

03 July 2023

THE RESIDENT AUDITOR

Commission on Audit
Quezon City Central Post Office
NIA Road Quezon City

Subject: Quarterly Monitoring Report of Programs, Activities and Projects, 1st Quarter
Of 2023 – Philippine Postal Corporation

Dear Resident Auditor:

May we forward for your information and reference, an advance copy of the Quarterly Monitoring Report of the Programs, Activities and Projects of the Philippine Postal Corporation for the First Quarter of 2023. Said document is forwarded to Financial Management Department for validation of the financial data indicated therein.

For further clarification, you may send an email at corplandept.phlpost@gmail.com.

Very truly yours,



LUIS D. CARLOS
Acting Postmaster General and CEO



CORPORATE PLANS, ACTIVITIES, AND PROJECTS
CY 2023
FIRST QUARTER MONITORING REPORT

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
I. INTEGRATED MARKETING PROGRAM							
Monitoring and evaluation of Areas' Sales Performance and Profitability						218,000.00	
Conduct and implement Advertising and Promotional activities						515,206.00	
Printing and Issuance of Commemorative and Special Stamps						1,184,260.00	
TOTAL INTEGRATED MARKETING PROGRAM						1,917,466.00	
II. OPERATIONS IMPROVEMENT PROGRAM							
Procurement of Gasoline, Oil and Lubricants						6,521,590.85	Utilized 14% of
Ensure sufficiency of operational/administrative supplies/materials for						820,039.38	
TOTAL OPERATIONS IMPROVEMENT PROGRAM						7,341,630.23	
III. AREA ENHANCEMENT PROGRAM							
Area Integrated Marketing Communications Program						6,471,796.51	
Area Operations Improvement Program						49,527,432.02	
Area ICT Development Program						3,233,989.77	
Area Postal Safety & Security Program						0	
Area Human Resources Development Program						2,634,404.09	
Area Administrative Efficiency & Transparency Program						7,752,938.82	
Area Financial Management Program						61,331,247.61	
Area Legal Services Management Program						16,252.00	
Area Performance Monitoring Program						0	
Area Audit Efficiency Program						140,562.00	
TOTAL AREA ENHANCEMENT PROGRAM						131,108,622.81	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
IV. 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.						752,189.69	
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.						586,251.00	
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.						315,673.28	
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	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
4. Postage Stamps							
1. Determines annual requirements of postage stamps by denomination.						459,402.60	
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							
5. Postage Metered Machine							
1. Determines post offices to be issued with ePMM						306,268.40	
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							
TOTAL FINANCIAL MANAGEMENT DEPARTMENT						2,419,784.97	
ACCOUNTING DEPARTMENT							
1.Ensures 95% collection of AR accounts ageing less than 1 year by: •Sending billing to clients on time. •Monitoring status and age of receivables. •Reconciling AR balance with clients.						924,473.45	
2.Recommend suspension of Charge Account of clients with Past due accounts. Mailings shall be on cash basis until its settlement.						813,194.24	
3.Undertake aggressive collection activities on AR accounts ageing 1 year and above to reduce Past due accounts.						410,877.09	
4.Negotiate with private institutions/clients terms of payment/(installment) of past due accounts.						256,798.18	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
5.Endorse records of delinquent clients to Legal Department for action. (CO)						222,558.42	
<i>Ensure proper recording of accounts payable:</i>							
1. Record all expenses incurred within the month.						1,232,631.27	
2.Facilitate timely payment of financial obligations to Employees, Creditors, and Remittances due to Government Agencies.						410,877.09	
3.Monitor status and age of Accounts Payables. - Reverse Accounts Payable ageing 25 months and above.						333,837.64	
4.Reconcile Accounts Payable balances with payees.						599,195.76	
Ensure full compliance of all Bureau of Internal Management rules & regulations:							
1.Recognize all sales, expenses and creditable in applicable quarter and/or period.						1,027,192.72	
2.Recognize and pay proper tax liabilities in applicable quarter and/or period. (CO)						641,995.45	
3.Monitor compliance of all operating units with all applicable BIR rules and regulations.						410,877.09	
4.Update implementing guidelines in complying with applicable BIR rules and regulations to minimize and/or avoid incurrence of penalties. (CO)						222,558.42	
5.Attends to BIR requirements for Tax Audit.						308,157.82	
Ensure proper recording of corporate transaction & ensure timely reporting of financial reports for decision making purposes:							
1.Implement mandatory recording of transactions in real time.						1,876,641.46	
2.Reconcile records with concerned implementing departments/office in-charge of special accounts.						762,662.28	
3.Sustain substantiation & reconciliation of current and prior years Balance Sheet accounts.						508,441.52	
4.Maintain a Library of Financial Records.						494,055.16	
5.Manage COA Audit of Observation (AOM), Notice of Disallowance (ND), & Notice of Settlement (NS).						359,517.45	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Ensure that a standard process are observed & fully complied:							
1.Implement ISO-aligned approved procedures pertaining to Accounting & Finance and recommend improvement as needed. (CO)						511,018.94	
2.Train all employees concerned on the ISO aligned procedures for effective implementation. (CO)						536,183.27	
3.Push for implementation of 5'S and Solid Waste Management Program.						452,303.40	
TOTAL ACCOUNTING DEPARTMENT						13,316,048.11	
TOTAL FINANCIAL MANAGEMENT PROGRAM						15,735,833.08	
V. ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procures goods and services approved APP following the provisions in RA 91184 & its IRR.						3,565,980.00	
Prepares disbursement vouchers for payments of goods, services and utilities						49,825,712.63	
Directors' and Officers' Liability Insurance						1,307,250.00	
Property, Plant and Equipment (PPE)						8,572,494.56	
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						63,271,437.19	
VI. MANAGEMENT SUPPORT SYSTEM (A-F)							
A. ICT DEVELOPMENT PROGRAM							
TOTAL ICT DEVELOPMENT PROGRAM							
B. HUMAN RESOURCE DEVELOPMENT PROGRAM							
C. LEGAL SERVICES MANAGEMENT PROGRAM							
MCLE for lawyers (continuing education)						60,625.00	Lawyers attended training on rules on RACCS
TOTAL LEGAL SERVICES MANAGEMENT PROGRAM						60,625.00	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
D. CORPORATE PERFORMANCE MONITORING							
E. POSTAL SAFETY AND SECURITY PROGRAM							
Inspection of Post Offices						23,000.00	
Conduct of investigation on complaints						60,000.00	
Management of outsources security guards						9,000,000.00	
Management of CCTV operations						66,711.00	
Provision of basic investigation, inspection & intelligence						10,000.00	
TOTAL POSTAL SAFETY AND SECURITY PROGRAM						9,159,711.00	
F. AUDIT EFFICIENCY PROGRAM							
Audit of Post Offices						113,166.00	
TOTAL AUDIT EFFICIENCY PROGRAM						113,166.00	

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

Prepared by:


CRISTINA A. MILLENA
 Statistician II

Noted by:


MARA BEATRICE M. GERVACIO
 Acting Manager

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 1 - NORTHEAST LUZON AREA							
AREA 1 - INTEGRATED MARKETING PROGRAM							
Maintenance of revenue from existing customers						1,800.00	
AREA 1 - TOTAL INTEGRATED MARKETING PROGRAM COST						1,800.00	
AREA 1 - OPERATIONS IMPROVEMENT PROGRAM							
Random sampling of mails accepted at post office						3,199.00	
Prepare Annual Supply/Accountable Items requirements per post office						660,234.12	
Gas, OIL & Lubricants						886,346.87	
Rent Expenses						670,080.00	
Manpower Services						5,928,216.05	
Mail Conveyance						59,600.00	
Gen. Services						460,192.80	
AREA 1 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						8,667,868.84	
AREA 1 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Prepares annual PPMP.						227,532.05	
Undertakes minor repair and improvement of buildings, facilities, equipment, furniture and fixtures.						71,320.00	
Converts permanent and other important records received to digital format.						1,339.28	
Utilizes technology in the dissemination of administrative issuance and correspondence.						2,176.90	
Replaces old and dilapidated PPEs with energy efficient PPEs.						5,357.14	
AREA 1 - TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						307,725.37	
AREA 1 - FINANCIAL MANAGEMENT PROGRAM							
Programs cash for payment of obligations and trust liabilities.						10,288,811.32	
Processes monetary claims of employees and creditors of Area Office.						38,216,445.34	
AREA 1 - TOTAL FINANCIAL MANAGEMENT PROGRAM						48,505,256.66	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
GRAND TOTAL AREA 1 NORTHEAST LUZAN AREA						57,482,650.87	
AREA 2 - NORTHWEST LUZON AREA							
AREA 2 - INTEGRATED MARKETING PROGRAM							
PS for Marketing Specialist & COS Staff						26,400.00	
AREA 2 - TOTAL INTEGRATED MARKETING PROGRAM COST						26,400.00	
AREA 2 - OPERATIONS IMPROVEMENT PROGRAM							
Monitoring compliance						23,421.00	
Continuous improvement of existing Make-Up of Dispatches within the Area						3,780.00	
Fleet Maintenance Plan						60,089.81	
AREA 2 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						87,290.81	
AREA 2 - ICT DEVELOPMENT PROGRAM							
Conduct of Regular Visit/Monitoring of Implementation of ERP						1,140.00	
Monthly Subscription of Existing Internet Connectivity						489,951.74	
AREA 2 - TOTAL ICT PROGRAM COST						491,091.74	
GRAND TOTAL AREA 2 NORTHWEST LUZON AREA						604,782.55	
AREA 3 -MEGA MANILA AREA							
AREA 3 - Operations Improvement Program							
PHILID Delivery Team						6,715,170.00	
Post Office Rehabilitation						1,035,199.89	
AREA 3 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						7,750,369.89	
AREA 3 - FINANCIAL MANAGEMENT PROGRAM							
Accounts Receivable Reconciliation and Collection						279,723.87	
AREA 3 - TOTAL FINANCIAL MANAGEMENT PROGRAM						279,723.87	
GRAND TOTAL AREA 3 MEGA MANILA AREA						8,030,093.76	
AREA 4 - SOUTHERN LUZON AREA							

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 4 - INTEGRATED MARKETING PROGRAM							
Account Management						603,587.00	
Increase in volume or additional business from existing clients						2,170.00	
Acquisition of New Clients: submission of proposal letters & offering pick-up service for bulk clients; sales call or client visitation; securing of contracts; conduct environmental scanning; promotion of UAMS						2,326.00	
Regaining of Lost Clients: pre & post evaluation of services rendered to lost client to include visitation of lost client						388.00	
Conduct of Trainings and Seminars with HRD						1,938.00	
Salamat Po Nationwide Letter Writing Advocacy Program						503.00	
New Postal ID: conduct PID mobile capturing in barangay, companies, school, job fair etc; conduct mail caravan; distribution of promo materias to Pos; online marketing/social media; participation in events, trade fairs & expos						4,265.00	
Phlpost Merchandise; develop new products & services for target customers						830.00	
AREA 4 - TOTAL INTEGRATED MARKETING PROGRAM COST						616,007.00	
AREA 4 - OPERATIONS IMPROVEMENT PROGRAM							
Procurement of equipments, supplies , PPE						9,265.00	
Provision of CCTV Cameras at SDCs and Post Offices						8,529.00	
Deployment of Private Security Guard						209,813.00	
Review of Counter Operations (windows, tellers, others)						196,305.00	
Implement Rationalized Teller Operations						5,752.00	
Provision of Mandatory Information (CN22,23, CP72) and Scanning of Events and ZIP Code						41,942.00	
Monitoring compliance						8,537.00	
Enhanced Mail Processing						22,122.00	
Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)						20858653	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Implement Rationalized and computerized Mail Processing System, Area Wide						11,635.00	
Mandatory Scanning of Events in Mail Processing						44,123.00	
Determine processing requirements: bag rack, receptacles, bag tags, trolleys, cages, sorting tables, damping tables,						16,387.00	
Implement new routes personnel and transport requirements						168,676.00	
Fleet Maintenance Plan						27,137.00	
Implement New Delivery Beats Rationalized Delivery Routes						1,421,501.00	
Provision of Computers, Printers, Scanners and Mobile Devices						12,071.00	
Negotiations with LGU for the Establishment of LGU Operated Postal Outlets						9,664.00	
Procurement /Engagement						19,448.00	
Increase & sustain revenue through logistics and private postal station streams						115,320.00	
Identify & determine logistical requirements especially for logistics business						157,851.00	
AREA 4 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						23,364,731.00	
AREA 4 - ICT DEVELOPMENT PROGRAM							
Provision for Internet Service Connectivity in Post Offices						856,762.00	
Provision and installation of complete set of workstation in selected post offices						1,020,814.00	
Conduct trainings on Phlpost online and standalone application system						4,240.00	
Replacement/upgrading of obsolete computer software and hardware						61,361.00	
Repair and periodic maintenance of IT equipment						148,500.00	
AREA 4 - TOTAL ICT PROGRAM COST						2,091,677.00	
AREA 4 - HUMAN RESOURCE DEVELOPMENT PROGRAM							
Continuous conduct of Competency Enhancement Training						57,245.00	
Competency based HRM-RSP						609,966.00	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Implement manpower sourcing						349,014.00	
Continuous review of IPCR targets and accomplishments						11,449.00	
Implement the modified PRAISE (Program on Awards & Incentives for Service Excellence)						44,649.00	
Conduct of value orientation/re-orientation on CITE PIES.						30,763.00	
Facilitate in-house and external trainings.						79461	
Provide assistance to other organizational group on training needs requirements.						1,096.00	
Conduct of audit on HR processes						12,564.00	
To implement Harmonized Gender & Development Guidelines in all plans & projects.						66,881.00	
To facilitate continuous training of GFPS in the conduct of Gender Analysis & Audut.						47,538.00	
AREA 4 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						1,310,626.00	
AREA 4 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procure revenue generating and operational supplies and materials on-time following provisions of R.A. 9184.						2266312	
Maintain database on utilization rate of every supply item to determine Economic Reorder Point (ERP) per Post Office						221,852.00	
Distribute revenue generating and operational supplies/materials on-time.						11,744.00	
Implement/Monitor titling activities.						14,606.00	
Assist in the development of Real Properties in partnership with private entities or government agencies.						4,240.00	
Ensure submission of list of all Serviceable PPEs to facilitate insurance coverage.						38,159.00	
Conduct periodic physical inventory of buildings and other PPEs.						10,600.00	
Infrastructure Projects						902,047.00	
Face-lifting/Minor repairs of Post Offices						127,023.00	
Periodic repair and maintenance of all buildings and other PPEs.						84,798.00	
Facilitate the disposal of unserviceable PPEs.						2,120.00	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Send Officers/Employees to seminars/trainings						8,480.00	
Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.						13,780.00	
Preventive maintenance program for buildings and other PPEs.						13,780.00	
AREA 4 - TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						3,719,541.00	
AREA 4 - FINANCIAL MANAGEMENT PROGRAM							
Programs cash for payment of obligations and trust liabilities.						9,794.00	
Ensures 95% collection of AR accounts ageing less than 1 year						17,060.00	
Sending of collection letters						13,780.00	
Visit clients in coordination with Marketing & Operations to find out reasons for non-payment.						32,859.00	
Negotiate with private institutions/clients terms of payment/(installment) of past due accounts.						21,200.00	
Manage expenditure based on budget releases; there should be no budget overdraft						640,377.00	
Accrue all expenses incurred within the month.						3,180.00	
Facilitate timely payment of financial obligations to Employees, Creditors, and Remittances due to Government Agencies.						11,392,865.00	
Submit all tax related reports to Central Office on time.						11,872.00	
Monitor compliance of all operating units with all applicable BIR rules and regulations.						22,429.00	
Attends to BIR requirements for Tax Audit.						16,960.00	
Maintain a Library of Financial Records.						18,020.00	
Push for implementation of 5'S and Solid Waste Management Program.						12,720.00	
Send Officers/Employees to seminars/trainings on CPE; Procurement Law etc..						19,081.00	
standards of the Department of Health (DOH) per PHLPPost Circular No. 20-52.						11,660.00	
Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.						10,600.00	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 4 - TOTAL FINANCIAL MANAGEMENT PROGRAM						12,254,457.00	
AREA 4 - AUDIT EFFICIENCY PROGRAM							
Conduct monitoring of cash and property accountability						58,426.00	
Request formal audit for post offices with irregularities						50,337.00	
Commission on Audit						31,799.00	
AREA 4 - TOTAL AUDIT EFFICIENCY PROGRAM						140,562.00	
AREA 4 - LEGAL SERVICES MANAGEMENT PROGRAM							
Outsourcing of legal services in titling of lots/assets						16,252.00	
AREA 4 - TOTAL LEGAL SERVICES MANAGEMENT PROGRAM						16,252.00	
GRAND TOTAL AREA 4 SOUTHERN LUZON AREA						43,513,853.00	
AREA 5 - CENTRAL & EASTERN VISAYAS AREA							
AREA 5 - ICT DEVELOPMENT PROGRAM							
Procurement of IT Equipment:							
> (1 unit) 24 Ports Switch Hub (Area Office)		March 2023		March 2023	100%	7,946.43	
> (1 unit) 16 Ports Switch Hub (Area Office)							
> (8 units) 8 Ports Switch Hub (POs)		March 2023		3rd quarter	13%	2,232.14	
> (4 units) CAT6 Networking Cable		March 2023		3rd quarter	25%	8,839.29	
> (4 units) Wireless Router							
AREA 5 - TOTAL ICT PROGRAM COST						19,017.86	
GRAND TOTAL AREA 5 CENTRAL & EASTERN VISAYAS AREA						19,017.86	
AREA 6 - WESTERN VISAYAS AREA							
AREA 6 - INTEGRATED MARKETING PROGRAM							
Strengthen Product Performance Monitoring and Assessment						33,900.00	
Conduct Postmasters Conference and alignment meetings						31,947.12	
AREA 6 - TOTAL INTEGRATED MARKETING PROGRAM COST						65,847.12	
AREA 6 - OPERATIONS IMPROVEMENT PROGRAM							
Rehabilitation of transport facilities						30,615.00	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Update mail routes and timetables based on new standards and commitment						52,200.00	
Expand door to door delivery service						884,343.23	
AREA 6 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						967,158.23	
AREA 6 - ICT DEVELOPMENT PROGRAM							
To add wire & wireless/data connections for POs without internet.						318,447.44	
To replace/repair old IT Equipment & purchase maintenance supplies (Areawide)						700.00	
AREA 6 - TOTAL ICT PROGRAM COST						319,147.44	
AREA 6 - HUMAN RESOURCES DEVELOPMENT PROGRAM							
Conduct employees' Conference and dialogue/ meetings						2,250.00	
AREA 6 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						2,250.00	
AREA 6 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Prioritizes procurement of revenue generating and operational supplies and materials.						244,390.05	
Procurement Management: gasoline, oil & lubricants						938,187.32	
Facilitates insurance coverage of all Serviceable PPEs, including vehicles						30,375.40	
Records and monitors rental payments of existing lessees.						1,029,128.94	
Facilitates domestic conveyances (air, land, sea)						109,081.22	
Implements Annual Preventive Maintenance Program						5,917.40	
Implements repair of PPC vehicles						31,915.00	
Records and monitors utilities, communication, and inter-connectivity						428,084.06	
AREA 6 - TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						2,817,079.39	
AREA 6 - FINANCIAL MANAGEMENT PROGRAM							
Conducts Budget Call Conferences to facilitate preparation and approval of Annual COB.						52,941.28	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Reconcile records and documents with concerned accountable officers regularly.						18,288.37	
AREA 6 - TOTAL FINANCIAL MANAGEMENT PROGRAM						71,229.65	
GRAND TOTAL AREA 6 WESTERN VISAYAS AREA						4,242,711.83	
AREA 7 -EASTERN MINDANAO AREA							
AREA 7 - OPERATIONS IMPROVEMENT PROGRAM							
Formulation of Procedures for Safety and Health Protocols						18,500.00	
Monitoring of Compliance on Safety and Health Protocols						10,000.00	
Monitoring compliance						30,000.00	
Continuous improvement of existing Make-Up of Dispatches within the Area						500.00	
Determine processing requirements: bag rack, receptacles, bag tags, trolleys, cages, sorting tables, damping tables,						3,500.00	
Inventory, Review existing routes personnel and transport requirement						1,000.00	
Fleet Maintenance Plan						28,415.00	
AREA 7 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						91,915.00	
AREA 7 - HUMAN RESOURCE DEVELOPMENT PROGRAM							
Prep/compute and request funding for the longevity pay of employees						975,000.00	
Conduct of Performance Assessment for 2022, Strategic Planning for 2023 and Budget Preparation for FY 2024						275,000.00	
Observance in the celebration of 2023 National Womens Month						450.00	
AREA 7 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						1,250,450.00	
GRAND TOTAL AREA 7 EASTERN MINDANAO AREA						1,342,365.00	
AREA 8 - CENTRAL MINDANAO AREA							
AREA 8 - INTEGRATED MARKETING PROGRAM							
Maintain Existing Customers:						12,812.98	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
1. Client visit, requesting appointments and product presentation, distribution of info materials							
2. Conduct monitoring and after sales service							
3. Attend to Clients' complaints and assist in resolving issues							
4. Distribution of Tokens to Top Clients							
<i>Acquire New Clients:</i>						12,812.98	
1. Conduct Caravan and information dissemination and holding of symposium at key cities tapping the LGU and DepEd							
2. Follow up of the Proposals sent to LGUs/Government Agencies/Private Institutions/Schools							
3. Holding of letter writing competition among the provinces within the area							
4. Promotion of Personalized Stamps during Local Festival, Founding Anniversaries, partnership with LGUs, private and local in the postal areas							
5. Offer private postal station to highly commercial areas							
6. Continue to offer LGU postal station to municipalities with closed/without post office/without post office access							
<i>Regain Lost Clients:</i>						12,812.98	
1. Revisit the lost clients on mail and logistics and conduct product presentation							
2. Distribute updated Information and Educational Campaign materials (IECs)							
3. Promotion of Personalized Stamps during Local Festival, Founding Anniversaries, partnership with LGUs, private and local in the postal areas							
AREA 8 - TOTAL INTEGRATED MARKETING PROGRAM COST						38,438.94	
AREA 8 - OPERATIONS IMPROVEMENT PROGRAM							
Inventory, Review existing routes personnel and transport requirement						973,084.11	
Provision of Mandatory Information (CN22,23, CP72) and Scanning of Events and ZIP Code						2,802,521.01	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Monitoring compliance						406,152.83	
Continuous improvement of existing make-up of Dispatches within the Area						158,038.22	
Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)						503,012.13	
Review of Personnel Complement in Mail Delivery (Letter Carriers)						3,390,888.73	
Provision of Security Guard/s and CCTV Cameras at MDC/SDCs						364,401.22	
AREA 8 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						8,598,098.25	
AREA 8 - ICT DEVELOPMENT PROGRAM							
Repair and maintenance of existing IT Peripherals						61,093.53	
Maintain existing internet connectivity						251,962.20	
AREA 8 - TOTAL ICT PROGRAM COST						313,055.73	
AREA 8 - HUMAN RESOURCE DEVELOPMENT PROGRAM							
Implement different employee engagement programs						10,544.00	
Continuous review of IPCR targets and Accomplishments						48,137.34	
Renewal of Fidelity Bond						12,396.75	
AREA 8 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						71,078.09	
AREA 8 - FINANCIAL MANAGEMENT PROGRAM							
<i>Ensure sufficient liquidity & maintain a sound cash flow position:</i>							
1. Project Monthly Cash Disbursements to be incurred						149,414.72	
2. On time submission to Central Office Cash Division the Monthly Cash							
3. Strengthen monitoring of daily cash balances							
4. On time Recording of Collections and Deposits							
5. Generate and analyze Subsidiary Ledgers per Accountable Officers							
6. Issue Memorandum to all Accountable Officers reminding them to submit							
7. Submit Check Issuance Report to Accounting for Verification							
8. Prepare Bank Reconciliation to Verify Issued and Cleared Checks.							
<i>Improve account receivable collection efficiency:</i>							
1. Sending billing to clients on time thru Mail and Email.							
2. Monitoring status and age of receivables.							

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
3. Reconciling AR balance with clients.						25,627.69	
4. Sending of SOA and collection letters							
5. Follow-up payments by e-mail and/or phone calls;							
6. Visit clients in coordination with Marketing & Operations to find out reasons for non-payment.							
7.Recommend suspension of Charge Account of clients with Past due accounts. Mailings shall be on cash basis until its settlement.							
<i>Ensure that all obligations incurred are within the approved COB:</i>							
1. Consolidate Budget Requirements of all Offices/Post Offices						34,708.32	
2. Prepare monthly budget forecast							
3. Record all expenses and charge against accurate budgetary item							
4. Continuous monitoring of revenue performance and actual expenses							
5. Remind Postmasters of their revenue targets and quarterly revenue attainments							
<i>Obtain favorable audit opinion from COA:</i>							
1. Mandatory Recording of Transactions in Real Time.						10,829.70	
2. Sustain substantiation and 2. Reconciliation of current and prior years Accounts.							
3. Maintain a Library of Financial Records							
AREA 8 - TOTAL FINANCIAL MANAGEMENT PROGRAM						220,580.43	
AREA 8 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Prepare PPMP to address the requirements of various offices.						192,542.70	
Procure revenue generating and operational supplies and materials on-time following provisions of R.A. 9184.							
Reconcile Supply Inventory records with Accounting.							
Submit list of all Serviceable PPEs to facilitate insurance coverage.						64,289.28	
Conduct periodic physical inventory of buildings and other PPEs.						50,919.24	
Immediate repair and Maintenance of other PPEs						71,890.36	

PROGRAM AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
standards of the Department of Health (DOH) per PHLPPost Circular No. 20-52.						41,680.91	
Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.						487,270.57	
AREA 8 - TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						908,593.06	
GRAND TOTAL AREA 8 CENTRAL MINDANAO AREA						10,149,844.50	
AREA 9 -WESTERN MINDANAO AREA							
AREA 9 - INTEGRATED MARKETING PROGRAM							
1. Mail Services						2,616,600.83	
2. Express Mail Services						1,116,993.75	
3. Logistics and Warehousing Services						42,813.00	
4. Payment and Retail Services						1,946,895.87	
AREA 9 - TOTAL INTEGRATED MARKETING PROGRAM COST						5,723,303.45	
GRAND TOTAL AREA 9 WESTERN MINDANAO AREA						5,723,303.45	