

## 2. Evaluation of Billing Statements from Philippine Postal Corporation (PHLPost)

The PSA engages the services of the Post Office as the only government-owned and controlled corporation engaged in the business of carrying and delivering mail. Likewise, the Post Office has the capability to dispatch postal items anywhere in the world where mail delivery is possible, in the most economical, efficient, reliable manner, and at reasonable cost, including the door-to-door delivery of PhillIDs.

The PSA shall pay the Post Office within 15 working days upon receipt of the documentary requirements stated in the contract.

<b>Office or Division:</b>	ID Processing and Management Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Philippine Postal Corporation (PHLPost)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Statement of Account/Sales Invoice 2. Summary of PhillID Delivery Updates 3. Summary of Individual Updated Delivery Status (Delivered and Return-To-Sender) per batch 4. Certificate of Mailing 5. Detailed Individual Updated Delivery Status per batch		Philippine Postal Corporation (PHLPost)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the billing documents	1.1. Receive and endorse the billing documents of the Post Office to the ID Processing and Management Division (IDPMD).	None	1 day	Office of the Deputy National Statistician
None	1.2. Receive the endorsed billing documents.	None	5 minutes	<i>Administrative Assistant</i> IDPMD
None	1.3. Check and verify the Summary of PhillID Delivery	None	3 days	<i>Information Systems Analyst II – Distribution</i>

	<p>Updates based on the attached detailed Individual Updated Delivery Status.</p> <p><b>Note:</b> Voluminous billing documents are being checked on a monthly basis.</p>			<p><i>Operations Section</i></p> <p>IDPMD</p> <p><i>Administrative Assistant IDPMD</i></p>
None	1.4. Endorse the billing documents to the ITO I (DOS).	None	5 minutes	<i>Administrative Assistant IDPMD</i>
None	1.5. Review and sign the Summary of Individual Updated Delivery Status (Delivered and Return-To-Sender) per batch.	None	4 hours	<p><i>Information Technology Officer I – Distribution Operations Section IDPMD</i></p>
None	1.6. Endorse the billing documents to certify its completeness.	None	5 minutes	<i>Administrative Assistant IDPMD</i>
None	1.7. Sign the Summary of Individual Updated Delivery Status (Delivered and Return-To-Sender) per batch.	None	1 day	<i>Division Chief IDPMD</i>
None	1.8. Scan and sort all the reviewed and signed Post Office billing documents.	None	3 hours	<i>Administrative Assistant IDPMD</i>
None	1.9. Endorse the signed and completed billing documents to GSD for processing.	None	30 mins	<i>Administrative Assistant IDPMD</i>
None	<p>1.10. Process the billing documents.</p> <p><b>Note:</b> GSD will check and verify the billing documents and endorse them to the</p>	None	5 days	<p><i>Administrative Assistant/ Officer GSD</i></p>

	next billing processors (Accounting and Budget Division).			
<b>TOTAL:</b>		<b>None</b>	<b>10 days and 45 minutes</b>	