

File

Republic of the Philippines
Office of the President
Philippine Postal Corporation



31 August 2023

THE RESIDENT AUDITOR

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

- KEVIN I. SS
9-8-23

Subject: Quarterly Monitoring Report of Programs, Activities and Projects, 2nd Quarter Of 2023 – Philippine Postal Corporation

Dear Resident Auditor:

May we forward for your information and reference, the Quarterly Monitoring Report of the Programs, Activities and Projects of the Philippine Postal Corporation for the Second Quarter of 2023.

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

Very truly yours,

LUIS D. CARLOS
Acting Postmaster General and CEO



CORPORATE PROGRAMS, ACTIVITIES, AND PROJECTS
CY 2023
SECOND QUARTER MONITORING REPORT

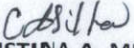
PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
I. INTEGRATED MARKETING PROGRAM							
Monitoring and evaluation of Areas' Sales Performance and Profitability							
Conduct and implement Advertising and Promotional activities							
Printing and Issuance of Commemorative and Special Stamps						744,202.13	
TOTAL INTEGRATED MARKETING PROGRAM						744,202.13	
II. OPERATIONS IMPROVEMENT PROGRAM							
Ensure sufficiency of operational supplies/forms						4,516,029.34	Amount based on the Actual consumption / cost for Operational / Office Supplies
Improve Mail Transportation						209,166.00	Amount based on the actual consumption/cost for gasoline / RFID, Toll fees etc.
Expand door to door delivery service						10,240,701.38	Amount based on actual loading for domestic dispatch of mails (Contract with 2GO expired last March 2023.) Direct loading was done in coordination with NTD
Establishment of Customer Service at OE's						5,400.00	Amount based on the Actual Mobile Cost for Customer Service
Transport Capability						1,880,854.56	Amount based on actual loading for dispatch International . Contract was awarded on May 2022. (TRANSMODAL) WITH 3- MONTHS EXTENSION - AUGUST 2023
Generate Mail Accounting Reports from the IPS						71,084.33	
Revisit make up of dispatches, conduct mail live sampling and conference with area and OE officers						26,563.00	
Digitization of all Documented information at SRD						8,202,226.65	
Fast processing of indemnity claims						26,735.44	
Send participants to international training programs, conferences and workshops						1,997,231.12	
TOTAL OPERATIONS IMPROVEMENT PROGRAM						27,175,991.81	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
III. AREA ENHANCEMENT PROGRAM							
Area Integrated Marketing Communications Program						5,104,388.20	
Area Operations Improvement Program						67,701,313.48	
Area ICT Development Program						2,320,604.43	
Area Postal Safety & Security Program						0	
Area Human Resources Development Program						1,937,339.14	
Area Administrative Efficiency & Transparency Program						8,124,448.51	
Area Financial Management Program						54,224,846.73	
Area Legal Services Management Program						10,229.00	
Area Performance Monitoring Program						0	
Area Audit Efficiency Program						88,457.00	
TOTAL AREA ENHANCEMENT PROGRAM						139,511,626.49	
IV. FINANCIAL MANAGEMENT PROGRAM							
1. Budget Management							
2. Cash Management							
3. Accounts Receivable Mgt.						500,000.00	
3.1 Send billing to clients on time.							
3.2 Monitors status and age of receivables.							
3.3 Reconciles the accounts with clients.							
3.4 Undertake aggressive collection of AR in coordination with 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							
4. Postage Stamps						22,500.00	
4.1. Determines annual requirements of postage stamps by denomination.							
4.2. Initiates procurement							
4.3. Distributes postage and philatelic stamps							
4.4. Issues philatelic stamps to collectors.							
4.5. Monitors production							
4.6. Conducts physical inventory every six (6) months							

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
5. Postage Metered Machine						254,212.00	
5.1. Determines post offices to be issued with ePMM							
5.2. Initiates procurement of spare parts as determined							
5.3. Administers loading of ePMM							
5.4. Reviews and monitors usage of the amount loaded							
5.5. Facilitates maintenance and repair of ePMM							
5.6. Issues operational supplies for ePMM							
5.7. Initiates disposal of unserviceable postage meter machines							
TOTAL FINANCIAL MANAGEMENT PROGRAM						776,712.00	
V. ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procures goods and services approved APP following the provisions in RA 91184 & its IRR.							
Prepares disbursement vouchers for payments of goods, services and utilities							
Directors' and Officers' Liability Insurance							
Property, Plant and Equipment (PPE)							
TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
VI. MANAGEMENT SUPPORT SYSTEM (A-F)							
A. ICT DEVELOPMENT PROGRAM							
B. HUMAN RESOURCE DEVELOPMENT PROGRAM							
C. LEGAL SERVICES MANAGEMENT PROGRAM							
D. CORPORATE PERFORMANCE MONITORING							
D.1 CY 2022 Corporate Assessment						108,000.00	
TOTAL CORPORATE PERFORMANCE MONITORING						108,000.00	
E. POSTAL SAFETY AND SECURITY PROGRAM							
E.1. Inspection of Post Offices		April-June 2023				15,000.00	6 Post Office inspected
E.2. Conduct of investigation on complaints		April-June 2023				10,000.00	Submitted 8 FFIR
E.3. Management of outsources security guards						9781232.76	129 Security guards
E.4. Management of CCTV operations		April-June 2023				100,848.00	salaries of CCTV operators
E.5. Provision of basic investigation, inspection & intelligence						10,000.00	
TOTAL POSTAL SAFETY AND SECURITY PROGRAM						9,917,080.76	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
F. AUDIT EFFICIENCY PROGRAM							
F.1. Audit of Post Offices							Table audit and on the spot cash exam of various post offices of Megsa Manila
F.2. Audit of Area Custodian						168,562.00	
TOTAL AUDIT EFFICIENCY PROGRAM						168,562.00	

Prepared by:


CRISTINA A. MILLENA
 Corplan Staff

PROGRAMS 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						3,600.00	
AREA 1 - TOTAL INTEGRATED MARKETING PROGRAM COST						3,600.00	
AREA 1 - OPERATIONS IMPROVEMENT PROGRAM							
Random sampling of mails accepted at post office					7.11%	3,199.00	Live Mail Samplings @Pos
Prepare Annual Supply/Accountable Items requirements per post office						660,234.12	
Gas, Oil & Lubricants					77%	886,346.87	
Rent Expenses					95%	670,080.00	
Manpower Services					103%	5,928,216.05	
Mail Conveyance					99%	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						38,216,445.34	
AREA 1 - TOTAL FINANCIAL MANAGEMENT PROGRAM						48,505,256.66	
GRAND TOTAL AREA 1 NORTHEAST LUZAN AREA						57,484,450.87	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 2 - NORTHWEST LUZON AREA							
AREA 2 - INTEGRATED MARKETING PROGRAM							
PS for Marketing Specialist & COS Staff						22,826.92	
AREA 2 - TOTAL INTEGRATED MARKETING PROGRAM COST						22,826.92	
AREA 2 - OPERATIONS IMPROVEMENT PROGRAM							
Monitoring compliance						32,320.00	
AREA 2 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						32,320.00	
AREA 2 - ICT DEVELOPMENT PROGRAM							
Monthly Subscription of Existing Internet Connectivity						661,252.24	
AREA 2 - TOTAL ICT PROGRAM COST						661,252.24	
GRAND TOTAL AREA 2 NORTHWEST LUZON AREA						716,399.16	
AREA 3 -MEGA MANILA AREA							
AREA 3 - Operations Improvement Program							
PHILID Delivery Team						6,715,170.00	
AREA 3 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						6,715,170.00	
AREA 3 - FINANCIAL MANAGEMENT PROGRAM							
Accounts Receivable Reconciliation and Collection						287,706.01	
AREA 3 - TOTAL FINANCIAL MANAGEMENT PROGRAM						287,706.01	
GRAND TOTAL AREA 3 MEGA MANILA AREA						7,002,876.01	

PROGRAMS 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 - SOUTHERN LUZON AREA							
AREA 4 - INTEGRATED MARKETING PROGRAM							
Account Management						243,462.00	
Acquisition of New Clients						4,078.00	
Regaining of Lost Clients						12,435.00	
Philately						1,455.00	
AREA 4 - TOTAL INTEGRATED MARKETING PROGRAM COST						261,430.00	
AREA 4 - OPERATIONS IMPROVEMENT PROGRAM							
Procurement of equipments, supplies , PPE						16,242.00	
Provision of CCTV Cameras at SDCs and Post Offices						14,952.00	
Deployment of Private Security Guard						367,819.00	
Review of Counter Operations (windows, tellers, others)						344,139.00	
Implement Rationalized Teller Operations						10,084.00	
Provision of Mandatory Information (CN22,23, CP72) and Scanning of Events and ZIP Code						73,528.00	
Monitoring compliance						14,966.00	
Enhanced Mail Processing						38,782.00	
Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)						39,135,995.00	
Implement Rationalized and computerized Mail Processing System, Area Wide						20,397.00	
Mandatory Scanning of Events in Mail Processing						77,351.00	
Determine processing requirements: bag rack, receptacles, bag tags, trolleys, cages, sorting tables, damping tables,						28,728.00	
Implement new routes personnel and transport requirements						295,703.00	
Fleet Maintenance Plan						47,573.00	
Implement New Delivery Beats Rationalized Delivery Routes						2,492,009.00	
Provision of Computers, Printers, Scanners and Mobile Devices						21,161.00	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Negotiations with LGU for the Establishment of LGU Operated Postal Outlets						16,942.00	
Procurement /Engagement						34,094.00	
Increase & sustain revenue through logistics and private postal station streams						202,165.00	
Identify & determine logistical requirements especially for logistics business						276,726.00	
AREA 4 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						43,529,356.00	
AREA 4 - ICT DEVELOPMENT PROGRAM							
Provision for Internet Service Connectivity in Post Offices						539,170.00	
Provision and installation of complete set of workstation in selected post offices						451,696.00	
Conduct trainings on Philpost online and standalone application system						2,668.00	
Replacement/upgrading of obsolete computer software and hardware						38,615.00	
Repair and periodic maintenance of IT equipment						93,453.00	
AREA 4 - TOTAL ICT PROGRAM COST						1,125,602.00	
AREA 4 - HUMAN RESOURCE DEVELOPMENT PROGRAM							
Continuous conduct of Competency Enhancement Training						36,025.00	
Competency based HRM-RSP						383,859.00	
Implement manpower sourcing						219,637.00	
Continuous review of IPCR targets and accomplishments						7,205.00	
Implement the modified PRAISE (Program on Awards & Incentives for Service Excellence)						28,098.00	
Conduct of value orientation/re-orientation on CITE PIES.						20,386.00	
Facilitate in-house and external trainings.						51,853.00	
Provide assistance to other organizational group on training needs requirements.						1,921.00	
Conduct of audit on HR processes						9,138.00	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
To implement Harmonized Gender & Development Guidelines in all plans & projects.						42,089.00	
To facilitate continuous training of GFPS in the conduct of Gender Analysis & Audut.						31,467.00	
AREA 4 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						831,678.00	
AREA 4 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Procure revenue generating and operational supplies and materials on-time following provisions of R.A. 9184.						2,532,547.00	
Maintain database on utilization rate of every supply item to determine Economic Reorder Point (ERP) per Post Office						139,614.00	
Distribute revenue generating and operational supplies/materials on-time.						7,391.00	
Implement/Monitor titling activities.						9,192.00	
Assist in the development of Real Properties in partnership with private entities or government agencies.						2,668.00	
Ensure submission of list of all Serviceable PPEs to facilitate insurance coverage.						24,014.00	
Conduct periodic physical inventory of buildings and other PPEs.						6,671.00	
Infrastructure Projects						567,669.00	
Face-lifting/Minor repairs of Post Offices						79,937.00	
Periodic repair and maintenance of all buildings and other PPEs.						53,364.00	
Facilitate the disposal of unserviceable PPEs.						1,334.00	
Send Officers/Employees to seminars/trainings						5,337.00	
Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.						8,672.00	
Preventive maintenance program for buildings and other PPEs.						8,672.00	

PROGRAMS 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 ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						3,447,082.00	
AREA 4 - FINANCIAL MANAGEMENT PROGRAM							
Programs cash for payment of obligations and trust liabilities.						6,163.00	
Ensures 95% collection of AR accounts ageing less than 1 year						10,736.00	
3.Undertake aggressive collection activities on AR accounts ageing 1 year and above to reduce Past due accounts						29,351.00	
Negotiate with private institutions/clients terms of payment/(installment) of past due accounts.						13,341.00	
Manage expenditure based on budget releases; there should be no budget overdraft						402,997.00	
Accrue all expenses incurred within the month.						2,001.00	
Facilitate timely payment of financial obligations to Employees, Creditors, and Remittances due to Government Agencies.						4,630,127.00	
Submit all tax related reports to Central Office on time.						7,471.00	
Monitor compliance of all operating units with all applicable BIR rules and regulations.						14,115.00	
Attends to BIR requirements for Tax Audit.						10,673.00	
Maintain a Library of Financial Records.						11,340.00	
Push for implementation of 5'S and Solid Waste Management Program						8,005.00	
Send Officers/Employees to seminars/trainings on CPE; Procurement Law etc..						12,008.00	
Implement safety and health standards aligned with the minimum health standards of the Department of Health (DOH) per PHLPst Circular No. 20-52.						7,338.00	
Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.						6,671.00	
AREA 4 - TOTAL FINANCIAL MANAGEMENT PROGRAM						5,172,337.00	

PROGRAMS 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 - AUDIT EFFICIENCY PROGRAM							
Conduct monitoring of cash and property accountability						36,768.00	
Request formal audit for post offices with irregularities						31,678.00	
Commission on Audit						20,011.00	
AREA 4 - TOTAL AUDIT EFFICIENCY PROGRAM						88,457.00	
AREA 4 - LEGAL SERVICES MANAGEMENT PROGRAM							
Outsourcing of legal services in titling of lots/assets						10,229.00	
AREA 4 - TOTAL LEGAL SERVICES MANAGEMENT PROGRAM						10,229.00	
GRAND TOTAL AREA 4 SOUTHERN LUZON AREA						54,466,171.00	
AREA 5 - CENTRAL & EASTERN VISAYAS AREA							
AREA 5 - ICT DEVELOPMENT PROGRAM							
Procurement of IT Equipment:							
Purchase of barcode scanners to expedite POD updating (30 units)						117,000.00	
> (8 units) 8 Ports Switch Hub (POs)						5,646.00	
AREA 5 - TOTAL ICT PROGRAM COST						122,646.00	
GRAND TOTAL AREA 5 CENTRAL & EASTERN VISAYAS AREA						122,646.00	
AREA 6 - WESTERN VISAYAS AREA							
AREA 6 - INTEGRATED MARKETING PROGRAM							
Provide continuous trainings to Postmasters and Marketing Personnel						33,497.12	conducted training on Postal Products and Services (Batch 1) last June 26, 2023
Conduct Post Office Visits						15,155.00	visited 4 Post Offices
Conduct Postmasters Conference and alignment meetings						21,879.57	conducted meeting with Postmasters
Conduct promotional campaigns and exhibits (sales leads like emails and phone calls or social media)						1,800.00	of Philippine Economic History Iloilo & Sta. Barbara Centennial Museum
Conduct Meetings and Revenue Assessment Conference for Postmasters						51,000.00	
AREA 6 - TOTAL INTEGRATED MARKETING PROGRAM COST						123,331.69	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 6 - TOTAL INTEGRATED MARKETING PROGRAM COST						123,331.69	
AREA 6 - OPERATIONS IMPROVEMENT PROGRAM							
Rehabilitation of transport facilities						94,160.00	
Update mail routes and timetables based on new standards and commitment						41,600.00	Schedule pursuant to our cost-cutting measures as approved by AD.
Enhance the use of cellphones/mobile devices in the last mile documentation						45,000.00	on-going
Expand door to door delivery service						684,596.01	
AREA 6 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						865,356.01	
AREA 6 - ICT DEVELOPMENT PROGRAM							
To add wire & wireless/data connections for POs without internet.						27,973.94	to canvass wireless data with Smart Network
AREA 6 - TOTAL ICT PROGRAM COST						27,973.94	
AREA 6 - HUMAN RESOURCES DEVELOPMENT PROGRAM							
Conduct employees' Conference and dialogue/ meetings						50,000.00	conducted meeting with Postmasters, Mancom members and EXECOM of Area 6
AREA 6 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						50,000.00	
AREA 6 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Prioritizes procurement of revenue generating and operational supplies and materials.						267,364.30	
Procurement Management: gasoline, oil & lubricants						388,937.38	
Facilitates insurance coverage of all Serviceable PPEs, including vehicles						18,772.29	All serviceable PPEs that are P 15,000 and above are covered by applicable insurance policies with proper coordination with LPMD-Manila.

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
Records and monitors rental payments of existing lessees.						444,878.94	Payment of rent is recorded by Area Cashier or cashier in the post office. Renewal of rent is being processed by Admin Officer. Processing of monthly lease payment to lessee emanates from Admin Office.
Facilitates domestic conveyances (air, land, sea)						110,408.36	Air Domestic conveyance is processed monthly. Meeting with CAAP shall be set to settle statement of account of previous billing periods. Domestic conveyance is no longer available starting July 2022. Acting PM John Delfin is claiming mail conveyance in Sipalay-Hinobaan, Negros Occidental route, vice versa.
3.9. Ensures complete documentation to establish ownership, custodianship, accountability and utilization of Fixed Assets.						167,872.38	Pertinent documents are kept in Admin Office.
Implements Annual Preventive Maintenance Program							
Implements repair of PPC vehicles						27,733.00	Admin Officer and Motor Transport Chief implement repair of PPC vehicles
Records and monitors utilities, communication, and inter-connectivity						445,955.27	properly recorded and monitored by Admin Officer, Budget Officer, and AdFin Director
AREA 6 - TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						1,871,921.92	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 6 - FINANCIAL MANAGEMENT PROGRAM							
Conducts Budget Call Conferences to facilitate preparation and approval of Annual COB.							
Reconcile records and documents with concerned accountable officers regularly.						72,601.32	Continued compliance
AREA 6 - TOTAL FINANCIAL MANAGEMENT PROGRAM						72,601.32	
GRAND TOTAL AREA 6 WESTERN VISAYAS AREA						3,011,184.88	
AREA 7 -EASTERN MINDANAO AREA							
AREA 7 - INTEGRATED MARKETING PROGRAM							
Sales Call / Client visitation						12,530.00	
AREA 7 - TOTAL INTEGRATED MARKETING PROGRAM COST						12,530.00	
AREA 7 - OPERATIONS IMPROVEMENT PROGRAM							
Monitoring of Compliance on Safety and Health Protocols		Jan. 2023	none	Dec. 2023	10%	5,000.00	
Monitoring compliance		Jan. 2023	none	Dec. 2023	58	40,000.00	
Continuous improvement of existing Make-Up of Dispatches within the Area		Jan. 2023	none	Dec. 2023	49	1,950.00	
Inventory, Review existing routes personnel and transport requirement		Jan. 2023	none	Dec. 2023	50%	1,500.00	
Fleet Maintenance Plan		Jan. 2023	none	Dec. 2023	25%	72,753.00	
1.9. Training Requirements		Jan. 2023	none	Dec. 2023	6%	3,000.00	Simultaneous Earthquake Drill on June 8, 2023 and Lecture and Fire Drill June 30, 2023
2.1.7. Ensure sufficiency of operational supplies/forms		Jan. 2023	none	Dec. 2023	38%	1,500.00	
AREA 7 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						125,703.00	
AREA 7 - ICT DEVELOPMENT PROGRAM							
Connectivity Enhancement - Provision of WiFi Router		01/06/2023		01/12/2023	20%	19,950.00	
AREA 7 - TOTAL ICT PROGRAM COST						19,950.00	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 7 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Repair/Repainting of PHLPOST Building		01/02/2023		Dec-23	4%	22,388.00	Based on 200T Budget release
AREA 7- TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						22,388.00	
AREA 7 - HUMAN RESOURCE DEVELOPMENT PROGRAM							
Prep/compute and request funding for the longevity pay of employees						975,000.00	No Expenses Incurred conducted Via Zoom
AREA 7 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						975,000.00	
GRAND TOTAL AREA 7 EASTERN MINDANAO AREA						1,155,571.00	
AREA 8 - CENTRAL MINDANAO AREA							
AREA 8 - INTEGRATED MARKETING PROGRAM							
<i>Maintain Existing Customers:</i>							
1. Client visit, requesting appointments and product presentation, distribution of info materials					40%	10,968.00	
2. Conduct monitoring and after sales service					40%		
3. Attend to Clients' complaints and assist in resolving issues					40%		
4. Distribution of Tokens to Top Clients					40%		Table planner from Manila
<i>Acquire New Clients:</i>							

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
1. Conduct Caravan and information dissemination and holding of symposium at key cities tapping the LGU and DepEd					10%	10,968.00	Budget Constraints
2. Follow up of the Proposals sent to LGUs/Government Agencies/Private Institutions/Schools					40%		
3. Holding of letter writing competition among the provinces within the area					0%		Waiting for Manila Schedule
4. Promotion of Personalized Stamps during Local Festival, Founding Anniversaries, partnership with LGUs, private and local in the postal areas					40%		
5. Offer private postal station to highly commercial areas					0%		Awaiting updated guidelines from Manila
6. Continue to offer LGU postal station to municipalities with closed/without post office/without post office access					60%		
<i>Regain Lost Clients:</i>							
1. Revisit the lost clients on mail and logistics and conduct product presentation					10%	10,968.00	
2. Distribute updated Information and Educational Campaign materials (IECs)					10%		Awaiting lay-out from Manila
3. Promotion of Personalized Stamps during Local Festival, Founding Anniversaries, partnership with LGUs, private and local in the postal areas					40%		
AREA 8 - TOTAL INTEGRATED MARKETING PROGRAM COST						32,904.00	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 8 - OPERATIONS IMPROVEMENT PROGRAM							
Inventory, Review existing routes personnel and transport requirement		Apr-23		Jun-23	100%	806,405	
Provision of Mandatory Information (CN22,23, CP72) and Scanning of Events and ZIP Code		23/04/2023		23-Jun	50%	2,756,246	43 Post Offices, MDC & SDCs
Monitoring compliance					100%	316,087.67	
Continuous improvement of existing Make-Up of Dispatches within the Area					100%	130,249.86	
Review of Personnel Complement in Mail Processing (Mail Sorters, Dispatchers)					100%	423,918.12	
Review of Personnel Complement in Mail Delivery (Letter Carriers)					100%	3,075,143.12	
Provision of Security Guard/s and CCTV Cameras at MDC/SDCs		01/01/2023		31/12/2023	100%	257,489.60	
AREA 8 - TOTAL OPERATIONS IMPROVEMENT PROGRAM						7,765,539.63	
AREA 8 - ICT DEVELOPMENT PROGRAM							
3. Procurement of Printers		Apr-23		Jun-23	100%	24,000	Already procured; For distribution to Alegria and Buenavista Post Offices
7. Repair and maintenance of existing IT Peripherals		Apr-23		Jun-23	100%	60,432.74	<ul style="list-style-type: none"> - Loreto Post Office (Desktop Monitor Check) - 2 Marawi CPO Units (CPU) - Budget Section (Software reinstallation) - Malaybalay CPO, CDOC CPO & Cabadbaran CPO (CSU Deployment) - Kolambugan Post Office (Software reinstallation) - Personnel Section (Printer troubleshooting)
3. Maintain existing internet connectivity		Apr-23		Jun-23		278,747.51	
AREA 8 - TOTAL ICT PROGRAM COST						363,180.25	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 8 - HUMAN RESOURCE DEVELOPMENT PROGRAM							
1. Continous Conduct of Competency Enhancement Training		01/05/2023		31/05/2023	100%	4,800.00	AdFin Chief attended Well-being Centric Leadership Training last May 2023
2. Implement different employee engagement programs					100%	29,822.00	Attended 125th Independence Day Celebration at different LGUs
1. Continous review of IPCR targets and Accomplishments					100%	46,039.14	
AREA 8 - TOTAL HUMAN RESOURCE DEVELOPMENT PROGRAM						80,661.14	
AREA 8 - FINANCIAL MANAGEMENT PROGRAM							
<i>Ensure sufficient liquidity & maintain a sound cash flow position:</i>							
1. Project Monthly Cash Disbursements to be incurred					100%	128,679.43	
2. On time submission to Central Office Cash Division the Monthly Cash Requirement							
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 reports on time							
7. Submit Check Issuance Report to Accounting for Verification							
8. Prepare Bank Reconcillation to Verify Issued and Cleared Checks.							
<i>Improve account receivable collection efficiency:</i>							

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
1. Sending billing to clients on time thru Mail and Email.					100%	19,255.64	
2. Monitoring status and age of receivables.							
3. Reconciling AR balance with clients.							
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					100%	30,430.97	
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.					100%	8,579.70	
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						186,945.74	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 8 - ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM							
Pre pare PPMP to address the requirements of various offices.		01/01/2023			50%	1,572,489.47	
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.		11/01/2023		31/12/2023	39%	93,636.71	Insure Motor Vehicles/ Buildings Insurance is c/o Central Office
Conduct periodic physical inventory of buildings and other PPEs.		24/04/2023		31/12/2023	33%	69,273.49	Per schedule
3. Face-lifting/Minor repairs of Post Offices					50%	52,000.00	PR enrolled for BAC Procurement
5. Immediate repair and Maintenance of other PPEs		01/04/2023		30/06/2023	100%	76,672.37	Cleaning of Aircons in CDOCPO, Butuan CPO and Area Office; Maintenance of Mail Cars
1. Implement safety and health standards aligned with the minimum health standards of the Department of Health (DOH) per PHLPost Circular No. 20-52. a. Increase physical and mental resiliency; b. Reduce transmission of COVID-19 in the workplace; c. Minimize contract rate; and d. Reduce the risk of infection from COVID-19.						50,991.92	
2.Procure and distribute subsidized resources and materials needed to ensure a safe workplace for all Employees.						560,267.26	
AREA 8- TOTAL ADMINISTRATIVE EFFICIENCY & TRANSPARENCY PROGRAM						2,475,331.22	
GRAND TOTAL AREA 8 CENTRAL MINDANAO AREA						10,904,561.97	

PROGRAMS AND ACTIVITIES	2023	Date Started	No. Of Extensions	Target Completion Date	Project Status		Remarks
	Total Cost				% of Completion	Total Cost Incurred to Date	
AREA 9 -WESTERN MINDANAO AREA							
AREA 9 - INTEGRATED MARKETING PROGRAM							
1. Mail Services						3,153,308.21	
2. Express Mail Services						651,471.43	
3. Logistics and Warehousing Services						805,195.21	
4. Payment and Retail Services						37,790.74	
AREA 9 - TOTAL INTEGRATED MARKETING PROGRAM COST						4,647,765.59	
GRAND TOTAL AREA 9 WESTERN MINDANAO AREA						4,647,765.59	