

File



Republic of the Philippines
Office of the President
Philippine Postal Corporation

Office of the Assistant Postmaster General for Management Support Services
Corporate Planning Department

FOR : **GELARINO B. PEDRO**
Acting Manager
Accounting Department

SUBJECT : **SUBMISSION OF PROGRAMS, ACTIVITIES AND PROJECTS**
(PAPs) FOR CY 2021

Date : **14 FEBRUARY 2022**

Respectfully submitted herewith the quarterly consolidated report on Programs, Activities and Projects (PAPs) for CY 2021.

For your reference.

for. Bulp
MARA BEATRICE M. GERVACIO
Officer-in-Charge



CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 2 - NORTHWEST LUZON AREA							
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Maintains database of suppliers and procured items unit costs in compliance with BIR.	1,601,706.88						
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	1,601,706.88						
ICT DEVELOPMENT PROGRAM							
MONTHLY SUBSCRIPTION OF EXISTING INTERNET CONNECTIVITY	765,792.43						
TOTAL ICT DEVELOPMENT PROGRAM	765,792.43				99%		
AUDIT EFFICIENCY PROGRAM							
Professional Services (Support to COA)	100,941.59						
TOTAL AUDIT EFFICIENCY PROGRAM	100,941.59						
GRAND TOTAL AREA 2 NORTHWEST LUZON AREA	2,468,440.90						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
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PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 3 -MEGA MANILA AREA							
INTEGRATED MARKETING PROGRAM							
Performance of routinary functions	9,839,784.34						
TOTAL INTEGRATED MARKETING PROGRAM COST	9,839,784.34						
OPERATIONS IMPROVEMENT PROGRAM							
Improve supplies distribution to Post Offices	22,921,491.31						
Implement Vehicle Maintenance/Rehabilitation Program	721,379.63						
Ensure Sufficiency of Diesel ,and Gasoline	2,049,390.08						
Implement outsourced delivery (LGU[MP-TEV], Postal Station, Mail Contractors, Domestic Conveyance)	57,397.64						
Strengthen quality control/mail monitoring	344,300.62						
Deployment of Security Guards at Major Post Offices	4,462,306.31						
Implement scanning of events/uploading of information for tracked items	1,907.00						
Performance of routinary functions	172,148,228.29						
Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	55,319.84						
TOTAL OPERATION IMPROVEMENT PROGRAM	202,761,720.72						
ICT DEVELOPMENT PROGRAM							
Provide adequate internet connectivity at postal facilities	1,087,846.03						
TOTAL ICT PROGRAM COST	1,087,846.03						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Performs Routinary functions	10,014,964.09						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	10,014,964.09						
FINANCIAL MANAGEMENT PROGRAM							
Performs Routinary functions	22,173,440.14						
TOTAL FINANCIAL MANAGEMENT PROGRAM	22,173,440.14						
GRAND TOTAL AREA 3 MEGA MANILA AREA	245,877,755.31						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
FOURTH QUARTER MONITORING REPORT

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					% of Completion	Total Cost Incurred to Date	
AREA 4 - SOUTHERN LUZON AREA							
INTEGRATED MARKETING PROGRAM							
Development of new/enhanced products and services for target customers	84,627.41	1st Quarter		4th Quarter	67%		
Intensify expansion of Postal Outlets in malls and LGUs	20,483.06						
Distribute IEC (information and educational campaigns) materials in post offices and clients	51,207.67				60%		
Conduct promotional campaigns and exhibits (sales leads like emails and phone calls or social media)	66,569.96						
Intensify prospecting of new clients	245,654.63	1st Quarter		4th Quarter	89%		
Conduct intensive client visits and product presentations to qualified prospects and existing clients	315,331.42	1st Quarter		4th Quarter	89%		
Implement special and/or seasonal revenue-generating projects	149,256.88	1st Quarter		4th Quarter	89%		
Conduct internal coordination meetings with other Areas to maintain existing clients	238,463.56	1st Quarter		4th Quarter	60%		
Conduct of Customer Symposium and Focus Group Discussions	37,731.97						
Provide sales and marketing training to all Marketing Staff and Postmasters	35,845.38						
Conduct Meetings and Revenue Assessment Conference for Postmasters	142,896.34						
TOTAL INTEGRATED MARKETING PROGRAM COST	1,388,068.28						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
OPERATIONS IMPROVEMENT PROGRAM							
Ensure the provision of mandatory information and requirements in the acceptance of mails	363,843.96	1st Quarter		4th Quarter	95 % in 106 Pos		
Enhance competency of counter personnel	15,362.29	2nd Quarter		4th Quarter	95%		
Ensure sufficiency of supplies /mail forms/accountable forms	2,560.39	1st Quarter		4th Quarter	100%		
Computerize counter operations (Point of Sale)	134,757.01	2nd Quarter		4th Quarter			
Expansion of acceptance post offices	123,976.46	2nd Quarter		4th Quarter			10 LGU PS
Continuous updating of policies and procedures	10,241.53	1st Quarter		4th Quarter	100%		
Enhance Sorting and Dispatch Scheme	6,065,025.76	1st Quarter		4th Quarter	100%		
Enhance Skills and competency of personnel	274,904.32	2nd Quarter		4th Quarter	92%		
Enhance processing through mechanization	7,681.16	1st Quarter		4th Quarter			
Computerize mail processing	69,130.36	1st Quarter		4th Quarter	100%		
Strengthen transport capabilities	302,637.32	1st Quarter		4th Quarter	92%		
Enhance mail network and routing schedules	1,503,888.36	1st Quarter		4th Quarter	100%		
Strengthen monitoring and control mechanism	504,395.52	1st Quarter		4th Quarter	92%		
Enhance skills and competency of personnel	5,120.76			4th Quarter			
Strengthen mail delivery capabilities (Tools and Equipment for last mile)	69,660,406.14	1st Quarter		4th Quarter	89%		
Develop and adopt alternate delivery options	2,109,405.54	1st Quarter		4th Quarter	90%		
Enhance skills and competency of personnel (Training)	12,801.92	1st Quarter		4th Quarter	95%		
Updating/Setting of service standards at par with industry	491,593.62	1st Quarter		4th Quarter	90%		
Expand door to door delivery service	2,000,221.10	1st Quarter		4th Quarter	90%		
Provide Security personnel Equipments at OE	777,516.69	1st Quarter		4th Quarter	90%		
Strengthen monitoring and control mechanisms	10,241.53	1st Quarter		4th Quarter	90%		
Insurance Coverage of Postal Facilities & Shipments	122,102.36	1st Quarter		4th Quarter	100%		
Provide adequate equipment at counter, processing offices and delivery offices	53,275.95	1st Quarter		4th Quarter	100%		
Enhance competency and skills of encoders/users	110,096.48	1st Quarter		4th Quarter	100%		
Enhance Skills and knowledge on Customer relations	5,120.76	2nd Quarter		4th Quarter			
TOTAL OPERATION IMPROVEMENT PROGRAM	84,736,307.30						
ICT DEVELOPMENT PROGRAM							
Apply and install internet connection in Post Offices	1,791,170.70	1st Quarter		4th Quarter			
Provision and installation of complete set of workstation in selected post offices for web-based online application and update of event information	115,406.33	1st Quarter		4th Quarter			
Conduct trainings on Phlpost online and standalone application system	151,164.23	1st Quarter		4th Quarter			
Repair, maintenance and regular check-up of defective IT equipment	397,482.34	1st Quarter		4th Quarter			
TOTAL ICT PROGRAM COST	2,455,223.59						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Recruitment, Selection and Promotion	44,257.38						
Employees' Engagement	33,414.32	1st Quarter		4th Quarter	100%		
Employees Welfare and Relations	437,616.67	1st Quarter		4th Quarter	100%		
Performance Management	70,074.20	1st Quarter		4th Quarter	100%		
Standard Process Management	23,972.75						
Learning and Development Program (In-House)	61,489.65						
Gender and Development	29,504.92	1st Quarter		4th Quarter	83%		
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	700,329.88						
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
1. Procurement Management	2,270,819.52	1st Quarter		4th Quarter	88%		
2. Supply & Inventory Management	331,002.95	1st Quarter		3rd Quarter	90%		
3. Assets Management	196,026.42	1st Quarter		3rd Quarter	90%		
4. Infrastructure Management	165,148.38						
5. Buildings & Facilities Maintenance Mgt.	936,490.16	1st Quarter		3rd Quarter	96%		
6. Records Management	20,894.46	1st Quarter		3rd Quarter	92%		
8. Cost management	140,841.33	1st Quarter		3rd Quarter	89%		
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	4,061,223.22						
FINANCIAL MANAGEMENT PROGRAM							
1. Cash Management	251,166.18	1st Quarter		3rd Quarter	100%		
2. Accounts Receivable Mgt.	102,031.72	1st Quarter		3rd Quarter	82%		
3. Budget Management	3,423,154.80	1st Quarter		3rd Quarter	100%		
5. Tax Management	167,071.64	1st Quarter		3rd Quarter	98%		
6. Accounts' Reconciliation Mgt.	1,271,324.43	1st Quarter		3rd Quarter	86%		
7. Postage Management	5,532.17	1st Quarter		3rd Quarter	100%		
9. Standard Process Management	37,664.13						
TOTAL FINANCIAL MANAGEMENT PROGRAM	5,257,945.08						
AUDIT EFFICIENCY PROGRAM							
1. Conduct monitoring of cash and property accountability							
1.1 Big Post Offices (quarterly basis)	216,816.93	3rd Quarter		3rd Quarter	90%		
1.2 Other Post Offices (random basis)	146,969.54	3rd Quarter		3rd Quarter	80%		
2. Request formal audit for post offices with irregularities	44,257.35	2nd Quarter		4th Quarter	100%		
2.2. Commission on Audit							
TOTAL AUDIT EFFICIENCY PROGRAM	408,043.82						
GRAND TOTAL AREA 4 SOUTHERN LUZON AREA	99,007,141.17						

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AREA 5 - CENTRAL AND EASTERN VISAYAS AREA							
INTEGRATED MARKETING PROGRAM							
- Continuous client visits	4,609.36						
- Hire marketing staff	52,401.73						
- Intensify Philatelic campaign through exhibits and lectures, stamp meetings / meet and greet, information on new stamp issuances to Philatelic clubs, Philatelic collectors; Stamps on wheels project	10,396.55						
-Implementation of PhilPost merchandise: mugs	1,100.00						
TOTAL INTEGRATED MARKETING PROGRAM COST	68,507.64						
OPERATIONS IMPROVEMENT PROGRAM							
Rehabilitation of transport facilities	408,416.88						
TOTAL OPERATION IMPROVEMENT PROGRAM	408,416.88						
ICT DEVELOPMENT PROGRAM							
Maintain the existing connected PO	601,335.25						
Acquire connectivity for not connected PO	74,249.72						
TOTAL ICT DEVELOPMENT PROGRAM	675,584.97						
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR.	212,115.49						
Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	758,302.73						
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	970,418.22						
FINANCIAL MANAGEMENT PROGRAM							
Hiring of additional manpower for Accounting	12,568.44						
> TOTAL FINANCIAL MANAGEMENT PROGRAM	12,568.44						
POSTAL SAFETY AND SECURITY PROGRAM							
Procurement of security services	2,402,071.42						
Inspection of Post offices & other facilities and Investigation of Complaints on Postal i	14,344.00						
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	2,416,415.42						
EXPENSES FROM OTHER ROUTINARY AND REGULAR ACTIVITIES INCLUDING SALARIES	20,129,024.34						
GRAND TOTAL AREA 5 CENTRAL AND EASTERN VISAYAS AREA	24,680,935.91						

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AREA 6 - WESTERN VISAYAS AREA							
INTEGRATED MARKETING PROGRAM							
Conduct promotional campaigns and exhibits (sales leads like emails and phone calls or social media)	10,158.70						Stamp Exhibit for the whole month of November @ Robinsons Place-Jaro. Income for Postal ID is P43,848.00 and for Philately is P 27,292.00
Manpower	38,959.70						
TOTAL INTEGRATED MARKETING PROGRAM COST	49,118.40						
OPERATIONS IMPROVEMENT PROGRAM							
Rehabilitation of transport facilities	88,087.50						
Enhance mail network and routing schedules	342,610.01						
Update mail routes and timetables based on new standards and commitment	1,182,940.34						
Review of existing standards	75,323.00						
Expand door to door delivery service	966,397.32						
Manpower	4,574,511.86						
TOTAL OPERATION IMPROVEMENT PROGRAM	7,229,870.03						
ICT DEVELOPMENT PROGRAM							
To maintain the mobile & wired internet connectivity of existing 74 POs & 7 lines in the Admin Center	233,050.25						50 Mobile internet connectivity terminated on November 2021
TOTAL ICT PROGRAM COST	233,050.25						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Conduct the following:	50,000.00						DISCONTINUED
Team Building Activities							
Family Day, Employees' day, various activities during Postal Anniversary & Postal Consciousness							
Salaries & Wages	23,018.81						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	73,018.81						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
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ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procurement Management							
locally and centrally procured office supplies (including supplies from PS-DBM)	378,627.47						Every procured goods and services have an attached Certification certifying that the items are included in the approved APP signed by the Administrative Officer.
semi-expendable items	43,538.75						
Complies with the requirements of Management, COA, GCG, and other government agencies.	25,031.48						Procurement of goods and services has been done in compliance with management and COA rules or AOMs.
Facilitates insurance coverage of all Serviceable PPEs, including vehicles	10,903.66						All serviceable PPEs are covered by applicable insurance policies in proper coordination with LPMD-
Records and monitors rental payments of existing lessees.	825,405.96						Payment of rent is recorded by Area Cashier or cashier in the post office. Renewal of rent is being done by Admin Officer. Processing of monthly lease payment to lessee emanated in Admin Office.
Undertakes minor repairs/ facelifting and improvement of buildings and facilities in 4TH Qtr CY 2021, to wit: 1. Facelifting Project at Silay Post Office- 49,200.00	49,200.00				100%		Admin Officer and postmaster successfully completed one (1) facelifting project in 4th Qtr CY 2021.
Streamlines existing procedures.	23,018.81						Procedures regarding PPE maintainance are streamlined through Facebook Messenger
Monitors minor repair and improvement of post offices	25,769.65						Admin Officer and postmaster monitor minor repair and improvement projects of post offices

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Implements repair of equipment & machineries, furniture & fixtures	11,550.00						Admin Officer and postmaster implement repair of equipment and machineries, furniture and fixtures. Inventory of PPEs is the task of Property Custodian.
Implements repair of PPC vehicles	73,413.24						Admin Officer and Motor Transport Chief implement repair of PPC vehicles
Records and monitors utilities, communication, and inter-connectivity	263,897.53						properly recorded and monitored by Admin Officer, Budget Officer, and AdFin Director
General Services, with Gratuity	63,188.18						
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	1,793,544.73						
POSTAL SAFETY AND SECURITY							
Outsourcing Security Services	462,280.00						As of 4th Qtr CY 2021, seven (7) security guards are deployed to various capital post offices including Admin Center, tasked to safeguard PPC personnel, properties, and buildings.
TOTAL POSTAL SAFETY AND SECURITY	462,280.00						
GRAND TOTAL AREA 6 - WESTERN VISAYAS AREA	9,840,882.22						

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AREA 7 -EASTERN MINDANAO AREA							
INTEGRATED MARKETING PROGRAM							
New Clients for Commemorative stamps	5,800						
TOTAL INTEGRATED MARKETING PROGRAM COST	5,800.00						
OPERATIONS IMPROVEMENT PROGRAM							
Random sampling of mails accepted at post office	23,000.00	1/1/2021		12/31/2021	37%		Travel restrictions due to COVID-19
Provision of signages, notices at counters of dangerous goods, rates and information on products and services	1,000.00	1/1/2021		12/31/2021	0.93%		Budget prioritization/budgetary constraints
Review and update Sorting Scheme	200.00	1/1/2021		12/31/2021	6.67%		Budget prioritization/budgetary constraints
Review intra mail dispatch	300.00	1/1/2021		12/31/2021	10%		Budget prioritization/budgetary constraints
Preventive maintenance plan	28,026.78	1/1/2021		12/31/2021	33%		Budget prioritization/budgetary constraints
Conduct actual survey and discuss with PMs	1,000.00	1/1/2021		12/31/2021	28%		Covid restrictions/budgetary constraints
Provide Security personnel at MDCs and major post office	213,785.80	1/1/2021		12/31/2021	46%		
TOTAL OPERATION IMPROVEMENT PROGRAM	267,312.58						
GRAND TOTAL AREA 7- EASTERN MINDANAO AREA	273,112.58						

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AREA 8 - CENTRAL MINDANAO AREA							
INTEGRATED MARKETING PROGRAM							
Conduct product research and market intelligence	35,701.87			December 2021	0% C/O Central Office Manila		PANDEMIC/ERRATIC QUARANTINE CLASSIFICATIONS
TOTAL INTEGRATED MARKETING PROGRAM COST	35,701.87						
OPERATIONS IMPROVEMENT PROGRAM							
1. Ensure the provision of mandatory information and requirements in the Acceptance of Mail	1,106,717.22						
2. Enhance Sortation and Dispatch Scheme	692,102.12						
3. Strengthen Transport Capabilities	32,704.90						
4. Enhance Mail Network and Routing Schedules	833,220.66						
5. Strengthen Mail Delivery Capabilities (tools and equipment for last mile)	1,944,867.05						
6. Strengthen Monitoring and Control Mechanisms at MDC							
6.1 Provide security guards	149,895.81						
7. Ensure Availability of Internet Connectivity at MDC & Post Offices	214,480.91	Jan-21	N/A	Jun-21	50%		
TOTAL OPERATION IMPROVEMENT PROGRAM	4,973,988.67						
ICT DEVELOPMENT PROGRAM							
1. ICT Repair and Troubleshooting	52,736.18						- 5 units under warranty forwarded to service center; 3 units on going repair; 2 units repaired & returned to Pos
TOTAL ICT PROGRAM COST	52,736.18						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Provide fidelity bonding for accountable officers	53,784.00						Deferred Due to CSC Prohibition
Gender Sensitivity Training	93,000.00						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	146,784.00						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
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ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
1. Supply & Inventory Management							
1.1. Accepts and inspects deliveries of supply and materials.	295,119.64						
2. Assets Management	76,633.33						
2.1. Facilitates insurance coverage of all Serviceable PPEs.	49,110.06						
3. Buildings & Facilities Maintenance Mgt.							
3.1. Performs sanitation and housekeeping activities.	38,957.32						
4. Cost-reduction	399,396.38						
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	859,216.73						
FINANCIAL MANAGEMENT PROGRAM							
Cash Management	33,245.14						
Programs cash for payment of obligations and trust liabilities.	44,895.00						
Accounts Receivable Mgt.	21,103.22						
Processes claims within timeline.	24,435.44						
Tax Management							
Recognizes sales, expenses and creditable in the proper quarter and/or period.	12,150.00						
Accounts' Reconciliation Mgt.	42,629.86						
Postage Stamps Management	21,593.40						
TOTAL FINANCIAL MANAGEMENT PROGRAM	200,052.06						
CORPORATE PERFORMANCE MONITORING PROGRAM							
1. Results-based performance plan:	19,255.66						
1.1. Conduct validation, review and monitoring of IPCR/OPCR of the operating units by PMT	24,410.00	7-Jan-21		31-Mar-21	100%		
1.2. Conduct quarterly assessment of Accountable Officers	86,934.09	4-Jun-21		4-Jun-21	50%		Available Only thru Zoom.
TOTAL CORPORATE PERFORMANCE MONITORING PROGRAM	130,599.75						
POSTAL SAFETY AND SECURITY PROGRAM							
Provision of security guards in Admin Center, Cagayan de Oro City, Butuan City and Iligan City	149,895.81	Jan-21	Jan-21	Jan-21			
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	149,895.81						
AUDIT EFFICIENCY PROGRAM							
Conduct systematic discipline evaluation on the effectiveness on risk management, control and governance in the area	47,014.70	Jan-21		Monthly	100%		
TOTAL AUDIT EFFICIENCY PROGRAM	47,014.70						
GRAND TOTAL AREA 8 CENTRAL MINDANAO AREA	6,595,989.77						

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AREA 9 -WESTERN MINDANAO AREA							
<i>Integrated Marketing Communications Program</i>							
1.1 Mail Service	3,692,540.37						
1.2. Express Mail Service	1,440,999.25						
1.3. Logistics and Warehousing Services	151,270.05						
1.4. Payment and Retail Services	3,098,886.00						
1.5. Other Products and Services	1,904,905.61						
TOTAL INTEGRATED MARKETING PROGRAM COST	10,288,601.27						
<i>FINANCIAL MANAGEMENT PROGRAM</i>							
3.2. Implements approved COB and allocates funds in accordance with approved Projects, Activities and Programs.	25,716,926.00						
TOTAL FINANCIAL MANAGEMENT PROGRAM	25,716,926.00						
GRAND TOTAL AREA 9 WESTERN MINDANAO AREA	36,005,527.27						

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II. OPERATIONS IMPROVEMENT PROGRAM							
Ensure sufficiency of operational supplies/forms	51,538.72						Amount based on the Actual consumption / cost for Operational / Office Supplies
Enhance Sorting and Dispatch Scheme at Oes, MDCs and Pos	3,426,131.00						Continuing
Mechanization of Processing	202,980.00						
Refleeting Plan	5,953,000.00						Pending - PR's
Improve mail transportation	92,506.50						Amount based on the actual consumption/cost for gasoline / RFID, Toll fees etc.
Updating/Setting of service standards at par with industry	5,115,835.00						
Expand door to door delivery service	1,363,431.57						Domestic Sea Conveyance awarded last Nov. 2020 and ended last Nov. 2021, International Sea Conveyance was awarded on April 2021 and will end on April 2022
Establishment of Customer Service at OE's	1,800.00						Amount based on the Actual Telephone & Mobile Cost
Enhance Skills and knowledge on Customer Relations	17,080.08						
Postal ID	1,800.00						
TOTAL OPERATION IMPROVEMENT PROGRAM	16,226,102.87						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS

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IV. FINANCIAL MANAGEMENT PROGRAM							
FINANCIAL MANAGEMENT DEPARTMENT							
1. Budget Management							
1.1. Implements cash-based budgeting of the approved COB and allocates funds in accordance with approved Projects, Activities and Program.	475,176.50						
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.							
1.5 Performance of Routinary Function							
2. Cash Management							
2.1 Monitors collections and deposits of all accountable officers.	5,010.00						
2.2 Programs cash for payment of obligations and trust liabilities.							
2.2.1 Earmark funds for priority obligations.							
2.4 Performance of Routinary Function							
3. Accounts Receivable Mgt.							
3.1 Send billing to clients on time.	2,624.95						
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 Marketing & Servicing Office thru collection letters, phone calls, and client visits.							
3.5 Endorses records of delinquent clients to Legal Department for action.							
3.6 Performance of Routinary Function							

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Postage Stamps	484,552.00						
1. Determines annual requirements of postage stamps by denomination.							
2. Initiates procurement							
3. Distributes postage and philatelic stamps							
4. Issues philatelic stamps to collectors.							
5. Monitors production							
6. Conducts physical inventory every six (6) months							
Postage Meter Machine							
1. Determines post offices to be issued with ePMM							
2. Initiates procurement of spare parts as determined							
3. Administers loading of ePMM							
4. Reviews and monitors usage of the amount loaded							
5. Facilitates maintenance and repair of ePMM							
6. Issues operational supplies for ePMM							
7. Initiates disposal of unserviceable postage meter machines							
Other Program - Routinary Activities	19,708.00						
ACCOUNTING DEPARTMENT PROGRAM							
1. Accounts Receivable Mgt.	1,894,407.10						
1.1 Send billing to clients on time.							
1.2. Monitors status and age of receivables.							
1.3. Reconciles the accounts with clients.							
1.4. Undertake aggressive collection of AR in coordination with Marketing & Servicing Office thru collection letters, phone calls, and client visits.							
1.5. Endorses records of delinquent clients to Legal Department for action.							
1.6. Performance of Routinary Function							
2. Financial Reporting	850,993.43						
2.1 Records transactions in real time.							
2.2 Prepare financial statements on time.							
2.3 Reconcile records and documents with concerned accountable officers regularly.							
2.4 Continue to substantiate & reconcile prior years balance sheet accounts							
2.5 Maintains a Library of Financial Records.							
2.6 Performance of Routinary Function							

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
3. Accounts Payable Management	1,040,103.08						
3.1 Accrues all expenses incurred within the applicable quarter.							
3.2. Monitors status and age of accounts payables.							
3.3. Reconciles accounts payable balances.							
3.4 Performance of Routinary Function							
4. Tax Management	2,018,892.25						
4.1. Recognizes sales, expenses and creditable in the proper quarter and/or period.							
4.2. Conducts tax compliance monitoring to all operating units.							
4.3. Attends to BIR requirements for Tax Audit.							
4.4 Performance of Routinary Function							
5. Quality Management System	944,981.91						
5.1 Orient all employees on the ISO-aligned procedures to assure implementation							
5.2 Train all identified users for effective implementation of computerization. (PSCS & FMIS)							
5.3 Push the implementation of solid waste management program and 5S							
5.4 Performance of Routinary Function							
6. Capacity Building	932,777.11						
6.1. Attendance to seminars/trainings on:							
6.1.1. Continuing Professional Education (CPE)							
6.1.2. Tax updates							
6.1.3. RA 9184 (Procurement Law)							
6.1.4. Updates on Accounting and Auditing Policies							
6.1.5. Financial and Operational Budgeting							
6.1.6. Cash Management							
6.1.7. Management/Leadership							
6.2 Performance of Routinary Function							
TOTAL FINANCIAL MANAGEMENT PROGRAM	8,669,226.34						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
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FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Remarks
V. ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM					
GENERAL SERVICES DEPARTMENT					
Conducts ocular site inspection for preparation of DEW of proposed infra projects	2,423,074.94				
Buildings & Facilities Maintenance Management	380,027.57				Materials used from these activities was charged to the Petty Cash Fund granted to the Chief, Maint. & Micellaneous Division
LOGISTICS AND PROPERTY MANAGEMENT DEPARTMENT					
Procures goods and services approved APP following the provisions in RA 91184 & its IRR.	21,168,698.83				149 Purchase Orders (POs) were processed/ approved
Prepares disbursement vouchers for payments of utilities	169,631,529.57				226 Disbursement Vouchers (DV's) prepared/ processed
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	193,603,330.91				

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FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
VI. MANAGEMENT SUPPORT SYSTEM							
A. ICT DEVELOPMENT PROGRAM							
SSL renewal, website security and hosting	12,000						
Procurement of required IT equipment/services	4,718,840.10						Delivered 8 servers/Firewall
Procurement of application licenses software	65,668						Teamviewer
To provide access to internet	1,181,856						
Post Net Subscription	1,061,556						
Procurement of IT Equipment for Training Room (computer set, printer, multi media projector)	124,150						aircon at MISD CO server room
Gasoline, oils and lubricants (genset in Data Center)	11,340						30 liters per month
TOTAL ICT DEVELOPMENT PROGRAM	7,175,410.16						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
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FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
VI. MANAGEMENT SUPPORT SYSTEM							
B. HUMAN RESOURCE DEVELOPMENT PROGRAM							
Attend Management Training	17,022.34	Nov 13-14, 2021					
QMS Requirement Training Course	38,080.00	Nov.3,2021					
QMS Implementation Training Course	56,000.00	Nov.8-9,2021					
Medical / Dental / Outreach Program	27,300.00						
2 nd Dose vaccination	9,480.85	July 16,2021					
Other Related Activities such Campaign to end Violence Against Women	125,000.00						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	272,883.19						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
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FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
VI. MANAGEMENT SUPPORT SYSTEM							no expenses
C. LEGAL SERVICES MANAGEMENT PROGRAM							

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
VI. MANAGEMENT SUPPORT SYSTEM							
E. POSTAL SAFETY AND SECURITY PROGRAM							
1.1. Inspection of Post Offices	25,027.39	Oct. to Dec. 2021		Oct.-Dec 2021	100%		148 PO's Inspected
2.1 Management of out sourced security guards	7,801,573.14						114 Security guards
2.2 Management of CCTV operations	32,700.00						Procured UPS/MBR
Utilities (Telephone bills)	6,964.27	4th Qtr.					Communication bills
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	7,866,264.80						

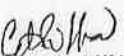
CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
FOURTH QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
VI. MANAGEMENT SUPPORT SYSTEM							
F. AUDIT EFFICIENCY PROGRAM							
Audit of Post Offices	27,534.00	Oct 01, 2021		Dec. 31, 2021		20%	TEV
Training and Professional Certifications	65,415.00	Oct 01, 2021		Dec. 31, 2021		25%	
TOTAL AUDIT EFFICIENCY PROGRAM	92,949.00						

(subject to validation of the financial data by the Financial Management Department)

Prepared by:

Noted by:


CRISTINA A. MILLENA
Statistician II


MARA BEATRICE M. GERVACIO
Officer-in-Charge

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 1 - NORTHEAST LUZON AREA							
INTEGRATED MARKETING PROGRAM							
Conduct product research and market intelligence	1,800.00						
TOTAL INTEGRATED MARKETING PROGRAM COST	1,800.00						
OPERATIONS IMPROVEMENT PROGRAM							
Random sampling of mails accepted at post office	17,670.00				30%		Live Mail S
Prepare Annual Supply/Accountable Items requirements per post office	440392.34				14%		
Enhance mail network and routeing schedules	245,345.00				50%		Reduced mail n transport sched scheme
Gas, OIL & Lubricants	501,377.51				51%		
Rent Expenses	542,966.00				79%		
Manpower Services	3,249,505.16				72%		
Mail Conveyance	43,306.75				72%		
TOTAL OPERATION IMPROVEMENT PROGRAM	5,040,562.76						
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Prepares annual PPMP.	3,566,096.12						
Accepts and inspects deliveries of supply and materials.	1,722,733.55						
Maintains in-house reproduction of forms needed for reportorial requirements	123,479.35						
Prepares Area PPE acquisition plan to support CAPEX Budget Proposal	830,300.68						
Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	254,580.80						
Utilizes technology in the dissemination of administrative issuance and correspondence.	2,028.56						
Replaces old and dilapidated PPEs with energy efficient PPEs.	460.00						
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	6,499,679.06						
FINANCIAL MANAGEMENT PROGRAM							
Processes monetary claims of employees and creditors of Area Office.	1,197,333.01						
Prepares annual requirements of postage stamps.	109,149.51						
TOTAL FINANCIAL MANAGEMENT PROGRAM	1,306,482.52						
GRAND TOTAL AREA 1 NORTHEAST LUZON AREA	12,848,524.34						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
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THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
AREA 2 - NORTHWEST LUZON AREA						
<i>OPERATIONS IMPROVEMENT PROGRAM</i>						
Rehabilitation of transport facilities	238,632.00					
TOTAL OPERATION IMPROVEMENT PROGRAM	238,632.00					
<i>ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM</i>						
Procurement Management	2,911,026.14				6%	
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	2,911,026.14					
<i>ICT DEVELOPMENT PROGRAM</i>						
Internet Connection to not connected Post Offices	17,863.25					
Upgrading to Higher Internet Connection Speed to 59 SDCs and POs	4,986.00				1.62%	
Procurement of Desktop Computer set with UPS, printer & barcode scanner for distribution centers and big post offices to replace defective units	9,425.00				1%	
MONTHLY SUBSCRIPTION OF EXISTING INTERNET CONNECTIVITY	683,364.11				24%	
TOTAL ICT DEVELOPMENT PROGRAM	715,638.36					
<i>AUDIT EFFICIENCY PROGRAM</i>						
Professional Services (Support to COA)	66,936.23					
TOTAL AUDIT EFFICIENCY PROGRAM	66,936.23					
GRAND TOTAL AREA 2 NORTHWEST LUZON AREA	3,932,232.73					

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
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PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
AREA 4 - SOUTHERN LUZON AREA						
INTEGRATED MARKETING PROGRAM						
Development of new/enhanced products and services for target customers	39,080.95					
Intensify expansion of Postal Outlets in malls and LGUs	9,459.08					
Distribute IEC (information and educational campaigns) materials in post offices and clients	23,647.71					
Conduct promotional campaigns and exhibits (sales leads like emails and phone calls or social media)	30,742.02					
Intensify prospecting of new clients	169,394.00					
Conduct intensive client visits and product presentations to qualified prospects and existing clients	145,620.10					
Implement special and/or seasonal revenue-generating projects	68,926.85					
Conduct internal coordination meetings with other Areas to maintain existing clients	110,122.51					
Conduct of Customer Symposium and Focus Group Discussions	17,424.63					
Provide sales and marketing training to all Marketing Staff and Postmasters	16,553.40					
Conduct Meetings and Revenue Assessment Conference for Postmasters	65,989.55					
TOTAL INTEGRATED MARKETING PROGRAM COST	696,960.80					
OPERATIONS IMPROVEMENT PROGRAM						
Ensure the provision of mandatory information and requirements in the acceptance of mails	168,023.20	1st Quarter		4th Quarter	95 % in 106 Pos	
Enhance competency of counter personnel	7,094.31	2nd Quarter		4th Quarter	95%	
Ensure sufficiency of supplies /mail forms/accountable forms	1,182.39	1st Quarter		4th Quarter	100%	
Computerize counter operations (Point of Sale)	62,230.81	2nd Quarter		4th Quarter		
Expansion of acceptance post offices	57,252.35	2nd Quarter		4th Quarter		
Continuous updating of policies and procedures	4,729.54	1st Quarter		4th Quarter	100%	
Enhance Sorting and Dispatch Scheme	2,800,829.85	1st Quarter		4th Quarter	100%	
Enhance Skills and competency of personnel	126,950.86	2nd Quarter		4th Quarter	92%	
Enhance processing through mechanization	3,547.16	1st Quarter		4th Quarter		
Computerize mail processing	31,924.41	1st Quarter		4th Quarter	100%	

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
Strengthen transport capabilities	139,757.96	1st Quarter		4th Quarter	92%	
Enhance mail network and routing schedules	694,495.88	1st Quarter		4th Quarter	100%	
Strengthen monitoring and control mechanism	232,929.93	1st Quarter		4th Quarter	92%	
Enhance skills and competency of personnel	2,364.77			4th Quarter		
Strengthen mail delivery capabilities (Tools and Equipment for last mile)	34,601,843.27	1st Quarter		4th Quarter	89%	
Develop and adopt alternate delivery options	974,123.81	1st Quarter		4th Quarter	90%	
Enhance skills and competency of personnel (Training)	5,911.93	1st Quarter		4th Quarter	95%	
Updating/Setting of service standards at par with industry	227,018.01	1st Quarter		4th Quarter	90%	
Expand door to door delivery service	923,702.42	1st Quarter		4th Quarter	90%	
Provide Security personnel Equipments at OE	343,072.25	1st Quarter		4th Quarter	90%	
Strengthen monitoring and control mechanisms	4,729.54	1st Quarter		4th Quarter	90%	
Insurance Coverage of Postal Facilities & Shipments	54,870.40	1st Quarter		4th Quarter	100%	
Provide adequate equipment at counter, processing offices and delivery offices	24,602.84	1st Quarter		4th Quarter	100%	
Enhance competency and skills of encoders/users	50,842.57	1st Quarter		4th Quarter	100%	
Enhance Skills and knowledge on Customer relations	2,364.77	2nd Quarter		4th Quarter		
TOTAL OPERATION IMPROVEMENT PROGRAM	41,546,395.23					
ICT DEVELOPMENT PROGRAM						
Apply and install internet connection in Post Offices	791,285.48	1st Quarter		4th Quarter		
Provision and installation of complete set of workstation in selected post offices for web-based online application and update of event information	52,185.35	1st Quarter		4th Quarter		
Conduct trainings on Philpost online and standalone application system	132,017.41	1st Quarter		4th Quarter		
Repair, maintenance and regular check-up of defective IT equipment	183,007.68	1st Quarter		4th Quarter		
TOTAL ICT PROGRAM COST	1,158,495.92					
HUMAN RESOURCE DEVELOPMENT PROGRAM						
Recruitment, Selection and Promotion	19,528.17					
Employees' Engagement	14,743.77	1st Quarter		4th Quarter	100%	
Employees Welfare and Relations	385,400.78	1st Quarter		4th Quarter	100%	
Performance Management	30,919.61	1st Quarter		4th Quarter	100%	
Standard Process Management	10,577.76					
Learning and Development Program (In-House)	28,395.93					
Gender and Development	13,018.78	1st Quarter		4th Quarter	83%	
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	502,584.80					
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						
1. Procurement Management	1,035,614.99	1st Quarter		4th Quarter	88%	
2. Supply & Inventory Management	310,103.73	1st Quarter		3rd Quarter	90%	
3. Assets Management	86,961.28	1st Quarter		3rd Quarter	90%	
4. Infrastructure Management	72,956.57					
5. Buildings & Facilities Maintenance Mgt.	415,323.44	1st Quarter		3rd Quarter	96%	

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
6. Records Management	9,535.33	1st Quarter		3rd Quarter	92%	
8. Cost management	63,566.23	1st Quarter		3rd Quarter	89%	
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	1,994,061.57					
FINANCIAL MANAGEMENT PROGRAM						
1. Cash Management	110,824.82	1st Quarter		3rd Quarter	100%	
2. Accounts Receivable Mgt.	45,020.58	1st Quarter		3rd Quarter	82%	
3. Budget Management	1,510,436.29	1st Quarter		3rd Quarter	100%	
5. Tax Management	73,718.86	1st Quarter		3rd Quarter	98%	
6. Accounts' Reconciliation Mgt.	123,954.1	1st Quarter		3rd Quarter	86%	
7. Postage Management	2,441.02	1st Quarter		3rd Quarter	100%	
9. Standard Process Management	16,618.96					
TOTAL FINANCIAL MANAGEMENT PROGRAM	2,998,604.63					
AUDIT EFFICIENCY PROGRAM						
1. Conduct monitoring of cash and property accountability						
1.1 Big Post Offices (quarterly basis)	95,668.52	3rd Quarter		3rd Quarter	90%	
1.2 Other Post Offices (random basis)	64,848.99	3rd Quarter		3rd Quarter	80%	
2. Request formal audit for post offices with irregularities	19,528.16	2nd Quarter		4th Quarter	100%	
2.2. Commission on Audit						
TOTAL AUDIT EFFICIENCY PROGRAM	180,045.67					
GRAND TOTAL AREA 4 SOUTHERN LUZON AREA	49,077,148.62					

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
AREA 5 - CENTRAL AND EASTERN VISAYAS AREA						
INTEGRATED MARKETING PROGRAM						
- Product promotion through social media, emails, direct marketing, tri-media (advisories and government channels)	2,306.00					
- Hire marketing staff						
Implementation of Prepaid pouch / prepaid envelopes / prepaid boxes for DEMS	24,718.09					
Acquisition of new clients: Philately, PID, PMO	6,000.00					
Maintenance/facelifting of leased spaces	500.00					
TOTAL INTEGRATED MARKETING PROGRAM COST	1,085.00					
OPERATIONS IMPROVEMENT PROGRAM	34,609.09					
Rehabilitation of transport facilities						
Enhance the use of cellphones/mobile devices in the last mile documentation	57,914.04					
TOTAL OPERATION IMPROVEMENT PROGRAM	96,947.81					
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	154,861.85					
Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR.	79,397.23					
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	79,397.23					
ICT DEVELOPMENT PROGRAM						
Maintain the existing connected PO						
TOTAL ICT DEVELOPMENT PROGRAM	350,236.74					
POSTAL SAFETY AND SECURITY PROGRAM	350,236.74					
Procurement of security services						
OTHER ROUTINARY AND REGULAR ACTIVITIES	592,850.00					
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	3,466,326.23					
GRAND TOTAL AREA 5 CENTRAL AND EASTERN VISAYAS AREA	592,850.00					
	4,678,281.14					

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CY 2021
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PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remark
					% of Completion	Total Cost Incurred to Date	
AREA 6 - WESTERN VISAYAS AREA							
INTEGRATED MARKETING PROGRAM							
Increase in Philatelic Sales for marketing	2,594.70						- A 228% increase realised for the 3rd quarter due to increase in sales to collectors
Manpower	39,233.51						
TOTAL INTEGRATED MARKETING PROGRAM COST	41,828.21						
OPERATIONS IMPROVEMENT PROGRAM							
1. Rehabilitation of transport facilities	61,142.00						
2. Enhance mail network and routing schedules	228,250.79						
2.1. Update mail routes and timetables based on new standards and commitment	741,670.66						
3. Mail Delivery - Review of existing standards	36,910.97						
4. Expand door to door delivery service	1,052,012.83						
5. Manpower	4,443,144.10						
TOTAL OPERATION IMPROVEMENT PROGRAM	6,563,131.35						
ICT DEVELOPMENT PROGRAM							
To maintain the mobile & wired internet connectivity of existing 74 POs & 7 lines in the Admin Center	505,501.82						All are active. None terminated
To add & convert mobile connectivity into wired connection for the remaining 16 post offices							
TOTAL ICT PROGRAM COST	505,501.82						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Hiring of COS Maintenance personnel, encoders, and outsource service for delivery, large volume client, and other mail operation needs	21,689.85						Deferred Due to CSC Prohibition
Annual Convention and Seminar of the Government Association of CPA (GACPA) & IBP	6,000.00						
Continuing Professional/ Mandatory Legal Education	1,600.00						DISCONTINUED
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	29,289.85						
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procurement Management							
locally and centrally procured office supplies (including supplies from PS-DBM)	823,069.16						Every procured goods and attached Certification certificate are included in the approved Administrative
semi-expendable items	46,353.00						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Complies with the requirements of Management, COA, GCG, and other government agencies.	24,414.20						Procurement of goods and services done in compliance with COA rules or AOMs.
Facilitates insurance coverage of all Serviceable PPEs, including vehicles	32,079.89						All serviceable PPEs are covered by insurance policies in proper LPMD-Manila.
Records and monitors rental payments of existing lessees.	358,136.86						Payment of rent is recorded by cashier in the post office. Insurance being done by Admin Office in processing the renewal.
Undertakes minor repairs/ facelifting and improvement of buildings and facilities in 3rd Qtr CY 2021	87,700.00						Admin Officer and postmaster (3) facelifting projects in 3rd quarter totalling P87,700
Buildings & Facilities Maintenance Mgt.							
Implements repair of equipment & machineries, furniture & fixtures	8,044.00						Admin Officer and postmaster repair of equipment and machinery and fixtures. PPEs are inventoried by Custodian
Implements repair of PPC vehicles	123,890.50						Admin Officer and Motor Transport implement repair of PPC vehicles
Implements corporate events such as meetings, workshops, including assistance in the physical arrangement during those events.	5,945.39						c/o Office of Area Director
Records and monitors utilities, communication, and inter-connectivity	272,782.19						properly recorded and monitored by Admin Officer, Budget Officer, and
General Services, with Gratuity	60,429.47						
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	1,842,844.66						
FINANCIAL MANAGEMENT PROGRAM							
Monitors collections and deposits of all accountable officers.	4,880.00						Continued Compliance
Printing Costs of Financial Documents submitted by Postmasters	2,963.00						Office supplies are provided or the expenses are reimbursed
Manpower	79,999.55						
TOTAL FINANCIAL MANAGEMENT PROGRAM	87,842.55						
GRAND TOTAL AREA 6 WESTERN VISAYAS AREA	9,070,438.44						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		
					% of Completion	Total Cost Incurred to Date	
AREA 7 -EASTERN MINDANAO AREA							
OPERATIONS IMPROVEMENT PROGRAM							
Random sampling of mails accepted at post office	28,000.00	1/1/2021		12/31/2021	29%		Travel restric 19
Implement scanning of events /information for tracked and untracked	7,900.00	1/1/2021		12/31/2021	15%		
Provision of computers and IT equipment	1,360,474.60	1/1/2021		12/31/2021			
Preventive maintenance plan	25,720.90	1/1/2021		12/31/2021	25%		Budget priori constraints
Conduct actual survey and discuss with PMs	5,000.00	1/1/2021		12/31/2021	33%		Covid restrict constraints
Provide Security personnel at MDCs and major post office	205,221.00	1/1/2021		12/31/2021	46%		
TOTAL OPERATION IMPROVEMENT PROGRAM	1,632,316.50						
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Implement manpower sourcing (external source)	1,985,245.40						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	1,985,245.40						
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
1. Procurement Management	1,000.00	1Q		4Q	10%		
2. Supply & Inventory Management	1,000.00	1Q		4Q	3%		
3. Assets Management	1,000.00	1Q		4Q	4%		
4. Infrastructure Management	500.00	1Q		4Q	9%		
5. Building & Facilities Maintenance Mgt.	2,000.00	1Q		4Q	57%		
6. Records Management	4,000.00	1Q		4Q	73%		
7. Standard Process Management	500.00	1Q		4Q	50%		
8. Cost-reduction	1,000.00	1Q		4Q	20%		
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	11,000.00						
FINANCIAL MANAGEMENT PROGRAM							
1. Accounts Receivable Mgt.	5,000.00	1Q		4Q	50%		
2. Budget Management	5,000.00	1Q		4Q	2%		
3. Accounts Payable Management	2,000.00	1Q		4Q	40%		
4. Tax Management	30,000.00	1Q		4Q	30%		
5. Accounts' Reconciliation Mgt.	5,000.00	1Q		4Q	50%		
6. Management of Audit Observations & Recommendations	5,000.00	1Q		4Q			
TOTAL FINANCIAL MANAGEMENT PROGRAM	52,000.00						
GRAND TOTAL AREA 7 EASTERN MINDANAO AREA	3,680,561.90						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2021
THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
AREA 8 - CENTRAL MINDANAO AREA						
INTEGRATED MARKETING PROGRAM						
1.1. Conduct product research and market intelligence	34,795.75			December 2021	0% C/O Central Office Manila	
TOTAL INTEGRATED MARKETING PROGRAM COST	34,795.75					
OPERATIONS IMPROVEMENT PROGRAM						
1. Ensure the provision of mandatory information and requirements in the Acceptance of Mail	560,876.17					
2. Enhance Sortation and Dispatch Scheme	467,507.11					
3. Strengthen Transport Capabilities	37,122.44					
4. Enhance Mail Network and Routing Schedules	864,653.14					
Strengthen Mail Delivery Capabilities (tools and equipment for last mile)	2,364,849.48					
5. Strengthen Monitoring and Control Mechanisms at MDC						
5.1 Provide security guards	149,895.81					
6. Ensure Availability of Internet Connectivity at MDC & Post Offices	400,489.23	Jan-21	N/A	Jun-21	50%	
TOTAL OPERATION IMPROVEMENT PROGRAM	4,845,393.38					
ICT DEVELOPMENT PROGRAM						
1. ICT Repair and Troubleshooting	51,728.88					
TOTAL ICT PROGRAM COST	51,728.88					
HUMAN RESOURCE DEVELOPMENT PROGRAM						
Filling up of vacant positions: crucial positions like Postmasters, Letter Carriers, & PTs in big POs	9,299.36					
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	9,299.36					
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						
1. Supply & Inventory Management						
1.1. Accepts and inspects deliveries of supply and materials.	295,119.64					
2. Assets Management						
2.1. Accepts, stores, and distributes delivered PPEs.	16,495.99					
	77,795.00	25-Apr-21		10/31/2021	50%	
2.2. Facilitates insurance coverage of all Serviceable PPEs.	45,052.49					

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
3. Buildings & Facilities Maintenance Mgt.						
3.1. Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	16,286.00	3/11/2021		12/31/2021	0%	
3.2. Performs sanitation and housekeeping activities.	31,232.87					
4. Cost-reduction	400,521.77					
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	882,503.76					
FINANCIAL MANAGEMENT PROGRAM						
Cash Management	29,449.96					
Programs cash for payment of obligations and trust liabilities.	79,321.75					
Accounts Receivable Mgt.	19,694.67					
Processes claims within timeline.	23,165.67					
Tax Management						
Recognizes sales, expenses and creditable in the proper quarter and/or period.	12,150.00					
Accounts' Reconciliation Mgt.	41,141.54					
Postage Stamps Management	20,982.21					
TOTAL FINANCIAL MANAGEMENT PROGRAM	225,905.80					
CORPORATE PERFORMANCE MONITORING PROGRAM						
1. Results-based performance plan:						
1.1. Conduct validation, review and monitoring of IPCR/OPCR of the operating units by PMT	9,299.36	7-Jan-21		31-Mar-21	100%	
1.2. Conduct quarterly assessment of Accountable Officers	23,499.00	4-Jun-21		4-Jun-21	50%	
TOTAL CORPORATE PERFORMANCE MONITORING PROGRAM	121,401.20					
POSTAL SAFETY AND SECURITY PROGRAM						
Provision of security guards in Admin Center, Cagayan de Oro City, Butuan City and Iligan City	149,895.81	Jan-21	Jan-21	Jan-21		
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	149,895.81					
AUDIT EFFICIENCY PROGRAM						
Conduct systematic discipline evaluation on the effectiveness on risk management, control and governance in the area	40,379.80	Jan-21		Monthly	100%	
TOTAL AUDIT EFFICIENCY PROGRAM	40,379.80					
GRAND TOTAL AREA 8 CENTRAL MINDANAO AREA	6,361,303.73					

THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
INTEGRATED MARKETING PROGRAM						
Customer Satisfaction Survey	971,600.00					
TOTAL INTEGRATED MARKETING PROGRAM COST	971,600.00					
ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						
1. Infrastructure Management	2,423,074.94					
3. Records Management	23,335.35					
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	2,446,410.29					
FINANCIAL MANAGEMENT PROGRAM						
1. Budget Management						
1.1. Implements cash-based budgeting of the approved COB and allocates funds in accordance with approved Projects, Activities and Program.	23,400					
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.						
1.5 Performance of Routinary Function						
2. Cash Management						
2.1 Monitors collections and deposits of all accountable officers.	19,769					
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 income.						
2.4 Performance of Routinary Function						
3. Accounts Receivable Mgt.						
3.1 Send billing to clients on time.	9,400					
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 Marketing & Servicing Office thru collection letters, phone calls, and client visits.						
3.5 Endorses records of delinquent clients to Legal Department for action.						
3.6 Performance of Routinary Function						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
Postage Stamps	5,898,927					
1. Determines annual requirements of postage stamps by denomination.						
2. Initiates procurement						
3. Distributes postage and philatelic stamps						
4. Issues philatelic stamps to collectors.						
5. Monitors production						
6. Conducts physical inventory every six (6) months						
Postage Meter Machine						
1. Determines post offices to be issued with ePMM						
2. Initiates procurement of spare parts as determined						
3. Administers loading of ePMM						
4. Reviews and monitors usage of the amount loaded						
5. Facilitates maintenance and repair of ePMM						
6. Issues operational supplies for ePMM						
7. Initiates disposal of unserviceable postage meter machines						
Other Program - Routinary Activities	32,337.80					
ACCOUNTING DEPARTMENT PROGRAM						
1. Accounts Receivable Mgt.	2,368,008.88					
1.1 Send billing to clients on time.						
1.2. Monitors status and age of receivables.						
1.3. Reconciles the accounts with clients.						
1.4. Undertake aggressive collection of AR in coordination with Marketing & Servicing Office thru collection letters, phone calls, and client visits.						
1.5. Endorses records of delinquent clients to Legal Department for action.						
1.6. Performance of Routinary Function						
2. Financial Reporting	2,614,844.60					
2.1 Records transactions in real time.						
2.2 Prepare financial statements on time.						
2.3 Reconcile records and documents with concerned accountable officers regularly.						
2.4 Continue to substantiate & reconcile prior years balance sheet accounts						
2.5 Maintains a Library of Financial Records.						
2.6 Performance of Routinary Function						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Date
3. Accounts Payable Management	2,292,696.08					
3.1 Accrues all expenses incurred within the applicable quarter.						
3.2. Monitors status and age of accounts payables.						
3.3. Reconciles accounts payable balances.						
3.4 Performance of Routinary Function						
4. Tax Management	1,705,297.45					
4.1. Recognizes sales, expenses and creditable in the proper quarter and/or period.						
4.2. Conducts tax compliance monitoring to all operating units.						
4.3. Attends to BIR requirements for Tax Audit.						
4.4 Performance of Routinary Function						
5. Quality Management System	880,684.11					
5.1 Orient all employees on the ISO-aligned procedures to assure implementation						
5.2 Train all identified users for effective implementation of computerization. (PSCS & FMIS)						
5.3 Push the implementation of solid waste management program and 5S						
5.4 Performance of Routinary Function						
6. Capacity Building	843,027.71					
6.1. Attendance to seminars/trainings on:						
6.1.1. Continuing Professional Education (CPE)						
6.1.2. Tax updates						
6.1.3. RA 9184 (Procurement Law)						
6.1.4. Updates on Accounting and Auditing Policies						
6.1.5. Financial and Operational Budgeting						
6.1.6. Cash Management						
6.1.7. Management/Leadership						
6.2 Performance of Routinary Function						
TOTAL FINANCIAL MANAGEMENT PROGRAM	16,688,392.01					

CORPORATE PLANS, ACTIVITIES, AND PROJECTS

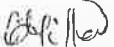
CY 2021

THIRD QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		
					% of Completion	Total Cost Incurred to Date	
OPERATIONS IMPROVEMENT PROGRAM							
Review and amend the processing standard	87,552						
Review and amend the policies, processes and procedures in the receipt, sorting and dispatch of postal items	53,598.54						Conti
Monitoring /measurement of the processing performance	42,500						Conti
Procurement of maintenance/repair supplies	1,874,000						
Procurement of tires	1,344,000				38%		Pendi
Procurement of batteries	828,000				24%		
Updating/Setting of service standards at par with the industry	3,679,398				69%		
TOTAL OPERATION IMPROVEMENT PROGRAM	7,909,048.54				On-going		on-goi validat
HUMAN RESOURCE DEVELOPMENT PROGRAM							
Attend external trainings							
Management	11,160.00						
Supervisory Development	3,800.00						
Public Sector HR Symposium 2021	16,000.00						
Skills	2,445.00						
Medical / Dental / Outreach Program	27,300.00						
2nd dose vaccination	9,480.85						
Turn-over ceremony of APMG AdFin	6,658.43						
Strategic and risk planning for ISO 9001 (Training and Implementation)	47,042.00						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	123,886.28						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status	
					% of Completion	Total Cost Incurred to Dat
ICT DEVELOPMENT PROGRAM						
Procurement of required IT equipment/services	4,718,840.10					
Procurement of application licenses software	65,668					
To provide access to internet	1,025,937					
Post Net Subscription	1,061,556					
Procurement of IT Equipment for Training Room (computer set, printer, multi media projector)	124,150					
Gasoline, oils and lubricants (genset in Data Center)	11,340					
TOTAL ICT DEVELOPMENT PROGRAM	7,007,491.16					
POSTAL SAFETY AND SECURITY PROGRAM						
1.1. Inspection of Post Offices	27,630.00	July to Sept 2021			100% completion	
2.1 Management of out sourced security guards	7,801,573.14					
Utilities (Telephone bills)	6404.04					
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	7,835,607.18					
AUDIT EFFICIENCY PROGRAM						
1. Assurance Audit: Audit of Post Offices	28,671.00	July 2021		Dec. 31, 2021	50%	
Monitoring and Review of ISO 9001 and Implementation including available operating procedures within the ISO 9001 plan		July 2021		Dec. 31, 2021	25%	
2. Training and Professional Certifications	18,375.00	July 2021		Dec. 31, 2021	25%	
TOTAL AUDIT EFFICIENCY PROGRAM	47,046.00					
(subject to validation of the financial data by the Financial Management Department)						

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CORPORATE PLANS, ACTIVITIES, AND PROJECTS

CY 2021

1st & 2nd QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 1 - NORTHEAST LUZON AREA							
Conduct product research and market intelligence	3,600.00						
SUB-TOTAL Area 1 Integrated Marketing Communications Program	3,600.00						
Area 1 Operations Improvement Program							
Random sampling of mails accepted at post office	26,920.00						
Enhance mail network and routeing schedules	879,371.62				50%		Reduced mail network and transport schedule for pandemic scheme
Gas, OIL & Lubricants	854,128.86						
Rent Expenses	906,914.00						
Manpower Services	7,229,954.32						
Mail Conveyance	26,811.22						
SUB-TOTAL Area 1 Operations Improvement Program	9,924,100.02						
Area 1 ICT Development Program							
SUB-TOTAL Area 1 ICT Development Program							

Area 1 Financial Management Program							
1. Cash Management							
Programs cash for payment of obligations and trust liabilities.	24,880,232.84						
Disburses cash for payment of obligations to employees, creditors, and partners.	18,000.00						
2. Accounts Receivable Mgt.							
Prepares:							
2.2.1. Billing Statement							
2.2.2. Statement of Accounts (SOA)	178.00						
3. Budget Management							
Processes monetary claims of employees and creditors of Area Office.	14,941,363.10						
4. Postage Management							
Prepares annual requirements of postage stamps.	153,417.98						
SUB-TOTAL Area 1 Financial Management Program	39,993,191.92						
Area 1 Administrative Efficiency and Transparency Program							
Prepares annual PPMP.	4,213,889.33						
Accepts and inspects deliveries of supply and materials.	1,043,973.34						
Maintains in-house reproduction of forms needed for reportorial requirements	282,993.69						
Replaces old and dilapidated PPEs with energy efficient PPEs.	1,300.89						
SUB-TOTAL Area 1 Administrative Efficiency and Transparency Program	5,542,157.25						
GRAND TOTAL > Area 1 Enhancement Program	55,463,049.19						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS

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1st & 2nd QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 2 - NORTHWEST LUZON AREA							
Area 2 ICT Development Program							
Upgrading to Higher Internet Connection Speed to 59 SDCs and POs	11,972.01				1.62%		
Procurement of Desktop Computer set with UPS, printer & barcode scanner for distribution centers and big post offices to replace defective units	76,585.00				11%		
Conduct of Regular Visit/Monitoring of Implementation of Electronic System	770.00				2.67%		
MONTHLY SUBSCRIPTION OF EXISTING INTERNET CONNECTIVITY	1,322,739.28				47%		
SUB-TOTAL Area 2 ICT Development Program	1,412,066.29						
Area 2 Administrative Efficiency and Transparency Program							
1.1. Prepares annual PPMP.	10,054,365.59				22%		
1.2. Implements approved APP							
1.3. Prioritizes procurement of revenue generating and operational supplies and materials.							
1.4. Maintains database of suppliers and procured items unit costs in compliance with BIR.							
1.5. Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR.							
1.6. Ensures complete procurement documentation records and signatures.							
1.7. Complies with the requirements of Management, COA, GCG, and other government agencies.							
2. Supply & Inventory Management							
4.4. Monitors implementation of Infra-Projects in accordance with the designs, plans, specifications, and scope of works.	1,976,468.07			July 15, 2021	100%		
SUB-TOTAL Area 2 Administrative Efficiency and Transparency Program	12,030,833.66						
GRAND TOTAL > Area 2 Enhancement Program	13,442,899.95						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS

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1st & 2nd QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 3 MEGA MANILA AREA							
Manpower and General Services, - Including gratuity	105,166.08						
Travel Expense							
Communication Expenses	3,600.00						
SUB-TOTAL Area 3 Integrated Marketing Communications Program	108,766.08						
Area 3 Operations Improvement Program							
2.3 Improve supplies distribution to Post Offices	29,105,019.61						
1.5 Ensure Sufficiency of Diesel ,and Gasoline	3,334,149.12						
1.4 Implement outsourced delivery (LGU[MP-TEV], Postal Station, Mail Contractors, Domestic Conveyance)	255,659.45						
3. Strenghten quality control/mail monitoring	80,199.00						
2.2 Deployment of Security Guards at Major Post Offices	7,012,195.63						
1.1 Implement scanning of events/uploading of information for tracked items	4,223.00						
supplies and material expense	1,132,151.00						
fidelity bond	512,568.75						
Manpower and General Services, - Including gratuity	28,919,250.77						
Traveling Expense	73,501.00						
Extraordinary and Miscellaneous	44,033.65						
Facilitates insurance coverage of all Serviceable PPEs.							
Rental payments of existing lessees.	8,931,864.74						
Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	2,869,011.62						
Monthly Monitoring payment of Utilities	4,030,294.35						
Janitorial Service	2,598,700.11						
Telephone Expenses	550,127.30						
SUB-TOTAL Area 3 Operations Improvement Program	89,452,949.10						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 3 ICT Development Program							
2.1. Provide adequate internet connectivity at postal facilities	1,014,071.21						
SUB-TOTAL Area 3 ICT Development Program	1,014,071.21						
Area 3 Administrative Efficiency & Transparency Program							
1.3. Prioritizes procurement of revenue generating and operational supplies and materials.	49,000.00						
2.5. Distributes centrally and locally-procured office supplies.	23,687.71						
SUB-TOTAL Area 3 Administrative Efficiency and Transparency Program	72,687.71						
Area 3 Financial Management Program							
Manpower and General Services, - Including gratuity	1,220,947.20						
SUB-TOTAL Area 3 Financial Management Program	1,220,947.20						
Area 3 Human Resources Development Program							
supplies and material expense	181,345.00						
Manpower and General Services, - Including gratuity	189,298.94						
Travel Expense							
Meeting and Dialogues/							
SUB-TOTAL Area 3 Human Resources Development Program	370,643.95						
GRAND TOTAL >Area 3 ENHANCEMENT PROGRAM	92,240,065.25						

CORPORATE PLANS, ACTIVITIES, AND PROJECTS

CY 2021

1st & 2nd QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 4 SOUTHERN LUZON AREA							
Area 4 Integrated Marketing Communications Program							
1.3. Development of new/enhanced products and services for target customers	64,370.00						
1.4. Intensify expansion of Postal Outlets in malls and LGUs	16,000.00						
2.1. Distribute IEC (information and educational campaigns) materials in post offices and clients	38,950.00						
2.3. Conduct promotional campaigns and exhibits (sales leads like emails and phone calls or social media)	52,000.00						
3.1. Intensify prospecting of new clients	346,603.44						
3.2. Conduct intensive client visits and product presentations to qualified prospects and existing clients	239,850.00						
3.3. Implement special and/or seasonal revenue-generating projects	113,529.00						
4.1. Conduct internal coordination meetings with other Areas to maintain existing clients	176,958.18						
4.3. Conduct of Customer Symposium and Focus Group Discussions	28,700.00						
5.2. Provide sales and marketing training to all Marketing Staff and Postmasters	28,000.00						
- Conduct Meetings and Revenue Assessment Conference for Postmasters	108,691.00						
SUB-TOTAL Area 4 Integrated Marketing Communications Program	1,213,651.62						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 4 Operations Improvement Program							
1. Ensure the provision of mandatory information and requirements in the acceptance of mails	276,750.00	1st Quarter		4th Quarter	95 % in 106 Pos		
2. Enhance competency of counter personnel	12,000.00	2nd Quarter		4th Quarter	95%		
3. Ensure sufficiency of supplies /mail forms/accountable forms	2,000.00	1st Quarter		4th Quarter	100%		
4. Computerize counter operations (Point of Sale)	102,500.00	2nd Quarter		4th Quarter			
5. Expansion of acceptance post offices	94,300.00	2nd Quarter		4th Quarter	5 LGU PS		
6. Continuous updating of policies and procedures	8,000.00	1st Quarter		4th Quarter	100%		
1. Enhance Sorting and Dispatch Scheme	4,608,587.67	1st Quarter		4th Quarter	100%		
2. Enhance Skills and competency of personnel	209,100.00	2nd Quarter		4th Quarter	90%		
3. Enhance processing through mechanization	6,000.00	1st Quarter		4th Quarter			
5. Computerize mail processing	54,000.00	1st Quarter		4th Quarter	100%		
1. Strengthen transport capabilities	236,400.00	1st Quarter		4th Quarter	90%		
2. Enhance mail network and routing schedules	1,143,900.00	1st Quarter		4th Quarter	100%		
3. Strengthen monitoring and control mechanism	394,000.00	1st Quarter		4th Quarter	90%		
4. Enhance skills and competency of personnel	4,000.00			4th Quarter			
1. Strengthen mail delivery capabilities (Tools and Equipment for last mile)	73,451,247.19	1st Quarter		4th Quarter	85%		
2. Develop and adopt alternate delivery options	1,565,340.00	1st Quarter		4th Quarter	90%		
3. Enhance skills and competency of personnel (Training)	10,000.00	1st Quarter		4th Quarter	95%		
4. Updating/Setting of service standards at par with industry	384,000.00	1st Quarter		4th Quarter	90%		
5. Expand door to door delivery service	1,521,424.72	1st Quarter		4th Quarter	90%		
1. Provide Security personnel Equipments at OE	906,512.24	1st Quarter		4th Quarter	90%		
2. Strengthen monitoring and control mechanisms	8,000.00	1st Quarter		4th Quarter	90%		
3. Insurance Coverage of Postal Facilities & Shipments	123,760.00	1st Quarter		4th Quarter	100%		
1. Provide adequate equipment at counter, processing offices and delivery offices	41,615.60	1st Quarter		4th Quarter	100%		
6. Enhance competency and skills of encoders/users	86,000.00	1st Quarter		4th Quarter	100%		
2. Enhance Skills and knowledge on Customer relations	4,000.00	2nd Quarter		4th Quarter			
H. Cost Management							
SUB-TOTAL Area 4 Operations Improvement Program	85,253,437.42						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 4 ICT Development Program							
1. Apply and install internet connection in Post Offices	2,070,605.63	1st Quarter		4th Quarter			
2. Provision and installation of complete set of workstation in selected post offices for web-based online application and update of event information	110,909.00	1st Quarter		4th Quarter			
3. Conduct trainings on Phlpost online and standalone application system	312,628.18	1st Quarter		4th Quarter			
5. Repair, maintenance and regular check-up of defective IT equipment	320,775.00	1st Quarter		4th Quarter			
SUB-TOTAL Area 4 ICT Development Program	2,814,917.81						
Area 4 Human Resources Management and Development Program							
1. Recruitment, Selection and Promotion	51,600.00						
2. Employees' Engagement	38,958.00	1st Quarter		4th Quarter	100%		
3. Employees Welfare and Relations	918,218.86	1st Quarter		4th Quarter	100%		
4. Performance Management	81,700.00	1st Quarter		4th Quarter	100%		
5. Standard Process Management	27,950.00						
7. Learning and Development Program (In-House)	48,031.60						
8. Gender and Development	34,400.00	1st Quarter		4th Quarter	80%		
SUB-TOTAL Area 4 Human Resources Management and Development Program	1,200,858.46						
Area 4 Administrative Efficiency and Transparency Program							
1. Procurement Management	1,943,763.64	1st Quarter		4th Quarter	80%		
2. Supply & Inventory Management	733,972.50	1st Quarter		2nd Quarter	90%		
3. Assets Management	224,520.00	1st Quarter		2nd Quarter	90%		
4. Infrastructure Management	190,932.00						
5. Buildings & Facilities Maintenance Mgt.	1,079,420.79	1st Quarter		2nd Quarter	95%		
6. Records Management	18,450.00	1st Quarter		4th Quarter	90%		
8. Cost management	137,608.34	1st Quarter		2nd Quarter	85%		
SUB-TOTAL Area 4 Administrative Efficiency and Transparency Program	4,328,667.27						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 4 Financial Management Program							
1. Cash Management	299,646.60	1st Quarter		2nd Quarter	100%		
2. Accounts Receivable Mgt.	118,959.50	1st Quarter		2nd Quarter	80%		
3. Budget Management	4,048,198.02	1st Quarter		2nd Quarter	100%		
5. Tax Management	194,790.00	1st Quarter		2nd Quarter	98%		
6. Accounts' Reconciliation Mgt.	2,921,936.69	1st Quarter		2nd Quarter	85%		
7. Postage Management	6,450.00	1st Quarter		2nd Quarter	100%		
9. Standard Process Management	43,912.89						
SUB-TOTAL Area 4 Financial Management Program	7,633,893.70						
Area 4 Audit Efficiency Program							
Strengthen Internal Control and Monitoring Financial Activities							
1. Conduct monitoring of cash and property accountability							
1.1 Big Post Offices (quarterly basis)	252,788.40	1st Quarter		2nd Quarter	85%		
1.2 Other Post Offices (random basis)	171,352.85	1st Quarter		2nd Quarter	80%		
2. Request formal audit for post offices with irregularities							
2.1. Internal Audit Department		1st Quarter		2nd Quarter	100%		
2.2. Commission on Audit	51,600.00	1st Quarter		2nd Quarter	100%		
SUB-TOTAL Area 4 Audit Efficiency Program	475,741.25						
GRAND TOTAL >Area 4 ENHANCEMENT PROGRAM	102,921,167.53						

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PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 5 CENTRAL AND EASTERN VISAYAS AREA							
Area 5 AREA INTEGRATED MARKETING PROGRAM							
- Product promotion through social media, emails, direct marketing, tri-media (advisories and government channels)	1,800.00						
- Love Express	805.00						
C-1 Maintain existing clients for Philately, PMO	1,882.00						
- PhilPost merchandise: mugs	677.00						
- Intensify campaign for proponents of commemorative, special and personalized stamps							
Other Income - Maintain existing clients for space rentals, photocopying, P.O. Lock boxes, ticketing, etc	5,865.00						
TOTAL> AREA 5 INTEGRATED MARKETING PROGRAMS	11,029.00						
Area 5 OPERATIONS IMPROVEMENT PROGRAM							
Mandatory scanning of "A" event & provision of required information							
Rehabilitation of transport facilities	208,146.83						
TOTAL > AREA 5 OPERATIONS IMPROVEMENT PROGRAM	208,146.83						
Area 5 ICT DEVELOPMENT PROGRAM							
Maintain the existing connected PO	545,146.86						
Acquire connectivity for not connected PO	10,012.53						
TOTAL > AREA 5 ICT DEVELOPMENT PROGRAM	555,159.39						
Area 5 POSTAL SAFETY AND SECURITY PROGRAM							
Procurement of security services	2,076,952.20						
Inspection of Post offices & other facilities and Investigation of Complains on Postal irregularities	30,972.75						
TOTAL > AREA 5 POSTAL SAFETY AND SECURITY PROGRAM	2,107,924.95						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 5 ADMINISTRATIVE TRANSPARENCY AND EFFICIENCY							
Procures goods and services based on approved APP following the provisions in RA 9184 & its IRR.	5,526,569.68						
TOTAL > AREA 5 TOTAL ADMINISTRATIVE TRANSPENCY AND EFFICIENCY PROGRAM	5,526,569.68						
Area 5 FINANCIAL MANAGEMENT PROGRAM							
Technical Review and Defense for CY 2022 Budget Proposal via zoom	7,644.50						
Implement computerization programs:							
1. Financial Counter Services via zoom	509.00						
> TOTAL FINANCIAL MANAGEMENT PROGRAM	8,153.50						
OTHER ROUTINARY AND REGULAR ACTIVITIES	18,169,880.94						
GRAND TOTAL> Area 5 ENHANCEMENT PROGRAM	26,586,864.29						

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PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 6 WESTERN VISAYAS AREA							
Area 6 Integrated Marketing Program							
<i>Product Management</i>							
1.1. Conduct Market Research & Intelligence							
Increase in Philatelic Sales for marketing	9,563.00						203% increase for 1st sem only
Salaries & Benefits, Marketing Specialist							
Manpower	60,636.00						
SUB-TOTAL Area 6 Integrated Marketing Program	70,199.00						
Area 6 Operations Improvement Program							
Rehabilitation of transport facilities	83,500.00						
Enhance mail network and routing schedules	599,099.00						
Update mail routes and timetables based on new standards and commitment	1,328,383.00						
Updating/Setting of service standards at par with industry							
Review of existing standards	73,694.00						
Expand door to door delivery service	2019118						
Manage track and trace							
Upgrade systems	196,400.00						
Manpower	6910850						
SUB-TOTAL Area 6 Operations Improvement Program	11,211,044.00						
Area 6 ICT Development Program							
To maintain the mobile & wired internet connectivity of existing 74 POs & 7 lines in the Admin Center	865,269.00						All are active. None terminated.
SUB-TOTAL Area 6 ICT Development Program	865,269.00						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 6 Human Resources Management and Development Program							
RECRUITMENT, SELECTION AND PROMOTION							
Hiring of COS Maintenance personnel, encoders, and outsource service for delivery, large volume client, and other mail operation needs	35,797.00						
SUB-TOTAL Area 6 Human Resource Management & Development Program	35,797.00						
Area 6 Administrative Efficiency and Transparency							
Procurement Management							
a. locally and centrally procured office supplies (including supplies from PS-DBM)	1,744,536.00						
b. semi-expendable items	36,991.00						
Complies with the requirements of Management, COA, GCG, and other government agencies.	76,105.00						Procurement of goods and services has been done in compliance with management and COA
Facilitates insurance coverage of all Serviceable PPEs, including vehicles	88,665.00						All serviceable PPEs are covered by applicable insurance policies in proper coordination with LPMD-Manila.
Records and monitors rental payments of existing lessees.	424,381.00						Payment of rent is recorded by Area Cashier or cashier in the post office. Monitoring of rent is being done by Admin Officer to the extent only of processing the renewal of contract.
Conducts Physical Count of PPEs	720.00						Supply Officer conducts physical inventory of PPEs. Due to pandemic, this was not done in 2020 and possibly in 2021 also.

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Installation of door grills in Leon P.O.	9,816.00	Dec 21, 2020		Jan 31, 2021	100%		
Fabrication & Installation of Phlpost signage in Iloilo City P.O.	7,200.00	May 11, 2021		May 31, 2021			
Reinstallation of new water pipeline in San Jose P.O.	6,880.00	Dec 29, 2020		June 15, 2021			
Installation of Phlpost signage (tarpaulin type) in Barotac Nuevo P.O.	462.00	June 9, 2021		June 11, 2021			
Monitors implementation of Infra-Projects in accordance with the designs, plans, specifications, and scope of works.	24,358.00						Admin Officer and postmaster monitor infra project implementation
Implements repair of equipment & machineries, furniture & fixtures	17,311.00						Admin Officer and postmaster implement repair of equipment and machineries, furniture and fixtures. PPEs are inventoried by Property Custodian
Implements repair of PPC vehicles	163,067.00						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.	37,575.00						
Records and monitors utilities, communication, and inter-connectivity	594,594.00						properly recorded and monitored by Admin Officer and AdFin Director
General Services, with Gratuity	99,286.00						
SUB-TOTAL Area 6 Administrative Efficiency and Transparency	3,331,947.00						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
Area 6 Financial Management							
1. Cash Management							
1.1. Monitors collections and deposits of all accountable officers.	35,030.00						Continued Compliance
2.3. Monitors status and age of receivables	15,000.00						Urgently complied with Persons in charge
3. Budget Management							
3.2. Implements approved COB and allocates funds in accordance with approved Projects, Activities and Programs.	17,000.00						Continued Compliance
Printing Costs of Financial Documents submitted by Postmasters	4,601.00						Office supplies are provided to the Postmasters or the expenses are reimbursed when claimed
Manpower	132,769.00						
SUB-TOTAL Area 6 Financial Management	204,400.00						
Area 6 Postal Safety and Security							
1. Outsourcing Security Services	686,518.00						As of 1st semester CY 2021, seven (7) security guards are deployed to various capital post offices including Admin Center
2. CCTV installation and Monitoring	19,060.00						In 2021, one (1) CCTV surveillance system is installed in San Jose Post Office
SUB-TOTAL Area 6 Postal Safety and Security	705,578.00						
GRAND TOTAL> Area 6 ENHANCEMENT PROGRAM	16,424,234.00						

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					% of Completion	Total Cost Incurred to Date	
AREA 7 EASTERN MINDANAO AREA							
AREA 7 INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
Routinary functions	252,000.00						
PPMP	3,000.00						
TE	2,680.00						
SUB-TOTAL Area 7 Integrated Marketing Communications Program	257,680.00						
Area 7 Operations Improvement Program							
Ensure the provision of mandatory information and requirements in the acceptance of mails							
Random sampling of mails accepted at post office	55,000.00	1/1/2021		12/31/2021	19%		
Provision of computers and IT equipment	2,696,589.60	1/1/2021		12/31/2021			
Strengthen transport capabilities							
Preventive maintenance plan	55,000.00	1/1/2021		12/31/2021	16%		
Rehabilitation of transport facilities	8,000.00	1/1/2021		12/31/2021	8%		
Provide Security personnel at MDCs and major post office	380,225.75	1/1/2021		12/31/2021	46%		
SUB-TOTAL Area 7 Operations Improvement Program	3,194,815.35						
Area 7 Human Resources Development Program							
Recruitment, Selection and Promotion	5,000.00	1Q		4Q	6%		
Performance Management	5,000.00	1Q		4Q	28%		
Area 7 Total Human Resources Development Program	10,000.00						
Area 7 Financial Management Program							
2. Accounts Receivable Mgt.	5,000.00	1Q		4Q	50%		
4. Accounts Payable Management	1,000.00	1Q		4Q	20%		
5. Tax Management	20,000.00	1Q		4Q	20%		
6. Accounts' Reconciliation Mgt.	1,000.00	1Q		4Q	10%		
8. Management of Audit Observations & Recommendations	2,000.00	1Q		4Q	20%		
SUB-TOTAL Area 7 Financial Management Program	29,000.00				8%		
GRAND TOTAL AREA 7 ENHANCEMENT PROGRAM	3,491,495.35						

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					% of Completion	Total Cost Incurred to Date	
AREA 8 CENTRAL MINDANAO AREA							
AREA 8 INTEGRATED MARKETING COMMUNICATIONS PROGRAM							
Conduct product research and market intelligence	47,520.23						PANDEMIC
Mobile Postal ID Mobile Capturing at malls, municipalities, barangays, offices, banks around the area	5,361,300.00						MOBILE CAPTURING AT FAR FLUNG MUNICIPALITIES OF LANAO DEL SUR WERE DONE
TOTAL AREA 8 MARKETING PROGRAM COST	5,408,820.23						
AREA 8 OPERATIONS IMPROVEMENT PROGRAM							
Ensure the provision of mandatory information and requirements in the Acceptance of Mail	1,531,399.20						
1.Enhance Sortation and Dispatch Scheme	1,018,294.02						
1.Strengthen Transport Capabilities	84,412.20						
Enhance Mail Network and Routing Schedules	1,711,956.24						
Strengthen Mail Delivery Capabilities (tools and equipment for last mile)	4,122,255.71						
Expand door to door delivery service	505.00						
Provide security guards	299,791.62						
Ensure Availability of Internet Connectivity at MDC & Post Offices	806,083.27	Jan-21	N/A	Jun-21	50%		
Training on the use of the Performance Monitoring System	77,768.04						
TOTAL AREA 8 OPERATIONAL IMPROVEMENT PROGRAM COST	9,652,465.30						
AREA 8 ICT DEVELOPMENT PROGRAM							
ICT Repair and Troubleshooting	107,547.47						- 5 units under warranty forwarded to service center; 3 units on going repair; 2 units repaired & returned to Pos
TOTAL AREA 8 ICT PROGRAM COST	107,547.47						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 8 HUMAN RESOURCE DEVELOPMENT PROGRAM							
Filling up of vacant positions: crucial positions like Postmasters, Letter Carriers, & PTs in big POs	37,724.47						Deferred Due to CSC Prohibition
<i>Provide fidelity bonding for accountable officers</i>	43,673.25						
TOTAL AREA 8 HUMAN RESOURCE DEVELOPMENT PROGRAM	81,397.72						
AREA 8 ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Supply & Inventory Management	1,097,181.00						
Assets Management	39,532.07						
Facilitates insurance coverage of all Serviceable PPEs.	173,617.70						
Monitors titling activities undertaken by Postal Areas.	7,558.48						Deferred Due to Covid ECQ
Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.	17,888.00	3/11/2021		12/31/2021	0%		1 ONGOING AND PENDING FOR BAC DECISION
Performs sanitation and housekeeping activities.	34,579.69						
Cost-reduction							
8.1. Implements Energy Conservation measures mandated by Management. 8.1.1. Ensure that all faucets are properly turned off when not in use. 8.1.2. Turn off lights during lunch breaks leaving only the light of the employee who shall be in-charge in receiving papers and/or visitors. 8.1.3. Limit charging of cell phones and other gadgets.	778,786.81						
TOTAL AREA 8 ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM	2,149,143.75						
AREA 8 FINANCIAL MANAGEMENT PROGRAM							
Cash Management	59,737.23						
Programs cash for payment of obligations and trust liabilities.	162,653.00						
Accounts Receivable Mgt.	38,623.80						
Processes claims within timeline.	44,992.02						
Recognizes sales, expenses and creditable in the proper quarter and/or period.	15,390.00						
Accounts' Reconciliation Mgt.	78,823.86						
Postage Stamps Management	35,368.50						
TOTAL AREA 8 FINANCIAL MANAGEMENT PROGRAM	435,588.41						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
AREA 8 CORPORATE PERFORMANCE MONITORING PROGRAM							
Results-based performance plan:							
1. 1. Conduct validation, review and monitoring of IPCR/OPCR of the operating units by PMT	37,724.47						
		7-Jan-21		31-Mar-21	100%		
1.2. Conduct quarterly assessment of Accountable Officers	30,583.00						
TOTAL AREA 8 CORPORATE PERFORMANCE MONITORING PROGRAM	214,651.73	4-Jun-21		4-Jun-21	50%		
AREA 8 POSTAL SAFETY AND SECURITY PROGRAM							
Provision of security guards in Admin Center, Cagayan de Oro City, Butuan Ciy and Iligan City	299,791.62	Jan-21	1	Monthly	50%		
TOTAL AREA 8 POSTAL SAFETY AND SECURITY PROGRAM	299,791.62						
AREA 8 AUDIT EFFICIENCY PROGRAM							
Conduct systematic discipline evaluation on the effectiveness on risk management, control and governance in the area	11,096.76	Jan-21		Monthly	100%		
TOTAL AREA 8 AUDIT EFFICIENCY PROGRAM	11,096.76						
GRAND TOTAL AREA 8 ENHANCEMENT PROGRAM	18,360,502.99						

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					% of Completion	Total Cost Incurred to Date	
AREA 9 WESTERN MINDANAO AREA							
<i>Area 9 Integrated Marketing Communications Program</i>							
1.1 Mail Service	14,047,693.44				43%		
1.2. Express Mail Service	7,055,507.32				24%		
1.3. Logistics and Warehousing Services	1,193,613.91	FEBRUARY		March	8%		
1.4. Payment and Retail Services	13,537,754.12				64%		
1.5. Other Products and Services	9,948,656.43				291%		
<i>SUB-TOTAL Area 9 Integrated Marketing Communications Program</i>	45,783,225.23				46%		
<i>Area 9 Operations Improvement Program</i>							
MOA Signing and Orientation LGU Operated Postal Station-Municipality of Siayan	9,900.00	March 25, 2021			100%		Completed
Post Office Inspection-Lopez Jaena and Aloran Post Office	9,900.00	March 09, 2021			100%		Completed
Consultative Meeting with Postmasters, Sortes amd Letter Carriers of Zamboanga del Norte	9,900.00	March 24, 2021			100%		Completed
<i>SUB-TOTAL Area 9 Operations Improvement Program</i>	29,700.00						
<i>Area 9 Human Resource Development Program</i>							
LEARNING AND DEVELOPMENT							
Joined the rest of the Phlpost family in Welcoming the Newly Appointed Postgen Norman (Mr. Postman) N. Fulgencio	500.00	March 15, 2021			100%		Completed
Joined the Celebration of Women's Month thru posting Tarpaulin	500.00	March 15, 2021			100%		On-going
PHIL ID System Orientation	4,950.00	Jun 02, 2021			100%		Completed
Briefing of Phlpost -Mail Management System	4,950.00	May 31, 2021			100%		Completed
<i>SUB-TOTAL Area 9 Human Resource Development Program</i>	10,900.00						
<i>Area 9 Administrative Efficiency and Transparency Program</i>							
Implementation of Facelifting of Post Offices	84,915.34						
<i>SUB-TOTAL Area 9 Administrative Efficiency and Transparency Program</i>	84,915.34						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
<i>Area 9 Financial Management Program</i>							
COA 2020 Exit Conference	10,000.00	March 16, 2021			100%		Completed
Technical Review & Defense for CY 2022 Budget Proposal and Operations and IT Meeting	8,000.00	February 01, 2021			100%		Completed
<i>SUB-TOTAL Area 9 Financial Management Program</i>	18,000.00					46%	
GRAND TOTAL AREA 9 ENHANCEMENT PROGRAM	45,926,740.57						

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					% of Completion	Total Cost Incurred to Date	
II. OPERATIONS IMPROVEMENT PROGRAM							
A. Improve Acceptance of Mails							
Ensure sufficiency of operational supplies/forms	110,073.39						
Computerized counter operations (Mail Management System) on Operations , Customs and CS	210,064.00						
B. Improve Processing of Mails							
Enhance Sorting and Dispatch Scheme at Oes, MDCs and Pos	2,475,893.00						
Mechanization of processing	236,604.61						
C. Improve Mail Transportation	238,695.00						
Vehicle preventive maintenance plan	1,307,924.00						
Refleeting plan	8,677,000.00						Procurement documents submitted to BAC; waiting for the approval from the Office of the President/DBM
D. Improve Mail Delivery							
Updating/Setting of service standards at par with the industry	7,910,476.00				On-going		Transport Standard for Parcel and EMS being undertaken
Expand door-to-door delivery service	7,422,766.40						
G. Improve Customer Care/Service							
Establishment of customer service at OE's	7,355.50						
Enhance skills & knowledge on customer relations	27,515.51						
PID	7,355.50						
TOTAL OPERATIONS IMPROVEMENT PROGRAM	28,631,722.91						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
IV. FINANCIAL MANAGEMENT PROGRAM							
1. Accounts Receivable Mgt.							
1.1 Send billing to clients on time.	2,368,008.88						
1.2. Monitors status and age of receivables.							
1.3. Reconciles the accounts with clients.							
1.4. Undertake aggressive collection of AR in coordination with Marketing & Servicing Office thru collection letters, phone calls, and client visits.							
1.5. Endorses records of delinquent clients to Legal Department for action.							
1.6. Performance of Routinary Function							
2. Financial Reporting							
2.1 Records transactions in real time.	3,221,485.26						
2.2 Prepare financial statements on time.							
2.3 Reconcile records and documents with concerned accountable officers regularly.							
2.4 Continue to substantiate & reconcile prior years balance sheet accounts							
2.5 Maintains a Library of Financial Records.							
2.6 Performance of Routinary Function							
3. Accounts Payable Management							
3.1 Accrues all expenses incurred within the applicable quarter.	3,505,149.73						
3.2. Monitors status and age of accounts payables.							
3.3. Reconciles accounts payable balances.							
3.4 Performance of Routinary Function							
4. Tax Management							
4.1. Recognizes sales, expenses and creditable in the proper quarter and/or period.	2,577,188.20						
4.2. Conducts tax compliance monitoring to all operating units.							
4.3. Attends to BIR requirements for Tax Audit.							
4.4 Performance of Routinary Function							
5. Quality Management System							

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
5. Quality Management System							
5.1 Orient all employees on the ISO-aligned procedures to assure implementation	1,183,590.61						
5.2 Train all identified users for effective implementation of computerization, (PSCS & FMIS)							
5.3 Push the implementation of solid waste management program and SS							
5.4 Performance of Routinary Function							
6. Capacity Building							
6.1. Attendance to seminars/trainings on:	794,922.65						
6.1.1. Continuing Professional Education (CPE)							
6.1.2. Tax updates							
6.1.3. RA 9184 (Procurement Law)							
6.1.4. Updates on Accounting and Auditing Policies							
6.1.5. Financial and Operational Budgeting							
6.1.6. Cash Management							
6.1.7. Management/Leadership							
6.2 Performance of Routinary Function							
1. Budget Management							
1.1. Implements cash-based budgeting of the approved COB and allocates funds in accordance with approved Projects, Activities and Program.	137,019.84						
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.							
1.5 Performance of Routinary Function							
2. Cash Management							
2.1 Monitors collections and deposits of all accountable officers.	280,550.10						
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 income.							
2.4 Performance of Routinary Function							

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
<i>3. Accounts Receivable Mgt.</i>							
3.1 Send billing to clients on time.	12,053.50						
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 Marketing & Servicing Office thru collection letters, phone calls, and client visits.							
3.5 Endorses records of delinquent clients to Legal Department for action.							
3.6 Performance of Routinary Function							
<i>Postage Stamps</i>	1,043,158.91						
1. Determines annual requirements of postage stamps by denomination.							
2. Initiates procurement							
3. Distributes postage and philatelic stamps							
4. Issues philatelic stamps to collectors.							
5. Monitors production							
6. Conducts physical inventory every six (6) months							
<i>Postage Meter Machine</i>							
1. Determines post offices to be issued with ePMM							
2. Initiates procurement of spare parts as determined							
3. Administers loading of ePMM							
4. Reviews and monitors usage of the amount loaded							
5. Facilitates maintenance and repair of ePMM							
6. Issues operational supplies for ePMM							
7. Initiates disposal of unserviceable postage meter machines							
<i>Other Program - Routinary Activities</i>	21,400.00						
TOTAL FINANCIAL MANAGEMENT PROGRAM	15,144,527.68						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
V. ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY PROGRAM							
1. Infrastructure Management							
1.1. Prepares Corporate Annual Infrastructure	4,846,149.86						
2.3. Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.							
2.4. Performs sanitation and housekeeping activities.							
2.5. Provides assistance in the physical arrangement during Corporate events.							
2.6. Implements and monitors Waste Management Program.							
3. Records Management							
3.1. Institutes custodianships of permanent records and important documents.							
3.2. Manages storage of digital back-up records at off-site locations.							
3.3. Utilizes technology in the dissemination of administrative issuance and correspondence							
3.4. Converts permanent and other important records received to digital format.							
3.5. Facilitates disposal of valueless records.							
4. Routinary Functions							
TOTAL ADMINISTRATIVE EFFICIENCY AND TRANSPARENCY PROGRAM	4,846,149.86						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
VI. MANAGEMENT SUPORT SYSTEM							
A. ICT DEVELOPMENT PROGRAM							
5. Conduct/Attend IT Workshop & Trainings							
A. Conduct of IT training for MISD and all Area IT							
B. To attend trainings for ICT (domestic)							
C. To attend trainings for ICT (international)							
6. To provide access to information							
A. To provide access to internet	568,380.00						
Central Office:							
a.1. Review internet requirement							
a. 2. Maintain and expand connectivity in CO & OE's							
Area Office:							
a. 3. Maintain the existing connected PO							
a. 4. Acquire connectivity for not connected PO							
B. Subscription to Third Party Provider							
b. 1. SMS Subscription							
b. 2. IPS Subscription	1,006,563.00						
b. 3. Post Net Subscription	711,494.00						
b. 4. Customs Declaration System fee							
b. 5. Zoom Subscription	150,000.00						
7. Monitor/training the use of PHLPost Information Systems to Area Office (Area IT Officer and Users)							
TOTAL ICT DEVELOPMENT PROGRAM	2,436,437.00						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
B. HUMAN RESOURCE DEVELOPMENT PROGRAM							
2. LEARNING AND DEVELOPMENT							Approved budget is 5M
2.1 Conduct In-house trainings							
Management							
Supervisory Development							
Front-line	2,984.00						
Support Services							
Technical (IT)							
2.2 Attend external trainings							
Management							
Supervisory Development	337,409.03						
Front-line							
Other Related Activities	525,000.00						
TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM	865,393.03						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
C. LEGAL SERVICES MANAGEMENT PROGRAM							
2. Implement FOI Agency and People's Manuals							
3. Review & Update the PHLPPost FOI Agency and People's Manuals							
4. Monitor & report implementation of the PHLPPost FOI Manuals							
7. ISO Compliance							Approved ISSP
Internal ISO Orientation							
Comply with ISO Standard							
8. Computerize FOI Registry							Approved ISSP
Prepare project proposal							
Establish User Requirement							
Prepare Terms of Reference							
Acquire computerized system							
Use of computerized system							
9. Recurring/Continuing Activities							
a. Establishment of Case Profiling System							Legal Dept. is only the end-user
b. Hiring of additional lawyers							
c. Drafting of PPC Revised Rules and Regulations					100%		
10. Trainings and Seminar							
a. MCLE for lawyers (continuing education)	25,800.00				10%		2 lawyers attended MCLE last July 2021
TOTAL LEGAL SERVICES MANAGEMENT PROGRAM	25,800.00						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
E. POSTAL SAFETY AND SECURITY PROGRAM							
1. Safety & Security Monitoring Inspection							
1.1. Inspection of Post Offices	17,627.00	Jan-June 2021					79 PO's Inspected
1.2 Conduct of Investigation on complaints	9,926.00	Jan-June 2021					Submitted 59 FFIR
1.3 Conduct of Intelligence operations							
2. Security Intervention Program							
2.1 Management of out sourced security guards	15,603,146.28						114 Security guards (salaries expense base on Disbursement Vouchers assigned at PHLPost)
7. Recurring/ Continuing activities							
Personal Services (salaries)							HRMD payroll
Utilities	23,240.49	1 & 2nd quarter					Communication bills
8. Repair/Renovation of ID Office							
TOTAL POSTAL SAFETY AND SECURITY PROGRAM	15,653,939.77						

PROGRAM AND ACTIVITIES	2021 Total Cost	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
					% of Completion	Total Cost Incurred to Date	
F. AUDIT EFFICIENCY PROGRAM							
1. Assurance Audit:	87,100.80						TEV
Audit of Post Offices		Jan. 02, 2021		Dec. 31, 2021	58%		March 2021; 1st Qtr. No travel c Covid-19
Continuation, drafting of Operating, Policies and Procedures for Money Remittance		March 01, 2020		Dec. 31, 2020	25%		Deferred
Conducted a study on Good Data Center (Architecture and Operations, in line with the ERP being acquired for PPC)		March 01, 2020		Dec. 31, 2020	25%		Deferred
Monitoring and Review of ISO 9001 and Implementation including available operating procedures within the ISO 9001 plan		March 01, 2021		Dec. 31, 2021	25%		
2. Training and Professional Certifications	77,125.00						
3. Monitoring of Compliance/Implementation of Audit Findings & Recommendations							
TOTAL AUDIT EFFICIENCY PROGRAM	164,225.80						

(subject to validation of the financial data by the Financial Management Department)

Prepared by:


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 Statistician II

Noted by:


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 OIC, Corporate Planning Department