

30 January 2024

**THE RESIDENT AUDITOR**

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

**Subject: Quarterly Monitoring Report of Programs, Activities and Projects,  
4th 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 Fourth Quarter of 2023.

For further clarification, you may send an email at [corplandept.phlpost@gmail.com](mailto:corplandept.phlpost@gmail.com).

Very truly yours,



**LUIS D. CARLOS**  
Acting Postmaster General and CEO



Philippine Postal Corporation  
 Northeast Luzon Area  
 Consolidated Quarterly Report on Government Projects/Programs/Activities  
 For the 4th Quarter, CY 2023

DATA REQUIRED BY COA CIRCULAR NO. 2013-004

Agency/ Address	Project/Program/Activity Name	Location	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
							% of Completion	Total Cost Incurred to Date	
<b>A. INFRASTRUCTURE PROJECTS</b>									
	Facelifting of Manila Central Post Office							474,428.00	
	Facelifting of Quezon City Central Post Office							315,982.21	
	Electrical repair of Quezon City Central Post Office							211,950.08	
	Repair of Cabanatuan City PO/MDC Building							1,006,032.00	
	Rehabilitate of Restrooms at 1F, 2F and Clientel at Central Mail Exchange Center (G.A.D)		1,500,000.00						
<b>B. NON-INFRASTRUCTURE PROJECTS</b>									
	<i>such as but not limited to medical and dental mission, distribution of relief goods and services; feeding programs; sports, athletic, and cultural/social events; employment and livelihood fairs and training, workshops and seminars, office anniversary celebrations.</i>								
	Stamp Launching							449,361.00	
	Promotion of Personalized Stamps during Local Festival, Founding Anniversaries, partnership with LGUs, private and local in the postal areas/promotional campaign and exhibits							46,015.75	
	Team Building Activities Family Day, Employees' day, various activities during Postal Anniversary & Postal Consciousness							25,000.00	
	Wearing of Orange T-Shirt with the Theme "United for a VAW-free Philippines"							17,830.00	
	Posting of Safety and Health Protocols Signages		395,900.00						
	Training /Seminar/Conference/Dialogue							59,509.95	
	Orientation / Training of employees on Safety Protocols		73,750.00						


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Agency/ Address	Project/Program/Activity Name	Location	Total Cost	Date Started	No. of Extensions	Target Completion Date	Project Status		Remarks
							% of Completion	Total Cost Incurred to Date	
	Orientation / Training of employees on Risk & Disaster Management		46,250.00						
	Re-training/Updating of processors and IPS account users.		80,000.00						
	Orientation/training of Letter Carriers		91,250.00						
	Leadership and Supervisory Training		93,500.00						
	Send participants to international training programs, conferences and workshops								
	<b>For distribution of mails throughout the country:</b>							4,400,453.00	
	1. Procurement of Newly Brand Motor Vehicles								
	6 Wheeler Medium Van	Central Office	45,000,000.00	September 2023		1st Quarter of 2024	50%		Awarded
	10 Wheeler Van		34,400,000.00						
	<b>TOTAL</b>		<b>81,680,650.00</b>					<b>7,006,561.99</b>	

Prepared by:

Noted by:

  
**CRISTINA A. MILLENA**  
 Statistician II

  
**MARA BEATRICE M. GERVACIO**  
 Acting Manager