

FOR : **THE MANAGER**
Corporate Planning Department
This Corporation

SUBJECT : **PHLPost ANNUAL REPORT FOR CORPORATE YEAR 2024**

Date : 30 January 2025

In compliance to the Memorandum of the Postmaster General & CEO DATED 15 January 2025, submitted herewith are 2024 PHLPost Learning & Development Accomplishment Report January to December 2024.

The following is a summary of the training programs conducted during the year:

LEARNING & DEVELOPMENT PROGRAMS								
Accomplishment Report and Actual Expenditures								
January to December 2024								
No.	PARTICULARS	2024 TARGET # EMPLOYEES TO BE TRAIN (Regular)	2024 TARGET # EMPLOYEES TRAINED (Regular)	TARGET VS ACTUAL (Average %)	AVERAGE % OF EMPLOYEES TRAINED VS REGULAR (3,027)	2024 TARGETS	ACTUAL EXPENDITURES	% OF EXPENDITURES VS TARGET
1	Learning and Development Program ° Executive Management Training In-house Training	1,773	1,696	96%	56.03%	₱5,572,750.00	₱1,533,205.65	27.51
2	Employee Engagement Programs and	1,773	7,204	406%	237.99%	₱1,774,450.00	₱913,669.38	51.49
3	Gender and Development (GAD)	1,773	80	5%	2.64%		₱4,457.82	
	TOTAL	5,319	8,980	5%	296.66%	₱7,347,200.00	₱2,451,332.85	33.36

Narrative Report

The Learning and Development Programs of PHLPost for 2024 focused on enhancing employee skills and promoting professional growth across various initiatives. This report summarizes the accomplishments and actual expenditures for the period January to December 2024.

1. Learning and Development Program

This program included Executive Management Training, In-house Training, and Send-off Training (both local and international). The target number of regular employees to be trained was **1,773**, with **1,696** employees successfully trained, achieving **96% of the target**. However, this only constituted **56.03% of the total regular workforce of 3,027 employees**.

In terms of budget, the target expenditure for this program was **₱5,572,750.00**, but the actual expenditure amounted to **₱1,533,205.65**, resulting in a utilization rate of **27.51%**.



2. Employee Engagement Programs and Corporate Activities

These initiatives were designed to foster employee morale and team building. The target number of regular employees was also set at **1,773**, but an impressive **8,931** employees were engaged, achieving **406% of the target**. This outcome represented **237.99% of the total regular workforce of 3,027 employees**.

The financial allocation for this program was **₱1,774,450.00**, with actual expenditures reaching **₱913,669.38**, which is **51.49% of the target budget**.

3. Gender and Development (GAD) Program

The GAD Program aimed to promote gender sensitivity and equality in the workplace. A total of **80 employees** were trained out of the target **1,773 employees**, achieving only **5% of the target** and accounting for **2.64% of the total workforce**.

It is important to note that the program relied solely on **attributions** due to the **lack of budgetary allocation**. No approved budget was forwarded to the HR Central Office for implementation, resulting in limited program activities and participation. The actual expenditure recorded for this program was **₱4,457.82**.

Overall Performance

Across all Learning and Development initiatives, the total target number of employees to be trained was **5,319**, with an actual total of **8,980 employees trained**, representing **296.66% of the total regular workforce**.

The total financial target for these programs was **₱7,347,200.00**, with actual expenditures amounting to **₱2,451,332.85**, or **33.36% of the allocated budget**.

Observations and Recommendations

1. **Efficient Utilization of Resources:** While most targets were exceeded in terms of the number of employees trained, particularly in Employee Engagement Programs, actual expenditures were significantly below the allocated budget. This highlights cost-efficient program delivery, though more strategic allocation may be needed to ensure balanced performance across all programs.
2. **Focus on GAD Program:** The Gender and Development (GAD) Program achieved minimal performance against its target. The lack of budgetary allocation hindered the program's execution and impact. For future years, a dedicated budget must be forwarded to the HR Central Office to support proper planning and implementation of GAD initiatives.
3. **Targeted Impact on Regular Workforce:** While training coverage exceeded targets, programs like the Learning and Development Program only impacted **56.03% of the total regular workforce**. Efforts should aim to increase reach across all employees to ensure equitable professional growth opportunities.

4. **Prioritize Critical Programs:** Higher participation in programs like Employee Engagement and Corporate Activities indicates strong employee interest in non-traditional learning formats. This trend should be leveraged by integrating engagement initiatives with skill-based training.

Challenges and Recommendations

1. Political Intervention and Organizational Changes

One of the major challenges encountered in the implementation of Learning and Development (L&D) programs for CY 2024 was the **political intervention within the Corporation**, particularly the frequent transfer of officers and the shifting priorities due to changes in Top-Level Executives. These changes occurred in the middle of programming and implementation, affecting the continuity and sustainability of L&D initiatives.

- **Impact on L&D Programs:**
 - **Disruptions in Training Plans** – Sudden reassignments of key officers led to delays in approvals and coordination for training programs.
 - **Shifting Priorities** – The inconsistency in leadership directions resulted in changes to planned training focus areas, making it difficult to establish long-term development programs.
 - **Budget Reallocation** – Certain L&D initiatives faced funding constraints as resources were redirected to align with new leadership priorities.
 - **Employee Morale and Engagement** – Uncertainty and frequent leadership transitions affected employee motivation and commitment to training initiatives.

2. Recommendations to Address the Challenges

To mitigate the impact of these political and organizational shifts, the following strategies are recommended:

- **Institutionalize L&D Frameworks** – Establish policies that ensure L&D programs remain a **priority regardless of leadership changes**, aligned with national government directives and Civil Service Commission (CSC) guidelines.
- **Strengthen L&D Governance** – Create a **Learning and Development Committee** that will oversee program continuity, ensuring that initiatives remain on track despite leadership transitions.
- **Develop a Multi-Year Training Plan** – Advocate for a **rolling three- to five-year training strategy** that will serve as a guide for future executives, ensuring that programs are not abruptly discontinued.
- **Enhance Documentation and Handover Procedures** – Implement a **structured transition plan** for outgoing officers, including comprehensive documentation of ongoing and planned L&D activities, to ensure smoother continuity.
- **Secure Commitment from Top Management** – Engage PHLPost leadership in dialogues to emphasize the long-term benefits of L&D investments and the need for consistency in workforce development programs.

By addressing these challenges, PHLPost can build a **resilient and sustainable Learning and Development framework** that will endure despite political and organizational shifts.

In conclusion, the 2024 Learning and Development Programs demonstrated significant achievements in employee training and resource management despite budgetary constraints. Moving forward, a balanced focus on coverage, cost-efficiency, and programmatic impact will ensure continuous growth and development for PHLPost employees.

ANNEXES

- **Photos and Documentation** – Attached images from various training programs.



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LEARNING & DEVELOPMENT ACCOMPLISHMENT REPORT CY 2024

No.	Program	Date	Participant/s			Amount		
			Total		Grand Total	Peso	Dollar	RS Travelling Expenses & DTE
			Regular	COS				
A. IN-HOUSE TRAINING								
CENTRAL OFFICE/AREA 1-9								
1	ITeMATtribute (ITMATT)/Custom Declaration System	6,7, & 8 January 2024	132	3	135			
2	Train-The-Trainers Course on the Management and Operation of Local Government Unit (LGU) Postal Station	11 - 12 January 2024	12	0	12	₱45,490.00	24	₱36,482.00
3	K-App Training	1 February 2024	11	11	22			
4	K-App/Real Time Delivery and Roll Out	28 & 29 February 2024	17	19	36			
5	Last Mile Delivery System/Real Time Delivery (RTV)/ Kartero-Apps (K-Apps) Training	12 March 2024	65	0	65	₱27,500.00		
6	Usage of Last Mile Delivery System (LMDS) Portal and Mobile Application for Postmasters, Supervisors and Letter Carrier	May 17, 2024	30	0	30	₱20,900.00		
7	Last Mile Delivery System and K-App	May 9, 14, 22, 28 & 30, 2024	104	0	104			
8	Orientation Seminar (new employees)	04 July 2024	0	0	11	None		
9	Frotliner's Skills Enhancement Training (PMs/PTs)	16-19 July 2024	0	0	156	Php16,550.00		

10	Letter Carrier's Training - Postal Area 4 - SLA	30-31 August 2024	0	0	44	Php21,175.00		
11	Cluster Supervisor's Training (Postal Area 5 & 6)	4-5 October 2024	21	0	21	₱59,396.00		
12	Letter Carrier's Training	7-8 October 2024	0	0	25	₱26,500.00		
13	Cluster Supervisor's Training (Postal Area 7, 8 & 9)	11-12 October 2024	20	0	20	₱119,000.00		
14	Cluster Supervisor's Training (Postal Area 3 & 4)	18-19 October 2024	20	0	20	₱52,190.43		
15	Letter Carrier's Training	9 & 14 Oct 2024	0	0	60	₱125,950.00		
16	Letter Carrier's Training	10 & 15 October 2024	0	0	50			
17	Letter Carrier's Training	11 & 16 October 2024	0	0	44			
18	Postmaster's and Postal Teller's Orientation/ Reorientation Seminar	11-15 November 2024	0	0	48	₱28,050.00		
19	Letter Carrier's Training	12-13 November 2024	0	0	45	₱205,000.00		
20	Letter Carrier's Training	14-15 November 2024	0	0	45			
21	Letter Carrier's Training	19-20 November 2024	0	0	45			
22	Letter Carrier's Training	21-22 November 2024	0	0	45			
23	Seminar on Republic Act (RA) No. 9184 and Its 2016 Revised Implementing Rules and Regulations, Updates on the New Government Procurement Act RA 12009	13-15 November 2024	0	0	108	₱116,758.81		
24	Postmaster's and Postal Teller's and Letter Carrier's Competency and Skills Enhancement Training	21-22 November 2024	0	0	55	₱54,585.00		
25	Frontliner's Training on Mail Processing Systems - International Postal System (IPS), Custom Declaration System (CDS), Mobile Application (K-App) Usage	27-28 November 2024	0	0	55	₱50,700.00		
26	Training on Ecological Solid Waste Management in the Workplace	12 December 2024			103	₱31,984.37		
27	Letter Carrier's Training	09 December 2024	0	0	40			

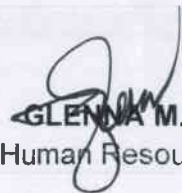
28	Letter Carrier's Training	11 December 2024	0	0	40	₱83,000.00		
29	Letter Carrier's Training	13 December 2024	0	0	40			
	A	Total	432	33	1,524	₱1,047,004.61		₱ 36,482.00
B. EXTERNAL L & D TRAININGS								
CENTRAL OFFICE/POSTAL AREA 1-9								
1	Government Procurement Reform Act (RA) 9184 and Its Revised IRR & Updates	11 - 12 January 2024	3	0	3	₱11,250.00		
2	Update on Tax Rules and Regulations	16-19 January 2024	3	0	3	₱7,500.00		
3	The Philippine Bidding Documents	24-26 January 2024	3	0	3	₱11,250.00		
4	Leadership Agility	31 January 2024	28	0	28	₱11,200.00		
5	Corporate Governance Orientation Program for GOCCs	8 & 12 February 2024	6	0	6	₱54,150.00		
6	Strategic and Operations Training	13-16 February 2024	2	1	3	₱7,500.00		
7	Effective Audit Report Writing	27 February - 1 March 2024	2	0	2	₱5,000.00		
8	Leave Administration Course for Effectiveness (LACE)	28-29 February 2024	1	0	1	₱4,000.00		
9	Policies and Procedures on Appointment	28-29 February 2024	11	0	11	₱35,200.00		
10	Leadership and Ethics	4 March 2024	2	4	6	₱7,500.00		
11	Supervisory Development Course (SDC) Track I	5-8 March 2024	1	0	1	₱8,000.00		
12	Supervisory Development Program (SDP) Course I: Achieving Leadership Effectiveness	19-20 March 2024	4	0	4	₱12,800.00		
13	National Summit on Government Procurement	April 29-30, 2024	6	0	6	₱24,000.00		
14	Corporate Governance Orientation Program	April 23-24, 2024	2	0	2	₱19,000.00		
15	Leadership and Ethics	April 30, 2024	2	0	2	₱5,000.00		

16	Leave Administration Course for Effectiveness (LACE)	May 7-8, 2024	1	0	1	₱7,500.00		
17	Basic Computer Literacy, Data Privacy Act of 2012 and Cyber Security	May 8-9, 2024	25	0	25	₱33,000.00		
18	Cash Management and its Internal Control System	May 22-24, 2024	3	0	3	₱18,000.00		
19	Leave Administration Course for Effectiveness (LACE)	June 4-6, 2024	1	0	1	₱18,000.00		
20	Rules on Administrative Cases in the Civil Service (RACCS)	June 13-14, 2024	1	0	1	₱3,200.00		
21	Government Procurement Reform Act (RA) 9184 and Its Revised IRR and Updates	June 19-21, 2024	3	0	3	₱18,000.00		
22	CSC-NCR Regional Human Resource Management Practitioners' (HRMPs) Congress	June 26-27, 2024	3	0	3	₱22,500.00		
23	Cash Management and It's Internal Control System (online)	10-12 July 2024	4	0	4	₱15,000.00		
24	Basic Computer Literacy, Data Privacy Act of 2012 and Cyber Security	18-Jul-24	0	0	0	₱15,750.00		
25	Withholding Tax Audit Checklist under Ease of Paying Taxes (EOPT) Law	18 August 2024	3	0	3	₱5,040.00		
26	VAT Audit Checklist under EOPT Law	23 August 2024	3	0	3	₱5,040.00		
27	Corporate Governance Orientation Program for GOCCs	22-23 August 2024	2	0	2	₱19,000.00		
28	Income Tax Audit Checklist under EOPT Law	30 August 2024	3	0	3	₱5,040.00		
29	Staysafe Online Cybersecurity Basics	10 September 2024	5	0	5	FREE		
30	Digital Literacy Training for Productivity Tools	5-7 November 2024	20	0	20	₱26,550.00		
31	8 th Mandatory Continuing Legal Education (MCLE) Online Seminar Compliance	16, 23 November 2024 and 7, 14 December 2024	2	0	2	₱19,950.00		

32	22 nd Regional Conference of Human Resource Management Practitioners (RCHRMP)	20-21 November 2024	2	0	2	₱14,000.00		
B Total			157	5	162	₱468,920.00		
C. FOREIGN SCHOLARSHIP/FELLOWSHIP								
1	Annual Contribution Share for APPC Governing Board Membership 2022 c/o International Affairs Division						\$25,000.00	
2	Digital Transformation in Postal Sector (online)	25 March - 5 April 2024	1	0	1		-	
3	Intensive International Mail Accounting	May 6-10, 2024	3	0	3	₱10,500.00	\$1,140.00	
4	Human Resource Management Course	May 13 - June 7, 2024	1	0	1	₱3,500.00	\$380.00	
5	Workshop on Sustainable Development in the Postal Sector	June 3-5, 2024	1	0	1	₱21,265.41	\$1,116.00	
6	Enhancement of Postal Infrastructure System Using Digital Technologies	25 August to 05 September 2024	1	0	1	₱3,500.00	\$408.00	
7	56 th Postal Management Course	21 October to 29 November 2024	1	0	1	₱3,500.00	\$408.00	
8	Express Mail Service (EMS) Workshop	25-29 November 2024	2	0	2	₱7,000.00	\$820.00	
C Total			10	0	10	₱49,265.41	\$4,272.00	
D. EMPLOYEE ENGAGEMENT AND OTHER PROGRAMS								
CENTRAL OFFICE/POSTAL AREA 1-9								
1	Collective Negotiation Agreement (CNA) - Meeting and Ceremonial Signing between PHLPost and P.O.S.T.A.L	18 January & 14 February 2024	13	0	13	₱4,281.25		
2	1 st National Working Committee Meeting for the 46 th National Disability Prevention and Rehabilitation (NDPR) Week celebration	4 March 2024	2	0	2	₱833.50		

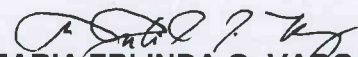
3	National Women's Month Celebration 2024 Women's Month Celebration with the theme: Lipunang Patas sa Bayang Pilipinas	21-22 March 2024 1-31 March 2024	58	0	58	₱1,505.00		
4	2024 Government-Owned and Controlled Corporation (GOCC) Athletic Association (GAA), Inc. Golf Tournament & GAA Annual Membership	22 March 2024	4	0	4	₱39,394.50		
5	Clean and Green/Operation Linis	2024 January - March	50		50			
6	2024 Corporate Summer Sportsfest	April 2024	350		350	₱150,084.36		
7	Creation of Workload Analysis Committee Meeting	May 16, 2024	8		8	₱2,054.06		
8	Kadiwa Pop-up Store and Promotion		100		100	₱15,000.00		
9	46 th National Disability Prevention and Rehabilitation Week	15-17 July 2024	24	0	24	₱5,502.00		
10	Gabi ng Parangal ng Komisyon sa Wikang Filipino Selyo ng Kahusayan sa Serbisyo Publiko (tagapaggawad)	30 Agosto 2024	3	0	3	None		
11	CSC Fun Run	01 September 2024	100	0	100	₱44,227.00		
12	257 th Postal Service Anniversary Committee Meeting	8 & 21 October 2024	12	9	21	₱2,803.00		
13	Zero Waste Management Committee Meeting	13 November 2024 25 November 2024	15	15	30	₱6,050.00		
14	Corporate General Assembly and Year-End Thanksgiving	18 December 2024	6,465		6465	₱641,934.71		
15	Health Services	2024			1,125			
16	Juan Be Healthy/Lecture on Women's Health	21 & 22 March 2024			67			
17	PHLPost Blood Letting (participants)	29 April 2024 & 8 November 2024			121			
18	PHLPost Blood Letting (blood donors)	29 April 2024 & 8 November 2024			79			

19	Hypertension Awareness Online Lecture	20 September 2024			95			
20	Mental Health Awareness Online Talk	5 November 2024			108			
21	PHILHEALTH Updates	5 November 2024			108			
	D	Total	7,204	24	8931	₱913,669.38		
E. GENDER AND DEVELOPMENT (GAD) PROGRAM								
1	Gender Sensitivity Orientation	12 March 2024	0	62	62			
2	Meeting of GFPS	April 12, 2024 May 16, 2024	8		8	₱3,017.82		
3	Committee on Decorum and Inviestigation (CODI) Meeting	21 November 2024	10	0	10	₱1,440.00		
	E	Total	18	62	80	₱1,565,190.02		₱72,964.00
GRAND TOTAL			7,821	124	10,707		\$4,272.00	



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