

Philippine Postal Corporation 2015 Priority Programs, Projects, and Activities

Project Title	Target/Budget	Target Date of Completion
1. Integrated Marketing and Communication Program		
1.1. Tri-media Marketing Communication	Broadcast (PhP3,550,000) Prints (11,065,000) Radio (6,400,000)	
1.2. Digital Marketing Communication	Social Media, Online Advertisement and Mobile Application (3,435,000)	
1.3. Marketing through Events	14 events ¹ PhP12,120,000	
1.4. Advertising through IEC	25,848,000	
1.5. Trade Marketing	806,000	
1.6. Customer Service Management System	5,000,000	
1.7. Customer Service Survey	3,000,000	
1.8. Pnoy eMall Marketing	149,850 9 activities ²	
1.9. Electronic Postal Money Order System (ePMO) (Domestic & International)	Operational at 1,365 Post Offices nationwide PhP37,938,250	
1.10. Mobile Remittance System (for rural areas not feasible for internet connection and for contingency)	Operational at 500 rural Post Offices PhP5,000,000	
1.11. Expansion of payout outlets through partnership with remittance companies	3,000 payout outlets	
1.12. Cash Card/Point-of-Sale (POS) remittance system (Postal ID)	Operational at 500 Post Offices nationwide PhP41,950,000	
1.13. Procurement of Bills Payment System	5,000,000	
1.14. Stamp Book	2 issuances	
1.15. Selyo Magazin	4 issuances	
1.16. Customer Database	100 local and foreign order PhP40,000	
1.17. Renovation of Postal Museum	500,000	
1.18. Basic Biographic ID	Extended coverage at Postal ID Agent and Postal Service Locations	
1.19. Premium Biographic ID	Extended coverage at Postal ID Agent and Postal Service Locations	
1.20. Additional Postal Stations with PHLPost merchandise for sale	132 Postal Stations	
1.21. Integration of New Products and Services		
2. Operations Improvement Program		
2.1. Enhancement of Express Mail Service and eCommerce		
2.1.1. Pickup service (small vans/motorcycles)	45,000,000	September
2.1.2. Creation of EMS delivery hubs in all postal areas to undertake processing and door-to- door delivery of EMS	9,500,000	December
2.1.3. Acquisition of motorcycles and delivery vans for door-to-door delivery	3,400,000	

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2.1.4. Real time tracking	500,000 for communication charges	December 2015
2.2. Improvement of Counter Acceptance		
2.2.1. Teller's Guide for Domestic Mail	300,000	September 30, 2015
2.2.2. DG Handbook to tellers	300,000	June 30
2.2.3. Training for DG accredited officers (MDC) chiefs	300,000	May 31
2.2.4. Use of DG compliant packaging materials in the acceptance of DG for mailing	35,000,000	December
2.2.5. Enhancement of ZIP Code (include barangay level)	300,000	December
2.3. Strengthen Mail Delivery Service		
2.3.1. Implement the function of PSO 1 as LC Supervisor		
2.3.2. Establish KPI system for LC		
2.3.3. Hire Security Agency/Manpower Agency to monitor delivery quality at PO	3,000,000	December
2.3.4. Update policy on Vertical Delivery		
2.4. Modernization & Enhancement of Security in Mail Processing		
2.4.1. Update make up & dispatches for 2015	300,000	September 30
2.4.2. Use of tray as mail receptacles and cages instead of mailbags	5,000,000	
2.4.3. Provision of TM1000 cancelling machine at Centers & DCs	3,360,000	December
2.4.4. Deployment of K9 at CMEC processing area	1,200,000	
2.5. Improvement on Mail Collection & Distribution		
2.5.1. Enhance management of refueling system	(QSF Fund)	December
2.5.2. Outsourcing of repair work	18,000,000	December
2.5.3. Install GPS on PUD vehicles	2,679,000	3 rd Quarter
2.5.4. Installation of Biometric at Post Offices/MDCs (50 units)	1,050,000	September
2.6. Mail Services Efficiency Audit	4,500,000	1 st sem-June 30
2.6.1. Review delivery routings to cover reopened PO's		
2.6.2. Update policy on the reopening and opening of new PO's		December
2.6.3. Conduct study and research on the viability of opening of new PO's and reopening of the previously closed PO & Operations improvement research		
2.7. On Implementation of Track & Trace System		
2.7.1. Continuation on the implementation of IPS and eBMS walk-in clients and Go Online systems	700,000	
2.7.2. Implementation of the full domestic tracking system with SMS tracking	700,000	
2.7.3. Implementation of Stand-alone (470 units PC), Walk-in eBMS on PO's and computerized processing at PO's for Registered , DEMS, ePouch and Parcels	18,920,000	September

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2.7.4. Rationalization of sorting of delivery areas under the eBMS system	500,000	
2.7.5. Introduce the use of high speed scanner for POD	4,000,000	December
2.8. Modernization of CMEC		
2.8.1. CMEC as state-of-the-arts Gateway and OE	644,000,000	2016
2.8.2. Introduction & use of Hybrid Mail Printing facilities (2 units)	38,170,000	December
2.8.3. Procurement of Letter Sorting Machine (2 units)	100,000	
2.8.4. Procurement of Flats & Parcels sorting machine		2016
2.8.5. Industrial (copier) printer	4,000,000	
2.9. Ensure Compliance to IATA, CAAP, OTS		
2.9.1. Hire X-ray Machine experts (SG 18)	570,000	
2.9.2. Provision of DG compliant packaging materials		
2.9.3. Enhancement of security facilities at CMEC (CCTV, GPS)		
2.10. Creation of eCommerce Processing Office		
2.10.1. Establish Operating Guidelines on transhipment and eCommerce shipments		
2.10.2. Enclose transshipment area	1,000,000	
2.10.3. Develop eCommerce Systems and interface this with IPS		
2.11. Centralization of Customs Examination and Assessment		
2.11.1. Arrange and setup Inbound areas in EMED, AMED & EMES	6,700,000	
2.11.2. Setup Customer Service	2,000,000	
2.12. Warehouse and Logistics Solutions		
2.12.1. Setup WH at SMED wt WH facilities & equipments	38,337,000	December
2.12.2. Warehouse at MDC	10,000,000	December
2.12.3. Vehicles for Logistics	112,000,000	
2.13. Implementation of the new Postal ID System		
2.13.1. Generations of the new Postal ID System	2,880,000	On-going
3. Human Resource Management Development Program		
3.1. Recruitment (Competency based recruitment and employment assessment)	PhP50,000	December 2015
3.2. Performance Management		
3.2.1. Appreciation and correct implementation of SPMS	30,000.00	December 2015
3.2.2. Communication Plan to cascade the new salary structure, vis-à-vis performance	1,200,000.00	
3.2.3. Continuous orientation on SPMS, Work standards	200,000	December 2015
3.3. Awards and Incentives (Huwarang Lingkod Koreo)	3,000,000	May 2015
3.4. Review of Rationalization Implementation	400,000	June 2015

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3.5. Learning and Development		
3.5.1. Character Building Program	Php2,000,000.00	4 th QTR
3.5.2. Seminar on different products and services for Postmasters, Market Specialists et. al. (EMS, Logistics, EPostMo, EBMS, Philately, e-Commerce, Letter Shopping, Financial Services, Parcel post, Letter post, Agency servicing)	Php500,000.00	1 st QTR February 2015
3.5.3. Pre-employment Trainings for Postmasters, Letter Carriers and Postal Tellers	Php500,000.00	4 th Quarter
3.5.4. Continuing Postmasters Capability Enhancement Training	Php3,000,000.00	4 th Quarter
3.5.5. Letter Carriers Skills Enhancement Training	Php1,500,000.00	4 th Quarter
3.5.6. Postal Tellers Skills Enhancement Training	Php1,800,000.00	4 th Quarter
3.5.7. Skills Enhancement Seminars for Administrative Support Personnel	Php2,000,000.00	3 rd Quarter
3.5.8. Leadership Development Seminar for Postmasters, Section Chief and Division Chiefs	Php1,500,000.00	4 th Quarter
3.5.9. Executive Development Program	Php3,000,000.00	4 th Quarter
3.5.10. Train the Trainers Training	Php600,000.00	4 th Quarter
3.5.11. Basic Customer Service Skills and Marketing for all PHLPost Employees	Php1,000,000.00	4 th Quarter
3.5.12. Basic Computer Course	Php1,000,000.00	4 th Quarter
3.5.13. Other technical trainings	Php10,000,000.00	4 th Quarter
3.5.14. Adaption of alternative training methodologies (Benchmarking, AVP, role-playing, simulation)	Php2,000,000.00	4 th Quarter
3.5.15. Conduct of survey and assessment after the conduct of trainings	Php100,000.00	4 th Quarter
3.6. Employee Engagement		
3.6.1. Salu-Salo Together	600,000	December 2015
3.6.2. Sportsfest	300,000	
3.6.3. Christmas Party	2,000,000	
3.7. Educational Assistance Program	2,400,000	
4. ICT Development Program		
4.1. IT Workshop	400,000	
4.2. Interconnectivity of PHLPost Retail Outlets and Offices	842 connected Pos Php35,364,000	
4.3. Computers for Counters	418 computers Php13,376,000	
4.4. Barcode Scanners for Counter Computers	418 Barcodes 3,135,000	
4.5. Installation of Corporate Anti-Virus Software	2,000,000	EO 2 nd Quarter
4.6. Installation of Network Security / VPN Access (Central Office, CMEC & SMED)	1,500,000	EO 1 st Semester
4.7. Acquisition of Email Server	1,500,000	EO 2 nd Semester
4.8. Establishment of Data Center	10,000,000	
4.9. System Enhancement and Maintenance of Personnel		

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and Payroll Management Information System (PPMIS)		
4.10. Web-based Human Resource Information System (personnel information viewing and updating)		1 st Quarter
4.11. Cases Management System		1 st Quarter
4.12. Time Keeping and Monitoring System	Deployment in Area Offices in 1st Sem Deployment in PO's with Connectivity 2nd Sem PhP5,000,000	
4.13. Statistical Management Information System	Development by 3rd Quarter - test by 4th qtr	
4.14. E-PMO System Enhancement / Administration / Maintenance	2,000,000	
4.15. eCommerce System System Enhancement / Administration / Maintenance	1,000,000	
4.16. Training for Mobile Verification System	350 mobile device, Training for 1 st Quarter, 3,800,000	
4.17. Website Enhancement	450,000	
4.18. Customer Profiling System (operational)	450,000	EO 2 nd Quarter
4.19. Development of Customer Service System		EO 2 nd Semester
4.20. Eurogiro Backup Site and Desktop Server Upgrade	100,000	
4.21. International Postal System Migration	3,000,000	
4.22. National Tracking System	Development and Operational	4 th Quarter
4.23. EBMS System Maintenance and Administration	4,368,000	
4.24. Development of Customs System		1 st Quarter
4.25. Warehouse Management System	5,000,000	
4.26. Financial Management Information System (FMIS) Integration with other existing systems	150,000	
4.27. Funds Management System (FMS) implemented in POs with connectivity	1,150,000	EO 4 th Quarter
4.28. Point of Sale System (POS) implemented in POs with connectivity	150,000	EO 4 th Quarter
4.29. Inventory and property management system (IPMS) operational in all areas	55,000	EO 4 th Quarter
4.30. Development and Implementation of International Accounting System	450,000	1 st Semester for development 2 nd Semester for implementation
4.31. Implementation of Digital Document System		1 st Quarter
4.32. Maintenance of AutoCAD solution		
5. Postal Safety and Security Program		
5.1. Crafting of security manual incl. Disaster Risk Reduction Manual Safety and Security Checklist	50,000	2 nd Quarter
5.2. Installation of new CCTV at Postal Facilities	12,000,000	
5.3. Installation of GPS in the delivery vehicles	3,099,600	
5.4. Database on Case Profiling establishment	100,000	
6. Legal Services Program		
6.1. Provision of space for the Mediation Centers	10 mediation centres	1 st Quarter of 2017

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6.2. Redesign legal proforma incl. contracts, MOA, MOU, etc.	All requests (As Need Arises)	December 2015
6.3. Establish Database for Case Handled	100% cases encoded	1 st Quarter 2017
6.4. Initiate actions to increase the De Minimis Threshold	12 Follow ups	
6.5. Amendment to the customs postal agreement		1 st Quarter
6.6. Legal Services Manual		April 2015
7. Internal Audit Effectiveness Program		
7.1. Development of Internal Audit Plan		Jan. 5, 2015
7.2. Post Office Audit	245 Post Offices PhP2.7 million	Dec. 2015
7.3. Processing Centers audit (OE, MDC, SDC)	43 Offices 232,000	Dec. 2015
7.4. Postal Area and Central Office Audit (FS 2014)	10 Offices 244,000	April 2015
7.5. Audit of IT System	5 IT Systems	Dec. 2015
7.6. Profit centres performance Monitoring/Review	600 Post Offices 162,000	Dec. 2015
7.7. Establish Database of Post Office Record of Collection	1 database	May 2015
7.8. Evaluation and improvement of existing issuances and codification of policies and procedures in manuals	5 manuals 50,000	
7.9. Evaluation and improvement of Enterprise Risks Management	1 report 50,000	
7.10.	1000 POs 162,000	
8. Administrative Efficiency Program		
8.1. Project Procurement Management Plan	Consolidation and Review	4 th Quarter
8.2. Approval of Annual Procurement Plan		1 st Quarter
8.3. Procurement, Supply & Inventory Management Manual		EO of 2nd Quarter
8.4. Implementation of Computerized Supply Inventory System		4 th Quarter
8.5. Assets and Property Management Manual		
8.6. Implementation of Computerized Asset Inventory System		4 th Quarter
8.7. Titling of Real Properties	50 titles 5,676,950	
8.8. Insurance of Real Properties	5,624,480	4 th Quarter
8.9. Training for LPMD employees	15 employees 400,000	Year-round
8.10. Construction Manual		
8.11. Construction and Major Repair	100 DEW 56,900,000	4 th Quarter
8.12. Repair and Facelifting (Minor Repair)		4 th Quarter
8.13. Repair and Maintenance Manual	100,000	4 th Quarter
8.14. Records Management Manual	50,000	4 th Quarter
8.15. Mechanized and Computerized Records Management System	16,000 571,510	4 th Quarter
8.16. Reproduction and Dissemination	8,000	4 th Quarter

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9. Financial Management Program		
9.1. Budget Management Manual		
9.2. Cash, Investment & Debt Management Manual	P100,000	End of CY 2015
9.3. Accounts Receivable Management Manual		
9.4. Postage & Philately Manual	P100,000	
9.5. Pricing Policies & Procedural Manual		
9.6. Cash Collection, Cash Sweeping and Receivables		
9.7. Formulation of policies on collection of Accounts Receivables.		
9.8. Postage Stamps and Philatelic Products Project management Procurement Plan		3 rd Quarter
9.9. Preventive maintenance of postage meter machines of post offices & private users (including travel expense)		
9.10. Financial and Accounting Manual		March 2015
9.11. Billing and Collection Management Plan	1,600,000	4 th Quarter
9.12. Customization of FMIS in Central office for Budget and Disbursement	20,000	2014 full implementation
9.13. Implementation of FMIS at the area offices for B&D and RC		Rollout in 2015
9.14. Linkage of PMIS with FMIS	720,000	
9.15. Reconciliation of Prior Years' Balances of Accounts (to address COA AOMs, Observations and Recommendations for Prior Years' Transactions)	900,000	
10. Corporate Performance Monitoring Program		
10.1. Planning Manual		3 rd Quarter
10.2. Environment Scanning	Market Report Training on Market Analysis Training on Environment Scanning	4 th Quarter
10.3. Maintenance of Corporate Database	2 database structures reviewed	4 th Quarter
	Corporate database system test	4 th Quarter
	Database sampling guidelines	4 th Quarter
	Statistical Annual Report	1 st Quarter
	Statistical Quarterly Report	Every Quarter
	Workshop on Statistics	
	Training on Database sampling	
	Training on Database system	
10.4. PHLPost Strategic Plan	Roadmap review and amendment	4 th Quarter
10.5. Training on Strategic Planning		
10.6. Corporate Performance Scorecard	Negotiated Agreement Quarterly and Annual Performance Report	
10.7. Office Performance Review Plan	Annual OPCR Target Review	2 nd Quarter
	2 nd Semester of previous year OPCR validation	2 nd Quarter
	1 st Semester current year OPCR validation	4 th Quarter
	Training on Organizational Performance Management and	

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	Review	
10.8. Organizational Structure Review	7 units	4 th quarter
10.9. Quality Management Systems Standards Strategic Development Plan	Review and Amendment	4 th Quarter
	Quarterly QMSS monitoring	Every Quarter
	Training on QMSS	
10.10. QMSS Manual	1 Manual	4 th Quarter
10.11. Business Activities/Process Mapping	1 Business Process	4 th Quarter
10.12. Quality Manual		
10.13. Quality Certification		
10.14. Training on Quality Audit Certification		
11.		