

Board Resolution No. 2013 – 127-A

“ADOPTING AS A MATTER OF CORPORATE POLICY THAT ALL PAPERS OR DOCUMENTS PERTAINING TO ALL MATTERS OR ITEMS THAT WILL BE INCLUDED IN THE BUSINESS OR AGENDA TO BE TAKEN-UP DURING BOARD MEETING MUST BE SUBMITTED TO THE OFFICE OF THE CORPORATE SECRETARY NOT LATER THAN SEVEN (7) CALENDAR DAYS BEFORE THE SCHEDULED BOARD MEETING.”

RESOLVED, as it hereby resolves to adopt as a matter of corporate policy that all papers or documents pertaining to all matters or items that will be included in the business or agenda to be taken-up during Board meeting must be submitted to the Office of the Corporate Secretary not later than seven (7) calendar days before the scheduled Board meeting.

RESOLVED FINALLY, that all agenda items and its supporting documents papers not submitted within the prescribed period set herein may be included in the succeeding meeting of the Board.

Adopted during the 12th Special Meeting of the Board of Directors of the Philippine Postal Corporation held on 19 December 2013 at the City of Manila, Philippines.



HON. CESAR N. SARINO

Chairman



HON. MARIA JOSEFINA M. DELA CRUZ

Vice-Chairman

HON. MA. LOURDES P. VARONA

Member

HON. MORY Q. SISON

Member



HON. RONALDO S. TUAZON

Member



HON. JOEL L. OTARRA

Member



HON. FELIPE A. ANDALGO, JR.

Member

Attested by:





FLORANTE C. CRUZ

Corporate Secretary

Philippine Postal Corporation
OFFICE PERFORMANCE COMMITMENT AND REVIEW FORM (OPCR)
For the period JANUARY to DECEMBER 2020

OFFICE: BOARD SECRETARIAT

K R A	% WEIGHT	MAJOR FINAL OUTPUT/ PROGRAM/PROJECT/ACTIVITY	TARGET					DIV/ INDIV ACCOUNTABL	PROJECT COST		RATING					REMARKS
			QUANTITY	ACCOMP.	QUALITY	ACCOMP.	TIME		APPROVED	ACTUAL	QN	QL	T	APS	EPS	
Efficient, effective and timely documentation of Board and Committee meetings		I. Preparation for Board meetings														
		A. Documents for Regular Board Meetings	12 meetings in a year													
	3%	1. Ensures that all source materials needed for the meetings are submitted	All	9	NDO	NDO	3 days before the meeting	Mariza/ Rose Ann			5	5	4	4.667	0.14	
	4%	2. Prepares the agenda and attendance sheets of the Regular meetings	All	9	2 DO	2 DO	3 days before the meeting	Don/Rose Ann			5	5	4	4.667	2	
	3%	3. Prepares and releases notices to resource persons and Board Members	All	9	NDO	NDO	3 days before the meeting	Don/Rose Ann			5	5	4	4.667	0.14	
	4%	4. Drafts Minutes of the meetings	All	9	2 DO	2 DO	2 days after meeting	Don/ Rose Ann/Mariza			5	5	4	4.667	0.187	
	3%	5. Prepares & releases Board Resolutions	All	35 Board Resos	NDO	NDO	2 days upon confirmation of minutes	Don/Rose Ann			5	5	4	4.667	0.14	
	3%	6. Prepares vouchers/payroll to facilitate processing of per diems of Board Members	All	9	NDO	NDO	1 day after the meeting	Mariza			5	5	4	4.667	0.14	
	3%	7. Prepares materials, supplies, and other requirements for Board meetings	All	1	NDO	NDO	2 days before the meeting	Mariza			5	5	4	4.667	0.14	
		B. Documents for Special Board Meetings	12 meetings in a year													
	3%	1. Ensures that all source materials needed for the meetings are submitted	All	19	NDO	NDO	3 days before the meeting	Mariza/Rose Ann			5	5	4	4.667	0.14	
	4%	2. Prepares the agenda and attendance sheets of the Special Board meetings	All	19	2 DO	1 DO	3 days before the meeting	Don/Rose Ann			5	5	4	4.667	0.187	
	3%	3. Ensures that resource persons and Board Members are notified	All	19	NDO	NDO	3 days before the meeting	Don/Rose Ann			5	5	4	4.667	0.14	
	4%	4. Drafts Minutes of the meetings	All	19	2 DO	1 DO	2 days after meeting	Don/ Rose Ann/Mariza			5	5	4	4.667	0.187	
	3%	5. Prepares & releases Board Resolutions	All	73 Board Resos	NDO	NDO	1 day after approval of the minutes	Don/Rose Ann			5	5	4	4.667	0.14	
	3%	6. Prepares vouchers/payroll to facilitate processing of per diems of Board Members	All	19	NDO	NDO	1 day after the meeting	Mariza			5	5	4	4.667	0.14	
	3%	7. Prepares materials, supplies, and other requirements for Board meetings	All	1	NDO	NDO	2 days before the meeting	Mariza			5	5	4	4.667	0.14	
		II. Preparation for Committee Meetings														
		A. Documents for Committee Meetings	60 meetings in a year													
	3%	1. ensures that all source materials needed during the meetings are submitted	All	25	NDO	NDO	3 days before the meeting	Rose Ann/Mariza			5	5	4	4.667	0.14	
	4%	2. prepares the agenda and attendance sheets of the Committee meetings	All	25	2 DO	1 DO	3 days before the meeting	Don			5	5	4	4.667	0.187	
	3%	3. prepares notices to resource persons and Members of the Committees	All	25	NDO	NDO	3 days before the meeting	Don/Rose Ann			5	5	4	4.667	0.14	
	4%	4. drafts minutes of the meetings	All	25	2 DO	1 DO	2 days after meeting	Don/ Rose Ann/Mariza			5	5	4	4.667	0.187	
	3%	5. prepares vouchers of the per diem of the Board Members for processing	All	24	NDO	NDO	1 day after the meeting	Mariza			5	5	4	4.667	0.14	
	3%	6. prepares materials, supplies, and other requirements for Committee meetings	All	25	NDO	NDO	2 days before the meeting	Mariza			5	5	4	4.667	0.14	
		III. Records Management														
	5%	1. Ensures that all Minutes/Resolutions are signed by concerned officials	All	28 Board/25 Committees	NDO	NDO	continuing	Mariza/Rose Ann			5	5	4	4.667	0.233	
	4%	2. Compiles all minutes of both Board and Committee meetings	All	28 Board/25 Committees	2 DO	2 DO	immediately upon signing of minutes	Mariza			5	5	4	4.667	0.187	

3%	3. Compiles all notices and documents or papers issued and/or received relative to Board and Committee meetings	All	1250 Incoming/ 500 Outgoing	2 DO	1 DO	immediately		Mariza		5	5	4	4.667	0.14	
5%	4. Catalogues and/or labels records to facilitate easy and speedy tracing and retrieval	All	60 hard folders	NDO	1 DO	immediately		Mariza		5	5	4	4.667	0.233	
4%	5. Maintains file of other records of the office	All	All	no missing docs/15 mins. retrieval	No Missing/easy retrieval	continuing		Mariza/Rose Ann		5	5	5	5	0.2	
	IV. Arranges field activities for the Board of Directors	ANA	None	NDO		varying									
13%	ADMINISTRATIVE FUNCTIONS:														
	A. Submits the ff:														
	1. PPMP	1	NA	No revisions		Feb	Dec								
	2. A/P	1	NA	No revisions		Feb									
	3. MOOE/Capital Outlay/Personnel Services	1	NA	No revisions		Feb									
	4. Budget Proposal	1		No revisions		Feb	Dec								
	5. Inventory of Equipment	1		No revisions		Dec									
	6. Office Performance Commitment and Review Form (OPCR)	2	1	No revisions	No revision	on time	January & December	Don							
	- Target					on time	January & December	Don							
	- Accomplishment					Jan, Jul	January & December	Don							
	7. Performance Contract and Evaluation Form (PCEF)	2	1	No revisions	No revision	on time	January	Don							
	- Target					Jan, Jul		Don							
	- Accomplishment					Jan, Jul		Don							
	8. Items for agenda to Committee/Board Meetings	ANA	NA	NDO		1 week before scheduled meeting	1 week before scheduled meeting	Don							
	9. Reply/Comments to COA's AOM's	ANA	None	NDO		within 5 days upon receipt	within 5 days upon receipt								
	B. Attends meetings:														
	1. Board Meetings	ANA	NA	arrived on time	1 hour before the meeting	2nd and 4th Thursday of the month	2nd & 4th Tuesday & Wednesday of the Month								
	C. Prepares Official Communications	ANA		2 DO	1 DO	per instruction	January to December								
	D. Committee Undertakings	Committee	NA	NDO	NDO	varying									
	E. Records Management														
	- Maintains and updates records	All	All	no missing docs/easy retrieval	no missing docs/easy retrieval	continuing	January to December	Mariza							
	F. Other tasks assigned														
	1. Review appealed admin cases	ANA		NDO		varying		Don							
													Final EPS Rating	4.89	
Targets Submitted by:		Noted by:		Approved by:											
 GUZMAN B. MELGAREJO, JR. Assistant Corporate Secretary / Date		 ATTY. LINDEZA R. BOGERO-GAVINO Corporate Secretary													
Accomplishments Assessed by:								Date		Final Rating by:					
Corporate Planning Dept / Date		Performance Management Team		Date		Postmaster General & CEO		Date							