail operations.								
c. Continuous modernization of operational equipment								
d. Eligible clients can book for the pick-up of their mailings, either by phone or								
e. Review mail existing network								
f. Replacement of dilapidated vehicles								
1. Refueling Program of the Corp. if included in 2019 Annual Procurement Program of APP								
					503,732,273	343,945,440	131,809,233	27,977,800

PHILIPPINE POSTAL CORPORATION

PROGRAM REVENUE & EXPENDITURE BUDGET

MEGA MANILA AREA (AREA 3) CY2019

Plans, Activities and Projects	Responsible Office	2019						
		Performance Targets			Proposed Expenditure			
		Revenue	Delivery Performance	Other Performance Targets	Total	Operating Expenses	Administrative Expenses	CAPEX
g. Quarterly meetings with cluster Postmaster & Postmaster								
h. Other Routine Activities								
B. ICT Development Program								
C. Safety & Security Program								
Other Routine Activities					211,390,248	152,864,640	60,525,608	
Total > Area Operation Improvement Program		-			717,122,521	496,810,080	192,334,841	27,977,600
A. Area Human Resources Development Program								
Responsible - Area AdFin								
a. Training Programs					4,256,500.0		4,256,500	
1. To provide training on Skills/Competency Enhancement for FTs/CLs/PMs/Driver Courier					-			
2. To provide training Continuing Dev. Program for Accountants/Budget/Admin Officers/SSD Mgr					-			
3. To provide training on Character Building/Values Enhancement/Tax Update					-			
Other Routine Activities					-			
Total > Area Human Resources Development Program		-			4,256,500	-	4,256,500	-
B. Area Administrative Efficiency & Transparency Program								
Responsible - Area AdFin								
b. Assets and Development Management Plan								
4. To process titling of Real Properties in coordination with CO				Compliance to the yearly conduct of physical inventory of assets/ Supplies & Materials	25,523,450		18,335,577	7,387,873
5. To conduct physical inventory of assets in Post Offices/Offices			60% completion of the titling of real properties					
6. To reissue PAR every 3 years as required by COMA/or whenever there is resignation			updated issuance of PAR					
c. Supply and Property Management Plan			Serve the needs of the Supplies and Materials/ Accountable Forms Requirements of PO's/Offices					
7. To determine the necessary supplies and materials requirement of PO's/offices								
8. To determine the necessary property/real assets requirement of PO's/offices								
9. To provide the 1 & 2 requirements as requested								
d. Procurement Management Plan			Procurement of time of the necessary Supplies and Materials/ Properties, as requested					
10. To program procurement of the necessary supplies/mat. & property								
e. Infrastructure Projects Management (to include minor repairs/facelifing)								
11. To identify Post offices that need major/minor repairs/facelifing/improvement			Identification of PO's the need minor/major repair /repairs/facelifing					
Construction of transient house at Baw Batanes Post Office		1,800,000		Construction of Batanes PO Transient House				
f. Disposal Management Plan				Regular Disposal of Valueless Records/ Assets				
12. To Dispose Valueless Records/ Assets								
g. Records Management Plan								

Plans, Activities and Projects	Responsible Office	Performance Targets			2019 Proposed Expenditure			
		Revenue	Delivery Performance	Other Performance Targets	Total	Operating Expenses	Administration Expenses	CAPEX
13. To implement the scanning and digitization of Area records(include all accounting records) (sets of scanned/digitized records for CO and								
14. To Maintain all Accounting Records/ To Preserve all Accountability								
h. Safety and Security Plan								
15. To install CCTV equipment to Post Offices/Offices								
16. Provide Security Services if Necessary								
Total > Area Administrative Efficiency & Transparency Program		1,800,000			25,923,450		18,325,577	7,987,873
C. Area Financial Management Program								
Responsible - Area AdFin								
i. Cash Management Program								
17. To manage and monitor cash allocations from CO, cash collections and								
sweepings/disbursements								
17. To monitor collections of Accts. Receivable								
j. Budget Management Program								
18. To conduct timely budget call								
(orientation/preparation/defense/approval)								
19. To monitor/check that expenditures are within the released budget								
20. To coordinate with CO Budget Division on the need for realignment								
or supplemental budget								
k. Accounting Management Program								
21. Accounts Receivable Management Plan								
- To monitor AR by posting of accts./pymnts of clients To individual								
ledgers								
- To prepare monthly aging schedule of receivables								
- To have a regular reconciliation of outstanding accounts of clients								
22. Billing Management Program								
- To manage and monitor the timely monthly billings to PCA clients					12,357,052		12,357,052	
- To coordinate with the concerned PC/WMSC on the accuracy of data in								
the Certificate of Mailings w/c is the basis of the billing								
23. Claims Processing Management Program								
- To process all claims/generate APS/CDI on time								
- To monitor/comply to COA suspension/disallowance on claims								
24. Bookkeeping Management Program								
- To prepare and submit Financial Reports and schedules on time								
to include all tax related requirements								
- To have an updated subsidiary ledgers for all accounts as basis of								
recor.								
- To reconcile all accounts to come up with the correct and realistic								
amt.								
- To eliminate penalties from Pddhealth /Bayed Centre Transactions								
25. - To have Quarterly rason with CO.								
m. Tax Management Program								
- To check/verify/monitor all tax related concerns to avoid interest								
and penalties to be imposed by BIR								
- To submit Tax Reports on time								
Total > Area Financial Management Program		-			12,357,052	-	12,357,052	-

PROGRAM REVENUE & EXPENDITURE BUDGET

MEGA MANILA AREA (AREA 3) CY2015

Plans, Activities and Projects	Responsible Office	2015						
		Performance Targets			Proposed Expenditure			
		Revenue	Delivery Performance	Other Performance Targets	Total	Operating Expenses	Administrative Expenses	CAPEX
H. 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		1,750,725	
- For a speedy and inexpensive disposition of light administrative offenses					-			
- To facilitate the early resolution of minor infractions/cases of employees					-			
- To lessen the load of Legal Service					-			
Total > Area Legal Management Program		-			1,750,725	-	1,750,725	-
D. Area Performance Monitoring Program								
Responsible - Area Director								
I. Revenue Performance								
25. To monitor/check monthly revenue submitted by Post Offices/BMSO					3,785,536		3,785,536	
26. To prepare schedules of revenue for the month/as of and per product/PO								
Comparative schedules of Revenue Actual vs Budget/PT vs. CY								
27. To Monitor Delivery Performance of Post Offices								
Total > Area Performance Monitoring Program		-			3,785,536	-	3,785,536	-
E. Area Audit Efficiency Program								
Responsible - Area Director								
m. Audit Management Program								
27. To submit all documents required by COA in compliance to audit suspensions/disallowances					294,918		294,918	
28. To support the necessary documents to all monetary claims to avoid suspensions/disallowances								
29. To take immediate actions on all COA/IAD observations/requirements								
Total > Area Audit Efficiency Program		-			294,918	-	294,918	-
TOTAL		1,951,680,454			888,928,484	611,458,580	242,102,431	35,365,473

Consolidated by:

Recommended by:

Approved by:

Area Statistician

Chairman, Area Budget Committee

Area Director

Date: _____

Date: _____

Date: _____

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

AREA 4
SLA

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
A. AREA INTEGRATED MARKETING & COMMUNICATIONS PROGRAM							
A. MAIL SERVICES							
1. ORDINARY MAIL	44,298,274		Increase in sales by 10%				
1.1 Presentation of products and services (2 presentations)				275,000	2,956,920.00		3,231,920
1.2 Implementation of marketing activities initiated by the Central Office				125,000			125,000
1.2.1 National Letter Writing Day							-
1.2.2 Yearly conduct of "Salamat Po" Letter Writing Project			70 thousand letters				-
1.3 Offer UAMS, Priority Mails, Ordinary with PDD			Increase in sales from bulk mailers	196,000.00			196,000
1.3.1 Government Agencies			13 Government Agencies				-
1.3.2 Insurance Companies			5 Insurance Companies				-
1.3.3 Pawnshops			10 Pawnshop Companies				-
1.3.4 Banks			15 Banks				-
1.3.5 Schools/Universities			15 Schools/Universities				-
1.3.6 Publishing Companies							-
1.3.7 Walk-in clients							-
2. REGISTERED MAIL							
2.1 Promote extensively the eRRR to new and existing customers				246,000.00			246,000
2.1.1 Automobile Companies	7,521,479						-
2.1.2 Bills Payment Companies	3,176,075						-
2.1.3 Government Agencies	45,128,872						-
2.1.4 Pawnshops	4,345,404						-
2.1.5 Other Clients	15,042,958						-
2.2 Increase by 10% on the patronage of On-line Shoppers							-
3. PARCELS			Increase in sales by 10%				
3.1 Intensity promotion and sales (domestic and international)				122,000.00	50,000.00		172,000
3.1.1 Handicraft owners	3,000,000						-
3.1.2 Cooperatives	500,000						-
3.1.3 On-line shoppers	7,500,540						-
3.1.4 Networking companies	1,829,854						-
3.1.5 Walk-in clients	5,059,780						-
3.2 Postal Handling fee	9,518,068						-
3.3 Delivery fee							-
4. PRINTED MATTERS							
4.1 Domestic	2,854,124						-
4.2 International	1,405,762						-
5. BUSINESS REPLY ENVELOPE							
5.1 Banks	251,466						-
6. UAMS							
6.1 Mails	92,785						-
6.2 Politicians	133,610						-

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
6.3 Others	144,745						-
7. SMALL PACKET							-
7.1 Outbound	455,880						-
8. PACKAGING SERVICES				100,000.00			100,000
8.1 Parcel post	89,631						-
8.2 EMS	134,448						-
9. LETTER SHOPPING	50,191						-
10. POSTAL 10 DELIVERY FEE	4,762,957						-
11. PARCEL DOOR TO DOOR DELIVERY	500,000						-
8. EXPRESS AND LOGISTICS SERVICES							-
1. EXPRESS POST			Decrease in rates by 15%				-
1.1 Domestic							-
1.1.1 Promotion and offering of DEMS documents - next day delivery	19,047,445			205,000.00	453,208.00		658,208
1.1.1.1 Orientation of postmasters							-
1.1.1.2 Print tarpaulins/distribute flyers, posters							-
1.1.2 Promotion and offering DEMS merchandise - next day delivery	20,709,219			100,000.00			100,000
1.1.2.1 Handicraft companies			10				-
1.1.2.2 Embroideries			5				-
1.1.2.3 Wood carvers			15				-
1.1.2.4 Paper mosaic artists			5				-
1.1.2.5 Cardbank			50				-
1.2 International							-
1.2.1 Offer IEMS documents	22,380,679						-
1.2.1.1 Review centers, universities, PRC, & OFWs'			44				-
1.2.1.2 Government and private agencies			45				-
1.2.2 Intensify promotion of IEMS merchandise	78,825,101						-
1.2.2.1 Social media advertisements							-
1.2.2.2 Client visits to top corporations in the area				72,000.00			72,000
1.2.2.3 Conduct awareness campaign in malls, barangays, and LGUs'				20,000.00			20,000
1.3 Postal Handling fee	6,891,863						-
2. LOGISTICS SERVICES	9,052,400			1,700,000.00			1,700,000
2.1 Acquire additional clients for logistics services							-
2.1.1 Government							-
2.1.2 Private							-
2.1.3 Individual							-
C. POSTAL PAYMENT AND RETAIL							-
1. DOMESTIC MONEY ORDER							-

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
1.1 Intensify promotion and availment of money order services				24,000.00	50,000.00		74,000
1.1.1 Paper based money order	3,485,050						-
1.1.2 ePMO	2,851,406						-
2. PAY OUT SERVICES	583,930			175,000.00			175,000
2.1 CCT Pay out							-
2.2 PMRC							-
2.3 ICRC							-
3. BILLS PAYMENT	2,622,284						-
3.1 Increase saturation of post offices as buyed carrier outletcenter				40,000.00			40,000
4. PHILHEALTH COLLECTIONS	9,294,726						-
4.1 Conduct product service presentation to increase collections				90,000.00	75,000.00		165,000
4.1.1 Private corporations							-
4.1.2 Economic zones/Industrial parks							-
4.1.3 LGUs							-
5. POSTAL ID	48,820,307						-
5.1 Conduct group issuance				150,000.00			150,000
5.1.1 Universities & colleges							-
5.1.2 LGUs/Barangays							-
5.1.3 Private corporations							-
5.1.4 Homeowners associations							-
5.1.5 Trade fairs, foundation days, and festivals							-
6. COMMEMORATIVE/PHILATELIC STAMPS							-
6.1 Meet with prospective proponents for issuance of commemorative stamps				135,000.00	50,000.00		185,000
6.1.1 Schools, universities & colleges	575,306						-
6.1.2 LGUs	1,150,612						-
6.1.3 National government agencies	1,641,781						-
6.1.4 Private entities	355,485						-
6.2 Intensify promotion & sales to philatelists	2,811,920		50 stamp collectors/ 10 philatelic clubs 1 philatelic exhibit	34,000.00	25,000.00		59,000
6.2.1 Visit/contact well known stamp collectors in the area							-
6.2.2 Organize events for philatelic clubs for selling of philatelic stamps							-
6.2.3 Hold philatelic exhibit sponsored by philatelic clubs							-
6.2.4 Promotion by postmasters for selling of philatelic stamps							-
7. PHILPOST PRODUCTS							-
7.1 Provide post offices with adequate supply							-
7.1.1 Philpost boxes	2,556,000			1,638,000.00			1,638,000
7.1.2 Packaging tape	213,536			70,000.00			70,000
7.1.3 Bubble envelope	158,655			70,000.00			70,000
8. OTHER INCOME							-
1. POSTAL STATION	271,918						-
1.1 Encourage LGUs/Barangays to operate postal station for areas				58,000.00			58,000

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
with closed post offices							-
2. SPACE RENTAL	-						-
3. LOCK BOX RENTAL	1,374,147						-
4. INTEREST INCOME	6,169						-
5. MISCELLANEOUS INCOME							-
5.1 Permit fees	63,371						-
5.2 Certification/Authentication/MO replacement fee	1,181,127						-
5.3 Parking fees	24,000						-
5.4 Penalties	5,404						-
5.5 Annual Fees/Charge accounts	195,024						-
5.6 Photocopy service fees	92,528						-
5.7 Pension Verification service fee	39,767						-
5.8 Proceeds from sale of valueless records and waste materials	-						-
Total - Area Integrated Marketing & Communications Program	395,431,801			5,645,000	3,896,128	-	9,335,128
B. AREA OPERATIONS IMPROVEMENT PROGRAM							
A. Improve Compliance to Delivery Standards							
1. Review of Mail Network & Make-up of Mail Dispatches			100% of mail routes are reviewed	10,441,029			10,441,029
2. Set Standards and implement zoning of post offices			100% of Post Offices Classified				-
3. Re-Classification of Post Offices							-
4. On-Time Processing at Post Offices and Operation Units				1,043,600	787,534		1,831,134
4.1 Mandatory Cut-off time/closing time			zero backlog at post offices and processing centers	440,000			440,000
4.2 Implementation of Zero backlog processing at end of the day				2,509,999			2,509,999
4.3 Adjustment of work schedule at post offices and processing centers				250,000			250,000
5. On-time Delivery		85% compliance to Delivery Standards		186,024,905	3,150,134		189,175,039
5.1 Delivery Beat Map Documentation			100% of Delivery Beats are documented and reviewed	150,000			150,000
5.2 Review of Delivery Beats VS. actual number of delivery person/volume/zoning/delivery schedule				150,000			150,000
5.3 Implement augmentation/transfer/re-assignment of personnel				537,368			537,368
6. Proper Treatment RTS/RRR/POD					151,676		151,676
6.1 Daily updating in the system							-
6.2 On-time return to sender and reporting							-
7. Strict Monitoring & Quality check of Post Offices, MDC, SubDCs				730,000		276,600	1,006,600
7.1 Improve Service Delivery -with Computerization							-
7.1.1 Expansion of EMS Hubs			2 new EMS Hubs per year				-
7.1.2 Opening/Launching of INTRA-DEMS Next Day Delivery				173,000			173,000
7.1.3 Expansion of Logistics Service		85% improvement in delivery service with computerization		1,210,000			1,210,000
7.1.4 Implementation of Parcel Door-to-Door delivery							-
7.1.5 Expansion of IPS/DMTS with Full Tracking System			100% event encoding				-

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
7.1.5.1 Outbound - Event "A"			at post offices and processing centers				-
7.1.5.2 Inbound - Events "G", "H"/"P"							-
7.1.6 Mandatory use of Barcodes in all Post Offices							-
7.1.7 Training of personnel							-
7.1.8 Refueling of logistic mail vehicles							-
			25% improvement in logistic delivery service			5,000,000	5,000,000
Total > Area Operations Improvement Program	-			203,749,891	4,089,344	5,276,600	213,115,835
C. AREA ICT DEVELOPMENT PROGRAM							
1. To augment the capability, knowledge and resources of Information and Communication Technology Infrastructure in Southern Luzon Area							-
1.1 Apply and install internet connection in Post Offices				757,000	1,043,973		1,800,973
1.2 Provision of complete set of workstations in selected Post Offices for web-based online application and update event information							-
1.3 Installation of workstation in selected POs (Travel expense and per diem)					40,000	838,600	878,600
1.4 Conduct training on Philpost online and standalone application system (included in HR Program)							-
1.4.1 IPS							-
1.4.2 DMTS							-
1.4.3 ePostMD							-
1.4.4 Financial Reporting							-
1.4.5 Bayad Center							-
1.5 Replace of obsolete workstation in area administrative office				538,000	150,000		688,000
1.6 Repair, maintenance and regular check-up of defective IT equipment							-
1.6.1 Area Administrative Office				485,000			485,000
1.6.2 Post Office and Sub OC				350,000			350,000
Total > Area ICT Development Program	-			2,108,000	1,233,973	838,600	4,180,573
D. Area Safety & Security Program							
1. Improve Mail Security				174,300	3,159,396		3,333,696
1.1 Provision of CCTV cameras at MDC, SDC & POs			95% reliability and security of post offices				-
1.2 Provision of GPS Tracking System for Mail Vehicles							-
1.3 Provision of vaults in Post offices							-
1.4 Provision of locks & grills at PO Buildings							-
1.5 Hiring of Additional Security Guards in all Post Offices							-
Total > Area Safety & Security Program	-			174,300	3,159,396	-	3,333,696
E. Area Human Resources Development Program							
1. Improve level of Competency							-
1.1 Review/analyze level of competency of employee by functions			90% Increase in Competency		72,000		72,000
2. Conduct trainings:							-
2.1 Orientation/ Re-Orientatoin					313,399		313,399
2.1.1 Basic Orientation to Newly Hired COS					10,000		10,000
2.1.2 Re-Orientatoin of Supervising LC					10,000		10,000
2.1.3 Re-Orientatoin of Mail Sorters/Dispatchers					10,000		10,000

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
2.2 Character Building							-
2.2.1 Teambuilding					306,700		306,700
2.2.2 Composite Training					203,200		203,200
2.3 Skills/Competency Enhancement							-
2.3.1 PMA Skills Enhancement Training					100,000		100,000
2.3.2 Postal Tellers Enhancement Training					850,000		850,000
2.3.3 Supervisory & Development Course (SDC)					25,000		25,000
2.4 Specialized Training Programs							-
2.4.1 IPS				24,150	37,400		61,550
2.4.2 DPS				24,150	40,000		64,150
2.4.3 EPostMO				48,300			48,300
2.4.4 Bayad Center				11,500	74,800		86,300
2.4.5 Financial Reporting				24,150	67,400		91,550
2.4.6 Sales & Selling Techniques				33,350			33,350
2.4.7 Defensive Driving & Trouble Shooting				25,000	262,250		307,250
2.5 Employee Engagement							-
2.5.1 Annual General Assembly					729,250		729,250
2.5.3 ExeCom/ManCom					10,000		10,000
2.5.4 Cluster Meeting					155,000		155,000
2.5.5 Letter Carriers Assembly					150,000		150,000
2.5.6 Postal Tellers Assembly					50,000		50,000
2.5.7 Gender Sensitivity Training					695,000		695,000
2.5.8 Employees Welfare					7,571,136		7,571,136
2.6 Pre-Retirement Training Programs							-
2.6.1 Pre-Retirement Training					20,000		20,000
2.7 Reassign employees based on competency by functions and responsibilities							-
2.7.1 Monitor							-
Total > Area Human Resources Development Program	-			190,800	11,762,836	-	11,973,136
F. Area Administrative Efficiency & Transparency Program							
1. Improve Compliance to ARTA				750,000	10,747,848		11,497,848
1.1 Provide lane for pregnant women senior citizen & PWD			100% Compliance to ARTA				-
1.2 Provide facilities for lactating mother senior citizen							-
1.3 pregnant women and persons with disability (PWD)							-
1.4 Provide public restrooms with changing diaper table to big post offices							-
1.5 Provide public assistance and complaint desk to post offices							-
2. Improve Corporate Image and Brand Awareness			Post Office enhanced	2,000,000	2,217,000		4,217,000
1.1 Facelifting of selected post offices					135,000		135,000
1.2 Repairing of selected post offices					70,000		70,000
1.3 Provision of signages					85,000		85,000
1.4 Repair of roofings					20,000		20,000
1.5 Relocation of post offices					90,000		90,000
1.6 Procurement of Generator set							-
1.7 Airconditioning Unit							-
1.8 Procurement of Furniture & Fixtures					150,000		150,000
3. Implement Infrastructure Projects				1,150,000	1,483,000		2,633,000

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
2.1 Major repair of post offices (above Php 200,000)					629,492		629,492
2.2 Construction of post offices, buildings					209,750	4,634,800	4,844,550
4. Increase Revenue Generation							
4.1 Generation of Non-Operating Revenue							-
4.1.1 Asset Management Program					25,000		25,000
4.1.1.1 Rent-out idle lots or vacant office spaces	1,829,170						-
4.1.1.2 Dispose unserviceable equipment/Other Fixed Assets							-
4.1.2 Records Disposal Management Program					15,000		15,000
4.1.2.1 Identify old valueless records for disposal							-
4.1.2.2 Submit & prepare request for disposal							-
4.1.2.3 Dispose old records	24,518						-
4.1.3 Supply Management Program			10% buffer maintained				-
4.1.3.1 Improve programming, procurement & stocking of postage stamps, OR & other revenue generating supplies				26,858,768	150,000		27,008,768
							-
				189,700	50,000		239,700
5. Physical Inventory of Assets							
5.1 Semi-annual inventory of supplies, materials and accountable forms					150,000		150,000
5.2 Annual inventory of fixed assets					20,000		20,000
Total > Area Administrative Efficiency & Transparency Program	1,853,988			30,948,468	16,247,090	4,634,800	51,830,358
G. Area Financial Management Program							
1 Prior and current year's account reconciliation					60,000		60,000
1.1 Continuous reconciliation of Prior Years Balances							-
1.2 Quarterly reconciliation of accounts with Central Office							-
1.3 Reduced undeposited collection by 50%							-
1.4 100% of Penalties Eliminated			penalties eliminated				-
2 Compliance Monitoring Program							
2.1 Monitor preparation & submission of reportorial requirement to/from business partners and clients					715,000		715,000
2.1.1 Philhealth							-
2.1.2 Bayad Center							-
2.1.3 Monitor deposits of Philhealth & Bayad Center collections					35,000		35,000
2.1.4 100% of Penalties Eliminated			penalties eliminated				-
3. Improve Business Process with Computerization					30,284,546		30,284,546
3.1 Process Computerization on Financial Reports					927,436		927,436
3.1.1 Upgrade system and software currently use							-
3.1.2 Increase number of installations to other post offices							-
3.2 Post Office linkages					25,000		25,000
3.2.1 Evaluate IT requirements							-
3.2.2 Implement linkages to post offices							-
4. Improve Collection Efficiency							
4.1 Standardization of documentation and SOA/Billing statements		on time preparation of billing SOA			1,477,230		1,477,230
4.1.1 Ensure complete supporting documents for SOA/Billing statements							-

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
4.2 Accounts Receivable Policies			PCA policies updated				-
4.2.1 Periodic review of Postage Charge Account (PCA) policies							-
4.3 Aggressive Collection Efforts			10% increase in collection rate				-
4.3.1 Oversee collection of A/R at post offices with PCA and rent income							-
4.4 Revenue Protection			All collections intact & deposited on time				-
4.4.1 Monitor collections & deposits of revenue & trust accounts					281,200		281,200
4.4.2 Review and recommend new frequency of deposits							-
4.5 Implementation of Collection Strategies							-
4.5.1 Review and evaluate collection strategies							-
4.5.1.1 Complete documentation							-
4.5.1.2 Waiving of penalties							-
4.5.1.3 Seek approval from CO for restructure payment scheme							-
4.5.2 Continue follow up to clients with due, overdue & long overdue accounts			50% increase in collection				-
4.5.3 Update subsidiary ledgers per client			Updated AR balances				-
5. Rationalize Expenses							-
5.1 Preventive Maintenance			10% decrease in utilities		100,000		100,000
5.1.1 Conduct regular maintenance of utilities & facilities					1,143,832		1,143,832
5.1.2 Monitor utility consumption					4,283,153		4,283,153
5.1.3 Implement lighting replacement with LED					75,000		75,000
5.2 Reduction in acquisition cost of assets, services and supplies & materials			3% savings generated/RA 9154 complied		2,375,000		2,375,000
5.2.1 Procure assets, services and supplies and materials following provisions of RA 9154							-
							-
6. Tax Management							-
6.1 Consolidate, prepare, and submit to Central Office output and input taxes documents for VAT computations					1,303,807		1,303,807
6.2 Collect, verify, consolidate, and submit to Central Office Certificate of Final and Creditable withholding taxes for VAT and Income Tax purposes							-
6.3 Coordinate with AdHoc Tax Management Central Office and Bureau of Internal Revenue for tax updates (RR, RMC, etc.)					100,000		100,000
7 Accounting Records Management Program							-
7.1 Create library for all Area Accounting Records					100,000		100,000
8. Settlement of COA suspension and Disallowances							-
8.1 Immediate compliance to COA suspension and disallowances			Suspension/ Disallowances settled				-
Total > Area Financial Management Program	-			-	43,286,204	-	43,286,204

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Program: AREA ENHANCEMENT PROGRAM

Plans, Activities and Projects	Expected Outcome			Proposed Expenses			
	Revenue Generated	Service Performance	Other Outcomes				
				OPERATING	ADMINISTRATIVE	CAPEX	TOTAL
H. Area Performance Monitoring Program							
1. Improve availability of guidance to support performance			100% Review of		45,600		45,600
1.1 Regular conduct of meeting & counseling			SPMS, OPCR,		80,000		80,000
1.2 Review of HR policies, performance targets, accomplishments & compliance of employees			IPCR				-
1.3 Giving of Incentives & Awards					24,900		24,900
Total > Area Performance Monitoring Program	-			-	150,500	-	150,500
I. Area Audit Efficiency Program							
1. Strengthen internal control and monitoring financial activities							
1.1 Conduct monitoring of cash and property accountability					24,900		24,900
1.1.1 Big post offices (quarterly basis)					250,000		250,000
1.1.2 Other post offices (random basis)					350,000		350,000
1.2 Request formal audit for post offices with irregularities					167,837		167,837
1.2.1 Internal Audit Department							-
1.2.2 Commission on Audit							-
Total > Area Audit Efficiency Program	-			-	792,737	-	792,737
J. Area Governance Program							
1. Review of the organizational structure of the area							-
1.1 Define job description of every office							-
1.2 Review the functions of every employee					12,450		12,450
1.3 Conduct personnel audit to determine the needed number of employee vis a vis actual number of employee					35,000		35,000
Total > Area Governance Program	-			-	47,450	-	47,450
TOTAL	397,285,789			242,818,258	84,478,387	10,780,000	338,045,615

397,285,789

Consolidated by:

Area Statistician

Date: _____

Operating Unit: Area 5

Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
I. AREA INTEGRATED MARKETING COMMUNICATIONS PROGRAM						
A. MAIL SERVICES						
1 Sales and Account Management		150,095,041				
- Intensify key account management/ relationships marketing through constant visits, after sales service and immediate resolution of mailing issues and concerns to maintain existing revenue, regain lost clients and gain new ones	146,988,876	100% resolution of marketing issues & concerns through coordination with operations	15,000	15,000		
4. Implementation of the following projects:						
a Salamat Po Letter Writing Project	480,000		12,000	12,000		
a.1 Coordination with DepEd or / Solicit DepEd support						
a.2 Send letters to schools						
a.3 Purchase / Prepare / Distribute of marketing collateral to P.O.s and schools						
a.4 Conduct of information caravan to schools						
a.5 Conduct of Cluster draws (min of 1,500 entries per P.O. to qualify)			33,000		33,000	
a.6 Incentives for participating schools and P.O.s			8,000		8,000	
b One Town One Postcard project and other seasonal cards	720,000		180,000		180,000	
b.1 Distribution to P.O.s						
b.2 Coordination with Souvenir shops and LGU Tourism Offices for consignment						
b.3 Monitoring of Compliance						
c Unaddressed Advertising Mail Service	106,165.00					
c.1 Availability of intra rates for bulk mailers (politicians)						
c.2 Promotion of UAMS to politicians, companies, real estate, lending, manufacturing						
d Bills Delivery for VECO	1,800,000					
d.1 Send proposal						
d.2 Presentation of delivery program and negotiation for rates						
e COD Service						
e.1 Implementation of the guidelines set by the Central Office						
e.2 Monitoring						
5 Product Management:						
- Research on competitors' rates and service features			10,000		10,000	
- Intensify monitoring of product performance						
- Monitoring of revenue performance of Post Offices						
- Regular meetings with key accounts and concerned offices						
3 Partners' Day (TOP 50)						
- Identify venue and Top 20 clients for Tacloban and 30 for Cebu			55,000	55,000		
- Coordinate with the Central Office for collaterals needed (AVP, Give-aways, etc						

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5



Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
- Implementation and feedback						
6 Rest of revenue generating activities						
TOTAL FOR MAIL SERVICES PROGRAM			313,000	82,000	231,000	0
B. EXPRESS AND LOGISTICS SERVICES		91,085,089				
1 Sales and Account Management						
- Intensify key account management/ relationships marketing through constant visits, after sales service and immediate resolution of mailing issues and concerns to maintain existing revenue		100% resolution of marketing issues & concerns through coordination with operations				
- Intensify Sales activities: Sales proposals, Telemarketing, Product Presentation and Client Visits for continuous revenue generation from existing, new and lost customers from corporate sector; renewal of MOA for existing clients; MOA with new corporate clients	70,738,552		15,000		15,000	
			15,000		15,000	
2 Special Projects						
2.1 All occasion delivery of Fresh Flowers and Gift items	50,000		370		370	
- Issuance of Rates and Delivery Guidelines						
- Implementation in Designated POs						
- Singing Kartero	20,000		1,000	1,000		
2.2 Counter Express Delivery	218,000					
- Preparation of guidelines and rates						
- Promotion to online sellers						
- Implementation						
2.3 Upgrading from Registered Mail Service to Express	1,500,000					
- Posters and flyers						
- Implementation and monitoring						
3. Time-sensitive eCommerce Parcel delivery	1,000,000					
- Promotion of service to online sellers						
- Training of counter / delivery personnel						
- Implementation and monitoring						
4 One-Stop-Shop for Government Service	300,000					
- Flyering and local trimedia promotions (government media)						
5 Logistics	6,259,043		2,200,000	2,200,000		
2.1 Delivery of Medicines						
- Renewal of MOA with DOH Regions 8 and 7						
- Implementation						
2.2 Restoration of MOA with DSWD R7						
- Implementation						
6 Product Management:						
- Research on competitors' rates and service features			10,000		10,000	
- Intensify monitoring of product performance						
- Monitoring of revenue performance of Post Offices						
- Regular meetings with key accounts and concerned offices						
7 Rest of revenue generating activities	11,001,494					
TOTAL FOR EXPRESS AND LOGISTICS			2,241,370	2,201,000	40,370	
C. PAYMENT & RETAIL SERVICES		63,129,438				

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
1 Sales and Account Management - Intensify key account management/ relationships marketing through constant visits, after sales service and immediate resolution of mailing issues and concerns to maintain existing revenue - Intensify Sales activities: Sales proposals, Telemarketing, Product Presentation and Client Visits for continuous revenue generation from existing, new and lost customers from corporate sector; renewal of MOA for existing clients; MOA with new corporate clients	2,081,834					
2 Postal Payment 1.a Design, Produce and Send out flyers, direct marketing letters, posters, standees (Phil Health, Bayad Center) 1.b Increased revenue generation from existing clients and increased collection facilities 1.c Sustained pick-up service of Philhealth premium contributions	258,189 11,071,525	Product information	5,000		5,000	
3 Retail - Send out flyers, direct marketing letters, prepare presentation kits (commemorative stamps) and letter-proposals (Philately, Postal ID, space) 3.1 Philately - Conduct of Philatelic Exhibit and lectures - Form / Create School Philatelic Clubs - Information on new stamp issuances to Philatelic clubs - Offer Commemorative stamp package to LGUs and other institutions	 2,836,611 2,000,000		5,000 5,000 2,000,000	 5,000 5,000 	5,000 	
3.2 Postal ID - Continuous campaign for the PID in schools and other offices - Postal ID presentation in LGUs, offices, schools, etc - Conduct of PID mobile activities	31,145,518 		 5,000 5,000	 5,000 5,000		
3.3 Postal counter - Seek approval from the Central Office to waive accreditation fee for LGU Postal Station applicants - Opening of postal counters in mun with closed P.O.s	 		 100,000		100,000	
3.4 PHLPost boxes - Wide use of PHLPost boxes; prompt requisition to the Central Office and immediate distribution for ample supply in P.O.s - Strict monitoring for compliance	 		 0			
3.5 PHLPOST Merchandise for sale - Production / Availability / Distribution of the items (mugs, shirts, postcards) - Install a PostShop at CCPO	243,500 					
2.6 Postal Station - Sustain revenue generation through scheduled flyering, direct marketing letters for general patronage - Open additional Postal Station / Postal counters in commercial areas; LGUs with closed Post Office	2,364,806 					
4 Product Management: - Research on competitors' rates and service features - Intensify monitoring of product performance	 					

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
- Monitoring of revenue performance of Post Offices						
- Regular meetings with key accounts and concerned offices						
5 Rest of revenue generating activities	11,125,471					
TOTAL FOR RETAIL AND POSTAL PAYMENT			130,000	20,000	110,000	
D. Other Income		5,634,825				
- Competitive rates for spaces offered for lease	3,618,747					
- Campaign to residents in high rise condominiums, offices and far-flung subdivisions the use of P.O. Boxes	1,297,494					
- Sustained revenue generation for photocopying service through strict monitoring, recording of transactions	256,700					
- Collection of Parking fees and accurate remittance and reporting	70,403					
- Rest of revenue generating activities	1,366,481					
E. Prod. awareness campaign, Advertising and Promotions, Customer Relations						
1. Sales calls, media forum			10,000		10,000	
2. Attendance to external trainings for Marketing skills enhancement / customer			20,000		20,000	
3. Updated Sales kit from the Central Office			0			
4. Corporate give-aways (during sales calls and for top 100 clients)			50,000		50,000	
TOTAL FOR ADS AND PROMOS			80,000	-	80,000	
Total > Area Marketing & Communications Program		310,944,391	2,764,370	2,303,000	461,370	
II. AREA OPERATIONS IMPROVEMENT PROGRAM						
Responsible - Area Support Services						
a. Sustain basic operational needs						
1. Personnel Services - (Salaries of Regular Employees under Operations Mgt			134,200,322.39	90,096,635.39	44,101,387.00	
Other Non-PS Operating			70,692,358.09	70,692,358.09		
b. Improvement of Express Mail Service						
1. Expansion of EMS committed areas			-			
1.1 Review dispatch efficiency						
1.2 Review delivery efficiency						
2. Provision of pick-up service			382,000.00	382,000.00		
2.1 Client prospecting						
2.2 Training & Deployment of Mobile driver/ tellers						
3. Ensure implementation of 48 hours delivery			-			
4. Implementation of full track & trace						
c. Implementation of computerization						
1. Scanning of events A to H / I			200,000.00	200,000.00		
2. Uploading of transmission of delivery information			-			
3. Institutionalize the track and trace system						
4. Adoption and use of the Performance Measurement System						
D. Improvement of Mail Processing and Dispatch			-			
1. Mandatory use of Zip Codes & barcodes						
2. Revision of mail collection and pick up of dispatch schedule			-			
3. Establish additional direct dispatches to AMED/EMED						
4. Modification of work schedule and process flow at MDC & Sub-DCs to minimize dispatch left-overs						

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects			Performance					
			Proposed Expenditure					
			Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX	
	4.1	Restructuring/ Reorganization of MDC working units						
	4.2	Monitoring efficiency						
e. Enhancement of Mail Delivery Efficiency				-				
	1.	Institute parcel door-to-door delivery	5,429,200					
	1.1	Collection of Postal Handling Fee	11,448,390					
	1.2	Collection of Postal ID Delivery Fee	2,130,919					
	2.	Updating of delivery standards through zoning of delivery areas						
	1.1	Submission of Delivery Commitment per Brgy						
	1.2	Updating of Delivery beats and preparation of Delivery Beat Maps		-				
	3.	Review and update of mail network						
	4.	Hiring of mail contractors/ commissioning of barangay officers for the delivery of mails in remote areas		2,000,000.00	2,000,000.00			
	5.	Intensify Quality Control Monitoring		144,000.00			144,000.00	
f. Repair and Refurbish of motor fleet vehicles				-				
	1.	Body Repair - Mitsubishi Canter		200,000.00	200,000.00			
	2.	Overhauling and body repair of 3 units Suzuki Super CARRY		100,000.00	100,000.00			
g. Improvement / Enhancement of Mail Network Projects				-				
	1.	Creation of Logistics Services Unit and Commissioning of accredited provider of trucking and hauling services.		1,000,000.00	1,000,000.00			
h. Institution of Operations 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						
Total > Area Operations Improvement Program			19,008,509	209,118,680	164,873,293	44,245,387	-	
III. AREA ICT DEVELOPMENT PROGRAM								
a. SOFTWARE DEVELOPMENT				-				
	1.	RECORDS MANAGEMENT SYSTEM		-				
	1.1	Make a flow chart for the proposed system for Records Office		-				
	1.2	Presentation and Evaluation of Proposed System		-				
	1.3	Coding and Debugging of the Web Application System		-				
	2.	SUPPLY INVENTORY MANAGEMENT SYSTEM						
	1.1	Make a flow chart for the proposed system for Supply and Inventory Office						
	1.2	Procurement process - outsource						
b. SYSTEMS IMPLEMENTATION				-				
	1.	SPS/DPS/DMTS		-				
	1.1	Training of Personnel in PCs with Internet Connectivity						
	1.2	Monitoring of Compliance for PCs with training						
				-				
c. PROCUREMENT OF COMPUTER SET				-				
	1.	PC to Pos with Connectivity but without PCs		547,800.00				547,800
	1.1	Conduct Inventory of PCs and Internet connectivity						
	1.2	Identify Pos without connectivity but without PC						
	2.	Barcode Scanner		143,200.00				143,200

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects				Performance	Proposed Expenditure				
				Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX	
		2.1 Identification of POs to be provided			-				
		2.2 Distribution			-				
	3	Printer			-				
		1.1 Identification of POs to be provided			-				
		1.2 Distribution			-				
	4	Biometric Machine			80,000.00			80,000.00	
	5	Laptop			57,200.00			57,200.00	
	1	REPAIR AND MAINTENANCE OF HARDWARE			80,000.00		80,000.00		
e. 1		INTERNET CONNECTIVITY							
Total > Area ICT Development Program					-	908,200	-	80,000	828,200
IV. AREA SAFETY AND SECURITY PROGRAM									
	1	Procurement of security services			3,878,547.86		3,878,547.86		
	2	Procurement of CCTV & other safety facilities:			-				
		Ensure all postal building facilities & machineries are covered by insurance/renewal of insurance, designated assign personnel to monitor, include budget for fire extinguisher, visit to Post offices)	40		429,834.11		429,834.11		
	4	Inspection of Post offices & other facilities			50,000.00		50,000.00		
	5	Investigation of Complaints on Postal irregularities			240,000.00		240,000.00		
					-				
Total > Area Safety & Security Program					-	4,598,381.97	-	4,598,381.97	-
V. AREA HUMAN RESOURCES DEVELOPMENT PROGRAM									
Area Human Resources Management									
		PERSONNEL SERVICES - Salaries of Regular Employees (GASS & STO)			16,483,537.35		16,483,537.35		
a.		Succession Plan							
		send a circular to all post offices in Area-5 regarding							
	1	Career Development / Pathing							
		Set a deadline for submission for employees' intention for career development / promotion							
	2	collate all letters of intention / application for reference by							
		Area-5 Personnel Selection Board (PSB)							
b.		Review/Update Leave Credits Balance of employees in Samar, Leyte and Biliran provinces to be saved in the External Hard Drive							
	1	review leave credits earned/balance of employees							
	2	Updated leave credits balance							
	3	Inform employees of their updated leave credits balance at the start of CY 2019			-				
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							
Area Human Resources Development Program									
a.		TRAININGS (In-House Training)							
	1	Orientation Program for New Entrants							
		1.1 Develop Module							
	2	Conduct of Regular Training							
		2.1 PMs Training			45,000.00		45,000.00		
		2.2 LCs Training			30,000.00		30,000.00		
		2.3 PTs Training			10,000.00		10,000.00		
		2.4 Values Orientation Workshop (VOW)(Charge to GAD)			-				
		2.5 5s Training(Charge to GAD)			-				
		2.6 Customer Care(Charge to GAD)			-				
		2.7 Defensive Driving			20,000.00		20,000.00		

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects			Performance	Proposed Expenditure			
			Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
	2.8 DPS and IPS Training			19,600.00		19,600.00	
	3 Pre-Retirement Course			6,000.00		6,000.00	
b.	Outside Training			-			
	1 Supervisory Development Course Track I			35,000.00		35,000.00	
	2 Supervisory Development Course Track II & III			19,000.00		19,000.00	
	3 Coaching and Mentoring			5,600.00		5,600.00	
	4 Leave Administration Course for Effectiveness			5,600.00		5,600.00	
	5 Basic Customer Service Skills			11,200.00		11,200.00	
c.	Gender and Development Plan			-			
	1 Wellness Program			-			
	2 Team building			-			
Total > Area Human Resources Development Program			-	16,690,537.35	-	16,690,537.35	-
VI. AREA ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
	1 Periodic physical inventory on properties & equipts	42		150,000.00		150,000.00	
	1.1 Prepare order for inventory committee and support groups			-			
	1.2 Conduct actual inventory			-			
	1.3Reconcile Records with Accounting			-			
	1.4 Submit report			-			
	2 Updating list of real properties every 3 years (2019)			100,000.00		100,000.00	
	1.1 Prepare list of donated lots including PPC owned Bldgs for appraisal			-			
	1.2 Furnish copies to CHPM's/PM's to determine appraise value in coordination with local assessor's office			-			
	1.3 Consolidate for reporting to LMPD			-			
	3 Records Management						
	Maintenance of library of Accounting records (minimum of 10 years if no case)						
	4 REPAIR & MAINTENANCE OF INFRASTRUCTURE			-			
	4.1 construction of warehouse			4,000,000.00			4,000,000
	-Write follow-up letter for funding to APMG- Finance			-			
	-Implementation			-			
	4.2 construction of 2nd floor MDC Bldg.			2,000,000.00			2,000,000
	-Write follow-up letter for funding to APMG- Finance			-			
	-Implementation			-			
	4.3 REWIRING OF CEBU CENTRAL POST OFFICE			500,000.00			500,000
	-Write follow-up letter for funding to APMG- Finance			-			
	-Implementation			-			
	4.4 REWIRING OF TAGBILARAN CITY POST OFFICE			700,000.00			700,000
	-Prepare individual project program of work			-			
	-RFQ for materials			-			
	-Implement by administration			-			
	4.5 REPAINTING OF CCPO TELLER AREA INCLUDING CEILING BOARD			50,000.00		50,000.00	
	-Submit detailed estimate			-			
	-Implementation			-			
	4.6 REPAIR OF MEN'S COMFORT ROOM INCLUDING REPIPING AT CCPO			200,000.00		200,000.00	
	-Submit detailed estimate			-			
	-RFQ for Materials			-			

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects			Performance	Proposed Expenditure			
			Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
		-Implementation		-			
	4.7	REPAINTING OF FAÇADE ,MAASIN CITY P.O.		75,000.00		75,000.00	
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
	4.8	REPAIR OF COMFORT ROOM AT MEN'S CR, EMS HUB OFFICE INCLUDING REPIPING		50,000.00		50,000.00	
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
	4.9	REPAIR/IMPROVEMENT OF CONFERENCE ROOM		100,000.00		100,000.00	
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
	4.10	REPAIR/IMPROVEMENT OF MADRIDEJOS PO		200,000.00			200,000.00
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
	4.11	REPAIR/IMPROVEMENT OF SAN FRANCISCO		174,000.00			174,000.00
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
	4.12	REPAIR/IMPROVEMENT OF JAGNA PO		267,000.00			267,000.00
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
	4.13	REPAIR/IMPROVEMENT OF BONTOC PO		180,000.00			180,000.00
		-Submit detailed estimate		-			
		-RFQ for Materials		-			
		-Implementation		-			
5	OTHERS (Unforeseen Infra)			-			
	5.1	PREVENTIVE MAINTENANCE		230,000.00			230,000.00
	5.2	REHABILITATION OF CCPO COMFORT ROOMS (phase II)		400,000.00			400,000.00
6	DEPRECIATION:			5,300,000.00			
		- BUILDING				1,720,000.00	
		- EQUIPMENT				454,000.00	
		- FURNITURE & FIXTURES				32,000.00	
		- IT EQUIPMENT				527,000.00	
		- MOTOR VEHICLES				2,567,000.00	
7	OTHER EQUIPMENTS & MACHINERIES						
		Airconditioner, 1.0HP, w/o type/ regular		150,000.00			150,000
		Airconditioner, 2.0HP, w/o type/inverter/split/wall mounted/window (incl. installation)		85,000.00			85,000
		Airconditioner, 2.5HP, regular/split-type/inverter (wall mounted/ w/o type incl. installation)		95,000.00			95,000
		Biometrics machine		30,236.00			30,236
		Foot type Sealing Machine (24 cm x 36 cm)		76,500.00			76,500
Total > Area Administrative Efficiency & Transparency Program			-	15,112,736.00	-	6,025,000.00	9,087,736.00

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
VII. AREA FINANCIAL MANAGEMENT PROGRAM						
	Other Non-PS Administrative		14,156,457.77		14,156,457.77	
1	Asset Management Project					
	1.1 Offer for lease idle real properties					
	1.1.1 Identify idle lots or vacant office spaces					
	1.1.2 Determine the prevailing rental rates					
	1.1.3 Post and Advertise					
	1.1.4 Enter into contract/MOA					
	1.2 Dispose unserviceable equipment, other fixed assets	120,000	30,000.00		30,000.00	
	1.2.1 Prepare an Inventory and Inspection Report(IIR)					
	1.2.2 Submit IIR to COA for inspection					
	1.2.3 Conduct Bidding/Dispose					
2	Records Management Project					
	2.1 Identify records of old valueless records from 2015 for disposal					
	2.2 Submit & preparation of request for disposal					
	2.3 Dispose old records	24,570	10,000.00		10,000.00	
3	Supply Management Project					
	3.1 Revenue generating supplies such as Postage Stamps, Philatelic, Philpost Boxes, ORs, ARs, PMOs, PARs & other Postal products					
	3.1.1 Maintain ledgers/records per product to determine level of supplies					
	3.1.2 Prompt requisition of stocks to CO and PhilHealth for PARs					
	3.1.3 Issuance of stocks to Post Offices based on the recommendation from the CHPM					
	- Cluster Head PO & other Big Post Offices - 7 days upon receipt of requisition					
	- Clustered POs- within one month upon receipt of requisition					
	3.1.4 Quarterly Feedback Report regarding irregular request for replenishment of stocks					
	3.1.5 Submission of monthly report to concerned offices					
	3.1.6 Annual review of Fixed Accountabilities by the AdFin, Acctg, Stamps/ MO Custodian & CHPMs					
	3.1.7 Designate Sub-Custodian personnel for Accountable forms distribution at the following offices:					
	- Tagbilaran City PO for POs of Bohol					
	- Tacloban City PO for POs of Leyte and Samar					
	3.2 Office Supplies					
	3.2.1 Centrally Procured Supplies					
	1. Maintain ledgers/records per product to determine level of supplies					
	2. Prompt requisition of stocks to CO					

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
	3. Issuance of stocks to Post Offices					
	4. Prompt submission of monthly reports					
	3.2.2 Locally Procured Supplies					
	1. Maintain ledgers/records to determine level of supplies per item					
	2. Prepare requisition for purchase					
	2.1 For procurement at PS - prepare Purchase Order					
	2.2 For procurement of more than Php50,000.00 not available at PS - DBM, advertised at PhilGeps					
	2.3 For procurement less than Php50,000.00 canvass at least 3 bidders thru RFQ and award to the lowest & responsive bidder					
	2.4 Issuance and Distribution to POs/Offices					
	2.5 Reporting and submission to concern offices					
	3.3 Conduct physical inventory.					
	3.3.1 - (1) Once a year - for Accountable forms					
	3.3.2 - (2) Twice a year - for Non-accountable forms/office supplies					
	3.3.3 Submission of physical inventory report					
	4 REDUCTION of Percentage(%) of penalties (AdFin)					
	4.1 Monitor preparation & submission of reportorial requirement from Philhealth					
	- Monitor deposits of collections of PhilHealth from ACAs/Pos					
	- Reporting to concerned offices (CO, Philhealth R7&R8)					
	5 Claims Processing Management Enhancement					
	5.1 Identification & Prioritization of Claims following the cut-off period					
	- Salaries/Compensation					
	- Other Personal Services Expenses such as Remittances & etc					
	- Claims on utility bills such as electricity, water & telephone					
	- Gasoline Allowances/MC rental of LCs					
	- Other Non-PS expenses					
	5.2 Review of existing processes					
	- Review of documentary requirements for each claim					
	- Prepare checklist of requirements of each claim and for issuance of Circular including policies on timeline on submission of claims					
	-Institute NO follow-up policy					
	5.3 Hiring of one(1) processing clerk to augment present personnel complement due to voluminous claims to be processed					
	6 Petty Cash Fund/Cash Advance Management					
	6.1 Identification of PCF holders / Cash Advance holders					
	6.1.1. If Cash Advance (special) - prepare memorandum authority signed by Area Director					
	6.1.2. If PCF - prepare memorandum authority signed by AD and forward to CO for approval of the Postmaster General					
	6.2 Orient PCF / Cash Advance holders as to the documents needed and policy on replenishments, liquidation and etc.					
	6.3 Periodic follow-up on liquidations and monitoring of compliance					

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects			Performance	Proposed Expenditure			
			Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
	6.4 Preparation of Aging of Outstanding Cash Advances						
	6.5 Reporting						
	6.6 Evaluate existing cash advance amount granted - every semester						
	7 Accounts Receivable Management						
	7.1 Billing Preparation						
	7.1.1 From Post Offices - received from POs Certificate of Mailing for preparation of bills for each client of the Post Offices.						
	7.1.2 Clients from the Area Office such as Logistics						
	- Received signed delivery receipts & other documents from the Logistics Officer and prepare corresponding Bill/BOA						
	7.2 Preparation of Consolidated Statement of Accounts						
	7.3 Preparation of Aging of Outstanding Receivables						
	7.3.1 Preparation of collection letter to delinquent accounts						
	7.3.2 Actual visitation to client with delinquent accounts						
	7.4 Reporting						
	7.5 Reiteration/ issuance of memo re: Accounts Receivable Policies						
	7.6 Allowance for Bad Debts			200,000.00		200,000.00	
	8 Validation and Reconciliation of Financial Accounts						
	8.1 Reconciliation of Prior & current Account Balances						
	- Preparation of schedules base on ending balance of subsidiary ledgers						
	9 Preparation of Financial Statements						
	9.1 Daily Recording of Financial Transactions:						
	-Cash Transactions						
	-Supplies/Fixed Assets Dropping						
	-Trust Accounts						
	-Accountable Forms and Items for Sale						
	-Interoffice transactions						
	9.2 Preparation of periodic reports						
	- Transactions Journals						
	- Trial Balance and Financial Statements						
	- Original documents for submission to COA						
	- Bank Reconciliation Statements						
	- Consolidated PMMTR						
	10 Management of COA queries, observations, audit results, and notice of suspensions & disallowances						
	10.1 Endorsement of COA AQMs, AOMs, NS, and NDs are endorsed to concerned officers with 5 days upon receipt						
	10.2 Keeping an inventory of all COA AQMs, AOMs, NS, and NDs						
	10.3 Periodic followups on the compliance of concerned officers						
	11 Budget Management						
	11.1 Budget Preparation						
	- Conduct budget call conference workshop			100,000.00		100,000.00	

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects				Performance	Proposed Expenditure			
				Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
			- Submission of budget proposal					
			- Budget defense by operating units					
			- Consolidation and submission of budget proposal to central office					
			- Budget defense of the Area					
			11.2 Monitoring of submission of reports					
			- Summary of budget utilization					
			-Statement of Revenue and Expenditures					
			- Accounts Payable Journals					
			12 Cash Management					
			12.1 Monitoring of Cash Accounts					
			12.1.1. CASH in BANK					
			- Updates cash balances from all depository banks					
			- Secure copy of updated bank statements					
			12.1.2. CASH - Collecting officers					
			-Evaluate reports on Cash balances generated from PMTR (collections less deposits) submitted by the Postmasters and other Accountable Officers.					
			- Call-up the attention of Postmasters having big balances thru issuance of memorandum to explain.					
			- If noted big balances, prepare report to request audit of the said PO/Accountable Officer.					
			- Interest income		82,859			

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
	12.2 Facilitate disbursements of claims					
	12.2.1 Issuance of check claims is based upon the receipt of DV - FIFO					
	12.2.2 Cases of COS compensation, LC allow/MC rental, ET, transfer to individual ATM is based on the cut-off period (1) once a week					
	12.3 Submission of Reports and Segregated Disbursement Vouchers to concerned Offices					
	12.3.1 Prepared monthly Accountability report for submission to Accounting, COA & CO					
	12.3.2 Submission of segregated Disbursement Vouchers to COA at the end of the following month					
	13 Tax Management					
	13.1 Management of BIR/Taxation Requirements					
	13.2 Preparation of Report of Input Tax and Output tax					
	13.3 Reiteration of memo to PM for proper submission of output VAT reports					
	13.4 Coordination with TMO at CO for request of cashbooks, QR and others					
	13.5 Issuance of memo to PM who were not able to submit their financial reports					
	13.6 Consolidation of BIR forms 2306 and 2307 from clients					
	13.7 Preparation of reports for remittance of taxes withheld					
	14 Management of Computerization Program (POS, FMIS, HRIS)					
Total > Area Financial Management Program		227,229	14,496,458	-	14,496,458	-
VIII. AREA LEGAL SERVICES PROGRAM						
	1. Evaluation of investigation reports					
	2. Preparation of formal charges/ resolutions					
	3. Preparation /Drafting of contracts					
Total > Area Legal Services Program		-	-	-	-	-
IX. AREA CORPORATE PERFORMANCE MONITORING PROGRAM						
	A. Revenue Monitoring					
	B. Operations (Delivery / Dispatch)					
	C. Mancom - Monthly , every 2nd Thursday		80,000.00		80,000.00	
	D. ASSESSMENTS					
	1. Quarterly PMs by Clusters		80,000.00		80,000.00	
	E. Compliance to Directives					
	1. Financial Reports					
	2 Administrative Reports					
	3 Statistical Reports					
	F. Audit					
	G. IPCR / OPCR					
Total > Area Corporate Performance Monitoring Program			120,000.00		120,000.00	

PROGRAM REVENUE & EXPENDITURE BUDGET
CY 2019

Operating Unit: Area 5

Plans, Activities and Projects						
		Performance	Proposed Expenditure			
		Revenue	Total	Operating Expenses	Administrative Expenses	CAPEX
X. AREA AUDIT EFFICIENCY PROGRAM						
a.	Re-constitute the members of AICS					
1.	Orientation of the newly designated members of AICS					
b.	Conduct of audit examination		520,000.00		520,000.00	
1.	By random					
2.	By schedule					
c.	Submission of audit reports with recommendations					
d.	Request Internal Audit Department -BOD for intervention of cases involving shortages		-			
Total > Area Audit Efficiency Program		-	520,000.00	-	520,000.00	-
GRAND TOTAL-PREB		330,180,129	264,329,364	167,176,293	87,237,134	9,915,936

Consolidated by:

Area Statistician

Date: _____

Area Director

Date: _____

PROGRAM REVENUE & EXPENDITURE BUDGET
Western Visayas Area (Area 4) CY 2019

Program:

Program Objectives:

1)
2)
3)

Key Result Areas:

1)
2)
3)

Responsible:

AREA 6
WVA

Plan, Activities and Projects	Responsible	Expected Outcome			2019					2020			2021		
		Revenue Generated	Service Performance	Other Outcomes	Revenue		MOOE	Program Cost	Total	MOOE	Program Cost	Total	MOOE	Program Cost	Total
					Start	End									
A. AUTOMATED MAILING															
AUTOMATED MAILING															
MAIL SERVICES															
Delivery fee for parcels	10,000 x 90% = 9,000	1,000,000.00													
Intensive survey to school campaigns for National Po project	10,000 x 90% = 9,000	1,000,000.00			October, 2019	April, 2020	20,000.00		20,000.00						
Additional design of posters (Shreeya, Alvin, Regino, Orendan and Orendan) for distributed to public, private, public and government-owned institutions, schools, that has not been registered for 2017 and 2018	10,000 x 90% = 9,000	700,000.00		at least 100,000 possible			15,000.00		15,000.00	15,000.00		15,000.00	17,100.00		37,100.00
Receipts of Customers	10,000 x 90% = 9,000	7,120,000.00								10,000.00		10,000.00	20,000.00		20,000.00
Postal ID delivery fee	10,000 x 90% = 9,000	940,000.00								10,000.00		10,000.00	101,000.00		101,000.00
Increased in delivery period	10,000 x 90% = 9,000									8,000.00		8,000.00	8,400.00		8,400.00
Delivery of parcels (including of business fees)	10,000 x 90% = 9,000														
Upgrading of existing registered mail items to registered with ePOST	10,000 x 90% = 9,000	1,100,000.00													
Upgrade delivery to registered mail	10,000 x 90% = 9,000	9,000,000.00													
Upgrade delivery to registered mail	10,000 x 90% = 9,000	10,000,000.00					200,000.00								
Upgrade registered mail to reg. with ePOST of 10,000,000.00	10,000 x 90% = 9,000	9,700,000.00													
Asian-based Campaigns (Volunteer Day/Christmas/Mother's Day and Father's Day)	Marketing, post office			Increased sales	every season	every season			-	100,000.00		100,000.00	214,000.00		214,000.00
Marketing close coordination with concerned offices and clients through meetings and telemarketing	Marketing, post office		Increased awareness of postal products and services	Increased sales					-						
Market additional client for delivery of bills	Marketing		awareness of diversity of services offered by the post office	Increased revenue					-						
Market to schools, universities & colleges for the delivery of students' grades and other office correspondence	Marketing, post office	2,000,000.00	Increased awareness of postal products and services	Increased sales	January, 2019	Dec, 2019				10,000.00		10,000.00	15,000.00		15,000.00
EXPRESS LOGISTICS															
1. Malabon Revenue		34,400,000.00								30,000.00		30,000.00	40,000.00		40,000.00

Main Activities and Projects		Responsible	Expected Outcome			Timeline		2016			2017			2018		
			Revenue Generated	Service Performance	Other Outcomes	Start	End	MOOE	CAPEx	Total	MOOE	CAPEx	Total	MOOE	CAPEx	Total
C. New Clients																
2.7 Government Agencies	68 govt agencies x 50% = 34 - 19 existing = 15 Government Agencies - 35 Government Agencies x 60 postcards of Express mail = 1,755 x P124 x 12 mos		3,654,000.00	Increased awareness & purchase of postal products and services	Increased sales	January & June										
3. Logistics, 100% Revenue			4,130,000.00		Increased sales	January & December	24,300.00		24,300.00	48,600.00	-	48,600.00	54,750.00	-	54,750.00	
	3.1 Increase transactions of existing clients			Service grades are stable and improved	Increased sales											
	3.2 Additional clients with additional services (in-scope)															
	3.3 Outsourcing															
4. AD Occasion Delivery for Express	New City = 1,000 Barangay City = 1,000 Davao City = 800 Rizal City = 800 San Jose = 800 Makati = 800 Total = 4,800 x P120		576,000.00							58,800.00		58,800.00	70,400.00		70,400.00	
Expansion of EMS acceptance in loc (10) post offices	20 post offices x P10,700.00 per month x 12 months	Department Manager, Marketing Postmaster	2,140,000.00	enhanced dispatches of international goods and merchandise	Increased sales	Jan-15 December 2015				260,720.00		260,720.00	328,536.00		328,536.00	
Implement backloading in all exp-post offices	100 post offices x P6,000.00 per month x 12 months	Marketing, DM, MDC Chief, Postmaster, Drivers/Couriers	4,800,000.00	immediate delivery of goods and merchandise	Increased sales	Jan-15 December 2015										
Backloading of P6,000 supplies & materials	27 NGOs x P2,000 x 12mos		648,000.00													
Sub-total for EXPENSES & LOGISTICS			54,871,016.00						55,888.00	-	55,888.00					
RETAIL & PAYMENT SERVICES:										8,400.00		8,400.00	8,400.00		8,400.00	
1. Retail Revenue			31,847,400.00							76,000.00		76,000.00	101,400.00		101,400.00	
2. Postal ID, 33% Increase To set up two (2) capturing offices. Mobile application in Barangays in all capital PDs, schools, call centers for all extended courier services in 75 municipalities. For retail in all government & private institutions	18,000 x P6.00		6,980,000.00													
3. Philhealth, 100% Increase All PDs must act as collecting agents catering to government agencies & private institutions. PDs must be furnished with complete data on Philhealth coverage & individual clients within a municipality		post offices, Marketing	3,881,340.00					46,800.00	46,800.00	52,000.00		52,000.00	67,830.00		67,830.00	
4. Private Sales Keeping track of stamp collectors & other similar customers. Dissemination of latest information on new stamp releases, via (E) communication & special stamp packages	Collectors P 500,000 See (B) Commemorative Stamp Packages P5,000,000		6,000,000.00							26,000.00		26,000.00	33,600.00		33,600.00	
5. Power Electric Co (PECO) & Bulbo Electric Corp (BEC) Strict compliance in the use of Pajapat buses in all Post Offices	PECO 25,000 subscribers x P6 x 12 mos = 3,600,000 BEC 120,000 households x P6 x 12 mos = 8,640,000	post offices, Marketing	12,600,000.00					184,400.00	184,400.00	473,720.00	-	473,720.00	915,834.00	-	915,834.00	
6. Pajapat Buses Strict compliance in the use of Pajapat buses in all Post Offices	Size #1 - 5,000 x P104 = 512,000 #2 3,000 x P90 = 270,000 #3 5,000 x P80 = 254,000 #4 5,000 x P4 = 20,000 #5 2,000 x P31 = 62,000 #6 2,000 x P30 = P60,000 #7 500 x P25 = 125,000		1,196,000.00													
Sub-total for RETAIL & PAYMENT OTHER INCOME			81,887,756.00					228,400.00		228,400.00						
7. Revenue			1,000,000.00													
Total No. MARKETING			215,138,462.00					1,276,400.00		276,400.00	554,000.00		554,000.00	844,564.00		844,564.00
R.3 MAIL SERVICES																
1.1 PO Communication Program																

Plan Activities and Projects		Responsible	Expected Outcomes			2019										
			Revenue Generated	Service Performance	Other Outcomes	Timeline		2019			2020			2021		
						Start	End	MOGE	CAPEX	Total	MOGE	CAPEX	Total	MOGE	CAPEX	Total
1. Automate courier services (POS system) – Purchase of 8 computer sets @ P 12,500 for 8 selected PCs					Revenue generation, Fast & accurate processing, Reliable statistics and effective report generation				316,000.00	316,000.00			-			-
Computer Sets for All Regular Post Offices (25 sets @ P 20,000 each)									524,000.00	524,000.00			-			-
										-			-			-
1.2. Mechanization of Mail Processing										-			-			-
1. Mandatory Use of Correct ZIP Code and Proper Addressing										-			-			-
a. Ensure availability of ZIP code posters in every counter					Making mails machinable, fast and accurate processing and dispatching of mails					-			-			-
b. Provide ZIP code poster in Post Offices and customers										-			-			-
c. Issue Area Office Order instructing the mandatory use of ZIP code and proper addressing								80,000.00		80,000.00			-			-
2. Ensure availability of 80gsm mailing envelopes at the counter										-			-			-
3. Tasking to undertake mail segregation: - Separate container for letter and express containers for letter and express passing through C&E facilities (registered, express, domestic and international mixed together) 1. Filing of machineable mails - Back-office processing of non-machineable mails										-			-			-
4. Visit regular clients and educate the mailers on proper addressing, opening of mails and use of 80gsm envelopes								80,000.00		80,000.00	80,000.00		80,000.00	80,000.00		80,000.00
5. Enhance & Simplify Mailing & Dispatch Presentation a. Issue implementing guidelines b. Training of dispatchers at PCs, SDDs/MOCs								10,000.00		10,000.00			-			-
6. Full implementation of the scanning of exterior of international mails. (500 sets @ P 20,000 each)									1,200,000.00	1,200,000.00			-			-
1.3. Computerization of processing of Recorded Mails										-			-			-
1. Implement the mandatory use of barcode for registered, express mails and parcels					Recognition of barcode and accurate input to track & trace system					-			-			-
2. Computerization of Posting of RRR, POC, Consignment Note, DVC (by SDD/SDD for PCs without PC; at PCs with PC and connectivity)					All bulk mails and machineable Fast and more efficient processing of mails					-			-			-
3. Provision of POC papers for Areas					Ensure continuous POC services			11,000.00		11,000.00			-			-
4. Provision of forms					Ensure continuous printing of POCs			10,000.00		10,000.00			-			-
1.4. Separation/relending of Post Office coverage										-			-			-
1. Opening of Closed Town Post Offices					Expand delivery reach, recover some of operational cost			22,000.00		22,000.00			-			-
2. Opening of Postal Outlets in Strategic Locations								20,000.00		20,000.00			-			-

Plan Activities and Projects		Responsible	Expected Outcome			2019			2020			2021				
			Revenue Generated	Service Performance	Other Outcomes	Timeline		Proposed CAPEx	Proposed OPEx	Total	Proposed CAPEx	Proposed OPEx	Total	Proposed CAPEx	Proposed OPEx	Total
						Start	End									
5. MOA with the LGU for the opening of Municipal Postal Station								20,000.00		20,000.00	20,000.00		20,000.00		20,000.00	20,000.00
								-		-	-		-		-	-
3. Enhancement of Parcel Service Programs								-		-	-		-		-	-
3.1. Modernization and Improvement of Parcel Services								-		-	-		-		-	-
1. Implement the Full Open Dispatch Scheme					Facile Transportation of mails			2,765,880.00		2,765,880.00	-		-		-	-
2. Changes in the Mail Network to adapt in the current times.								-		-	-		-		-	-
3. Over to door delivery of Air Parcels					Increased in revenue			98,320.00		98,320.00	100,000.00		198,320.00	100,000.00		298,320.00
3.2 EXPRESS & LOGISTICS								-		-	-		-		-	-
1. Modernization and upgrading of Logistic Resources								-		-	-		-		-	-
1. Improvement of Mail Network and Transport Services from Ordinary to Express Network					Expedites the delivery of EMS according to demand; increase volume and revenue for EMS			7,200.00		7,200.00	-		-		-	-
3. Procurement of logistic equipments					Making Phil Post competitive in the market			-		-	-		-		-	-
3 a. Flatbeds (each 20 units)								80,000.00		80,000.00	-		-		-	-
3.b. Plastic Pallets (20 units)								28,800.00		28,800.00	-		-		-	-
4. Purchase of building (warehouse)					Where future City Post Office & Admin Center could be located in same location			-		-	-		-		-	-
5. Program implements against incursion, eg. Policies, cages								-		-	-		-		-	-
2. Improvement of Express Service Program								-		-	-		-		-	-
1. Extension of Express delivery coverage 2. Implementation of express hub delivery 3. ODS for Area hubs					Advancement of Express Delivery Standards, of which all the flow will be governed by MNC			4,898,112.00		4,898,112.00	-		-		-	-
3. Warehouse and Logistics Solutions								-		-	-		-		-	-
Procurement of one (1) 6 wheeler truck @ P 1,800,000/truck					increase in revenue			120,000.00	1,880,800.00	1,880,800.00	200,000.00		308,800.00	378,276.00		678,276.00
Procurement of one (1) computer set @ P25,000/set								25,000.00	25,000.00	-	-		-		-	-
4. Unified Track & Trace System								-		-	-		-		-	-
1. Implement Full tracking system for express and logistics					One system available for all services. Unified Track & Trace System in place			-		-	-		-		-	-
2. Implement full tracking system for corporate and registered mails								-		-	-		-		-	-
3. Customs Clearance Program								-		-	-		-		-	-
3.1. Streamlined and fast customs processing								-		-	-		-		-	-

Plan, Activities and Projects		Responsible	Expected Outcomes			2019									2020			2021		
			Revenue Generated	Service Performance	Other Outcomes	Timeline		Proposed			Proposed			Projected						
						Start	End	MOOR	CUPPS	Total	MOOR	CUPPS	Total	MOOR	CUPPS	Total				
1. Implementation of procedures for simplified and fast processing of permits at MDC or Naka City Post Office					Permits released within 3 days from receipt by PH/Post					-			-			-				
4. Quality of Service Program										-			-			-				
1. Restructuring of Quality Control Organization					Actions delivery commitments set per mail category. Enhanced operations efficiency					-			-			-				
2. Development of Operations Audit Plan and Quality Check Activities										-			-			-				
3. Assignment/Designation of Area QCCs										-			-			-				
4. Training										-			-			-				
5. Deployment of QCCs and conduct of Quality Control activities and Operations Audit								140,000.00		140,000.00	215,000.00		215,000.00	215,000.00		215,000.00		215,000.00		
6. Area Operations Supervision					Standard Area supervision			80,000.00		80,000.00	30,000.00		30,000.00	30,000.00		30,000.00		30,000.00		
										-			-			-				
5.3 RETAIL & PAYMENT SERVICES										-			-			-				
5.3.1. Postbox (2)										-			-			-				
1. Additional box (2) capturing sales @ P 80,000/box					Increase number of applicants, increase in revenue, faster release of PG Cards			180,000.00		180,000.00	-		-			-				
5.4 HUMAN RESOURCES										-			-			-				
1. Training of all operations employees					Knowledgeable of the products and services, procedures and mechanization of operations					-			-			-				
5.5 OTHER PROGRAMS										-			-			-				
Full consideration/implementation of mail distribution center 5 units @P2,800/unit		MDC Chief/IT Officer		Speedy processing	Adm-delivery commitments	January	December	284,000.00		284,000.00	-		-			-				
Acquisition of Transparent Plastic Bags		MDC Chief/Supply Officer		Safe packaging of mails	Easy shipping & Transport	January	December			-	30,000.00		30,000.00	30,000.00		30,000.00		30,000.00		
Acquisition of Mechanical Lifters & push carts (1 unit @ P 180,000/unit and 10 pushcarts @ P5,000/unit)		MDC Chief/PGS & Supply Officer		Speedy processing	Manpower protection	January	December	50,000.00	180,000.00	180,000.00	-		-			-				
Installation of CCTV camera (1 unit @ P 44,000/unit)		MDC Chief/IT Officer/Supply		Personnel Activity Monitoring	Safety of Mails & personnel	January	December	44,000.00		44,000.00	-		-			-				
Installation of Airconditioning Systems		MDC Chief/Supply Officer		Manpower and Equipment Protection	Laborer Maintenance for Equipments	January	December			-			-			-				
Moving of seasonal laborers for christmas rush from October to December @ 1 laborer per section		MDC Chief/HR Officer		Execution of loadings during peak season	On-time processing/delivery of mails	October	December	45,000.00		40,000.00	80,000.00		80,000.00	80,000.00		80,000.00		80,000.00		
Total for OPERATIONS								8,377,232.00	8,378,232.00	1,240,000.00	1,240,000.00		1,240,000.00	1,240,000.00		1,240,000.00		1,240,000.00		
5.6 RECRUITMENT, SELECTION AND PROMOTION										-			-			-				
Filing up of 122 vacant items which are primarily frontline position items										-			-			-				
1 submission of request for authority to fill-up		HR Section			Inter-requested for authority to fill-up duly submitted to HRM Dept-CCO	2nd quarter	2nd quarter			-			-			-				
1 publication/posting of vacancies (CCO bulletin, Area 8 facebook page, post office)		HR Section			all vacancies duly posted	2nd quarter	2nd quarter	7,000.00		7,000.00	7,210.00		7,210.00	7,420.00		7,420.00		7,420.00		
1 evaluation of applicants/candidates. Conduct of exam, interview and deliberation		HR Section / Area 8 CCO PDR			applicants are screened and evaluated based on qualifications and competency requirements of position	2nd quarter	2nd quarter	80,000.00		80,000.00	100,000.00		100,000.00	100,000.00		100,000.00		100,000.00		

Plan, Activities and Projects		Responsible	2019 Actuals			2019			2020			2021				
			Revenue Generated	Service Performance	Other Outcomes	Timeline		MOUE	CAPEX	Total	MOUE	CAPEX	Total	MOUE	CAPEX	Total
						Start	End									
1) presentation and processing of appointment and other personnel action		HR Section			newcomers with authority filed-up / qualified applicants filed	3rd quarter	4th quarter			-			-			-
										-			-			-
2) Performance Management										-			-			-
1) collection, review and consolidation of Office Performance Commitment Review (OPCR) and Individual Performance Commitment and Review (IPCR)		HR Section			all employees have properly accomplished the OPCR & IPCR and submitted the same by deadline date	1st sem	2nd sem	2,000.00		2,000.00	2,075.00		2,075.00	2,000.00		2,000.00
1) OPCR and IPCR review, evaluation and deliberation by the Area PMT		Area PMT			OPCR and IPCR reviewed and evaluated by the Area PMT	1st sem	2nd sem	5,000.00		5,000.00	5,000.00		5,000.00	5,000.00		5,000.00
										-			-			-
3) Learning and Development										-			-			-
1) Coordinate/oversee & implement learning programs in the area in accordance with guidelines, policies & learning program set by the CO					learning programs duly implemented enhanced knowledge, skills and attitude among employees	1st sem	2nd sem	551,500.00		551,500.00	551,500.00		551,500.00	551,500.00		551,500.00
1) Coordinate/establish/maintenance of a Capabilities center for the conduct of in-house trainings and other development programs (Training site project)					establishment of 4 capacitating centers in the Area (Area Center for Skills, Customer & Service Excellence, Rural City PD for Capid & Alien provinces, Roccod City PD for Neg Occidental province, Cagayan City for Neg Oriental province)	1st sem	2nd sem	100,000.00	77,150.00	177,150.00	100,000.00		100,000.00	100,000.00		100,000.00
1) Attendance for various corporate trainings, seminars, workshops, etc. in the District Office		considered employees in official			trainings and skills are enhanced in the performance of duties	start of seminar	end of seminar	200,000.00		200,000.00						
										-			-			-
4) other Mandated and Regular HR Functions										-			-			-
1) facilitate & process applications for retirement, resignation, death & other separation benefits					application for separation benefit duly processed	1st sem	2nd sem			-			-			-
1) facilitate & process application for loans and other benefits by GGS, Pag-ibig & other similar agencies					loan applications duly processed	1st sem	2nd sem			-			-			-
1) prepare and process payroll/cheques for salaries, allowances, and other benefits (RATA, loyalty, differentials, bonus, etc) of employees					salaries, allowances, and other benefits duly processed	1st sem	2nd sem			-	108,790,000.00		108,790,000.00	108,790,000.00		108,790,000.00
1) generate and process abstracts of mandatory & other authorized deductions from salaries (GSS, GMS, HMOA & PhilHealth), submit to the Billing & Remittance Section for processing, and ensure timely remittance of the same					mandatory deductions duly processed for remittance to concerned offices	1st sem	2nd sem			-			-			-
1) Prepare and process payroll/cheques for wages of COE employees					wages of COE employees duly processed	1st sem	2nd sem	25,575,509.94	25,000.00	25,598,509.94	25,598,509.94		25,598,509.94	24,476,474.92		24,476,474.92
1) Prepare, process Filing Bond applications of all accountable officers and submit the same to the Bureau of Treasury					all Accountable Officers duly bonded	1st sem	2nd sem	354,000.00		354,000.00	354,240.00		354,240.00	354,240.00		354,240.00
1) Coordinate/oversee & implement OAD programs in accordance with guidelines policies & OAD programs set by the CO					OAD programs/activities duly implemented	1st sem	2nd sem	580,000.00		580,000.00	587,400.00		587,400.00	576,000.00		576,000.00
TOTAL HR HUMAN RESOURCE								28,520,509.94	102,100.00	28,622,609.94	174,624.00		174,624.00	174,624.00		174,624.00

Main Activities and Projects	Responsible	Expected Outcome	Revenue Generated	Service Performance	Other Outcomes	Timeline		2019			2020			2021		
						Start	End	MOCE	CAPEX	Total	MOCE	CAPEX	Total	MOCE	CAPEX	Total
a. Outsourced security services	Admin Office, Admin SAC	Secured Premises		Secured Premises	21 Security Guards @ P18,000/mo.	Jan. 2019	Dec. 2019	2,311,688.00		2,311,688.00	4,345,104.00		4,345,104.00	4,345,104.00		4,345,104.00
b. CCTV installation and monitoring	Admin Office, IT Officer	Secured Premises		Secured Premises	Installation of CCTV for 2 offices (OCPO, & Services)	2nd Qtr	3rd Qtr		58,800.00	58,800.00		91,464.00	91,464.00		94,207.82	94,207.82
c. Installation of fire safety equipments																
d. Ventilation																
e. Disaster Risk Management Plan	Admin Office				Fire drill, earthquake drill conducted	CY 2019		10,800.00		10,800.00						
TOTAL for POSTAL SAFETY & SECURITY								2,322,488.00	58,800.00	2,381,288.00	4,345,104.00	91,464.00	4,436,592.00	4,345,104.00	94,207.82	4,439,801.82
INTERNAL INFRASTRUCTURE DEVELOPMENT																
Internal connectivity of existing 21 post offices & 7 lines in Admin Center	IT Officer, ADMIN					1st Qtr	4 Qtr	946,826.47		946,826.47	977,293.32		977,293.32	1,006,613.12		1,006,613.12
Internal connectivity of additional (26 post) offices	IT Officer, ADMIN, Postmaster					1st Qtr	4 Qtr	567,000.00		567,000.00	584,216.56		584,216.56	601,336.36		601,336.36
Fiber Optic installation in Admin Center	IT Officer, Supply Officer				1 unit of fiber optic has been installed in Admin Center	1st Qtr	4 Qtr	31,500.00		31,500.00	-		-	-		-
On-site visit and maintenance of IT equipment for 21 post offices	IT Officer, Postmaster					1st Qtr	4 Qtr	18,000.00		18,000.00	-		-	-		-
Provide Other IT Peripherals & Networking components	IT Officer								30,000.00	30,000.00	-		-	-		-
TOTAL for ICT DEVELOPMENT								1,562,326.47	30,000.00	1,592,326.47	1,561,509.88		1,561,509.88	1,598,142.42		1,598,142.42
1. Infrastructure Management Program										-			-			-
1.1 Prepares Annual Infrastructure Program (AIP) (to include minor repair and maintenance projects)	Admin				annual procurement prepared	Last Quarter	Last Quarter			-			-			-
1.2 Implementation of the minor repair projects (estimated P100M above)	Admin				Rocky City PG & Rockwell City PG repaired	2nd yr	3rd Qtr	1,000,000.00		1,000,000.00	1,024,300.30		1,024,300.30	1,080,000.00		1,080,000.00
1.3 Implementation of Facelift Program	Admin				At least 8 PCs facelift, and 2 Admin Center sections facelifted	2nd yr	4th yr	200,000.00		200,000.00	200,000.00		200,000.00	200,000.00		200,000.00
1.4 Implementation of renovation work	Admin				Enhanced revenue	2nd yr	4th yr	300,000.00		300,000.00	300,000.00		300,000.00	300,000.00		300,000.00
2. Assets and Maintenance Management Program										-			-			-
2.1 Implementation of the minor repair projects (estimated below P100M)	Admin				At least 10 PCs repaired/maintained	2nd yr	4th yr	407,500.00		407,500.00	475,360.00		475,360.00	500,000.00		500,000.00
2.2 Periodic inspection of postal facilities / buildings (inspecting painting plumbing, boiler, housekeeping, electricity)	Admin				Preventive Maintenance inspection is conducted in all PPC buildings at least once a year	2nd yr	4th yr	40,000.00		40,000.00	55,888.00		55,888.00	60,000.00		60,000.00
2.3 Inspection and facilities inventory in all electrical lighting fixtures in PPC-covered stops	Admin				All lighting fixtures are replaced in LED to save electric consumption	CY 2019		20,000.00		20,000.00	26,786.00		26,786.00	28,522.56		28,522.56
2.4 Monitoring of Utility Consumption (1) Water (2) Electricity (3) Telephone	Admin				Reduced consumption by at least 10%	Continuing		1,376,410.07		1,376,410.07	-		-	-		-
3. Records Management Program										-			-			-
3.1 Computerization and Digitization of Corporate Records	Records Officer				Digital archiving is fully implemented	1st yr	2nd yr			-	5,000.00		5,000.00	5,000.00		5,000.00
3.2 Reproduction, dissemination and filing of Corporate Records	Records Officer				Records and documents are fully classified. Purchase of 1 RPSD	1st yr	1st yr		160,000.00	160,000.00	-		-	-		-
3.3 Disposal of old and useless records	Records Officer	10,000.00			Old and useless records disposed	2nd yr	4th yr	2,000.00		2,000.00	2,000.00		2,000.00	2,000.00		2,000.00
A. Supply and Property Management Program										-			-			-

Work Activities and Projects		Responsible	BUDGET OUTLINE			2019			2020			2021		
			Revenue Generated	Service Performance	Other Outcomes	Timeline		Proposed CAPEX	MIGGE	CAPEX	Total	MIGGE	CAPEX	Total
						Start	End							
4.1. Improve Procurement of Stock Management of Centrally & Locally Procured Supplies & non-accountable supplies		Supply Officer			Consolidates supplies and proposes a Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP)	Oct. 2018	Nov. 2018				-			-
4.1.a Centrally Procured Supply		Supply Officer			Submit statement of supplies	Continuing		4,809,415.25		44,425,627.46	44,425,627.46			44,425,627.46
4.1.b Locally Procured Supplies		Supply Officer			Submit statement of supplies	Continuing		4,111,755.25			-			-
4.2. Computerization of Supply and Inventory Management Systems and Procedures; interface with Accounting system		Supply Officer			Efficiency in monitoring of supply inventory and utilization	1st qtr	2nd qtr				-			-
4.3. Conduct of Physical inventory on supplies and materials		Supply Officer			Physical inventory on supplies and materials are conducted semi-annually	1st week of July & Jan					-			-
4.4. Eliminate hoarding of supply stockroom		Admin			Reorder supplies from fleet	2nd qtr	2nd qtr	45,800.00			-			-
4.5. Stock inventory and distribution to your offices is well managed		Supply Officer			On-time release of supplies to field PDs						-			-
4.5a. Continuous monitoring of supply utilization to prevent wastage					Supply utilization is monitored						-			-
4.6. Repair of equipment - Furniture & Fixtures		Property Custodian			PPC equipment & furniture repaired & maintained in good condition	As need arises		381,700.00	48,800.00		430,500.00		48,800.00	479,300.00
4.7. Physical inventory of PPC		Property Custodian			Completed at end of year	Dec.	Dec.	25,000.00		146,800.00	171,800.00			171,800.00
4.8. Provide well-maintained office equipment		Supply Officer/Property Custodian			Improved working condition	Jan	Dec.	188,000.00			-			-
a. Protection of paper work		Property Custodian			Improved working condition	2nd qtr	2nd qtr	40,000.00			-			-
4.9. Procurement of equipment and materials		Supply Officer/Property Custodian			Improved working condition	Jan	Dec.	475,000.00		179,000.00	654,000.00			654,000.00
4.9. Procurement of various furniture and fixtures for possible use (safely used & used outdoor)		Supply Officer/Property Custodian			Improved working condition; improved record keeping	Jan	Dec.	348,000.00		864,000.00	1,212,000.00			1,212,000.00
4.11. Procurement and Management of Gasoline, Oil, & Lubricants		Motor Transport Section			Gasoline, oil and tires are efficiently procured and properly managed in the area	Jan	Dec.	4,834,800.00		4,773,977.36	9,608,777.36			9,608,777.36
4.12. Repair of Motor Vehicles (Motor car and mail van)		Motor Transport Section			Motor vehicles are repaired and/or maintained	Jan	Dec.	1,581,588.00		1,529,344.84	3,110,932.84			3,110,932.84
4.13. Rehabilitation of body and engine of motor vehicles		Motor Transport Section			Body and engine of motor cars are fully rehabilitated	Jan	Dec.	980,000.00		988,800.00	1,968,800.00			1,968,800.00
4.14. Procurement of 1 set of computer - Motor Transport Section		Motor Transport Section			Reforms system of soft copies of important MTS records	Jan	Dec.	20,000.00			-			-
4.18. Reconciliation of supplies & materials in the books of accounts								5,000.00			-			-
5. Asset Management Program														
5.1. Development of real properties a) Renovation of old buildings and vacant office spaces		Admin	40,000.00		41.10% increase from 2018 actual estimate	Jan	Dec.				-			-
Lease of renovated real properties in Pinar & Baco City			600,000.00								-			-
5.2. Dispose unserviceable equipment, other fixed assets		Property Custodian	38,851.70		Unserviceable equipment and other fixed assets are disposed once a year	1st qtr	3rd qtr				-			-
5.2.1. Ensure all properties are covered by insurance		Admin			4 properties are insured	1 month before expiry		16,000.00		17,800.00	33,800.00		19,800.00	53,600.00
5.2.2. Ensure that PPC buildings and motor vehicles are covered by insurance		Admin			PPC building and motor vehicles are insured			280,814.84		286,600.00	567,414.84		287,794.98	855,209.82
5.4. Registration of Motor Vehicles under LTC		Motor Transport Section			all motor vehicles are fully registered	Jan	Dec.	138,518.01		138,581.46	277,099.47		138,788.84	415,888.31

Plan, Activities and Projects		Responsible	BUDGET CATEGORY			Other Outcomes	2019			2020			2021			
			Revenue Generated	Service Performance	Actuals		Actuals		Proposed SUPPLY	Proposed MISC	Total	Actuals		Proposed SUPPLY	Proposed MISC	Total
							Start	End				Start	End			
6.5 Ensure filing of donated tax, and facilitate filing of donated tax		Admin			At least 2 PRG tax filed (Carrot & Luma etc)	CY 2019		100,000.00		100,000.00	100,000.00		100,000.00	100,000.00	100,000.00	
Certify physical inventory on equipment or land other fixed assets of the corporation, reconcile with Accounting records								5,000.00		5,000.00						
Approval of real properties every 3 years								2,000.00		2,000.00						
Creation accountabilities, issue FAR & QR, Secure Documentation																
Display under-leads equipment and other fixed assets								1,000.00		1,000.00						
6.6 Reconciliation of assets and old accounts								5,000.00		5,000.00						
6.7 Compliance on report management								5,000.00		5,000.00						

Plan Activities and Projects	Responsible	Expected Outcome			Timeline		2018			2019			2021		
		Revenue Generation	Service Performance	Other Outcomes			MOU	CAPEX	Total	MOU	CAPEX	Total	MOU	CAPEX	Total
					Start	End									
1.1 Ensure that claims are properly assessed and authorized and according to approved budget	Budget Section			All disbursements are according to approved budget	start of work year	end of work year			-			-			-
1.2 Ensure the availability of the budget to cover claims	Budget Section			There is budget for all mandatory claims					-			-			-
1.3 Ensure that every claim is free of other pending unresolved obligation	Budget Section								-			-			-
1.4 Ascertain the accuracy and completeness of claims	Budget Section & Accounting Section								-			-			-
1.5 Ensure that approved budgets are adhered	Budget Section			Area B proposed budget is approved by the General Office	4th Quarter - current year	1st Quarter - next year			-			-			-
1.6 Consistent updating of General & Subsidiary Ledgers and other records	Budget Section			Subsidiary Ledgers are updated	1st day of each month	1st day of the month			-			-			-
1.6.1 Purchase of Steel Filing Cabinet	Budget Section							18,000.00	18,000.00			-			-
1.7 Processing of CDA monetary claims of various nature	Budget Section			CDA claims are properly processed and recorded in the books	January	December	230,000.00		230,000.00	238,800.00		238,800.00	238,800.00		238,800.00
1.8 Processing Extraordinary and Miscellaneous expenses of the Area Director	Budget Section			Claims were processed on time	January	December	110,004.00		110,004.00	110,364.12		110,364.12	110,364.12		110,364.12
1.9 Processing criminal reimbursements of expenses incurred in the conduct of MANCOM various committee meetings in the Area	Budget Section			claims were processed on time	January	December	34,300.00		34,300.00	34,720.00		34,720.00	34,720.00		34,720.00
1.10 Processing claims on Officials/Staff in the Area	Budget Section			claims were processed on time	January	December	410,300.00		410,300.00	422,300.00		422,300.00	422,300.00		422,300.00
2. REVENUE MANAGEMENT PLAN															
2.1 Monitoring of the financial performance of Post Offices	Accounting Section			Updated & accurate record of sales					-			-			-
2.2 Ensure sufficiency of postage stamps	Postage Stamp Custodian / Accounting Section			No sales opportunity lost					-			-			-
3. POSTAGE AND PHILATELY DISTRIBUTION PLAN															
3.1 Monitor receipts of postage & philately from Central Office and Issuance to Post Masters	Stamp Custodian			Accuracy of report & accountability & sufficient provision of requirements					-			-			-
3.2 Ensure sufficiency of stocks of stamps before reports in requesting PO's	Stamp Custodian			Sufficient provision of requirements					-			-			-
3.3 Ascertain that issuances to Post Masters are within their PSA (Fixed Stamp Accountability)	Stamp Custodian			Control & limitation of Accountability					-			-			-
3.4 Ascertain that issuances to Post Masters are subject to their sales and demands of the proceeds thereof	Stamp Custodian			Control of issuances					-			-			-
3.5 Ascertain the accuracy of issuances of postage stamps, philately and postal money orders to Post Masters	Stamp Custodian			Accuracy of accountabilities					-			-			-
3.6.1 Purchase of Stamp Typewriter for use on the RDS to avoid handwritten records of issuances to Post Masters	Stamp Custodian						10,000.00		10,000.00			-			-
3.6.2 Ascertain the accuracy of report of sales and receipts of the philately and postal money orders to Post Masters	Stamp Custodian / Accounting Section			Accuracy of accountabilities					-			-			-
3.6.3 Hiring of one (1) CSO employee to assist the Stamp Custodian in the recording and updating of receipts and issuances of stamps, Philately, Postal Money Orders and other accountabilities	Stamp Custodian			Updated listing of received & issued postage stamps, philately and money orders			190,420.00		190,420.00			-			-
3.7 Ensure that Stamps, Philately, Postal Money Orders and other accountable items on hand are safely kept in appropriately locked depositories	Stamp Custodian			Accountable items are kept safely			15,317,332.50		15,317,332.50	15,717,332.50		15,717,332.50	15,717,332.50		15,717,332.50
3.7.1 Purchase of vaults for the stamps, Philately, Postal Money Orders and other accountable depositories	Stamp Custodian							30,000.00	30,000.00			-			-
3.7.2 Purchase and installation of 1 unit of CCTV system (complete with DVR, monitor and accessories) in the Stamp Office	Stamp Custodian							44,400.00	44,400.00			-			-
4. CASH MANAGEMENT PLAN															
4.1 Ensure cash availability for all disbursements	Cashier Section			Proper & efficient cash management					-			-			-
4.2 Ensure that cash receipts are recorded about within the prescribed period	Cashier Section			Proper safeguard & accountability of cash			100,000.00		100,000.00	104,500.00		104,500.00	104,500.00		104,500.00
4.3 Ensure that cash and checks on hand are safely kept in appropriately locked depository	Cashier Section			Proper safeguard of cash					-			-			-

Plan, Activities and Projects		Responsible	Expected Outcome			2019					2020			2021		
			Revenue Generated	Service Performance	Other Outcomes	Timeline		Proposed CAPEX	Total	MOOE	CAPEX	Total	MOOE	CAPEX	Total	
						Start	End									
A.4 Ensure that cash receipts & disbursements are properly accounted for and recorded		Cashier Section			Adequacy of records				-			-			-	
A.5 Ensure that disbursements are supported, proper, & authorized		Cashier Section			Proper accountability of cash				-			-			-	
A.6 Ensure the accuracy in the preparation, compliance with existing Central Bank and Philippine Treasury House Rules in the preparation of the checks		Cashier Section							-			-			-	
A.6.1 Purchase of electric typewriter in the preparation of the checks		Cashier Section			Efficient check preparation			10,000.00	10,000.00			-			-	
A.6.2 Ensure that disbursements are timely to avoid penalties		Cashier Section			Proper & efficient cash management				-			-			-	
									-			-			-	
									-			-			-	
									-			-			-	
5. ACCOUNTS RECEIVABLE MANAGEMENT PLAN																
5.1 Determine the accuracy of balances on record		Accounting Section			Proper accounting procedure and responsibility				-			-			-	
5.2 Timely preparation of Statements of Accounts		Accounting Section			Higher collection yield				-			-			-	
5.3 Establish strict collection procedure and implementation of the same on outstanding receivables		Accounting Section			Higher collection yield				-			-			-	
5.4 Conduct workshops aimed to have Post Masters undergo review and update on accountabilities and responsibilities in recording		Accounting Section			Updated & accurate records of Post Masters' accountabilities				-			-			-	
5.5 Keep, maintain and update individual records on Post Masters including their accountabilities		Accounting Section			Updated & accurate records of Post Masters' accountabilities				-			-			-	
5.5.1 Hiring of two (2) COO employees to assist in the maintenance, recording and updating of records and deposits of Post Masters to determine their accountabilities and other accounts and reports		Accounting Section			Updated & accurate records of Post Masters' accountabilities & updated records to facilitate timely reports	January	December	300,000.00	300,000.00			-			-	
5.5.2 Purchase of 2 units of scan software for Post Master files and COO		Accounting Section			Repository of records			20,000.00	20,000.00			-			-	
									-			-			-	
									-			-			-	
									-			-			-	
6. RECONCILIATION OF ACCOUNTS MANAGEMENT PLAN																
6.1 Careful monitoring of balances of the Due To / From CO account		Accounting Section			Accurate & reliable balances				-			-			-	
6.2 Determine the accurate accountabilities of Post Masters		Accounting Section			Accurate & reliable balances				-			-			-	
6.3 Preparation and Updating of Schedule/ Subsidiary ledgers for Depreciation of various assets		Accounting Section			Accurate & reliable balances			5,410,216.25	5,410,216.25	5,500,000.00		5,500,000.00	5,780,000.00		5,780,000.00	
7. SETTLEMENT OF COA SUSPENSION & DISALLOWANCE PLAN																
7.1 Immediate notification of persons held liable to comply with / settle the suspension / disallowances issued by the COA		Ad Hoc Chief			Immediate compliance				-			-			-	
7.2 Monitor the compliance / settlement of the suspension / disallowances by the persons held liable		Ad Hoc Chief			Immediate compliance				-			-			-	
7.3 Give full consideration to COA's Audit Observation Memoranda		Ad Hoc Chief			Validated issues				-			-			-	
7.4 Reply to COA's ADMs, and Notices of Suspension and Disallowance		Ad Hoc Chief			Immediate compliance				-			-			-	
									-			-			-	
									-			-			-	
									-			-			-	
8. REALITY REDUCTION MANAGEMENT PLAN																
8.1 Monitor the Philhealth collections of Post Masters and ensure that they are recorded (RMG)		Accounting Section			Reliability of Collections & accountabilities				-			-			-	
8.2 Ensure the timely submission of accurate reports by the Post Masters		Accounting Section			Immediate compliance to avoid unnecessary penalties				-			-			-	
8.3 Monitor Philhealth transactions of Post Masters		Accounting Section			Proper record of accountabilities				-			-			-	
									-			-			-	
									-			-			-	
									-			-			-	
9. TAX MANAGEMENT PLAN																
9.1 Ascertain that all payments in support for purchases are withheld of the appropriate taxes and issued with the complete necessary documents		Tax Manager/ Group			Correct cash outlay and BIR rules compliance				-			-			-	
9.2 Ascertain that all tax related documents and reports are sent and submitted to the Central Office on time		Tax Manager/ Group			Proper compliance & avoidance of unnecessary penalties				-			-			-	

Plan, Activities and Projects	Responsible	Expected Outcomes			2019						2020			2021		
		Revenue Generated	Service Performance	Other Outcomes	Timeline		Requested		Total		Requested		Total	Requested		Total
					Start	End	MOOP	CAPES			MOOP	CAPES		MOOP	CAPES	
8.2.1 Purchase of Mail Stop cabinet - Tax Management Office	Tax Manager Group			Replacement of B/R 2008, 2007 & other MOOPs				19,000.00	19,000.00				-			
													-			
													-			
													-			
10. UPDATE OF OFFICE COMPUTERS																
10.1 Purchase of desktop computer sets with UPS, Accounting, Cash, Budget, and Stamp	Accounting, Budget, Cash & Priority			Replacement of extent obsolete units				175,500.00	175,500.00				-			
10.2 Purchase of Portable Handheld (1-2 Terabyte)	Accounting, Budget, Cash & Priority			Replacement of old records & reports			-	-	-				-			
10.3 Purchase of Computer printers: Accounting, Cash, Budget, and Stamp	Accounting, Budget, Cash & Priority			Replacement of extent obsolete units			-	-	-				-			
													-			
													-			
11. OFFICE IMPROVEMENT																
11.1 Repair and repainting of office windows	Accounting, Budget, Cash & Priority			Paint campaign preventive & aesthetic			\$0,000.00		\$0,000.00				-			
11.2 Change of lighting fixtures to LED lamps	Accounting, Budget, Cash & Priority			Reduced electric consumption & ventilation				-	-				-			
11.3 Change of floor tiles at Stamp office	Stamp Section			Safety & aesthetics			37,500.00		37,500.00				-			
11.4 Purchase of clerical Tables: Accounting, Budget, Cash, Stamp	Accounting, Budget, Cash & Priority			Replace obsolete broken units			-	-	-				-			
11.5 Purchase of clerical wheel chairs: Accounting, Budget, Cash, Stamp	Accounting, Budget, Cash & Priority			Replace obsolete broken units			-	-	-				-			
11.6 Purchase of Mandiblock armless chairs: Accounting, Budget, Cash, & Stamp	Accounting, Budget, Cash & Priority			Replace obsolete broken units			-	-	-				-			
Total for FINANCIAL MANAGEMENT							28,238,062.00	220,400.00	28,517,942.00		28,219,062.00		28,219,062.00		28,219,062.00	
Provide books or other references in Aid of Investigation activities																
Training of Investigators/Officers/Quality Control Officers for skills enhancement and techniques																
TOTAL for LEGAL																
GRAND TOTAL		278,146,311.18					78,528,185.18	7,288,880.00	88,917,003.18		218,407,955.32	3,749,186.25	219,175,920.52	229,423,936.48	3,149,297.93	225,873,548.38

Prepared by:

Recommended by:

Approved by:

Consented by:

Signature: _____
 Name: _____
 Position: _____
 Date: _____

Signature: _____
 Name: _____
 Position: _____
 Date: _____

Signature: _____
 Name: _____
 Position: _____
 Date: _____

Signature: _____
 Name: _____
 Position: _____
 Date: _____

0.00

MOOP 62,782,354.48
 MOOP 21,910,896.40
 MOOP 3,415,836.25

PROGRAM EXPENDITURES BUDGET
Eastern Mindanao Area (AREA 7)

AREA 7
EMA

PROGRAMS/ ACTIITIES		EXPECTED OUTCOME
Program no. 1		
a.	PHILPost Street Advertisements	20T / ADVERTISEMENT
b.	Valentine's Special 2019	40T
c.	Press Conference	PUBLIC/ CUSTOMER AWARENESS
Program no. 2		
a.	Mindanao Franchise Expo	PUBLIC/ CUSTOMER AWARENESS
b.	Salamat po Year 5 Launching	POSTAL AWARENESS/ CSR
c.	Brand Media Management	PUBLIC/ CUSTOMER AWARENESS
d.	Teachers Day Special 2019	20T
e.	Press Conference	400T / POSTAL AWARENESS /CSR
Program no. 3		
a.	Advertising and Promotions	PUBLIC/ CUSTOMER AWARENESS
b.	EXPO AND TRADE FAIR	PUBLIC/ CUSTOMER AWARENESS
TOTAL		

Program	Activities	Expected Outcome	Projected Revenue			Program Project Cost		
			2019	2020	2021	2019	2020	2021
1. Integrated Marketing and Communication Program								
a. Mail Services	1. Maintain existing REVENUE from Corporate and Retail clients		15,140,601	15,109,969	16,967,968			
	1.1 Immediate resolution of mailing issues and concerns							
	2. Increase revenue by intensifying campaign of registered mails to government, Telecom, Law Offices, Insurance companies and Government Agencies		4,297,967	4,426,906	4,554,713			
	2.1 Delivery of documents from One Stop Government Service	Revenue Generated/ No. of Visits						
	2.2 Intensified up-selling of ordinary mails to registered mail service							
	3. Conduct client visits and product presentations to campaign "Deliver to addressees only"/restricted delivery (56,298 pieces)		675,580	685,647	716,723			
		Revenue Generated/ Service/ No. of Postal Stations	5,333,854.17	5,483,629	5,658,643			
	4. Intensify monitoring of the collection of Postal Handling Fee and to conduct information campaign to maintain and increase collection of postal handling fee							
	5. Maintain revenue from other existing mail services	Revenue Generated/ No. of Programs/Activities	16,930,454.83	17,436,368	17,961,520			
Total Mail Services			47,384,617.00	48,654,819.51	49,964,587.10			
b. Express and Logistic Services	1. Maintain existing revenue by campaigning agency-to-agency transactions on domestic express mails	Revenue Generated	1,283,537.09	1,472,455	1,392,129			
	2. Increase revenue acquired from new clients		4,500,000.00					
	3. Increase revenue by preference of EMS promotion to walk-in clients		489,898.91	515,000	548,450			
	4. Maintain revenue on domestic merchandise	Revenue Generated	3,280,940.00	3,629,850	3,399,745			
	5. Intensive campaign to local online sellers/e-commerce to utilize domestic express merchandise service		1,000,000.00	1,030,000	1,060,900			
	6. Maintain transactions of existing logistics customers (DHL, DBM, walk-in clients, private suppliers)		1,847,050.31	2,327,331	3,015,151			
	7. Attract additional Ten (10) clients for logistics & delivery		352,115.40	362,679	373,559			
	8. Intensify account management to maintain existing revenue on Logistics Services		12,550,527.28	12,927,043	13,314,854			
Total Express & Logistics			25,290,639.00	26,414,358.17	27,058,786.92			
c. Payment and Retail Service	1. Intensify campaign through product presentation for the printing of commemorative stamps		888,796	915,460	942,924			
		Revenue Generated/Increase in Sales						
	2. Increase revenue by offering to stamp collections/creation of school philatelic professional philatelic clubs	No. of client visits	355,000	257,500	265,225			
	3. Maintain existing revenue on Philpost boxes		272,361.20	280,532	288,648			
	4. Increase revenue mandatory use of Philpost boxes in all outbound parcels	Increase in number of acceptance of Post Sales from Payment Services	27,335.80	28,053	28,884			
	5. Maintain existing revenue for collection services (Philhealth)		1,782,779.17	1,784,763	1,838,305			
	6. Increase revenue by acquiring at least twenty (20) additional clients from well-defined and segmented clients		267,230.83	273,237	283,495			
	7. Maintain existing other payments & retail services revenue	Increase in sale from Payment Services/No. of bi	22,028,527.00	22,687,362	23,357,921			
Total Payment & Retail Services			25,484,900.00	26,228,647	27,055,712			
d. Other Income	1. Maintain existing clients for rental of space (Mindanao PS-CRM Hub)		1,090,213.00	1,091,573	949,710			
	2. Increase revenue by acquiring lessee to four (4) post office space		600,000.00	618,000	636,540			

		Revenue Generated						
	3. Maintain existing revenue from Other products		1,757,748.00	1,810,480	1,884,793			
Total Other Income			3,445,061.00	3,450,052.83	3,447,044.41			
			96,580,917.00	96,748,177.31	97,484,112.84			
2. Operations Improvement Program	1. Modification of mail routes to implement evening run.	To enhance door-to-door delivery of parcels/express mails/ generate additional revenue by 4,500,000				112,066,907	115,424,309	118,881,251
	2. Establish sorting of delivery destination at post offices to improve delivery efficiency	improved delivery at least 55%						
3. ICT Development Program	a. Internet Connection of Post Offices	20 post office to be connected				4,598,435	4,736,388.05	4,878,479.69
	b. Upgrading to Higher Internet Connection Speed	27 post offices for upgrading						
	c. Roll-out implementation of:							
	IPS Web							
	Point of Sale System							
	Mail Management System							
	Track and Trace							
	d. Inventory of ICT equipments	No. of ICT equipments needed						
	d.1. Acquisition of computers, scanners, etc							
4. Human Resources Management Program						2,256,495	2,326,188.85	2,381,915.55
4.1. Training Program	4.1.1. Personnel Effectiveness Training/Workshop	50 pax (2 days)						
	4.1.2. Basic Postal Rules & Regulations	50 pax (3 days)						
	4.1.3. Values Enhancement Training/Workshop	50 pax (3 days)						
	4.1.4. Postal Tellers' Training	35 pax (2 days)						
	4.1.5. Lecture/Seminar on Stress Prevention	40 pax (1 day)						
	4.1.6. Other trainings to be conducted	37 pax						
	4.1.8. Track and Trace Training	83 pax						
	4.1.8. Driver Couriers Training	36 pax						
	4.1.10 Meet and Greet (Orientation)	no. of new entrants						
	4.1.11. Conventions for Accountants	5 pax						
4.2. Gender and Development Program	1. Gender Sensitivity Training	1. GAD program implemented						
	2. Human Resource Development and Training	2. CDA ACM complied						
	3. Restrooms for senior citizens and PWD							
	4. Provision of safety supplies to Post Offices and MDC personnel							
5. FINANCIAL MANAGEMENT PROGRAM						8,545,542	8,811,408.38	9,069,845.51
5.1. Claims Processing Management Program	1.1 Daily Management of Claims Processing: •Financial Claims of individual employees and suppliers •PFMS Payroll •Remittances (Salary deductions, Withholding Taxes) •Cash Advances and Liquidations	1.1.1 All claims with complete documentary requirements are processed on time, salary payrolls for the month are prepared every 25th 1.1.2 All remittances are remitted before 10th day of the following month. Liquidation of cash						
	1.2 Preparation of Certifications •Certificate of Availability of Funds (CAF) •Premium and Loan Remittances	1.2.1 All claims with complete documentary requirements are processed on time						
	1.3 Monitoring of Cash Advances •Periodic followups on liquidations •Monitoring of compliance •Preparation of Aging of Outstanding Cash Advances •Reporting							
	1.4 Preparation of periodic reports •Journals •Aging Schedules •Original documents for submission to CDA •Other CDA requirements	1.4.1 Amount of accounts payable and remittances is established monthly. Paid vouchers are submitted to CDA monthly						
	1.5 Monthly Reports of tax: •BIR Withholding Taxes •Input Taxes							
5.2. Accounts Receivable Management Program	2.1 Management of Billings and Receivables	2.1.1 Collection Policy is fully implemented. 2.2.1 Billing statements are prepared and sent on-time every 15 days.						
	•Preparation of Aging of Outstanding Receivables •Monitoring of submission of AR documents for billing							

	•Preparation of Billings •Preparation of Aging of Outstanding Receivables •Reporting • To call the attention of the concerned offices everytime the receivables is	1.1.1 Overdue/long over accounts are collected at least 30% monthly 2.2.1 Penalties for delinquent clients are 2.2.3 Subsidiary ledgers each account holder are maintained, 2.2.4 Payment schedules are monitored and							
3. Validation and Reconciliation Program	3.1 Monthly reconciliation of inter-office Transactions: •Interoffice transactions accounting •Transactions Schedules & Reconciliation 3.2 Substantiation and Reconciliation of Prior Years Account Balances •AR •PPE •Inventory •Utilities •Due To/From	3.1.1 Balance Sheet Accounts are reconciled monthly, inter-office advice are prepared and due to/from transactions are reconciled 3.2.1 Balances of old accounts are validated and reconciled, subsidiary ledgers and supporting schedules are maintained and established and old accounts are reconciled at least 25% monthly.							
4. Financial Statements Preparation	4.1 Daily Recording of Financial Transactions: •Cash Transactions •Supplies/Fixed Assets Grouping •Trust Accounts •Accountable Forms and Items for Sale •Interoffice transactions 4.2 Preparation of periodic reports: •Central Office •Transactions journals •Trial Balance and Financial Statements •Aging Schedules •Original documents for submission to COA •Other COA requirements •Bank Reconciliation Statements •Consolidated •Trial Balance and Financial Statements •Aging Schedules •Other COA requirements 4.3 Preparation of Annual Financial Reports 4.4 Monitoring of Compliance of Directives: •Accountability Reports •Monthly Financial Reports and Journals	4.1.1 Financial Statements are prepared on time and fairly presented							
5. Management of COA queries, observations, audit results, and notice of suspensions & disallowances	5.1 Endorsement of COA AQMs, AQMs, NS, and NDs are endorsed to concerned officers w/in 5 days upon receipt 5.2 Keeping an inventory of all COA AQMs, AQMs, NS, and NDs 5.3 Periodic followups on the compliance of concerned officers	5.1.1 COA AQMs, AQMs, NS, and NDs are endorsed to concerned officers on time 5.2.1 Compliance of concerned officers is 5.3.1 Reply and compliance to COA AQMs, AQMs, NS, and NDs are prepared and submitted							
6. Budget Management Program	6.1. To monitor the implementation of policies and procedures. 6.2. To monitor submission of reports. 6.3. To evaluate reports submitted.	1. Budget policies and procedures are implemented. 2. Plan and program expenditures are synchronized. 3. COB is prepared based from operating units							
13. Tax Management Program	13.1 Management of BIR/Taxation Requirements	13.1.1 BIR Requirements complied							
B. ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM									
1. Infrastructure Management Program	1.2 Prepares Annual Intra Program 1.3 Prepares detailed Scope of work, Bill of Quantities and Bill of Materials 1.4 Renovation and Facelift Program	1.2.1 Annual Intra Program is implemented. 1.3.1 At least 2 Philpost owned building are 1.4.1 All Post Offices are renovated/facelifted per schedule					7,960,903	8,198,730.09	8,445,721.99
2. Repair and Maintenance Management Program	2.1 Implement Approved Repair and Maintenance Manual 2.2 Periodic inspection of postal facilities / buildings. a) Carpentry/masonry/painting b) Mechanical / Electrical c) Plumbing / Toilets d) Housekeeping	21.1.1 Repair and Maintenance Manual is implemented. 2.2.1 Preventive Maintenance Program is prepared and implemented annually. 2.2.2 Preventive Maintenance inspection is conducted to all post offices at least once a year.							

	1.3 Inspection and conducts inventory to all electrical lightings/fixtures of post offices and administrative center. 1.4 Monitoring of Utility Consumption a) Water b) Electricity c) Telephone	1.3.1. All lighting fixtures are replaced to LED to save electric consumption. 1.4.1. Reduced consumption.						
3. Records Management Program	3.1 Implements Records Management System and Procedure Manual 3.2 Mechanization, Computerization and Digitization of Corporate Records. 3.3 Reproduction / dissemination and filing of Corporate Records. 3.4 Disposal of old valueless records.	3.1.1 Records Management Sys. and Procedure Manual is implemented. 3.1.2 Records are digitalized. 3.3.1 Records and documents are reproduced and disseminated. 3.4.1 Old and valueless records reported and disposed with a targeted proceeds of 33,775.00	33,775.00	34,783.00	35,833.00			
4. Supply Management Program	4.1 Improved Stock Management of Centrally/Locally Procured Supplies 4.2 Conducts of Physical Inventory of post offices on supplies and materials annually. 4.3 Conducts Physical Inventory of the Supply Administrative Center 4.3 Stock inventory and distribution to the areas is well managed.	4.1.1 Consolidates, encodes and prepares a Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) 4.2.1 Efficiency in monitoring of supply inventory and utilization 4.3.1 Physical inventory on supplies and materials are conducted semi-annually 4.3.1 On-time dispatched						
5. Assets Management Program	5.1 Development of real properties** a) Rent-out idle lots or vacant office spaces b) Enter into MOA, JV or MOU with interested parties 5.2 Dispose unserviceable equipment, other fixed assets 5.3 Ensure all postal building, facilities & machineries are covered by insurance (renewal) of insurance designated/assign personnel to monitor, include	a) 50 % increase from 2020 rental revenues b) Real properties in strategic locations are developed for revenue generation, increase of 1 5.2.1 Unserviceable equipment and other fixed assets are disposed twice a year	577,308.00	56,918.00	70,677.00			
6. Procurement Management Program	6.1 Prepare PPMP and APP annually. 6.1.b Improve programming, determine EOQ level of all operational supplies 6.2.b Enhance stock mgmt of all operational supplies. 6.3.b Procure all operational supplies and materials based on EOQ	6.1.1a Procurements are WOSH approved APP 6.3.1b On-line procurement						
7. Postal Safety & Security Program	7.1 Provision of security guards admin center, key cities: CDO, Sultan City and Iligan City 7.2 Provision of CCTV Camera	7.1 Post office and admin center are secured. 7.2 To be included in the term of preference in the procurement of service of the security agency				1,194,000.00	1,388,500.00	1,309,060.80
8. Corporate Performance Monitoring Program	8.1 Results-based performance plan 8.1 Conduct validation, review and monitoring of IPCA/OPCR of the operating units by PMT 8.2 Conduct quarterly assessment of accountable officials 8.3 Conduct monthly MANCOM/EXCOM meeting	8.1 Performance of employees are properly monitored and measured. 8.2 Competency level are determined/measured. 8.3 Matters for management decision are discussed. 8.4 Issues and concerns are deemed implemented				1,428,699	1,489,480.70	1,511,576.42
Grand Total			97,000,000.00	94,851,584.51	97,340,021.84	140,579,734.00	144,747,124.02	149,141,038.80

Prepared by

Demencia M. Jacinto
Accountant V/
Budget Committee Chair

A. Program Accountability	<u>AREA ENHANCEMENT PROGRAM</u> Area Director
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Plans, Activities and Projects	2018				2019				2021			
	Total	Operating Expenses	Administrative Expenses	CAPEX	Total	Operating Expenses	Administrative Expenses	CAPEX	Total	Operating Expenses	Administrative Expenses	CAPEX
A. AREA INTEGRATED MARKETING COMMUNICATIONS PROGRAM												
Responsible - Area Marketing												
a. Mail Services												
Immediate resolution of mailing issues and concerns to maintain revenue												
2	-				0				0			
b. Express & Logistics Services	-				0				0			
c. Payment & Retail Services	-				0				0			
d. Other Income	-				0				0			
Total > Area Integrated Marketing Communications Program	7,042,922.00	7,032,922.00	310,000.00	-	715,000	385,000	330,000	0	715,000	385,000	330,000	0
B. AREA OPERATIONS IMPROVEMENT PROGRAM												
Responsible - Area Support Services												
a. Improve Service Delivery with Computerization												
1. Process review thru Reorientation Seminars	50,000.00		50,000.00		70,000		70,000.00		70,000		70,000.00	
2. Process Computerization	-				0				0			
2.1. Hands-On Computer Trainings	60,000.00		60,000.00		60,000		60,000.00		60,000		60,000.00	
2.2. Computers, Inkjet printers and Barcode Readers, etc.	628,000.00			628,000.00	600,000			600,000.00	600,000			600,000.00
2.3. Internet Connectivity	436,226.28		436,226.28		100,000		100,000.00		100,000		100,000.00	
2.4. Office Supplies such as Barcodes, Inks, etc.	58,131.00	58,131.00			100,000	100,000.00			100,000	100,000.00		
C. Improve the Service Level Maturity and Compliance												
1. Implementation of Process Manual	50,000.00		50,000.00		0				0			
2. Quality Standards	90,000.00		90,000.00		0				0			
D. Improve Effectiveness and Efficiency Ratio												
1. Risk and Security Management thru	-				0				0			
1.1. Security Guards (24 Hours Service) Refer to Area Safety & Security Program	-				800,000		800,000.00		800,000		800,000.00	
1.3. CCTV Cameras on 5 DCCs, 5 Post Offices & 1 Area Administrative Office (at 5 on the 1st year, 8 2nd year)	222,000.00			222,000.00	150,000			150,000.00	150,000			150,000.00
Capacity Building of logistics & warehousing project through the procurement of following:	-				0				0			
2	1,500,000.00			1,500,000.00	1,200,000			1,200,000.00	1,200,000			1,200,000.00
2.1. One ten-wheeler truck	800,000.00			800,000.00	800,000			800,000.00	800,000			800,000.00
2.2. One 8-wheeler	1,200,000.00			1,200,000.00	800,000			800,000.00	800,000			800,000.00
2.3. Two 4-wheeler	140,000.00			140,000.00	140,000			140,000.00	140,000			140,000.00
2.5. Five (5) Handpallet Jack	140,000.00			140,000.00	140,000			140,000.00	140,000			140,000.00
2.6. Ten (10) Plastic Pallet	300,000.00	300,000.00		-	600,000	600,000.00		-	600,000	600,000.00		-
2.7. Repair and Maintenance of Vehicles	-				0				0			
Total > Area Operations Improvement Program												
	16,080,357.28	10,368,131.00	1,182,226.28	4,630,000.00	5,160,000	790,000	830,000	3,630,000	5,160,000	790,000	830,000	3,630,000
C. AREA ICT DEVELOPMENT PROGRAM												
Responsible - Area IT												
a. Improvement of Area IT Facility (8 units of 1 Hp Aircon)												
	200,000.00			200,000.00								
Total > Area ICT Development Program												
	200,000.00	-	-	200,000.00	0	0	0	0	0	0	0	0
D. AREA POSTAL SAFETY & SECURITY PROGRAM												
Responsible - Area Director												
a. Hiring of Blue Guards for Administrative Office and MTS/Logistic Warehouse												
	300,000.00		300,000.00		300,000		300,000.00		300,000		300,000.00	
Total > Area Postal Safety & Security Program												
	300,000.00		300,000.00	-	300,000		300,000		300,000	0	300,000	
E. AREA HUMAN RESOURCES DEVELOPMENT PROGRAM												
Responsible - Area Administrative & Finance Division												
a. Augmentation of workforce thru the availing of manpower agency												
	13,913,326.00	11,569,006.00	2,344,320.00									
b. Skill enhancement thru trainings	207,000.00		207,000.00									
c. On time payment of terminal leave for the 2018 Retirees	3,736,441.96		3,736,441.96									
d. Proposed Implementation of Priority OAD Programs	-											
1. Program for Breastfeeding and Change Diaper Area	50,000.00		50,000.00									
2. Improve the Sanitary Returns of Comfort rooms	50,000.00		50,000.00									
3. Attendance to Inter-Agency Programs/Activities	10,000.00		10,000.00									
Total > Area Human Resources Development Program												
	17,966,769.96	11,889,006.00	6,297,761.96	-	-	-	-	-	-	-	-	-
F. AREA ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM												
Responsible - Area Administrative & Finance Division												
PROGRAM EXPENDITURES												
1. Infrastructure Management Program												
1.1. Renovation and Facelift Program (10 PCs world)	200,000.00		200,000.00									

[illegible]

[illegible]

d. ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY PROGRAM

Accountable: **ASSISTANT POSTMASTER GENERAL FOR ADMINISTRATION & FINANCE**

Goal: Strengthen administrative support through efficient, acquisition, management, utilization and development of resources

Objectives:

- a. To streamline administrative procedures and guidelines;
- b. To ensure availability and distribution of supplies, materials and equipment;
- c. To implement computerized inventory management system;
- d. To ensure timely conduct of physical inventory of assets and supplies;
- e. To provide adequate insurance of postal facilities, equipment, machineries and assets;
- f. To facilitate and monitor the titling of donated lots;
- g. To ensure efficient and effective construction, repair and/or improvement of postal facilities according to standards;
- h. To facilitate dissemination, maintenance, safekeeping, retrieval and disposal of records;
- i. To keep postal facilities, equipment and machineries in reliable and safe working condition; and,
- j. To identify and assist in the development of real properties into income generating income.

Sub-Programs:

1. Procurement Management Program
2. Supply & Inventory Management Program
3. Assets Inventory Management Program
4. Infrastructure Projects Management Program
5. Repair & Maintenance Program
6. Records Management Program

Expected Outcome:

- Processes manual
- Maintained and operational postal facilities
- Timeline

OAPMG ADMINISTRATION AND FINANCE
Program Revenue & Expenditure Budget – Summary
Logistics & Property Management Department
CY 2019

Program, Activities, Projects		Expected Outcome		OPR	Program /Project Cost	Timeline			
						Q1	Q2	Q3	Q4
1	Planning Linkages			All Div.					
1.1	Prepare PPMP within required time	a.	End-users to submit on time of their respective PPMPs		10,851			✓	✓
1.2	Prepare APP	b.	Year-round Corporate requirement on supplies and CAPEX are considered in the PPMP preparation to avoid realignment		5,425				✓
1.3	Implement APP	c.	APP utilization is monitored regularly			✓	✓	✓	✓
1.4	Monitor and reconcile amounts with Budget Division					✓	✓	✓	✓
2	Procurement Management			Procurement Division					
2.1	Improve programming, determine EOQ level of all revenue generating supplies	a.	On-time procurement of goods, services and infrastructure projects			✓	✓	✓	✓
2.2	Procure all revenue generating and operational supplies and materials based on EOQ	b.	Revenue generating and operational supplies are procured		33,560,969	✓	✓	✓	✓
2.3	Prepare the database of suppliers and procured items unit costs	c.	Database of suppliers are prepared/encoded				✓		✓
2.4	Procurement is based on approved APP	d.	Procurements are within the approved APP			✓	✓	✓	✓
2.5	Procure goods, services, infrastructure projects & other items following provisions of R.A. 9184	e.	All procurements followed the provisions in RA9184		7,402,803	✓	✓	✓	✓
3	Supply & Materials Stock Management			Supply Division					
3.1	Enhance stock management of all operational supplies and/or fast-moving supplies and materials	a.	Sufficient stocks on hand on both accountable and non-accountable centrally-procured items			✓	✓	✓	✓
3.2	Improve procurement of stock management of centrally-procured accountable and non-accountable supplies	b.	Efficient monitoring of supply inventory, utilization, & stock level.			✓	✓	✓	✓
3.3	Conducts physical inventory on supplies and materials	c.	Physical inventory is reconciled with the accounting records		10,851		✓		✓

Program, Activities, Projects			Expected Outcome	OPR	Program /Project Cost	Timeline			
						Q1	Q2	Q3	Q4
3.4	Computerization of supply and inventory management systems and procedures, interface with accounting system	d.	Computerization system is implemented		1,426,669	✓	✓	✓	✓
3.5	Stock inventory and distribution to the postal areas is well managed	e.	On-time dispatched		54,255	✓	✓	✓	✓
3.6	Continuous monitoring of supply utilization by category or kind	f.	Supply utilization is monitored			✓	✓	✓	✓
4 Fixed Assets Management				Assets & Property Management Division					
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	a.	Real properties in strategic locations are developed for revenue generation.		21,702	✓	✓	✓	✓
4.2	Ensure all postal buildings, facilities, machineries & equipment are covered by insurance	b.	All fixed assets are insured		20,834,015				✓
4.3	Facilitate titling of donated lots	c.	Donated lots are titled		3,255,315	✓	✓	✓	✓
4.4	Conducts physical inventory on equipment or and other fixed assets of the corporation. Reconcile with the accounting records.	d.	Correct cost and values of physical assets are reflected in the books of accounts. Annual physical inventory is conducted		27,128				✓
4.5	Appraisal of real properties every 3 years	e.	Real properties are appraised		9,114,882				✓
4.6	Establish accountabilities. Issue PAR & ICR. Secure documentation.	f.	Accountabilities established and documents secured.		542,552	✓	✓	✓	✓
4.7	Dispose unserviceable equipment & other fixed assets	g.	Unserviceable equipment and other fixed assets are disposed		27,128				
5 Standard Process Management				Manager/ All Div.					
5.1	Supply and Property Management Manual	a.	Supply and Property Management Manual is implemented		5,426	✓	✓	✓	✓
5.2	Assets Management Manual	b.	Assets Management Manual is drafted and implemented		5,426	✓	✓	✓	✓
5.3	Computerization of supply and property inventory system	c.	Inventory on supplies and properties are computerized.			✓	✓	✓	✓
6 Compliance to Tax Requirements				Manager/ All Div.					

Program, Activities, Projects			Expected Outcome	OPR	Program /Project Cost	Timeline			
						Q1	Q2	Q3	Q4
6.1	Database of suppliers	a.	List of suppliers are submitted to the BIR every end of the semester				✓		✓
6.2	Database of unit cost per procured items	b.	Unit costs of procured items are encoded and monitored			✓	✓	✓	✓
6.3	Close coordination with Tax Management Office to ensure compliance	c.				✓	✓	✓	✓
7 Management of Computerization				Manager/ All Div.					
7.1	Computerization of supply inventory management system	a.	Efficient monitoring of supply inventory, utilization and stock level			✓	✓	✓	✓
7.2	Computerization of assets management system	b.	Improved documentation and management of physical assets		1,426,669	✓	✓	✓	✓
7.3	Monitor implementation per TOR					✓	✓	✓	✓
7.4	Ensure compliance of system users.					✓	✓	✓	✓
8 Management of COA Audit Findings				Manager/ All Div.					
8.1	COA AOM	a.	Ensure COA Audit Findings like AOM are acted immediately			ANA			
9 Performance of Routinary Functions & General Administrative Services				Manager/ All Div.		✓	✓	✓	✓
9.1	Periodic accomplishment reports	a.	Periodic accomplishment reports are submitted on time		5,426	✓	✓	✓	✓
9.2	Billings for utilities, communication, internet, rental, etc.	b.	DV for payments are prepared on time. Monitor payments.		1,893,882	✓	✓	✓	✓
9.3	Personnel Development. Send employees to important technical trainings.	c.	Effective and efficient personnel		276,702	✓	✓	✓	✓
9.4	Hire COS to augment vacancies	d.	COS are hired for augmentation of vacant positions		2,741,420		✓		
9.5	Rental of PNR properties	e.	Ensure rental of PHLPost buildings under PNR properties are paid		14,885,038	✓	✓	✓	✓
9.6	Cost reduction program	a.	Implement cost reductions program to save cost			✓	✓	✓	✓
TOTAL					97,534,551				

Prepared & submitted by:

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OAPMG ADMINISTRATION AND FINANCE
Program Revenue & Expenditure Budget – Summary
General Services Department
CY 2019

PROGRAMS, ACTIVITIES, PROJECTS			EXPECTED OUTCOME		OPR	PROGRAM (Project Cost)	TIMELINE			
							Q1	Q2	Q3	Q4
1	Infrastructure Management Program				Chief, EIPD					
	1.1	Prepares Annual Infra Program	1.1.1	Annual Infra Program is prepared and submitted on time.		13,374.39				
			1.2.1	Preparation of all Detailed Engineering Works of Infra Projects for CY 2019 referred to EIPD.			✓	✓	✓	✓
	1.2	Prepares Detailed Engineering Works (DEW) and implements infrastructure projects.		Monitor the implementation of all approved infra projects.		477,656.91	✓	✓	✓	✓
				Monitor implementation of all One Stop Shop Project			✓	✓	✓	✓
				Evaluation of completed projects.			✓	✓	✓	✓
	1.3	Upgrade preparation of plans of all PPC Buildings and Facilities	1.3.1	Upgrading plans of PPC Buildings and Facilities to be converted to digital files through AUTOCADD		286,594.15	✓	✓	✓	✓
2	Maintenance Management Program				Chief MMD					
		Periodic Inspection of postal buildings and facilities	2.1.1	Preventive Maintenance Program is prepared and implemented annually.			✓	✓	✓	✓
		a) Carpentry/Masonry/Painting					✓	✓	✓	✓

2.1	b) Mechanical / Electrical		Preventive Maintenance inspection is conducted to all post offices at least once a year.			√	√	√	√
	c) Plumbing / Toilets					√	√	√	√
	d) Housekeeping	2.1.2			477,656.91	√	√	√	√
2.2	Inspects and conducts inventory to all electrical lighting/fixtures in CO, CMEC, SMED & Mega manila	2.2.1	All lighting fixtures are replaced to LED to save electric consumption.		4,107,849.41				
2.3	Monitoring of Utility Consumptions								
	a) Water	2.3.1	Reduced consumption		508,418.01				
	b) Electric								
	c) Telephone								
3	Records Management Program			Chief, RMD					
3.1	Mechanization, Computerization and Digitation of Corporate Records	3.1.1	Digital archiving is fully implemented		644,836.83				
3.2	Reproduction / dissemination and filing of Corporate Records.	3.2.1	Records and documents are fully classified. Digital versions of permanent records are stored in a back-up site.		1,432,970.73				
3.3	Disposal of valueless records.	3.3.3	Old valueless records reported and turned over to Disposal Committee.						
4	Standard Process Management								
4.1	Construction Manual	4.1.1	Construction Manual implemented	Chief, EIPD	191,062.76				
4.2	Repair and Maintenance Manual	4.2.1	Repair and Maintenance Manual implemented	Chief, MMD	191,062.76				
5	Management of COA Audit Findings			All Divisions					
5.1	COA AOM	5.1.1	Ensure COA Audit Findings like AOM are acted immediately.						

6	Management of Computerization								
	6.1	Computerization of supply inventory management system.	6.1.1	Efficient monitoring of supply inventory, utilization and stock level.	Chief, MMD	1,432,970.73			
	6.2	Computerization of records management system.	6.2.1	Improved management of corporate records	Chief, RMD	2,865,941.45			
	6.3	Computer Aided Drafting and Design system	6.3.1	Improve and updated in the preparations of building plans	Chief, EIPD	1,703,611.13			
7	Performance of Routinary Functions & General Administrative Service				All Divisions				
	7.1	Periodic Accomplishment Reports	7.1.1	Periodic reports are submitted on time.					
	7.2	Send employees to important technical training.	7.2.1	Efficient and effective personnel		506,316.32			
	7.3	Hire Contract of Workers(COS) to augment vacancies	7.3.1	COS are hired for augmentation of vacant positions.		5,011,896.32			
	7.4	Cost Reduction Program	7.4.1	Implemented Cost Reduction Program to save costs					
	TOTAL					19,852,218.81			

e. FINANCIAL MANAGEMENT PROGRAM

Accountable: **ASSISTANT POSTMASTER GENERAL FOR ADMINISTRATION & FINANCE**

Goal: Ensure effective and efficient management of financial resources

Objectives:

- a. To ensure adequate funding in rendering postal services;
- b. To comply with standard financial management guidelines and procedures;
- c. To protect and enhance the corporations' credit rating; and,
- d. To streamline financial procedures and guidelines.

Sub-Programs:

1. Fiscal management
2. Accounting & Financial Reporting
3. Financial Management Information System Implementation

Expected Outcome:

- Processes manuals
- Timely generation and submission of financial reports
- Timely collection and payment activities

OAPMG ADMINISTRATION AND FINANCE
Program Revenue & Expenditure Budget – Summary
Financial Management Department
CY 2019

Program, Activities, Projects	Expected Outcome	OPR	Program/ Project Cost	Timeline			
				Q1	Q2	Q3	Q4
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. 1.4. Continuous issuance of memorandum to post offices to deposit Trust Fund collections daily.	1. Collection policy is implemented. 2. Billing statements are prepared on time. 3. Payment schedules enforced and monitored. 4. Penalties for delinquent clients are imposed. 5. Reduced penalties charged by business partners for not remitting collections promptly.	CIMD	3,453,595	✓	✓	✓	✓
2. Cash & Investment Mgt. Program 2.1. To evaluate the reports on cash collections and deposits by accountable officers. 2.2 To invest idle funds in depository bank offering the highest interest rate	1. Cash programming is done monthly. 2. Idle cash is invested. 3. Cash collection, deposits and sweeping are monitored electronically.	CIMD	6,068,686	✓	✓	✓	✓
3. Budget Management 3.1. To monitor the implementation of policies and procedures. 3.2. To monitor submission of reports. 3.3. To evaluate reports submitted.	1. Budget policies and procedures are implemented. 2. Plan and program expenditures are synchronized. 3. COB is prepared based from operating units 4. Funds are allocated on time. 5. Budget utilization is monitored monthly.	BMD	6,932,096	✓	✓	✓	✓
4. Postage/Philatelic Stamps Inventory Management 4.1 Ensure sufficient stock of Postage and Philatelic Stamps. 4.2. To review fixed stamps accountability of stamps custodians. 4.3. To determine applicable denominations.	1. Quality control measures in the printing of stamps is implemented 2. Stock inventory and distribution is managed.	Postage	13,169,253	✓	✓	✓	✓

	3. Damaged and spoiled stamps and printing plates are reported and turnover to the Disposal & Destructions Committee						
5. Metered Machines Mgt. Program 5.1 To ensure maintenance of continuous utilization of Postage Metered-Machine	1. Loadings are done on time. 2. All digital units are fully utilized. 3. Preventive maintenance is done regularly. 4. Transactions are reported and monitored. 5. Unserviceable units are reported and turnover to Disposal Committee.	Postage	8,935,837.86	✓	✓	✓	✓
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	1.COA AQMs, AOMs, NS, and NDs are endorsed to concerned officers on-time. 2. Compliance of concerned officers is monitored 3.Reply and compliance to COA AQMs, AOMs, NS, and NDs are prepared and submitted on time	All Div		✓	✓	✓	✓
7. Standard Process Management		All Div		✓	✓	✓	✓
8. Computerization of Management		All Div		✓	✓	✓	✓
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 9.5 Issues Official Receipt 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 short term investments 9.6 Prepares communications.		All Div	4,585,346	✓	✓	✓	✓
TOTAL PREB:		43,144,812.84					

OAPMG ADMINISTRATION AND FINANCE
Program Revenue & Expenditure Budget – Summary
Accounting Department
CY 2019

Program, Activities, Projects	Expected Outcome	OPR	Program/ Project Cost	Timeline			
				Q1	Q2	Q3	Q4
1. Claims Processing a. Accounts Payable & Trust Liabilities	1. Financial obligations are properly accounted and speedy processing of claims	CPD	15,826,605.59				
2. Billing of Receivable	1. prompt billing and collection	BD	5,275,534.72				
3. Verification/Reconciliation of Old/New Accounts	1. fair presentation of the accounts involved	BD	5,523,097.14				
4. Cash & Inventory of Accounts	1. Accurate and reliable book balances	BD	10,551,070.87				
5. Tax Management	1. compliance to BIR requirements 2. penalty is avoided	TMO	10,551,070.87				
6. Special Accounts	Transactions are properly recorded and books balances are reliable	All Div	10,125,678.08				
7. Mgt. Of COA Audit Findings	1. Compliance to COA rules and regulations 2. Audit suspensions or disallowances are reduced, if not eliminated	All Div	5,275,535				
8. Performance of Routinary Functions & General Administrative Services		All Div	28,923,027				
TOTAL PREB:			92,051,618.93				

f. MANAGEMENT SUPPORT PROGRAM

Accountable: **POSTMASTER GENERAL & CEO**

Goal: **Provide technical knowledge and expertise towards sustainable corporate development**

Objectives:

- a. To enhance adaptability of the organization to change;
- b. To empower human resource toward productivity and satisfaction;
- c. To ensure compliance with the code of conduct, relevant laws, regulations, policies and procedures; and,
- d. To increase the use of ICT in corporate processes.

Sub-Programs:

1. ICT Development Program
2. Human Resources Development Program
3. Legal Services Management Program
4. Corporate Performance Monitoring Program

Expected Outcome:

- ICT Hardware, software efficiency
- Connectivity
- Systems development, enhancement and implementation
- No personnel backlog
- Efficiency of training
- Personnel performance monitoring
- Cases handled and resolved
- Agreements and other documents reviewed and approved
- Regular and efficient monitoring and evaluation of strategic programs implementation
- Database building and environment scanning
- Office performance monitoring
- Manuals development

ICT DEVELOPMENT PROGRAM PRIORITY PLANS, ACTIVITIES & PROJECTS

Targets	PAPs	Expenses	Timeline
Updated ISSP	1. CONTINUOUS REVIEW/UPDATE OF ISSP	Total OpEx AdminEx CAPEX	Start - Mar 2018 End - Dec 2019
0.1% non-availability of ICT system	1. CORPORATE ICT SYSTEMS DEVELOPMENT, MAINTENANCE AND/OR ENHANCEMENT 1.1. Maintenance of Existing Corporate ICT Systems - DDS, DMTS, DPS, DTS, ePost MO, IPS, Monitoring System, POVS, PPMIS, Track & Trace Systems, Monitoring System	Total - PnP128,000,000 OpEx AdminEx CAPEX - 120,000,000	Start - Mar 2018 End - Dec 2019
ICT systems development under testing/operational	1.2. Deployment of ICT systems - POS, Mail Management, FMS, HRIS 1.3. Development of Other Corporate ICT Systems - Integrated Marketing, Corporate Information System		
ICT Systems Design/Requirements	2. CONNECTIVITY 2.1. Rationalisation of PO Connectivity 2.2. Expansion of PO Connectivity 2.3. Alternative PO Connectivity Access	Total OpEx AdminEx CAPEX	Start - Mar 2012 End - Dec 2019
90% of revenue-generating/volume POs Connected			

ICT DEVELOPMENT PROGRAM PRIORITY PLANS, ACTIVITIES & PROJECTS

Targets	PAPs	Expenses	Timeline
85% of workstations maintained/replaced	3. ICT HARDWARE 3.1. Maintenance/Replacement of Workstations - DPS, ePost MO, IPS, Track & Trace, 3.2. Maintenance/Replacement Backup Servers - DDS, DPS, ePost MO, IPS, Track & Trace 3.3. Deployment of Workstations - POS, Mail Management, FMS, HRIS	Total - PnP4,500,000 OpEx AdminEx CAPEX - 4,500,000 Area Requirements for Consolidation: 1,000 units - PNP 125,000,000	Start - Jan 2019 End - Dec 2019
85% of servers maintained/replaced/back-up			
98% of workstations deployed	4. CYBER-SECURITY PLAN 4.1. Construction/Transfer of Data/ICT Operations Center 4.2. Creation/Maintenance of Database Library 4.3. Disaster Recovery Site created	Total - PnP3,000,000 OpEx AdminEx CAPEX - 8,000,000	Start - May 2017 End - Dec 2019
Data/Network Operations Center Constructed/ Transferred			
Database Library created	Regular & Functional Activities	Total - PnP31,855,139	
TOTAL > ICT Development Program		Total - PnP154,355,139	



HUMAN RESOURCES DEVELOPMENT PROGRAM PRIORITY PLANS, ACTIVITIES & PROJECTS

Targets	PAPs	Expenses	Timeline
Placement of competent/right person to the right job	1.COMPETENCY BASED RECRUITMENT, SELECTION AND PROMOTION OF PERSONNEL FOLLOWING COMPETENCY FRAMEWORK MANUAL	Total - PHE150,000 OpEx AdminEx - 150,000 CAPEX	Start - 1 st qtr 2019 End - 4 th qtr 2019
% of Competency Level by position classification	1.1. Implementation of CSC- approved Merit Selection Plan 1.2. Conduct of testing, interview and intensive background investigation of employees for promotion/new-entrants/applicants		
Enhanced productivity and job satisfaction among postal personnel	2. SOUND PERFORMANCE MANAGEMENT SYSTEM 2.1. Uniform implementation of work standards per position 2.2. Continuous review of SPCR vs OPCR	Total - PHE50,000 OpEx AdminEx - 50,000 CAPEX	Start - 2 nd qtr 2013 End - 4 th qtr 2019
Baseline productivity level among postal personnel			
Baseline rating of job satisfaction among postal personnel			



HUMAN RESOURCES DEVELOPMENT PROGRAM PRIORITY PLANS, ACTIVITIES & PROJECTS

Targets	PAPs	Expenses	Timeline
Maintain the number of deserving/best employees	3. REWARDS AND RECOGNITION SYSTEM 3.1. Implement Rewards and Recognition System 3.2. Loyalty, recognition to deserving/best employees, etc. 3.3. Review and update PRAISE guidelines	Total - PHE150,000 OpEx AdminEx - 150,000 CAPEX	Start - 3 rd qtr 2018 End - 4 th qtr 2019
Competent Human Resources	4. CONTINUOUS COMPETENCY ASSESSMENT AND VALIDATION PROGRAM 4.1. Implementation/adoption of the Competency Framework Manual	Total - PHE350,000 OpEx AdminEx - 350,000 CAPEX	Start - 2 nd qtr 2015 End - 4 th qtr 2019
% of Competency gaps addressed/resolved			
% of Competency gaps addressed/resolved	5. CONDUCT OF COMPETENCY ENHANCEMENT TRAININGS 5.1. Frontline personnel such as Postal Teller, PWs, L Cs 5.2. Supervisors, Unit Heads, Assistant Chiefs, Back Office personnel, Managers 5.3. Employee Engagement programs 5.4. Values Re-orientation 5.5. Continuous training on IT	Total OpEx AdminEx CAPEX PHE20,215,780 - for implementation of the Areas/CO training programs	Start - 1 st qtr 2019 End - 4 th qtr 2019
	Regular & Functional Activities	Total - PHE35,729,125	
TOTAL > Human Resources Development Program		Total - PHE36,429,126	

LEGAL SERVICES MANAGEMENT PROGRAM PRIORITY PLANS, ACTIVITIES & PROJECTS

Targets	PAPs	Expenses	Timeline
Testing of cases database system Legal e-library at CO	1. CASES DATABASE MANAGEMENT 1.1. Establish/maintain cases database/profiling 1.2. Establish legal e-library	Total OpEx AdminEx CAPEX	Start – 2 nd qtr 2017 End – 4 th qtr 2019
9 Area Mediation Center monitored Updated RRACs	2. MEDIATION CENTER 2.1. Maintain the Mediation Center at CO 2.2. Monitoring of Area Mediation Center 2.3. Review and updates of RRACs	Total OpEx AdminEx CAPEX	Start – 3 rd qtr 2014 End – 4 th qtr 2019
	Regular & Functional Activities	Total – PhP35,489,184	
	TOTAL > Legal Services Management Program	Total – PhP35,489,184	



CORPORATE PERFORMANCE MONITORING PROGRAM PRIORITY PLANS, ACTIVITIES & PROJECTS

Targets	PAPs	Expenses	Timeline
• 2020-2014 Strategic Direction • 2020-2022 Priority PAPs • 2020 PAPs	1. STRATEGY DEVELOPMENT PLAN 1.1. Review and update of Planning Manual 1.2. Environment scanning 1.3. Maintenance of corporate information database 1.4. PhilPost Strategic Program/Plan	Total OpEx AdminEx CAPEX	Start – Nov 2016 End – Nov 2019
• Corporate target/scorecard • PRB grant approval • 98% Corporate Governance requirements compliance	2. CORPORATE PERFORMANCE ENHANCEMENT PLAN 2.1. Establish corporate performance target/scorecard 2.2. OpEx review/monitoring/ validation plan 2.3. Corporate governance requirements compliance	Total OpEx AdminEx CAPEX	Start – Apr 2013 End – Dec 2019
• QMS manual • Quality manual • One (1) Business activity/process manual • ISO certification of core frontline services	3. QUALITY MANAGEMENT SYSTEMS STANDARDS 3.1. QMS Strategic Development Plan 3.2. Business activities/process mapping 3.3. Quality Certification	Total OpEx AdminEx CAPEX	Start – Sep 2013 End – Dec 2019
	Regular & Functional Activities	Total – PhP12,640,877	Start – Jan 2019 End – Dec 2019
	TOTAL > Corporate Performance Monitoring Program	Total – PhP21,982,931	

