

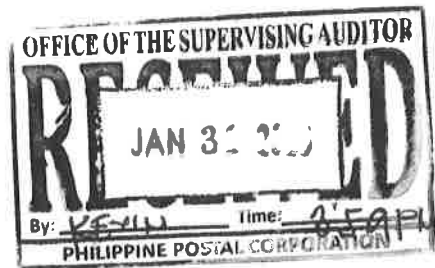


Republic of the Philippines
Office of the President
Philippine Postal Corporation

23 January 2023

THE RESIDENT AUDITOR

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



Subject: Quarterly Monitoring Report of Programs, Activities and Projects, 4th Quarter of 2022 – Philippine Postal Corporation

Dear Resident Auditor:

May we forward for your information and references, an advance copy of the Quarterly Monitoring Report of the Programs, Activities and Projects of the Philippine Postal Corporation for the 4th Quarter of 2022. Said document is forwarded to the Financial Management Department for validation of the financial data indicated therein.

For further clarification you may contact Corporate Planning Department at +63 8527 9615 or email at corplandept.phlpost@gmail.com.

Very truly yours,


NORMAN N. FULGENCIO
Postmaster General & CEO



CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 1 - NORTHEAST LUZON							
INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
1. Research Agenda							
1.1. Conduct product research and market intelligence	67,200					1,800.00	
a. Require Postmasters to gather information in their area of responsibility	Provision from CO Mktng.						
b. Request Clients to provide market data thru suggestion /feedbacks	Provision from CO Mktng.						
2.1.1. Prospecting of new corporate clients through intensive Sales Proposals, meetings and telemarketing.	93,600						
c. Application of Enhanced Sales Strategies and add-on services.	67,200					1,800.00	
Mail Services (for the mailing needs of Politicians by 2022 election, Other NGAs & NGOs)	93,600						
Additional Rev from PTCC	24,000						
c.Mandatory use of Philpost boxes for all parcels	60,000						
Increase rev. from Office rental	60,000						
Disposal of Assets	106,500						
Disposal of valueless records	60,000						
c. Service Fees (4% fee from payroll deduction) and Penalties & Other	12,000						
d. Verification Service	50,000						
4.1.4. Participation to Festivals and Inter Office Activities	93,600						
TOTAL INTEGRATED MARKETING AND COMMUNICATION COST	787,700					3,600.00	
OPERATION IMPROVEMENT PROFRAM							
Ensure the provision of mandatory information and requirements in the acceptance of mails							
1.1. . Random sampling of mails accepted at post office	45,000				7.11%	3,199.00	Live Mail Samplings @Pos
3. Ensure sufficiency of supplies /mail forms/accountable forms							
3.1. Prepare Annual Supply/Accountable Items requirements per post office	3,229,064					660,234.12	
Gas, OIL & Lubricants	1,158,575.00				77%	886,346.87	
Rent Expenses	702,900.00				95%	670,080.00	
Manpower Services	5,753,335.14				103%	5,928,216	
Mail Conveyance	60,000.00				99%	59,600	
Gen. Services	458,730.36					460192.8	
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST	11,407,604.81					8,667,868.84	

ICT DEVELOPMENT PROGRAM							
1) Internet Connectivity to all POs & upgrading of internet connections	2,052,000.00	January		December	90%		
1) Internet Connectivity to all POs & upgrading of internet connections. (Admin Exp)	30,000.00	January		December	86%		
1) Replacement of Old Computers (10 Units)	350,000.00						
3) PMIS and FMIS Server Purchase and Maintenance	10,000.00						Not required
Cost-reduction	668,900.00						
1) Network Update (Rewiring of Area Office Network) – Transition to wireless Network	30,000.00						
1) Spare Hardware for Computers – Fund for emergency repair and network/computer parts replacement	100,000.00						
TOTAL ICT PROGRAM COST	3,240,900.00						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Two pregnant employees availed of the extended maternity leaves the benefits and privileges and in recognition to women's maternal function as social responsibility.	200,000.00					199,100	
TOTAL PROGRAM HUMAN RESORCE PROGRAM COST	200,000.00					199,100	
FINANCIAL MANAGEMENT PROGRAM							
1.4. Disburses cash for payment of obligations to employees, creditors, and partners.	30,000.00					30,000	
3.6. Processes monetary claims of employees and creditors of Area Office. (Operating Exp)	20,651,000.00					27,914,167	
3.6. Processes monetary claims of employees and creditors of Area Office. (Administrative Exp)	10,466,211.85					10,302,278	
5.5. Conducts tax compliance monitoring of all Post Offices.	6,750.00						
7. Postage Management	123,565.00					54,567.45	
TOTAL FINANCIAL PROGRAM	31,277,526.85					38,301,013	
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
1.1. Prepares annual PPMP. (Operating Expense)	4,741,724.00					5,593,016	
1.1. Prepares annual PPMP. (Administrative Expense)	1,313,393.00					629,318	
1.5. Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR. (Operating Expense)	470,336.30					107,719	
1.5. Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR. (Administrative Expense)	317,620.89					160,257	
2.6. Maintains in-house reproduction of forms needed for reportorial requirements. (Operating Expense)	230,141.00					109,782	
2.6. Maintains in-house reproduction of forms needed for reportorial requirements. (Administrative Expense)	33,288.00						
3.1. Prepares Area PPE acquisition plan to support CAPEX Budget Proposal	13,825,174						
3.6. Implements titling activities in accordance with priorities.	110,000						
3.9. Conducts Physical Count of PPEs	39,600						
3.11. Facilitates disposal of unserviceable PPEs.	2,000						
4.1. Prepares Area Annual Infrastructure Plan.	2,999,764						
5.3. Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	200,000					199,500	
5.6 Implements and monitors Waste Management Program	5,000						

6.4. Utilizes technology in the dissemination of administrative issuance and correspondence.	20,000.00					2,637	
8.2. Replaces old and dilapidated PPEs with energy efficient PPEs.	3,125.00					2,508	
TOTAL ADMINSTRATIVE & TRANSPARENCY PROGRAM	24,311,166.38					6,804,738	
GRAND TOTAL OF AREA 1 NORTHEAST LUZON	71,224,898.04					53,976,319	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 2 NORTHWEST LUZON							
INTEGRATED MARKETING PROGRAM							
TOTAL INTEGRATED MARKETING PROGRAM							
OPERATION IMPROVEMENT PROGRAM							
Formulate and Implement Effective Communications Plan	1,200	January 2022		December 2022	0%		Creation of Group Account for dissemination of information/instruction on operations
Posting of Safety and Health Protocols	64,000	January 2022		December 2022	0%		Tarpaulin (4 ft x 5 ft)
Procurement of equipments, supplies , PPE	512,000	January 2022		December 2022		447,696	Alcohol, Chlorine, Sanitizers, Plastic covering, etc.
Monitoring compliance	75,600	January 2022		December 2022	37%	27,322	TE of 5 CS; 5 X 7,000 X 12 = 420,000.00
Provision of standard cages, sorting tables, pigeon holes in the MDC/SDCs and Capital P.O.s	140,000	January 2022		December 2022	0%		sorting tables with pigeon holes for 8 hubs and 12 capital Pos @P7,000
Continuous improvement of existing Make-Up of Dispatches within the Area	16,000	January 2022		December 2022	0%		TE 2 pax & 1,000 x 8 =16,000.00
Determine processing requirements: bag rack, receptacles, bag tags, trolleys, cages, sorting tables, damping tables,	70,000	January 2022		December 2022	0%		trolleys, polyethelene bags,
Inventory, Review existing routes personnel and transport requirement	87,000	January 2022		December 2022	0%		Conduct of Dry Run (29) Mail Routes (TE); 3 x1,000.00 x 29 = 87,000.00
Fleet Maintenance Plan 1. Tires 2. Fuel 3. Repair 4. Others	7,033,786	January 2022		December 2022	98%	2,445,821	Procurement of tires, batteries, lubricants including insurance and registrations of vehicles
Outsourced delivery (LGUs, Postal stations, delivery agents)	1,295,000	January 2022		December 2022	0%		Budget for payment of LGU, MOA
Negotiations with LGU for the Establishment of LGU Operated Postal Outlets	30,000	January 2022		December 2022	0%		15 Client Visit (TE); 2 pax x 1,000 x 15 = 30,000.00
Identification of key operational component for outsourcing (Acceptance, delivery, Transport etc.)	6,000	January 2022		December 2022	0%		TE (Proposed Outsourcing of Laoag Bangui Mail Route)
Conduct survey on local logistics and private postal station opportunities	30,000	January 2022		December 2022	0%		TE 3 pax x 1,000 x 7 logistics and 3 postal stations = 30,000
Identify & determine logistical requirements especially for logistics business	22,000	January 2022		December 2022	0%		supplies (palletes and trolleys); SONY: 10 pallets @ 1,200 = 12,000 and 2 trolleys @ 5,000.00=10,000 = 22,000.00
TOTAL OPERATION IMPROVEMENT PROGRAM	9,382,586					2,920,839	
ICT DEVELOPMENT PROGRAM							
Internet Connection to not connected Post Offices. (Operating Exp)						14,365.56	

Internet Connection to not connected Post Offices (Admin Exp)	648,000	January 2022		December 2022	91%		Budget (P24,000 connection; P2,000/mo billing)
Provision of connectivity for 50 tablets deployed in 2019. (Admin Exp)	1,080,000	January 2022		December 2022	1%		Budget (50 POs connection; P1,800/mo billing)
Upgrading to Higher Internet Connection Speed to 59 SDCs and Pos. (Admin Exp)	739,200	January 2022		December 2022	0%		An average of P61,600 per month
Conduct of Regular Visit/Monitoring of Implementation of ERP. (Admin Exp)	60,000	January 2022		December 2022	0%		Travelling Expenses 5 Post Offices every month (5x12x1000)
Conduct of Regular Check-up or Troubleshooting of Computer Hardware. (Admin Exp)	150,000	January 2022		December 2022	0%		Repairs and Maintenance
Attendance of Outside IT Trainings/Seminars for Updates on ICT (Continuing Education). (Admin Exp)	5,000	January 2022		December 2022	0%		Registration Fee
MONTHLY SUBSCRIPTION OF EXISTING INTERNET CONNECTIVITY. (Operating Exp)						460,023	
MONTHLY SUBSCRIPTION OF EXISTING INTERNET CONNECTIVITY. (Admin Exp)	3,895,812	January 2022		December 2022	42%		
TOTAL ICT DEVELOPMENT PROGRAM	6,578,012					474,388	
Human Resources Management and Development Program							
Determine the priority positions to be filled-up based on the manpower requirements/need of every office or organizational unit. (Admin Exp)	3,000.00	January 2022		December 2022	0%		Supplies (bond paper, ballpen)
Basic Postmasters Training for New Entrants (including Acting Postmasters). (Admin Exp)	186,000.00	January 2022		December 2022	0%		training cost
Character Building / VOW	168,000.00	January 2022		December 2022	0%		Team building
SKILLS/COMPETENCY ENHANCEMENT (Postmaster) (Admin Exp)	248,000.00	January 2022		December 2022	0%		training cost
SKILLS/COMPETENCY ENHANCEMENT(Driver Couriers (Regular) (Admin Exp)	189,000.00	January 2022		December 2022	0%		training cost
Basic Customer Service and Selling Skills Training (Regular and COS). (Admin Exp)	88,000.00	January 2022		December 2022	0%		training cost
Training for Specialized Groups; ie. HRMOs, Accountants, Statistician, IT Officer, Marketing Personnel, etc. (Admin Exp)	80,000.00	January 2022		December 2022	0%		training cost
Computerized Counter Operations (Point of Sale). (Admin Exp)	121,000.00	January 2022		December 2022	0%		training cost
Training of Sorters on updated scheme and I.T. (Admin Exp)	445,200.00	January 2022		December 2022	0%		training cost
Training on I.T. and use of existing Systems in Operations. (Admin Exp)	210,000.00	January 2022		December 2022	0%		training cost
Postmasters Semestral Assessment/Alignment Meeting. (Operating Exp)	86,400.00	January 2022		December 2022	0%		
Marketing Meetings with Postmasters. (Operating Exp)	16,200.00	January 2022		December 2022	0%		
MANCOM (Monthly). (Operating Exp)	43,200.00	January 2022		December 2022	0%		
Review of Service Standards with Cluster Supervisors. (Operating Exp)	4,050.00	January 2022		December 2022	0%		
Conduct sports fest / Join inter-agency sports activities. (Operating Exp)	67,200.00	January 2022		December 2022	0%		
Fidelity Bond Insurance of Accountable Officers. (Admin Exp)	727,968.75	January 2022		December 2022	0%		Funds for insurance premium
TOTAL HUMAN RESOURCE MANAGEMENT PROGRAM	2,683,219						
ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY							

Procure revenue generating and operational supplies and materials on-time following provisions of R.A. 9184.	15,000.00	January 2022		December 2022	0%		
Reconcile procurement records with Accounting.	1,458,797	January 2022		December 2022	0%		
Distribute revenue generating and operational supplies/materials on-time. (Operating Exp)	24,696,142	January 2022		December 2022	0%		
Distribute revenue generating and operational supplies/materials on-time. (Admin Exp)	4,837,358	January 2022		December 2022	0%		
Reconcile Supply Inventory records with Accounting.	1,458,797	January 2022		December 2022	0%		
Monitors implementation of Facelifting of Post Offices	89,760	January 2022		December 2022	0%		construction materials for facelifting
Face-lifting/Minor repairs of Post Offices	380,000	January 2022		December 2022	61%		Repainting and signages and repairs of buildings
Periodic repair and maintenance of all buildings and other PPEs.	262,000	January 2022		December 2022	2%		Salaries of in -charge and the supplies needed to implement the activities as planned.
Finalize proposed standard design and lay-out of all buildings per Post Office classification.	132,000	January 2022		December 2022	0%		Salaries of in -charge and the supplies needed to implement the activities as planned.
Reconcile PPE inventory records with Accounting.	15,000	January 2022		December 2022	0%		Salaries of in -charge and the supplies needed to implement the activities as planned.
Digitize permanent records and important documents.	30,000	January 2022		December 2022	0%		Salaries of in -charge and the supplies needed to implement the activities as planned
Send Officers/Employees to seminars/trainings on:	40,000	January 2022		December 2022	0%		TE, Training cost, supplies of attendees
Implement safety and health standards aligned with the minimum health standards of the Department of Health (DOH) per PHLPost Circular No. 20-52. a. Increase physical and mental resiliency; b. Reduce transmission of COVID-19 in the workplace; c. Minimize contract rate; and d. Reduce the risk of infection from COVID-19.	15,000	January 2022		December 2022	0%		Supplies and materials needed to implement the activities
Prevents overstocking by determining Economic Order Quantity (EOQ) of every supply item.	15,000	January 2022		December 2022	0%		Salaries of in -charge and the supplies needed to implement the activities as planned
TOTAL ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY	33,444,855						
FINANCIAL MANAGEMENT PROGRAM							
Monitors collections and deposits of all accountable officers.	2,923,059.89	January 2022		December 2022	69%		Supplies,Salary and Manpower
Reconciles cash disbursement records with Accounting.	10,000.00	January 2022		December 2022	0%		Supplies,Salary and Manpower
Undertake aggressive collection activities on AR accounts ageing 1 year and above to reduce Past due accounts by:	10,000.00	January 2022		December 2022	61%		Supplies,Salary and Manpower
Manage expenditure based on budget releases; there should be no budget overdraft	10,000.00	January 2022		December 2022	0%		Supplies,Salary and Manpower of Accounting Section Personnel
Facilitate timely payment of financial obligations to Employees, Creditors, and Remittances due to Government Agencies.	10,000.00	January 2022		December 2022	0%		
Submit all tax related reports to Central Office on time.	10,000	January 2022		December 2022	77%		
Cash & Cash Equivalents	10,000	January 2022		December 2022			
Implement ISO-aligned approved procedures pertaining to Accounting & Finance and recommend improvement as	10,000	January 2022		December 2022			Supplies and materials needed to implement the activity program as planned.
Send Officers/Employees to seminars/trainings on:	40,000	January 2022		December 2022			TE, Training cost, supplies of attendees
Outsourcing of Legal Services in Titling of Lots/Assets	150,000	January 2022		December 2022			Legal Service

TOTAL FINANCIAL MANAGEMENT PROGRAM	3,183,060						
POSTAL SAFETY AND SECURITY							
Provide CCTV cameras at MDCs and major post offices. Provide security guards at MDCs and major post offices	1,200,000	January 2022		December 2022	0%		10 Security guards @P10,000/mo with CCTV cameras for 5 Offices @P56,400
Review of Security Arrangement at postal facilities	75,600	January 2022		December 2022	0%		TE of CS
Ensure that all postal facilities are insured	102,615	January 2022		December 2022	0%		Fire insurance premiums
Monitor compliance to Bureau of Fire Protection requirements	58,000	January 2022		December 2022	0%		Fire extinguishers, fire exits, sprinklers
OTHER POSTAL SECURITY & SAFETY EXPENSES. (Operating Exp)	1,244,813.29	January 2022		December 2022	0%		
OTHER POSTAL SECURITY & SAFETY EXPENSES. (Admin Exp)	89,831.89	January 2022		December 2022	0%		
TOTAL POSTAL SAFETY AND SECURITY	2,770,860.18						
GRAND TOTAL AREA 2 NORTHWEST LUZON	58,042,591.41					3,395,228	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 3 - MEGA MANILA							
INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
Salaries and Wages	1,023,396.18						
Personal Economic Relief Allowance	42,706						
Employee Benefits and Contributions,	151,625						
Manpower and General Services, - Including gratuity	254,273						
TOTAL INTEGRATED MARKETING AND COMMUNICATION COST	1,471,999						
OPERATION IMPROVEMENT PROFGRAM							
(1) SECURITY PROGRAM							
1.6.b. Deployment of Security Guards At BMSO, major POs	6,146,282						Availability of funds
2.3 Sustainable Network and Transport Systems							
2.3.4. Fleet Maintenance Plan							
2.3.4.1 Tires							
2.3.4.2 Fuel	1,239,736.79						Availability of funds, procurement process
2.3.4.3 Repair							
2.3.4.3 Others							
(4) SERVICE EFFICIENCY PROGRAM							
4.1.b. Outsource delivery personnel for special projects or rush PIDs	127,137						Availability of funds, Applicant's capability/knowledge of the delivery area
(6) REVENUE GENERATING PROGRAM							
LC's Allowances and Reimbursement of Travel Expense upon delivery of	1,372,385						
LC's Allowances and Reimbursement of Travel Expense upon delivery of mails (Traveling Expense)	2,110,561						
Salaries and Wages	52,297,859						
Personal Economic Relief Allowance	6,043,086						
Employee Benefits and Contributions,	7,937,508						
Standard Allowances "Clothing Allowances,PEI, Cash Gift, Mid year & Year End Bonuses. "	11,246,000						
Representation and Transportation Allowance	124,500						
Loyalty Pay	270,000						
supplies and material expense	34,145,253						
Terminal Leave benefits	52,582,435						
fidelity bond	393,184.50						
Manpower and General Services, - Including gratuity	33,580,889.45						
Extraordinary and Miscellaneous	39,492.12						
Rental payments of existing lessees.	7,384,553.82						

Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	864,707.49					
Monthly Monitoring payment of Utilities	2,181,773.93					
Janitorial Service	1,524,647.78					
Communication Expenses	228,588.70					
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST	221,840,581.18					
ICT DEVELOPMENT PROGRAM						
2. Improvement for Internet Connectivity						
2.1. Provide adequate internet connectivity at postal facilities	1,721,951.52					
Salaries and Wages	429,171.56					
Personal Economic Relief Allowance	21,352.94					
Employee Benefits and Contributions,	63,970.75					
Telephone Expenses	7,200.00					
TOTAL ICT PROGRAM COST	2,243,646.77					
HUMAN RESOURCE DEVELOPMENT PROGRAM						
Salaries and Wages	1,108,590.58					
Personal Economic Relief Allowance	106,764.70					
Employee Benefits and Contributions,	171,019.22					
Manpower and General Services, - Including gratuity	394,903.87					
TOTAL PROGRAM HUMAN RESORCE PROGRAM COST	1,781,278.37					
FINANCIAL MANAGEMENT PROGRAM						
V. TAX MANAGEMENT PROGRAM						
4.Attends to BIR requirements for Tax Audit.	170.77					
Salaries and Wages	6,016,834.47					
Personal Economic Relief Allowance	448,411.75					
Employee Benefits and Contributions,	912,086.51					
Manpower and General Services, - Including gratuity	1,534,632.43					
Bank Charges	3,617.20					
TOTAL FINANCIAL PROGRAM	8,915,753.13					
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						
Professional Services - COA	572,562					
Salaries and Wages	1,356,749					
Personal Economic Relief Allowance	106,765					
Employee Benefits and Contributions,	206,627					
Manpower and General Services, - Including gratuity	508,545.27					
TOTAL ADMINSTRATIVE & TRANSPARENCY PROGRAM	2,751,247.40					
GRAND TOTAL OF AREA 3 - MEGA MANILA	239,004,506.06					

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 4 - SOUTHERN LUZON							
Account Management	958,497.06					1,271,869.37	
b. Coordination and monitoring with Sales Officer on	55,000					26,227.82	
e. Coordinate with concerned offices, monitor, and resolve client issues and concerns (to include scheduling of meeting)	40,000					18,531.25	
f. Generation of reports	25,000					17,381.82	
h. Coordination with Designated Collection Officer (DVO) regarding collection of outstanding receivables	20,000					7,041.35	
I. Corporate Clients							
a. Submission of proposal letters and offering pick-up	15,000					10,429.09	
b.2. Conduct of sales presentation and obtaining client requirements	150,000					61,390.27	
c.1. Drafting of MOA, Conforme, RFQs, and	75,000					52,145.46	
c.2. Submission of MOA, Conforme, RFQ for client	40,000					14,082.71	
a. Re-orientation/training on products and services	35,000					17,470.44	
Regaining of Lost Clients							
I. Pre and Post evaluation of services rendered to lost client to include visitation of lost client	15,000					5,281.01	
Conduct of Trainings and Seminars with HRD	105,000					55,843.38	
Salamat Po Nationwide Letter Writing Advocacy Program							
I. Marketing of DEPED Regional Offices and Schools	30,000					10,562.03	
II. Participation in NTM/NT DEPED Activities	10,000					3,520.68	
III. Conduct of letter writing activities (Areas and CO)	15,000					5,281.01	
New Postal ID							
I. Conduct PID Mobile Capturing in Barangay, Companies, Schools, Job	160,000					83,787.23	
II. Conduct Mail Caravan	55,500					31,723.54	
III. Distribution of Promo materials to post offices	100,000					69,527.27	
V. Participation in events, trade fairs, and expos	25,000					8,801.69	
I. Develop new products and services for target customers	128,500					79,046.39	
TOTAL ACCOUNT MANAGEMENT	2,057,497					1,849,943.83	
OPERATION IMPROVEMENT PROFRAM							
1.4. Procurement of equipments, supplies , PPE	54,400					37,822.84	
1.5. Monitoring of Compliance on Safety and Health Protocols	65,000					22,884.40	

1.6. Provision of CCTV Cameras at SDCs and Post Offices	47,508				33,031.02	
1.7 Deployment of Private Security Guard	831,413				785,934.79	
1.10 Review of the structure of Post Offices	55,000				39,077.78	
2.1.4. Provision of Mandatory Information (CN22,23, CP72) and Scanning of Events and ZIP Code	75,000				52,145.46	
2.1.5. Monitoring compliance	140,000				83,085.00	
2.2 Enhanced Mail Processing	20,000				13,905.45	
2.2.2. Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)	138,651,279.00				177,069,627.37	
2.2.2. Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)	27,512,920.00				17,926,999.37	
2.2.3. Implement Rationalized and computerized Mail Processing System, Area Wide	35,500.00				24,682.18	
2.2.5. Mandatory Scanning of Events in Mail Processing	40,000.00				27,810.91	
2.2.6. Determine processing requirements: bag rack, receptacles, bag tags, trolleys, cages, sorting tables, damping tables,	50,000.00				34,763.64	
2.3.2. Implement new routes personnel and transport requirements	913,500.00				751,661.87	
2.3.4. Fleet Maintenance Plan						
2.3.4.1 Tires						
2.3.4.2 Fuel	480,000.00				248,588.77	
2.3.4.3 Repair						
2.3.4.3 Others						
2.4.2. Implement New Delivery Beats Rationalized Delivery Routes	14,935,835.00				6,056,446	
2.4.3. Provision of Computers, Printers, Scanners and Mobile Devices	13,173.00				9,159	
3.2. Negotiations with LGU for the Establishment of LGU Operated Postal Outlets	125,000.00				86,253	
4.3. Procurement /Engagement	965,000.00				339,745	
6. Increase & sustain revenue through logistics and private postal station streams	1,875,000.00				660,127	
6.3. Identify & determine logistical requirements especially for logistics business	655,000.00				595,138	
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST	187,540,528.00				204,898,888.82	
ICT DEVELOPMENT PROGRAM						
1. Provision for Internet Service Connectivity in Post Offices	45,000.00				31,287	
1. Provision for Internet Service Connectivity in Post Offices	5,403,000.00				1,010,757.58	
2. Provision and installation of complete set of workstation in selected post offices	1,115,857.07				1,480,676.87	
2. Provision and installation of complete set of workstation in selected post offices	225,600.00				156,854	
2. Provision and installation of complete set of workstation in selected post offices	65,000.00				11,141	
5. Repair and periodic maintenance of IT equipment	273,400.00				190,088	
TOTAL ICT PROGRAM COST	7,127,857.07				2,880,804	
HUMAN RESOURCE DEVELOPMENT PROGRAM						
5. Repair and periodic maintenance of IT equipment	136,981.00				6,099	
1. Continuous conduct of Competency Enhancement Training	135,008.00				44,107	
B. Performance Management	63,600.00				32,998	
1. Continuous review of iPCR targets and accomplishments	25,000.00				16,676	

C. Rewards & Recognition							
1. Implement the modified PRAISE (Program on Awards & Incentives for Service Excellence)	60,000.00					40,023.15	
D. Learning & Development							
1. Conduct of value orientation/re-orientation on CITE PIES.	25,000.00					8,801.69	
2. Facilitate in-house and external trainings.	45,000.00					15,843.04	
3. Provide assistance to other organizational group on training needs requirements.	30,000.00					10,562.02	
1. Conduct of value orientation/re-orientation on CITE PIES.	220,500.00					37,794.47	
2. Facilitate in-house and external trainings.	805,840.00					22,135.05	
3. Provide assistance to other organizational group on training needs requirements.	80,500.00					13,797.98	
2. Conduct of audit on HR processes	30,000.00					10,562.02	
2. Conduct of audit on HR processes	35,000.00					5,999.12	
2. To facilitate continuous training of GFPS in the conduct of Gender Analysis & Audit.	31,636.00					11,138.01	
2. To facilitate continuous training of GFPS in the conduct of Gender Analysis & Audit.	58,700.00					21,312.61	
1. To implement Harmonized Gender & Development Guidelines in all plans & projects.	216,840.00						
TOTAL PROGRAM HUMAN RESOURCE PROGRAM COST	1,999,605.00					297,848	
FINANCIAL MANAGEMENT PROGRAM							
1. Programs cash for payment of obligations and trust liabilities.	46,201.00					311	
1. Ensures 95% collection of AR accounts ageing less than 1 year by:	80,474.00					36,098	
• Sending of collection letters	65,000.00					43,358	
• Visit clients in coordination with Marketing & Operations to find out reasons for non-payment.	155,000.00					26,568	
4. Negotiate with private institutions/clients terms of payment/(installment) of past due accounts.	100,000.00					32,010	
3. Manage expenditure based on budget releases; there should be no budget overdraft	5,325,771.00					4,451,468	
1. Accrue all expenses incurred within the month.	15,000.00					10,006	
2. Facilitate timely payment of financial obligations to Employees, Creditors, and Remittances due to Government Agencies.	2,163,200.00					1,400,465	
2. Submit all tax related reports to Central Office on time.	56,000.00					37,355	
3. Monitor compliance of all operating units with all applicable BIR rules and regulations.	105,800.00					18,134	
4. Attends to BIR requirements for Tax Audit.	80,000.00					13,712	
3. Maintain a Library of Financial Records.	85,000.00					56,699	
3. Push for implementation of 5'S and Solid Waste Management Program.	60,000.00					40,023	
1. Send Officers/Employees to seminars/trainings on:	90,000.00					15,426.32	
1. Implement safety and health standards aligned with the minimum health standards of the Department of Health (DOH) per PHLPost Circular No. 20-52. a. Increase physical and mental resiliency; b. Reduce transmission of COVID-19 in the workplace; c. Minimize contract rate; and d. Reduce the risk of infection from COVID-19.	55,000.00					36,687.88	

2.Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.	50,000.00				23,439.64	
TOTAL FINANCIAL MANAGEMENT PROGRAM	8,532,446.00				6,241,762	
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						
1.Prepare PPMP to address the requirements of various offices.	1,762,053.00				2,338,141	
2.Procure revenue generating and operational supplies and materials on-time following provisions of R.A. 9184.	1,676,419.00				887,459	
2.Procure revenue generating and operational supplies and materials on-time following provisions of R.A. 9184.	1,875,229.00				1,318,612	
1.Maintain database on utilization rate of every supply item to determine Economic Reorder Point (ERP) per Post Office	1,045,061.00				1,386,735	
2.Distribute revenue generating and operational supplies/materials on-time.	55,400.00				9,496	
1.Implement/Monitor titling activities.	68,900.00				11,810	
2.Assist in the development of Real Properties in partnership with private entities or government agencies.	20,000				3,428.07	
2.Ensure submission of list of all Serviceable PPEs to facilitate insurance coverage.	210,000				91,455	
3.Conduct periodic physical inventory of buildings and other PPEs.	100,000				17,140.35	
•Infrastructure Projects	670,000				11,998.24	
•Face-lifting/Minor repairs of Post Offices	505,000				11,141	
•Periodic repair and maintenance of all buildings and other PPEs.	85,000				72,574	
4.Facilitate disposal of valueless records.	15,000				2,571	
3.Push for implementation of 5'S and Solid Waste Management Program.	30,000				404,061	
1.Send Officers/Employees to seminars/trainings on:	55,000				9,427	
2.Provide technical references, tools, and equipment necessary in the performance of assigned functions such as books and other learning materials.	30,000				404,061	
2.Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.	66,980				410,399	
1.Procure quality and energy efficient equipment.	47,000				633,028	
2.Facilitate timely payment of financial obligations to Employees, Creditors, and Remittances due to Government Agencies.	11,611,356				15,407,588	
•Preventive maintenance program for buildings and other PPEs.	82,460				10,089	
TOTAL ADMINSTRATIVE & TRANSPARENCY PROGRAM	20,010,858.00				23,441,214	
AUDIT EFFICIENCY PROGRAM						
1. Conduct monitoring of cash and property accountability	215,000.00				44,286	
2. Request formal audit for post offices with irregularities	260,017.00				52,003	
2.2. Commission on Audit	100,000.00				16,505	
1. Mediation center maintenance and operations	120,000.00				80,046	
2. Outsourcing of legal services in titling of lots/assets	100,000.00				66,705	
TOTAL EFFICIENCY PROGRAM	795,017.00				259,545	
AREA PERFORMANCE MONITORING PROGRAM						
1. Mediation center maintenance and operations	120,000.00				80,046	
2. Outsourcing of legal services in titling of lots/assets	100,000.00				66,705	
1. Area Planning Activities-PAPs/PREB Formulation	100,000.00				66,705	
TOTAL AREA PERFORMANCE MONITORING PROGRAM	320,000.00				213,457	

GRAND TOTAL OF AREA 4 SOUTHERN LUZON	228,383,808.13					240,083,463	
--------------------------------------	----------------	--	--	--	--	-------------	--

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 5 - CENTRAL AND EASTERN VISAYAS							
INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
POSTAL SAFETY AND SECURITY PROGRAM							
Procurement of security services	4,400,000.00					2,415,667.36	
Ensure all postal building facilities & machineries are covered by insurance(renewal of insurance, designated/ assign personnel to monitor visit to Post offices)	219,874.56					30,936.28	
Inspection of Post offices & other facilities and Investigation of <u>Complaints on Postal Irregularities</u>						28,639.00	
TOTAL POSTAL SAFETY AND SECURITY PROGRAM COST	4,619,875					2,475,242.64	
OPERATION IMPROVEMENT PROGRAM							
Provision of CCTV Cameras at MDCS	80,000						
Fleet maintenance/ Repair and Refurbishment of mail cars	1,582,081					248,063.06	
Posting of Safety and Health Protocols and procurement of supplies such as alcohol/disinfectants	36,151.40					3,160.45	
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST	1,698,232.22					251,223.51	
ICT DEVELOPMENT PROGRAM							
Procurement of security services	4,400,000.00					2,415,667.36	
Ensure all postal building facilities & machineries are covered by insurance(renewal of insurance, designated/ assign personnel to monitor visit to Post offices)	219,874.56					30,936.28	
Inspection of Post offices & other facilities and Investigation of <u>Complaints on Postal Irregularities</u>						28,639.00	
TOTAL ICT PROGRAM COST	4,619,874.56					2,475,243	
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Learning and Development through trainings:						26,953.00	
						26,953	
FINANCIAL MANAGEMENT PROGRAM							
>To Attend Training UBIX,PASIG CITY						15,547.00	
TOTAL FINANCIAL PROGRAM						15,547	
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procurement of revenue generating and operational supplies and <u>materials on time following provisions of RA 9184</u>	1,444,277.91					55,471.38	
Distribute centrally and locally-procured office supplies.							
Procurement of revenue generating and operational supplies and <u>materials on time following provisions of RA 9184</u>	13,478,339.78					1,040,496.53	
Distribute centrally and locally-procured office supplies.							
Implement and Monitor Infrastructure Projects:							
> CCPO Rewiring and Fencing	1,000,000.00						

> Repair of Maasin Post Office	500,000.00						
> Repair of Area Office	1,200,000.00						
> Repair of Ormoc Post Office	300,000.00						
Face-lifting/Minor repairs of Post Offices	1,195,051.48					94,748.21	
Periodic repair and maintenance of all buildings and other PPEs	1,732,080.82						
TOTAL ADMINISTRATIVE & TRANSPARENCY PROGRAM	20,849,749.99					1,190,716	
GRAND TOTAL OF AREA 5 - CENTRAL AND EASTERN VISAYAS	31,787,731.33					6,434,925	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 6 - WESTERN VISAYAS							
INTEGRATED MARKETING PROGRAM							
1.3. Development of new/enhanced products and services for target customers. (Operating expense)	50,000 other expenses						Visited post offices with connectivity in Panay Area and conducted Zoom meetings to Negros Occidental and Negros Oriental to offices with connectivity to review and train, if needed, on Domestic Mails Tracking System for the Domestic Tracked Mails, formerly the Domestic Mail with POD.
2.3. Conduct promotional campaigns and exhibits (sales leads like emails and phone calls or social media) ADMIN Expense	50,000						
Salaries & Benefits, Marketing Specialist (PS) (Administrative Expense)	809,124.80					239,125	
Manpower (COS) (Administrative Expense)	172,377					41,525	
TOTAL INTEGRATED MARKETING PROGRAM	1,081,501.80					280,649.22	
OPERATION IMPROVEMENT PROFRAM							
Prepare Preventive maintenance plan (MV Repair)	824,264					48,043	Drivers are making series of simple checks before they get into your vehicle to ensure safety. Examine mail cars upon arrival from their mail routes for routinary inspection. Solicit reports from Drivers for known defects to ensure safety, prevent accidents.
Enhance mail network and routing schedules (Operating Expense)	3,698,168					293,580	
Update mail routes and timetables based on new standards and commitment (Operating Expense)	182,100					218,847	Implemented by Mail Distribution Center (MDC), Sub-Distribution Centers (SDC), and Post Offices (PO) in Area 6 the revised Preparation of the Mail Make-up/Sorting Scheme for the interest of the service and in order to improve the distribution and processing efficiency of mails, parcels, and Express Mail items throughout the country.
Update mail routes and timetables based on new standards and commitment (Administrative Expense)	5,226,457					1,990,531	Implemented by Mail Distribution Center (MDC), Sub-Distribution Centers (SDC), and Post Offices (PO) in Area 6 the revised Preparation of the Mail Make-up/Sorting Scheme for the interest of the service and in order to improve the distribution and processing efficiency of mails, parcels, and Express Mail items throughout the country.
Strengthen monitoring and control mechanism (Administrative Expense)	180,000					61,730	

Enhance the use of cellphones/mobile devices in the last mile documentation (Administrative Expense)	600,000					231,308	Distributed additional IT resources, 176 mobile phones, printers, barcode scanners and connectivity to Post Offices Area 6-wide resulted to PHIL ID dispatches are processed for immediate delivery and to accomodate forecasted additional surge of incoming volumes of PHILID and encoding of delivery information.
1. Provide adequate equipment at OE's (acceptance, processing & dispatch)	2,482,300						
Mandatory scanning of events	20,000						Sub-DCs and Capital Post Offices in Area 6 are implementing the mandatory scanning for PHILSYS ID using the New DPS starting January 4, 2023 and Processing of outgoing International Mails for all Parcels and items containing goods (ITMATT). For POs without connectivity, they are forwarding their PODs, CNs to nearest SUB-DCs/encoding hubs for updating of delivery information.
Provide adequate communication and IT Infrastructure	864,000						
Expand door to door delivery service (Operating Expense)	4,988,240					1,307,431	
Salaries & Benefits (Operating Expense)	112,435,051					26,291,326	
Manpower, with gratuity (Operating Expense)	24,514,680					8,061,807	
TOTAL OPERATION IMPROVEMENT PROGRAM	155,151,260					38,504,602	
ICT DEVELOPMENT PROGRAM							
To maintain wired & wifi internet connectivity of existing 61 POs & 8 lines in the Admin Center (Administrative Expense)	2,891,139					321,907	All accounts were maintained
To add wire & wireless/data connections for POs without internet. (Administrative Expense)	530,088					33,579	Requested 20 units of equipment for wireless data connection; for Payment
To replace/repair old IT Equipment & purchase maintenance supplies (Areawide)	4,523,118						Repaired/reformatted five (5) Computer Units Assigned in various Post offices.
To conduct on-site visit and maintenance of IT equipment to 6 post offices	20,000						Repaired/reformatted five (5) Computer Units Assigned in various Post offices.
Salaries & Benefits (Administrative Expense)	859,740					259,726	
TOTAL ICT DEVELOPMENT PROGRAM	8,824,085					615,211.67	
Human Resources Management and Development Program							
Conduct Basic Orientation to the newly hired personnel (Admin Exp)	66,000						
Hiring of COS Maintenance personnel, encoders, and outsource service for delivery, large volume client, and other mail operation needs (Operating Exp)	24,514,679.64 expense distributed per operating unit						20 new COS hired relative to Phil ID delivery project eff Feb 14, 2022; 2 new COS hired for the Adhoc Office on Phil ID Billing & collection; additional 45 new COS hired pursuant to Memo of the APMG for Operations dated Oct 19, 2022 re Add'l personnel in preparation for Philsys ID volum of 200,00 per day

Hiring of COS Maintenance personnel, encoders, and outsource service for delivery, large volume client, and other mail operation needs (Admin Exp)	1,073,485.00 expense distributed per Office						20 new COS hired relative to Phil ID delivery project eff Feb 14, 2022; 2 new COS hired for the Adhoc Office on Phil ID Billing & collection; additional 45 new COS hired pursuant to Memo of the APMG for Operations dated Oct 19, 2022 re Add'l personnel in preparation for Philsys ID volum of 200,00 per day
Information Communication Technology Trainings - Finance personnel (FMIS), continuing for Tellers, PMs, LCs, other	29,750						
Conduct of Public Service Values Training Program. (Admin Exp)	110,200						
Capability Enhancement Training (PMs, Tellers, LCs, Drivers). (Admin Exp)	30,600						
HR Symposium / Convention (Annual), Annual Convention and Seminar of the Government Association of CPA (GACPA) & IBP, Continuing Professional/ Mandatory Legal Education, Other Training Programs/Course including international invitations	75 000						
Data Privacy Orientation Seminar, CESB Training (Annual), Procurement Program/Course (Annual), ICT Program, Administrative Services, Marketing Management, Planning Development, Human Resource Development Courses	12, 750						
Team Building activities, family day, employees day various activities during postal anniversary and consciousness	22,000						
Team Building activities, family day, employees day various activities during postal anniversary and consciousness	35,000						
GENDER AND DEVELOPMENT	442,000						
continuous implementation of HRIS	380,000.00 c/o ADMIN						
GAD Planning and Budgeting (Administrative Expense)						14,794	attended the GAD Planning and Budgeting in Manila last June 2022 and Nov 2022
TOTAL HUMAN RESOURCE MANAGEMENT PROGRAM	26,791,464.00					14,794.00	
ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY							
Prioritizes procurement of revenue generating and operational supplies and materials.	6,599,069						
Prioritizes procurement of revenue generating and operational supplies and materials.	38,693						

Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR. (Operating Expense)	7,452,584					266,047	All supplies and materials have attached Certification certifying that the items are included in the annual corporate APP.
Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR. (Administrative Expense)	3,315,737					109,980	All supplies and materials have attached Certification certifying that the items are included in the annual corporate APP.
furniture and fixtures (Operating Expense)	4,125						
furniture and fixtures (Administrative Expense)	274,320					2,600	Reduced due to defective sim cards
Facilitates insurance coverage of all Serviceable PPEs, including vehicles (Administrative Expense)	220,000					23,129	Pertinent documents are kept in Admin Office.
Records and monitors rental payments of existing lessees. (Administrative Expense)	4,210,128					1,283,288	Physical inventory of PPEs costing P 50,000 was completely conducted in Admin Center, Kalibo PO, San Jose PO, Roxas City PO, Negros Occidental, Negros Oriental, and Siquijor.
Facilitates titling activities in selected post offices	160,000						This Office shall submit additional documents to BAC for evaluation regarding the outsourcing of lot titling of Bacolod City Post Office. Request for Roll-over of budget will be submitted in January 2023.
Facilitates appraisal of PPC lots and buildings	114,500						
Ensures complete documentation to establish ownership, custodianship, accountability and utilization of Fixed Assets.	212,000					6,230	Pertinent documents are kept in Admin Office.
Construction and Rehabilitation	26,876,374						
Conducts Physical Count of PPEs	104,927					51,489	Physical inventory of PPEs costing P 50,000 was completely conducted in Admin Center, Kalibo PO, San Jose PO, Roxas City PO, Negros Occidental, Negros Oriental, and Siquijor.
Facelifting and Minor Repairs. (Administrative Expense)	400,000					154,089	
a. Implements Annual Preventive Maintenance Program on: Electrical Plumbing Mechanical Carpentry	15,812						
Hauling & Transfer of Landlines from Area Center, Zamora to Jaro Area Center	183,729						All PPC buildings are covered by applicable insurance policies in coordination with LPMD-Manila.
c. Facilitates disposal of unserviceable equipment and other fixed assets.	5,000						As of end of 2nd Qtr CY 2022, pertinent papers for the disposal of unserviceable equipment were already forwarded to COA Office, waiting for the feedback from their technical committee.
Facilitate disposal of valueless records.	5,000						Request for Authority to Dispose of Records was already forwarded to NAP Manila on August 10, 2022 by NAP Cebu. Any feedback was not received by this Office as to the status. Thus, the Office shall make follow up in January 2023.

Monitors minor repair and improvement of post offices (Administrative Expense)	227,794					55,723	Admin Officer and postmaster monitor minor repair and improvement projects of post offices
Implements repair of equipment & machineries, furniture & fixtures (Administrative Expense)	45,269					4,050	Admin Officer and Motor Transport Chief implement repair of PPC vehicles
Implements corporate events such as meetings, workshops, including assistance in the physical arrangement during those events. (Administrative Expense)	107,000					29,245	c/o Office of Area Director and Training Officer
Records and monitors utilities, communication, (and inter-connectivity) (Administrative Expense)	2,063,363					497,540	properly recorded and monitored by Admin Officer, Budget Officer, and AdFin Director
TOTAL ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY	52,635,424					2,483,410	
FINANCIAL MANAGEMENT PROGRAM							
Monitors collections and deposits of all accountable officers. (Administrative Expense)	72,000					10,974	Continued Compliance
2.5. Collects due and past due accounts.	13,789						On PCA - Administrative remedies are still being resourced to, documentary supports are verified particularly on accounts outstanding for more than 5 years primarily to collect and in preparation for endorsement to Legal Department. On CCT Accounts - Documents on actions made for uncollected balances were previously endorsed to the Person in charge in Accounting at the Central Office with request for appropriate action including endorsement to the Legal Department. Presently we only have one outstanding account with the person having manifested intention to apply his TLB to the accountability. His TLB is in process.
Conducts Budget Call Conferences to facilitate preparation and approval of Annual COB. (Administrative Expense)	81,600					18,139	The echo to the other Area PMs on the Budget & Planning is indefinitely held in abeyance.
Complies requirements of Management, COA, BIR, and other government agencies. (Administrative Expense)	200,000					84,046	Diligently complied majority of which were within the timeline.
Tax Management	34,800						
Reconcile records and documents with concerned accountable officers regularly. (Administrative Expense)	320,000					122,046	Continued compliance
8.1. Attendance to seminars/trainings on: 8.1.1. Continuing Professiona Education (CPE) 8.1.2. Tax updates 8.1.3. RA 9184 (Procurement Law) 8.1.4. Updates on accounting & auditing policies 8.1.5. Financial and operational budgeting 8.1.6. Cash Management	70,000 c/o HR Training						Opportunities are sought for and will be taken advantage of when presented for the benefit of the employees and application in the work for the Corporation.
ACCOUNTANTS meetings on post-closing of books and reconciliations, other relevant training/meeting. (Administrative Expense)	274,700					47,756	Preparation and Memos for year-end activities were undertaken and released.
Salaries & Wages & other Benefits. (Administrative Expense)	19,743,260					5,173,460	Regularly and timely processed
Manpower. (Administrative Expense)	934,108					188,771	Giving the best for timely, complete and accurate compliance with the requirements with the manpower we presently have
TOTAL FINANCIAL MANAGEMENT PROGRAM	21,744,257					5,645,192	
POSTAL SAFETY AND SECURITY							

Outsourcing Security Services (Administrative Expense)	2,131,694					848,500	As of 4th Qtr CY 2022, ten (10) security guards are deployed to various capital post offices and Admin Center, tasked to safeguard PPC personnel, properties, and buildings.
CCTV installation and Monitoring (Administrative Expense)	22,000 c/o ADMIN					13,390	Procurement of computer monitor and UPS are ongoing. It is expected to be installed in Dumaguete City Post Office in the first week of January 2023.
TOTAL POSTAL SAFETY AND SECURITY	2,153,694.00					861,890	
GRAND TOTAL AREA 6 WESTERN VISAYAS	268,381,686					48,405,749	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 7- EASTERN MINDANAO							
INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
A. CORPORATE CLIENTS							
1. Offering pick-up service for bulk clients	10,000						
2. Sales Call / Client visitation	10,000						
B. Retail Clients							
2. Additional postal outlets/LGU Operated Pos	100,000						
3. Implementation of seasonal/Special revenue generating programs	20,000						
A. Acquisition of New Corporate Clients	1,537,128						
Review the Area database LGUs, Schools, NGOs and other organizations celebrating milestones founding anniversaries 25th,50th,75th, 100th years. Offer the Commemorative stamp package. Postal area 7 will target at least 3 to 4 proponents at Php 500,000.00.	500,000						
TOTAL INTEGRATED MARKETING AND COMMUNICATION COST	2,177,128						
OPERATION IMPROVEMENT PROGRAM							
1.6. Provision of CCTV Cameras at MDCS	225,600						Budgetary Constraints/Pending Procurement
2.2.2. Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)	3,735,334				39.00%	360,000.00	Incorporated in HR budget plan/CO Approval
2.2.5. Mandatory Scanning of Events in Mail Processing	180,000						Observed scanning of events in POs and MDC/SubDCs/For procurement
2.3 Sustainable Network and Transport Systems							
2.3.1. Inventory, Review existing routes personnel and transport requirement	1,650,000.00				100%	481,420.13	Reveiwed mail routes to synchronize airline schedules
2.3.5. Training Requirements	200,000.00				0%	200,000.00	Budgetary Constraints Incorporated in HR
2.4.2 . Implement New Delivery Beats Rationalized Delivery Routes	3,357,635.20				8%	262,000	Budgetary Constraints/Incorporated in HR Plan
5.2. Determine Connectivity Requirements	386,000.00						Budgetary Constraints/Coordination with IT
6.3. Identify & determine logistical requirements especially for logistics business	100,000.00						Logistics engagement with the DOH in the delivery of medical equipments
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST	9,834,569.20					1,303,420.13	
ICT DEVELOPMENT PROGRAM							
2.1 Connectivity Enhancement - Upgrade of Connectivity	25,000.00				100%		
2.2 Connectivity Enhancement - Provision of New Connectivity	203,000.00				40%		
3. Enhance Data Encoding - Post Office Visit and Inspection	72,000.00			5 PO's Inspected	30%		Establishment of Encoding Hub at Area Office for Philid POD updating
4.1 Enhance ICT Users - Training (online & face-to-face)	50,000.00						

4.2 Enhance ICT Users - User Support - Hardware/Software	100,000.00			13 PO's supported			
5. Enhance IT Personnel - Hiring of MIS Staff	137,907.20						
TOTAL ICT PROGRAM COST	587,907.20						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
3. Employees' Engagement							
3.1 Christmas/Year end Party/Raffle Draws						30,000	
TOTAL PROGRAM HUMAN RESORCE PROGRAM COST						30,000	
ADMINISTRATIVE & FINANCE							
Repair/Repainting of PHLPOST Building	1,000,000						By Admin Scheme
Sending Demand Letters to client	15,000.00						
TOTAL ADMINSTRATIVE & FINANCE	1,015,000.00						
GRAND TOTAL OF AREA 7 EASTERN MINDANAO	13,614,604.40					1,333,420	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 8 - CENTRAL MINDANAO							
INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
2. Conduct of sales presentation and customer relation management workshop to frontliners and tellers. (Administrative Expense)	40,000				0%	39,956.00	No Schedule Yet/C/o Central Office Manila
TOTAL INTEGRATED MARKETING COMMUNICATIONS PROGRAM	40,000					39,956.00	
OPERATIONS IMPROVEMENT PROGRAM							
IMPROVEMENT OF MAIL ACCEPTANCE							
1. Review of Counter Operations (windows, tellers, others). (Operating Expense)	1,052,100.00				100%	1,046,329.00	
1. Continuous improvement of existing Make-Up of Dispatches within the Area. (Operating Expense)	865,900.00				100%	825,463.00	
1. Inventory, Review existing routes personnel and transport requirement. (Operating Expense)	1,803,500.00				100%	1,126,270	
4. Fleet Maintenance Plan (Administrative Expense)							
4.1 Tires							
4.2 Fuel	150,000.00				100%	53,201	
4.3 Repair							
4.3 Others							
IMPROVEMENT OF MAIL DELIVERY							
1 Inventory, Review existing Delivery Beats and letter carrier requirements. (Operating Expense)	3,744,000.00				100%	3,282,399	
3. Monitors implementation by the Post Offices of the mail operations computerization program. (Operating Expense)	32,000.00				100%	30,699	
1. Implements Energy Conservation measures mandated by Management. (Administrative Expense)							
1.1. Ensure that all faucets are properly turned off when not in use.							
1.2. Turn off lights during lunch breaks leaving only the light of the employee who shall be in-charge in receiving papers and/or visitors.	750,000.00				100%	492,253	
1.3. Limit charging of cell phones and other gadgets.							
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST	8,397,500.00					6,856,614.00	
ICT DEVELOPMENT PROGRAM							
b. Monitoring and System Support (Post Office). (Administrative Expense)	101,000.00				100%	100,400	'ERP based Systems (MMS,DPS,CDS,IPS)
a. To provide access to Internet. (Administrative Expense)	425,239				100%	261,837	Upgraded ISP: * Cagayan de Oro City Post Office, Bugo Post Office, Gingoog CPO
TOTAL ICT PROGRAM COST	526,239					362,237	
HUMAN RESOURCE DEVELOPMENT PROGRAM							
HRIS FULL IMPLEMENTATION							

1. Use of the systems in day-to-day tasks of HR. (Administrative Expense)	49,500.00				0%	43,933	SYSTEM UNDER DEVELOPMENT
TOTAL HUMAN RESOURCE MANAGEMENT PROGRAM COST	49,500.00					43,933	
FINANCIAL MANAGEMENT PROGRAM							
1. Programs cash for payment of obligations and trust liabilities. (Administrative Expense)	65,000.00				100%	31,911	
2. Monitors collections and deposits of all accountable officers. (Administrative Expense)	73,200.00				100%	70,578	
3. Reconciles cash disbursement records with Accounting. (Administrative Expense)	50,000.00				100%	49,383	
1. Ensures 90% collection of AR accounts ageing less than 1 year by: (Admini	23,500.00				100%	20,014	
• Sending billing to clients on time.							
• Monitoring status and age of receivables.							
• Reconciling AR balance with clients.							
1. Accrue all expenses incurred within the month. (Administrative Expense)	35,000.00				100%	32,522	
4. Manage COA Audit of Observation (AOM), Notice of Disallowance (ND), & Notice of Settlement (NS). (Administrative Expense)	90,000.00				100%	8,579.70	
1. Send Officers/Employees to seminars/trainings on: Continuing Professional Education (CPE), RA 9184 (Procurement Law), Tax Updates, Accounting and Auditing Policies and Procedures, Budget Preparation and Implementation, Cash Management and Investment, Management/Leadership, Other relevant Technical Trainings/Seminars	296,000						
TOTAL FINANCIAL PROGRAM	632,700.00					212,988	
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
2. Distribute revenue generating and operational supplies/materials on-time. (Operating Expense)	4,311,562.00				100%	4,123,206	
Distribute revenue generating and operational supplies/materials on-time. (Administrative Expense)	481,300.00					1,218,137	
2. Ensure submission of list of all Serviceable PPEs to facilitate insurance coverage. (Administrative Expense)	140,000				100%		CENTRAL OFFICE
3. Conduct periodic physical inventory of buildings and other PPEs.	60,000				50%	57,151	DEFERRED; WAITING FOR CENTRALIZED ONE TIME CLEANSING
4. Implement and monitor the following:							
• Face-lifting/Minor repairs of Post Offices. (Administrative Expense)	150,000				0%		
• Periodic repair and maintenance of all buildings and other PPEs. (Administrative Expense)	50,000				100%	48,057	
3. Utilize technology in the dissemination of administrative issuance and correspondence. (Administrative Expense)	73,000.00				100%	72,009	
TOTAL ADMINSTRATIVE & TRANSPARENCY PROGRAM	5,265,862.00					5,518,560	
CORPORATE PERFORMANCE MONITORING PROGRAM							

1. Results-based performance plan: (Administrative Expense)							
1. 1. Conduct validation, review and monitoring of IPCR/OPCR of the operating units by PMT	148,900.00					80,683	
1. 2. Conduct quarterly assessment of Accountable Officers							
TOTAL CORPORATE PERFORMANCE MONITORING PROGRAM	148,900.00					80,683	
POSTAL SAFETY AND SECURITY PROGRAM							
Provision of security guards in Admin Center, Cagayan de Oro City, Butuan City and Iligan City. (Administrative Expense)	363,000.00					342,238	
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	363,000.00					342,238	
GRAND TOTAL OF AREA 8 CENTRAL MINDANAO	14,897,462.00					13,457,209	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred	
AREA 9 - WESTERN MINDANAO							
INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
no specific projects and activities for Area 9							
routinary						72,523,980	
TOTAL INTEGRATED MARKETING AND COMMUNICATION COST						72,523,979.68	
OPERATION IMPROVEMENT PROFRAM							
TOTAL OPERATIONAL IMPROVEMENT PROGRAM COST							
ICT DEVELOPMENT PROGRAM							

TOTAL ICT PROGRAM COST							
HUMAN RESOURCE DEVELOPMENT PROGRAM							
TOTAL PROGRAM HUMAN RESORCE PROGRAM COST						0	
FINANCIAL MANAGEMENT PROGRAM							
TOTAL FINANCIAL PROGRAM							
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
TOTAL ADMINSTRATIVE & TRANSPARENCY PROGRAM							
GRAND TOTAL OF AREA 9 - WESTERN MINDANAO						72,523,980	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completio	Total Cost Incurred to Date	
INTERNAL AUDIT DEPARTMENT							
1. Assurance Audit:							
Audit of Post Offices	3,000,000.00	October 2022		December 2022	57%	93,045.00	
Monitoring and Review of ISO 9001 and Implementation including available operating procedures within the ISO 9001 plan							
				December 2022			
2. Training and Professional Certifications	3,000,000.00	October 2022			13.00%	7,500.00	
3. Monitoring of Compliance/Implementation of Audit Findings & Recommendations							
TOTAL INTERNAL AUDIT DEPARTMENT	6,000,000.00					100,545.00	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completio	Total Cost Incurred to Date	
OFFICE OF THE POSTMASTER GENERAL							
INSPECRTORATE DEPARTMENT							
1. Safety & Security Monitoring Inspection							
1.1. Inspection of Post Offices	100,000.00	Oct-Dec 2022				0.00	
1.2 Conduct of Investigation on complaints	980,000.00	Oct-Dec 2022					Submitted 32 FFIR
2. Security Intervention Program							
2.1 Management of out sourced security guards	37,408,213.20	Oct-Dec 2022				9,216,460.14	129 Security guards
2.2 Management of CCTV operations	150,000.00	Oct-Dec 2022				38,000.00	salaries of CCTV operators
2.3 NALECC Membership	100,000.00	Oct-Dec 2022				0.00	
4. Personnel Capability Program							
4.1 Technical trainings, seminars of ID Personnel	1,070,000.00						
4.2 Provisions of basic investigation, inspection & intelligence requirement	289,207.00					15,000.00	
5. Manualization of Safety & Security Risks Management Requirements	50,000.00						
Personal Services (salaries)	19,324,501.00	Oct-Dec 2022				1,674,000	HRMD payroll
Utilities	350.07	Oct-Dec 2022				10,000	Communication bills
8. Repair/Renovation of ID Office	135,000.00					0	
TOTAL INSPECTORATE DEPARTMENT	59,607,271.27					10,953,460.14	
LEGAL DEPARTMENT							
2. Establish Legal library							
2.2 Acquire SCRA software and other legal references	50,000.00						In cordination with LPMD
Contingent Liabilities	15,000,000.00						
Other Cases	500,000.00						
Acquire consultancy services	480,000.00						On hold. Internal review is still on process.
8. Trainings and Seminar							
a. MCLE for lawyers (continuing education)	125,000.00						5 lawyers attended MCLE last March 2022
c. Administrative Offenses for lawyers and evaluators	HRMD						Seminar on RACCS
TOTAL LEGAL DEPARTMENT	16,155,000.00						
CORPORATE COMMUNICATION DIVISION							
STRATEGIC							
Advertising & Promotion Campaign	12,000,000.00						
Branding Collaterals (Compendium Folder, Calling Card, Flyers, etc.)	3,000,000.00						
Corporate Giveaways	2,000,000.00						
Website (Content Management)	OPEX						
Social Media Boost Post / Viral videos	200,000.00						
TACTICAL							
Newsletter							
Internal	300,000.00						
External	1,500,000.00						
Area Activities (Calendar Events)	OPEX						
Media Monitoring Service	300,000						

Media Partnerships and Collaborations (Thanksgiving Party/Appreciation Lunch (Media/Bloggers/Influencers)	2,000,000.00						
TOTAL CORPORATE COMMUNICATION DIVISION	21,000,000.00						
GRAND TOTAL OFFICE OF THE POSTMASTER GENERAL	96,762,271.27					10,953,460.14	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completio	Total Cost Incurred to Date	
OFFICE OF THE ASSISTANT POSTMASTER GENERAL FOR MANAGEMENT SUPPORT SERVICE							
Management Information Systems Department							
Systems Administration, System Enhancement and Maintenance							
a. International Postal System (IPS) (web/server-client)	3,160,000.00					1,160,409.90	
b. Customs Declaration System (CDS)	1,500,000.00						
e. Track and Trace System (Web/Mobile)	900,000.00						SMS Subscription
k. PPC Website	500,000.00						website enhancement
m. Mail Management System (MMS)	330,000.00						GPS Subscription
Systems deployment and Systems monitoring							
b. Postal Area/Post Offices	1,371,600.00						travel expense
Office Automation							
a. Procurement of virtualization	2,580,000.00						
b. Procurement of antivirus licenses	2,700,000.00						
c. Procurement of Microsoft license	3,500,000.00						
e. Subscriptions							
e.1 Website hosting	800,000.00					236,400.00	
e.2 Zoom subsription	300,000.00						
e.3 Teamviewer subscription	65,668.00						
e.4 SSL subscription	250,000.00						
e.5 E-Commerce UPU subscription	500,000.00						
e.6 Firebase subscription	20,000.00						
To ensure Security and data backup of Information System							
IT Audit by Third Party	1,152,000.00						
Establish CyberSecurity Plan	6,500,000.00						
Cloud Technology	12,000,000.00						
Infrastructure							
a.1 Server OS and DB	1,330,000.00						
b. Internet Connectivity (CO, CMEC and SMED)	6,000,000.00						
d. Hosting and Website Security	350,000.00						
f. Network Rehab (voice and data)	11,500,000.00						
g. Firewall add on services licenses	998,000.00						
Ensure Security & Data backup of Information Systems by building a Disaster Recovery Plan (DRP) Room							
a.1 Construction of DRP Room	5,000,000.00						
a.3 airconditioner	368,000.00						
b. Internet Connectivity (for redundancy)	3,000,000.00						

IT Workshop & Trainings							
a. Conduct IT Training for MISD and Area IT (semi-annual)	550,000.00						
b. To attend trainings for ICT (Domestic Training)	810,400.00						travel (international)
c. To attend trainings for ICT (International Training)	600,000.00						
MISD Facility Improvement							
a.1 Furniture & Fixture	450,000.00						
a.2 Procurement of IT Equipment (computer, printers, multimedia projector, switches, router, cable, RJ45)	20,730,986.00						procurement of router, cable, RJ 45 and switches
Renovation of CMEC - MIS Room	300,000.00						
Renovation of MISD Room in Central	200,000.00						
Genset maintenance cost (Server Room)	50,000.00						
Gasoline, oils and lubricants (Server Room)	46,000.00						
TOTAL MANAGEMENT INFORMATION SYSTEMS DEPARTMENT	90,412,654.00					1,396,809.90	
CORPORATE PLANNING DEPARTMENT							
						Routinary cost Incurred	
GRAND TOTAL OFFICE ASSISTANT POSTMASTER GENERAL MANAGEMENT SUPPORT SERVICE	90,412,654					1,396,809.00	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
OFFICE OF THE ASSISTANT POSTMASTER GENERAL FOR ADMINISTRATION AND FINANCE							
I. LOGISTICS AND PROPERTY MANAGEMENT DEPARTMENT							
Procures goods and services approved APP following the provisions in RA 91184 & its IRR.	13,464,351.00					11,988,186.00	60 Purchase Orders (POs) were processed/ approved
Prepares disbursement vouchers for payments of goods, services and utilities						113,007,564.42	152 Disbursement Vouchers (DV's) prepared/ processed
2. Supply Management							
a. Improves stock management of all operational supplies and materials.	Oct - Dec						Inventories are segregated/classified according to kind
b. Continue to maintain a database on utilization rate of every supply item to determine Economic Order Quantity. (EOQ)	Oct - Dec						Recording is updated and monitored
c. Continuous reconciliation of inventory records with Accounting	Oct - Dec						Regular submission to Accounting of Report of Deliveries (288 deliveries)
d. Distributes centrally and locally-procured office supplies	Oct - Dec						309 RIS acted/issued to both CO offices and area 1-9
e. Operates and maintains in-house printing facility.	Oct - Dec						Printed 2,637,500 pcs. Various printed forms
3. Assets Management							
a. Monitors rental payments of existing lessees.						12,453,078.60	Revenues declared were computed based on the existing contracts and continued occupancy of the Lessee on leased premises after the expiry of the contract not on the actual rental payment received from Lessees
b. Implement/Monitors titling activities undertaken by Postal Areas							Titled San Francisco PO Lot, Agusan del Sur on September 6, 2022 with Original Certificate of Title (OCT) No. 2022000731 thru Special Patent No. SP-NGA-AGS-020
TOTAL LOGISTICS AND PROPERTY MANAGEMENT DEPARTMENT	13,464,351.00					137,448,829.02	
II. GENERAL SERVICES DEPARTMENT							
1. Infrastructure Management	1,126,603					642,163.00	
a. conducts ocular site inspection for preparation of DEW of proposed infra projects							
2. Buildings & Facilities Maintenance Management							
a. Prepares Annual Maintenance Program							
b. Implements Preventive Maintenance Program on: Electrical Plumbing Mechanical Carpentry	Regular Petty Cash Fund = Php200,000.00					440,617.00	Materials used from these activities were charged to the Petty Cash Fund granted to the Chief, Maint. & Miscellaneous Division
c. Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.							

d. Performs sanitation and housekeeping activities.						
e. Provides assistance in the physical arrangement during Corporate events.						
f. Implements and monitors Waste Management Program.						
g. Utilizes technology in the dissemination of administrative issuance and correspondence					32,972.00	
TOTAL GENERAL SERVICES DEPARTMENT	1,326,603.00				1,115,752.00	
III. ACCOUNTING DEPARTMENT						
1. Accounts Receivable Management Program					741,156.35	
2. Accounts Payable Management Program					1,073,526.61	
3. Tax Management Program					1,471,646.87	
4. Financial Reporting Management Program					741,156.35	
5. Quality Management System Program					1,957,260.62	
6. Capacity Building Program					978,630.31	
7. Maintenance of Safe Workplace						
8. Cost Management Program					879,903.28	
TOTAL ACCOUNTING DEPARTMENT					7,843,280.39	
IV. FINANCIAL MANAGEMENT DEPARTMENT						
1. Budget Management						
Implements cash-based budgeting of the approved COB and allocates funds in accordance with approved Projects, Activities and Program.						
1.2. Monitors revenue attainment against projection of operating units. 1.3. Evaluates budget allocation and utilization. 1.3.1 Compare actual expenses against budget. 1.4 Create a contingency reserve.	3,387,431.00				852,699.00	
2. Cash Management						
2.1 Monitors collections and deposits of all accountable officers.						
2.2 Programs cash for payment of obligations and trust liabilities.						
2.2.1 Earmark funds for priority obligations.						
2.3 Places reserved/earmarked cash in time deposits to earn						
2.4 Performance of Routinary Function						
3. Accounts Receivable Mgt.						
3.1 Send billing to clients on time.						
3.2 Monitors status and age of receivables.						
3.3 Reconciles the accounts with clients.						
3.4 Undertake aggressive collection of AR in coordination with						
3.5 Endorses records of delinquent clients to Legal Department for						
3.6 Performance of Routinary Function						
Postage Stamps	57,211.00				603,940.00	
Other Program- Routinary Activities	13,466,266.00					
TOTAL FINANCIAL MANAGEMENT DEPARTMENT	19,587,428.00				1,486,157.74	
V. HUMAN RESOURCE MANAGEMENT DEPARTMENT						
2.1 Conduct In-house trainings						
1. Online echo seminar on Human Resource Management Course	no expenses	October 20,2022				
2. SS of Good House keeping	no expenses	October 25 and 26,2022				
3. Online COS Orientation: Meet and Greet	1,341.89	November 9 and 10,2022				

4.Defensive Driving Techniques	18,528.75						
2.2.External Learning and Development							
2.Tools and Techniques for Audit Engaement (online seminar)	25,320.00	Nov.15-18,2022					
3.Webinar on Drug Abuse and Prevention	no expenses	Nov.17,2022					
4.Program Course Design and Development-online	no expenses	Oc.12.14,20,2022					
5.Management Audit Seminar	5,000.00	Dec.12-15,2022					
Awarding of CSC Certification of Accreditation to Postal Union-CAN Meeting	4,206.25	Nov.7,2022					
Training /Writeshop of GAD Plans and Budget 2023	232,000.00	Nov.14-16,2022					
TOTAL FINANCIAL MANAGEMENT DEPARTMENT	286,396.89						
GRAND TOTAL OF OFFICE OF THE ASSISTANT POSTMASTER GENERAL FOR ADMINISTRATION AND FINANCE	34,664,778.89					147,894,019	

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
OFFICE OF THE ASSISTANT POSTMASTER GENERAL FOR OPERATIONS							
SURFACE MAIL EXCHANGE DEPARTMENT							
A. Improve Acceptance of Mails							
Ensure sufficiency of operational supplies/forms	5,325,113.56					168,765.47	
B. Improve Processing of Mails							
Mail Services							
Conveyance Cost							
Domestic Conveyance						680,882.86	
International Conveyance						1,114,013.27	
Petty Cash Cost for Conveyance (Intl)						98,778.56	
Development of Warehouse Management System	426,016.01						(1.) Repair of Comfort Rooms and Sewer Lines System at SMED (2.) Repair of Logistics Client Warehouse at SMED
C. Improve Mail Transportation							
Transport Cost							
Gasoline Consumption						176,310.00	
RFID/Toll Fees/ Vulcanizing/Stencil						14,089.00	
D. Improve Mail Delivery							
E. Improve Mail Security							
F. Improve Collection of Delivery Information							
G. Improve Customer Care/Service							
Communication Cost							
Mobile Expense						1,800.00	
Telephone Expense							
H. Cost Management							
TOTAL SURFACE MAIL EXCHANGE DEPARTMENT	5,751,129.57					2,254,639.16	
POSTAL PAYMENT DELIVERY DIVISION, BUSINESS LINES DEPARTMENT							
BTL (Internal Marketing)	60,000.00						
Marketing Materials	18,000.00					33,432.00	
Online Marketing	1,797,000.00						
FB Ads (5 ads per week @ P5,000/week/ad)						62,664.11	
Chatbot						11,619.70	
Weebly (Postal ID Website - Yearly subscription)						8,435.86	
Covid 19 Contingencies	1,125,000.00					606,000.00	
TOTAL BUSINESS LINE DEPARTMENT	3,000,000.00					722,151.67	
SERVICE REGULATION DEPARTMENT							
Review and amend the processing standard						644,739	Continuing
Review and amend the policies, processes and procedures in the receipt, sorting and dispatch of postal items						38,854.65	Continuing
Orientation/training of the mechanized sorting procedures						1,205,756.00	
Updating/Setting of service standards at par with the industry						4,808,318	On-going
TOTAL SERVICE REGULATION DEPARTMENT						6,697,667.65	
EXPRESS MAIL EXCHANGE DEPARTMENT							
B. Improve Processing of Mails							
1. Customs-Postal harmonization initiatives, clearance, ICT safety, security & Cs	648,000.00				On-going		On-going collaboration discussion with Customs (Creating joint PHLPost-Customs Customer Care)
C. Improve Mail Transportation							

1. Insured dispatches (Insurance on actual item/mails)	250,000.00						Insured dispatches (Insurance on actual item/mails)
D. Improve Mail Delivery							
1. Strengthen mail delivery capabilities	91,250.00				Continuous		Orientation/training of Letter Carriers
2. Expand door-to-door delivery service	555,000						
E. Improve Mail Security							
1. UPU securex project	530,717.00				On-going		Project management were created to formulate standards and policies to meet UPU security standards
F. Improve Collection of Delivery Information							
1. Provide adequate equipment, at OE's processing offices & delivery (EMED) office	14,589,052.34				Continuous		Attainment of the processing
4. Enhance competency & skills encoders/users	80,000.00						Re-training/Updating of processors and IPS account users
2. Enhance skills & knowledge on customer relations	13,500.00						Attainment of Customer Service Standard
TOTAL EXPRESS MAIL EXCHANGE DEPARTMENT DEPARTMENT NETWORK AND TRANSPORT DEPARTMENT	16,757,519.34						
1. Procurement of Newly Brand Motor Vehicles							
a. 4 Wheeler Light Van	15,000,000.00						Still waiting for Board Resolution and Certificate of availability
b. 6 Wheeler Medium Van	22,800,000.00						
c. 10 Wheeler Van	31,720,000.00						
2. Delivery of 46 Units Motor Vehicles							
a. 46 Units Small Vans	40,480,000.00						
3. Major rehabilitation	5,000,000.00						Utilized 27% of the total budget
3. Mail Conveyance Services							Utilized 67% of the total budget
a. Domestic	62,933,903.00	May 12, 2022		May 11, 2023	42%	7,684,014.50	
B. International	220,000,000.00	May 12, 2022		May 11, 2023	74%	17,077,868.00	
4. Procurement for Motor Vehicles Supplies & Materials							Utilized 43% of the total budget
a. Tires	3,048,000.00				11%	2,222,360.00	
B. Batteries	1,312,000.00				11%		
C. Spare Parts & Other Supplies for Vehicles	7,200,000.00				36%	1,294,155.46	
5. Procurement of Gasoline, Oil and Lubricants							Utilized 89% of the total budget
a. Diesel	12,046,428.00				110%	3,763,796.49	
B. Unleaded	20,528,862.00				80%	4,077,537.82	
C. Oil and Lubricants	990,725.00				30%	294,544.20	
TOTAL NETWORK AND TRANSPORT DEPARTMENT	443,059,918.00					36,414,276.47	
AIRMAIL EXCHANGE DEPARTMENT							
GRAND TOTAL OFFICE ASSISTANT POSTMASTER GENERAL GENERAL FOR OPERATIONS							

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2022
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2022	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completio	Total Cost Incurred to Date	
OFFICE OF THE ASSISTANT POSTMASTER GENERAL FOR ADMINISTRATION AND FINANCE							
I. LOGISTICS AND PROPERTY MANAGEMENT DEPARTMENT							
Procures goods and services approved APP following the provisions in RA 91184 & its IRR.	13,464,351.00					11,988,186.00	60 Purchase Orders (POs) were processed/ approved
Prepares disbursement vouchers for payments of goods, services and utilities						113,007,564.42	152 Disbursement Vouchers (DV's) prepared/ processed
2. Supply Management							
a. Improves stock management of all operational supplies and materials.	Oct - Dec						Inventories are segregated/classified according to kind
b. Continue to maintain a database on utilization rate of every supply item to determine Economic Order Quantity. (EOQ)	Oct - Dec						Recording is updated and monitored
c. Continuous reconciliation of inventory records with Accounting	Oct - Dec						Regular submission to Accounting of Report of Deliveries (288 deliveries)
d. Distributes centrally and locally-procured office supplies	Oct - Dec						309 RIS acted/issued to both CO offices and area 1-9
e. Operates and maintains in-house printing facility.	Oct - Dec						Printed 2,637,500 pcs. Various printed forms
3. Assets Management							
a. Monitors rental payments of existing lessees.						12,453,078.60	Revenues declared were computed based on the existing contracts and continued occupancy of the Lessee on leased premises after the expiry of the contract not on the actual rental payment received from Lessees
b. Implement/Monitors titling activities undertaken by Postal Areas							Titled San Francisco PO Lot, Agusan del Sur on September 6, 2022 with Original Certificate of Title (OCT) No. 2022000731 thru Special Patent No. SP-NGA-AGS-020
TOTAL LOGISTICS AND PROPERTY MANAGEMENT DEPARTMENT	13,464,351.00					137,448,829.02	
II. GENERAL SERVICES DEPARTMENT							
1. Infrastructure Management	1,126,603					642,163.00	
a. conducts ocular site inspection for preparation of DEW of proposed infra projects							
2. Buildings & Facilities Maintenance Management							
a. Prepares Annual Maintenance Program							
b. Implements Preventive Maintenance Program on: Electrical Plumbing Mechanical Carpentry	Regular Petty Cash Fund = PhP200,000.00						
c. Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.						440,617.00	Materials used from these activities were charged to the Petty Cash Fund granted to the Chief, Maint. & Miscellaneous Division

d. Performs sanitation and housekeeping activities.						
e. Provides assistance in the physical arrangement during Corporate events.						
f. Implements and monitors Waste Management Program.						
g. Utilizes technology in the dissemination of administrative issuance and correspondence					32,972.00	
TOTAL GENERAL SERVICES DEPARTMENT					1,115,752.00	

III. ACCOUNTING DEPARTMENT						
1. Accounts Receivable Management Program					741,156.35	
2. Accounts Payable Management Program					1,073,526.61	
3. Tax Management Program					1,471,646.87	
4. Financial Reporting Management Program					741,156.35	
5. Quality Management System Program					1,957,260.62	
6. Capacity Building Program					978,630.31	
7. Maintenance of Safe Workplace						
8. Cost Management Program					879,903.28	
TOTAL ACCOUNTING DEPARTMENT					7,843,280.39	
IV. FINANCIAL MANAGEMENT DEPARTMENT						
1. Budget Management						
Implements cash-based budgeting of the approved COB and allocates funds in accordance with approved Projects, Activities and Program.						
1.2. Monitors revenue attainment against projection of operating units. 1.3. Evaluates budget allocation and utilization. 1.3.1 Compare actual expenses against budget. 1.4 Create a contingency reserve.	3,387,431.00				852,699.00	
2. Cash Management						
2.1 Monitors collections and deposits of all accountable officers.						
2.2 Programs cash for payment of obligations and trust liabilities.						
2.2.1 Earmark funds for priority obligations.						
2.3 Places reserved/earmarked cash in time deposits to earn additional						
2.4 Performance of Routinary Function						
3. Accounts Receivable Mgt.						
3.1 Send billing to clients on time.						
3.2 Monitors status and age of receivables.						
3.3 Reconciles the accounts with clients.						
3.4 Undertake aggressive collection of AR in coordination with						
3.5 Endorses records of delinquent clients to Legal Department for						
3.6 Performance of Routinary Function						
Postage Stamps	57,211.00				603,940.00	
Other Program- Routinary Activities	13,466,266.00					
TOTAL FINANCIAL MANAGEMENT DEPARTMENT	19,587,428.00				1,486,157.74	
V. HUMAN RESOURCE MANAGEMENT DEPARTMENT						

GRAND TOTAL OF OFFICE OF THE ASSISTANT POSTMASTER GENERAL FOR ADMINISTRATION AND FINANCE							