

SECRETARY'S CERTIFICATE

I, **CESAR S. CABAÑES**, Filipino, of legal age, and with office address at Postbank Center, Liwasang Bonifacio, Manila, after having been duly sworn in accordance with the law, hereby certify that:

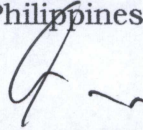
1. I am the duly appointed Corporate Secretary of Philippine Postal Savings Bank, Inc. (the "Corporation"), a government financial institution duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at Postbank Center, Liwasang Bonifacio, Manila.
2. The Board of Directors of the Corporation issued the following resolution in a meeting held on **13 December 2017** at which a quorum was duly present:

Board Resolution No. 2017-251

"RESOLVED, to adopt the Freedom of Information (FOI) Manual as approved by the Management Committee on December 7, 2017 for submission to the Presidential Communications Operations Office."

3. The above resolution has not been revoked, amended or modified as of date.

IN WITNESS WHEREOF I have hereunto set my hand on this 15th day of December 2017 in the City of Manila, Philippines.



CESAR S. CABAÑES
Corporate Secretary

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila personally appeared Cesar S. Cabañes with IBP ID bearing Roll of Attorneys No. 46629, known to me and to me known to be the person who executed the foregoing Secretary's Certificate and acknowledged to me that he signed and executed the same as an act of his own free and voluntary act and deed.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal on this DEC 15 2017, at CITY OF MANILA.

NOTARY PUBLIC

ATTY. PEDRO D. GENATO
Notary Public until Dec. 31, 2017
Notarial Commission 2016-011 Mla.
IBP# 1009339 Pasig 09-24-15 until 2019
PTR# 5939951 - Mla. 1-3-2017
Roll# 12088, TIN# 132-436-687
MCL# Compl. No. V-0005239 until 4-14-19

Doc. No. 249 ;
Page No. 50 ;
Book No. 74 ;
Series of 2017.

FREEDOM OF INFORMATION (FOI) MANUAL

Page 1 of 5

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

OBJECTIVE

This manual is issued pursuant to EO No. 2, Series of 2016. The Bank ensures full support on the transparency, disclosure and accountability in government official acts, transactions and decisions without compromising the credibility and reputation as well as public confidence in the Bank. The Bank also warrants the protection of its privacy and that of its stakeholders in accordance with the constitution, laws, rules and regulations. This shall cover all requests for information directed to the Bank.

The Philippine Postal Savings Bank, Inc. (Postbank) hereby adopts this Freedom of Information (FOI) Manual, subject to limitations as provided in the Postbank's Code of Conduct for employees; Republic Act (RA) No. 1405 otherwise known as the Secrecy of Bank Deposits Act; RA No. 6242, otherwise known as the Foreign Currency Deposit Act; RA 9510, otherwise known as the Credit Information System Act; RA No. 10173 otherwise known as the Data Privacy Act, and other relevant laws.

This manual has the following objectives:

1. To comply with the Executive Order (EO) No. 2 otherwise known as the Freedom of Information (FOI), which was signed by President Rodrigo Roa Duterte on 23 July 2016
2. To align with the purpose of the EO No. 2 that seeks to operationalize the Constitutional provisions on full public disclosure of all State transactions involving public interests (Sec. 28, Article II) and the right of the people to information on matters of public concern (Sec. 7, Article III)

SCOPE

All official and public records of the Bank that are allowed for disclosure subject to pertinent laws and regulations as enumerated in the references

REFERENCES

1. Executive Order No. 2, Series of 2016
2. Postbank's Code of Conduct for Employees
3. Republic Act (RA) No. 1405 otherwise known as the Secrecy of Bank Deposits Act;
4. Republic Act (RA) No. 6242, otherwise known as the Foreign Currency Deposit Act;
5. Republic Act (RA) No. 9510, otherwise known as the Credit Information System Act;
6. Republic Act (RA) No. 10173 otherwise known as the Data Privacy Act

DEFINITION

Bank	refers to the Philippine Postal Savings Bank, Inc. (Postbank)
Document	proof or evidence that pertains both to paper and electronic format
Information	shall mean any records, documents, papers, reports, letters, contracts, minutes and transcripts of official meetings, maps,



FREEDOM OF INFORMATION (FOI) MANUAL

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

	<p>books, photographs, data, research materials, films, sound and video recording, magnetic or other tapes, electronic data, computer stored data, any other similar data or materials recorded, stored or archived in whatever format, whether offline or online, which are made, received, or kept in or under the control and custody of any government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.</p>
<p>Information for disclosure</p>	<p>information promoting the awareness and understanding of policies, programs, activities, rules or revisions thereof affecting the public, government agencies, and the community and economy. It also includes information encouraging familiarity with the general operations, thrusts, and programs of the government. In line with the concept of proactive disclosure and open data, these types of information can already be posted on government websites, such as data.gov.ph, without need for written requests from the public.</p>
<p>Official record</p>	<p>refers to information produced or received by an employee in an official capacity or pursuant to a function or duty.</p>
<p>Public Record</p>	<p>shall include information required by laws, executive orders, rules, or regulations to be entered, kept, and made publicly available by a government office.</p>
<p>Personal Information</p>	<p>shall refer to any information, whether recorded in a material form or not, from which the identity of an individual is apparent or can be reasonably and directly ascertained by the entity holding the information, or when put together with other information would directly and certainly identify an individual.</p>
<p>Confidential Information</p>	<p>information protected by the Constitution, laws, rules and regulations or jurisprudence from unauthorized disclosure to the public.</p>
<p>Sensitive Personal Information</p>	<p>as defined in the Data Privacy Act of 2012, shall refer to personal information: a) about an individual race, ethnic origin, marital status, age, color, and religious philosophical or political affiliations; b) about an individual health, education, genetic or sexual life of a person, or to any proceedings for any offense committed or alleged to have committed by such person, the disposal of such proceedings or the sentence of any court in such proceedings; c) issued by government agencies peculiar to an individual which includes, but not limited to, social security numbers,</p>



FREEDOM OF INFORMATION (FOI) MANUAL

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

previous or current health records, licenses or its denials, suspension or revocation, and tax returns; and d) specifically established by an executive order or an act of Congress to be kept classified.

FOI Receiving Office or FRO

refers to the designated office where the public may file or submit FOI requests, inquire about the FOI process and the status of pending FOI requests. For Postbank, the CMSD shall act as the FRO to be handled by the Customer Assistance Team (CAT).

GUIDELINES

I. OVERVIEW

In connection with the constitutional mandate of the State to adopt and implement a policy on the full disclosure of its transactions involving public interest, subject to reasonable conditions prescribed by law and consistent with the people’s right to information, the Office of the President of the Philippines issued Executive Order No. 02 (EO 2), Series of 2016. EO 2 aims to operationalize in the Executive Branch the constitutional right to information and the state policies to full public disclosure and transparency in the public service.

II. PROTECTION OF PRIVACY

While providing for access to information, the Bank shall afford full protection to a person and its employees and officer’s right to privacy, as follows:

1. The Bank shall ensure that personal information, particularly sensitive information, in its custody or under its control, is disclosed only as permitted by existing laws, subject to bank’s policies and procedures;
2. The Bank shall protect personal information in its custody or under its control by making reasonable security arrangements against unauthorized access, leaks or premature disclosure; and
3. All Bank officers and employees, whether authorized or unauthorized who has access to personal information in the custody of Bank shall not disclose such information except as authorized by existing laws, subject to Bank’s policies and procedures.

III. PROCEDURE

1. All requests for information under this manual shall comply with the following requirements;
 - a. The request should be in writing;
 - b. The request shall state the name and contact information of the requesting party, as well as provide valid proof of identification or authorization. The list of valid proof of identification is listed and attached as **Annex A** of this Manual.
 - c. The request shall reasonably describe the information requested
 - d. The reason for, and purpose of, the request for information

FREEDOM OF INFORMATION (FOI) MANUAL

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

2. A person or party making an FOI request shall use the standard FOI Request Form and submit two (2) copies thereof. The original shall be kept by the FRO while the copy shall be returned to the requesting party. The standard FOI Request Form is attached as **Annex B** of this Manual. An FOI request shall only be considered valid when accompanied by the standard FOI Request Form.

In case the requesting party is unable to make a written request because of illiteracy or due to disability, he or she may make an oral request and the FRO shall reduce it in writing.

3. The FRO or his/her authorized representative shall receive the requests and shall assess their compliance with the above requirements. For requests coursed through and submitted to the Area Offices and its branches, the Area Head (AH) or Branch Head (BH) shall forward the request to the FRO for appropriate action.
4. The request shall be stamped received indicating the date and time of the receipt of the written request, and the name, rank, title and position of the public officer who actually received it, with a corresponding signature and a copy to be furnished to the requesting party. The FRO or his/her authorized representative shall input the details of the request on the Request Tracking System and allocate a reference number.
5. After receipt of the request for information, the FRO shall evaluate the contents thereof. If the information requested is under the custody of the Bank, the FRO shall observe the procedures prescribed and other bank policies on release of information.
6. The FRO may require further evaluation of the request from the Legal Services Department prior to action and release.
7. Should the requested information be already posted and publicly available on the Bank's website, the FRO shall inform the requesting party of the said fact and provide them the website link where the information is posted.
8. If the requested information is substantially similar or identical to a previous request by the same requester, the request shall be denied. However, the FRO shall inform the applicant of the reason for such denial in writing.
9. Upon receipt of the requested information, the FRO shall transmit the requested documents with the necessary cover letter to the requesting party.
10. The FRO shall ensure that requests for information are resolved and/or acted upon within fifteen (15) working days upon receipt of such request. Should the requested information need further details to identify or locate, the fifteen (15) working days will commence on the day after receipt of the required clarification from the requesting party. If the information requested requires extensive search of the Bank's office records, facilities, examination of voluminous records, or other analogous cases, the FRO shall inform the requesting party of the extension and setting forth the reasons for such extension.
11. In case of denial of the request after due evaluation, the FRO shall, within the prescribed period, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground or grounds for denial and the circumstances on which the denial is based.

IV. DENIAL OF THE REQUEST

A person whose request for access to information has been denied may avail himself of the remedies prescribed herein.

FREEDOM OF INFORMATION (FOI) MANUAL

This is a controlled document. Photocopying or printing of this document, without the controlled mark, shall make this document an uncontrolled copy.

1. The requesting party may file an appeal to the FRO provided, that the same requesting party must file the written appeal within fifteen (15) calendar days from the notice of denial or from the lapse of the period to respond to the request.
2. The appeal shall be decided by the appropriate authorities upon the recommendation of the ManCom who shall act as the FOI Committee within thirty working days from the filing of said written appeal. Failure to decide within the 30-day period shall be deemed a denial of the appeal. The denial of the appeal or the lapse of the period to respond to the request may be appealed further to the Office of the President under Administrative Order No. 22, s. 2011.

V. APPLICABLE FEES

1. Requests for information under this manual shall be at no cost to the requesting party. However, reasonable cost of reproduction shall be charged which should be the actual amount spent by the Bank in providing the information to the requesting party. The FRO shall determine the actual cost to be billed to the requesting party.
2. The fees shall be paid once the requesting party has been notified of the approval of his/her request. Non-payment of costs shall be a ground for non-release of the requested information. However, the Bank may exempt the requesting party from payment of fees upon request and stating valid reasons therefor.

VI. REPEALING CLAUSE

All relevant provisions of previous issuances inconsistent hereto shall be deemed superseded.

VII. EFFECTIVITY

This manual shall take effect upon approval of the Management Committee duly noted by the Board of Directors.

ADMINISTRATION

1. Consumer Assistance Team (CAT)
2. Corporate Management Services Department
3. General Services Department

LIST OF VALID PROOF OF IDENTIFICATION

A. The Valid and acceptable IDs are herein listed, viz:

1. Passports including those issued by foreign governments;
2. Driver's license;
3. Professional Regulations Commission (PRC) ID;
4. National Bureau of Investigation (NBI) clearance;
5. Police clearance;
6. Postal ID;
7. Voter's ID;
8. Barangay certification;
9. Government Service and Insurance System (GSIS) e-Card;
10. Social Security System (SSS) card;
11. Philhealth card;
12. Bureau of Internal Revenue (TIN ID)
13. Senior citizen card;
14. Overseas Workers Welfare Administration (OWWA) ID;
15. OFW ID;
16. Seaman's book;
17. Integrated Bar of the Philippines (IBP) ID;
18. Alien Certification of Registration/Immigrant Certificate of Registration;
19. Government office or GOCC ID (e.g. Armed Forces of the Philippines (AFP),
20. Home Development Mutual Fund (HDMF) IDs);
21. Certification from the National Council for the Welfare of Disabled Persons (NCWDP);
22. Department of Social Welfare and Development (DSWD) certification;
23. MARINA ID
24. Other IDs issued by the Government and its instrumentalities; and
25. Other IDs issued by private entities or institutions registered with or supervised or regulated either by the Bangko Sentral ng Pilipinas (BSP) or Securities and Exchange Commission (SEC) or Insurance Commission (IC).

B. For students, a photo-bearing school ID signed by the principal or head of school is considered as acceptable. Other IDs may include birth certificate, library ID, and membership IDs duly signed by any association or organization within the college or university and signed by the pertinent authority issuing the ID

C. Where the customer or authorized signatory is a non-Philippine resident, similar IDs duly issued by the foreign government where the customer is a resident or a citizen may be presented.

A Government Savings Bank



PHILIPPINE POSTAL SAVINGS BANK, INC.

FREEDOM OF INFORMATION REQUEST FORM

PART I. INFORMATION ON REQUESTING PARTY

1. Title: (Mr/Mrs/Miss/Ms) Others

2. Full Name:
Surname
First Name
(Including M.I.)

3. Complete Address:
Apt/House No./Street
Brgy/District
City/Municipality
Province

4. Company/Affiliation/Organization/School and Position:

5. Type of I.D. Given: (With photograph and signature)
 Passport Driver's License Others: (Pls. Specify)
 Postal ID Voter's ID

6. Contact Details:
Country Code Area Code Number
Landline: () ()
Fax: () ()
Mobile:
E-mail:

7. Preferred Mode of Communication:
(For clarification and other matters)
 Landline Mobile E-mail Postal Address

8. Preferred Mode of Reply/Response:
 Pick-up Fax E-mail Postal Address

9. Name of Representative/Guardian: (if applicable)
Surname
First Name
(Including M.I.)

10. I.D. of Representative:

11. Proof of Authority:

PART II. REQUESTED INFORMATION

12. Title of Document/Record Requested:
(Please provide as much detail as you can)
 Photocopy Certified Photocopy

13. Date of Document: (DD/MM/YYYY) / /
 Certified True Copy

14. Purpose of Request (Please be as specific as possible):

15. Any other relevant information:

I declare and certify that the information provided in this form is complete and correct. I am aware that giving false or misleading information or using forged documents is a criminal offense. I bind myself and my principal to use the requested information only for the specific purpose stated and subject to such other conditions as may be prescribed by the Office of the President. I understand that the Office of the President may collect, use and disclose personal information contained in this request.

16. Signature of Requesting Party or Representative:

Date: (DD/MM/YYYY) / /

For Official Use Only
Received by:
Name/Signature:
Position:
Date and Time Received:
Remarks:

Postbank Directory (HEAD OFFICE)

TRUNKLINE NO. 527-0053 / 525-9392/ 525-9394 (Connecting all departments)

VOIP 1231/ 1232/ 1233/ 1230

	Local/ VOIP	Direct Line
OFFICE OF THE CHAIRMAN AND BOD		
<i>RISK MANAGEMENT OFFICE</i>		
Jana	1050	
Jun Cama	1211	
Jerick/ Louie	127	
	1055	
<i>COMPLIANCE OFFICE</i>		
Gemicks / Grace	136	522-3400
Hanna/Jen	1090	
<i>INTERNAL AUDIT OFFICE</i>		
Mila/ Gal/ Emily	121	527-0053
Aiza/ Rejane	1060	
<i>BOARD SECRETARIAT DIVISION</i>		
Eva	153	527-0057
Mariel/ Menchie	1110	
<i>BAC SECRETARIAT</i>		
Daday	1360	
OFFICE OF THE PRESIDENT AND CEO		
Tinee/ Irish	125	527-0134
	159	527-0086
	1250	482-9507
	1260	
<i>HUMAN RESOURCE DEPARTMENT</i>		
Rodel	147	527-0073
	1070	
Angie/ Babes	158/ 1075	309-3667
Jeca/ Cindy/ Joan	1080	
<i>LEGAL SERVICES DEPARTMENT</i>		
Ron/ Gene	108	525-4654
Henry/ Juliet	1011	
<i>SECURITY DEPARTMENT</i>		
Ding	150/ 155	527-0142
	123	
Jeffrey/ Rufino	1230	
	1240	
<i>REMEDIAL AND ASSETS MGT. DEPT.</i>		
Alice	1330	
Godol/ Gil	116	527-0040
OFFICE OF THE EXEC. VICE-PRESIDENT		
<i>CORP. MGT. SERVICES DEPT. (CMSD)</i>		
Glendz/JR/Camille	148	
Deo	1135	
Bel	1136	
<i>MBO DEPARTMENT</i>		
Alan	125/ 1111	
Armchell/Abi	1115	

	Local/ VOIP	Direct Line
CREDIT MANAGEMENT GROUP		
Rogel	114	
	1216	
<i>APPRAISAL & CREDIT INVESTIGATION DEPT.</i>		
Bong/ Armi/ Steward/	110	
Oden/ Lito	1220	
<i>LOANS OPERATIONS & MONITORING DEPARTMENT</i>		
Beth/ Bryan	145	524-7609
Hazel C/ Karen/ Fiel	1210	
	1217	
<i>CREDIT EVALUATION DEPARTMENT</i>		
Romina	1216	
Rommel/ Mario/ Vaughn		
<i>CREDIT DOCUMENTATION DEPT.</i>		
Hazel M.	1121	
Rachel/ Mary	1215	
BRANCH BANKING GROUP		
Max/ Unah	101	522-2136
	1120	
<i>BRANCH SUPPORT DEPARTMENT</i>		
Joseph/ Malou	120	527-0098
	1125	
<i>MAIN BRANCH</i>		
Thess	1350	527-3377
	134	
Chat	129	
Loren/ Derek	128	
JJ	133	
Chat/ Jeza/ Joy	1150	
REMITTANCE / EXTENDED BANKING GROUP		
Max		521-4249
<i>REMITTANCE DEPARTMENT</i>		
Mitzel	1141	
<i>ATM / EXTENDED BANKING DEPARTMENT</i>		
Eric/ Noel	151	521-4249
Virgie/ Ghia	1140	
TREASURY GROUP		
Rolan/ Maricar	115	527-9570
<i>FUND MANAGEMENT DEPARTMENT</i>		
Cla	1190	527-9476
Nat/ Tet	1195	3098875
	1196	482-9702
Karen	1291	
Grace	1194	

Postbank Directory (HEAD OFFICE)
 TRUNKLINE NO. 527-0053 / 525-9392/ 525-9394
 VOIP 1231/ 1232/ 1233/ 1230

Local/ VOIP Direct Line

CORPORATE BANKING GROUP		
Carina	105	527-0040
CORPORATE BANKING DEPARTMENT I		
Melody/ Bojo/ Belen	117	
Sheila/ Elmo	119	
Luz/ Bel/ Prinz	146	
	1170	
CORPORATE BANKING DEPARTMENT II		
Grace/ Judith / Josie	1180	
ADMINISTRATIVE AND COMPTROLLERSHIP GROUP		
Patty	137	
ACCOUNTING AND FINANCIAL CONTROL DEPARTMENT		
Ardel/ Joy	139	527-0141
Abel/ Armi/ Karen	124	
	1275	
May/ Doris	1270	
Amy/ Mitch/ Jobee	1280	
GENERAL SERVICES DEPARTMENT		
Ruben	141	536-4846
	1293	
Gemma	142	
Margie/ James/ MJ	156/113	523-9396
	1290	
CLEARING DIVISION		
Obet/ Rommel/ Percy	131	527-9474
Zarvin/ Niño	1160	482-1282
INFORMATION SYSTEMS & TECHNOLOGY MGT. GROUP		
Alona	2277	536-4843
INFORMATION TECHNOLOGY DEPARTMENT		
Randy	1540	
Mark	1229	
Tim/ Christian	1030	
Jeff/ Jerome	1320	
Jovie/ Rino	157	
	1031	
IT APPLICATIONS DEPARTMENT		
Glenn	1032	536-4843
Tim/ Danielle	1010	
CONSUMER ASSISTANCE TEAM (CAT) AND FOI RECEIVING OFFICE (FRO)		
Alan	125	
Virgie	1140	
Jhay-r	148	

Branch Directory

METRO LUZON AREA

VP MA. THERESA C. URBANO,
Area Head

MAIN BRANCH

Ma. Theresa C. Urbano,
concurrent Branch Head
Postbank Center, Liwasang
Bonifacio 1000 Manila
Tel. No. : (02) 527-3377 / (02)
527-0053 loc. 129/134
Telefax : (02) 527-3377
E-mail :
main.branch@postbank.gov.ph

MALOLOS (Bulacan)

**Rosella M. Aldaba, Officer-in-
Charge**
F. Estrella cor. M. Tengco St.
Sto. Rosario, Malolos City, 3000
Tel. No. : (044) 791-5236
Telefax : (044) 791-6597
E-mail:
malolos.branch@postbank.gov.ph

SAN PABLO (Laguna)

**Lemuel Q. Pabalan, Branch
Head**
Farcon Bldg. Rizal Ave. cor.
Lopez Jaena St., San Pablo City,
4000
Tel. No. : (049) 562-5134/
(049) 562-9266
Telefax : (049) 562-7831
E-mail:
sanpablo.branch@postbank.gov.ph

MABALACAT (Pampanga)

Rowina M. Turla, Branch Head
Mac Arthur Highway, Dau,
Mabalacat, Pampanga 2010
Tel. No. : (045) 624-0815
Telefax : (045) 405-0602
E-mail :
mabalacat.branch@postbank.gov.ph

LIPA (Batangas)

Gerardo V. Diala, Branch Head
RVR Building, C.M. Recto Avenue
cor. Rizal Streets, Lipa City 4217
Tel. No. : (043) 404-8278
Telefax : (043) 756-5018
E-mail :
lipa.branch@postbank.gov.ph

NORTH LUZON AREA

VP GODOFREDO G. PASCUAL,
Area Head

DAGUPAN (Pangasinan)

Godofredo G. Pascual,
concurrent Branch Head
PPC Bldg. A.B. Fernandez Ave.
Dagupan City 2400
Tel. No.: (075) 522-5255
Telefax : (075) 522-5255/
(075) 523-4354
E-mail:
dagupan.branch@postbank.gov.ph

TUGUEGARAO (Cagayan)

**Rizaldy C. Barcellano, Branch
Head**
No. 8 Bonifacio St., Centro 4
Tuguegarao City 3500
Tel. No. : (078) 396-0740
Telefax : (078) 844-0597
E-mail :
tuguegarao.branch@postbank.gov.ph

ASINGAN (Pangasinan)

Rene M. Viado, Branch Head
94 P. Ramos St. Poblacion West,
Asingan,
Pangasinan 2439
Tel. No. : (075) 632-2909
Telefax : (075) 632-8622
E-mail :
asingan.branch@postbank.gov.ph

BAGUIO (Benguet)

**Heraldo A. Carosen, Branch
Head**
Post Office Loop, Upper Session
Road, Baguio City 2600
Tel. No. : (074) 443-5714/
(074) 443-5715
Telefax : (074) 444-5752
E-mail:
baguio.branch@postbank.gov.ph

SAN FERNANDO (La Union)

**Raul Roy S. de Guzman, Branch
Head**
FBR Bldg., Quezon Avenue, San
Fernando City 2500
Tel. No. : (072) 888-7388
Telefax : (072) 888-7288
E-mail :
sanfernando.branch@postbank.gov.ph

TARLAC (Tarlac)

**Ferdinand E. Orpilla, Branch
Head**
Northern Marketing Building,
MacArthur Highway
Tarlac City 2300
Tel. No.: (045) 800-2540
Telefax : (045) 491-4266;
E-mail :
tarlac.branch@postbank.gov.ph

SOUTH LUZON AREA

VP ROSEMARIE P. VILLAMORA,
Area Head

NAGA (Camarines Sur)

Rosemarie P. Villamora,
concurrent Branch Head
G/F CF Castro Bldg. Panganiban
Drive, Naga City 4400
Tel. No. : (054) 473-2812;
(054) 472-4522
Telefax : (054) 473-2813
E-mail:
naga.branch@postbank.gov.ph

LEGAZPI (Albay)

Hector G. Pili, Branch Head

Rizal St., Legaspi City 4500

Tel. No. : (052) 480-2679

Telefax : (052) 480-7737

E-mail:

legaspi.branch@postbank.gov.ph

SORSOGON (Sorsogon)

Jose Hector R. Monje, Branch Head

Rizal St., Sorsogon City 4700

Tel. No. : (056) 421-5656

Telefax: (056) 421-5656

E-mail:

sorsogon.branch@postbank.gov.ph

TIGAON (Camarines Sur)

Gina P. Rosanes, Branch Head

P T Leelin St., Poblacion,

Tigaon, Camarines Sur 4420

Tel. No. : (054) 452-3008

Telefax: (054) 452-3008

E-mail:

tigaon.branch@postbank.gov.ph

VISAYAS AREA

VP MIRANDA G. VARON, Area Head

TACLOBAN (Leyte)

Miranda G. Varon, concurrent Branch Head

143 Justice Romualdez St., Tacloban City 6500

Tel. No. : (053) 325-7400

Telefax : (053) 325-9954

E-mail :

tacloban.branch@postbank.gov.ph

CEBU (Cebu)

Ricardo P. Cordova, Branch Head

GMT I Bldg., cor. P.Del Rosario & Junguera Sts., Cebu City 6000

Tel. No. : (032) 416-7719

Telefax : (032) 254-8405/
(032) 254-8526

E-mail:

cebu.branch@postbank.gov.ph

ILOILO (Iloilo)

Mary Jane G. General, Branch Head

John A. Tan Bldg., cor. Iznart-Magsaysay Sts., Iloilo City 5000

Tel. No. : (033) 509-4916/
(033) 338-0702 / (033) 338-

0703;

Telefax : (033) 338-0701

E-mail :

iloilo.branch@postbank.gov.ph

HIMAMAYLAN (Negros Occidental)

Adolfo T. Mangao, Jr., Branch Head

GM Building, Rizal St., Brgy. 2, Himamaylan City

Negros Occidental 6108

Tel. No. : (034) 744-8135

Telefax. : (034) 388-3777

E-mail:

himamaylan.branch@postbank.gov.ph

TAGBILARAN (Bohol)

Cristina J. Romuga, Branch Head

G/F QVC Business Plaza, CPG North Avenue,

Tagbilaran City, Bohol 6300

Tel. No. : (038) 411-3077/
(038) 411-2831

Telefax. : (038) 501-0533

E-mail:

tagbilaran.branch@postbank.gov.ph

BACOLOD (Negros Occidental)

Bella Donna A. Abunda, Branch Head

Insular Life Building, Galo corner Lacson Sts., Bacolod City 6100

Tel. No.: (034) 433-3886/
(034) 707-8787

Telefax. No. : (034) 434-8877

E-mail:

bacolod.branch@postbank.gov.ph

MINDANAO AREA

VP ALFREDO L. TAYO III, Area Head

CAGAYAN DE ORO (Misamis Oriental)

Alfredo L. Tayo III, concurrent Branch Head

PPC Bldg. Rizal cor. Chavez Sts., Cagayan de Oro City 9000

Tel. No. : (088) 857-1949/
(088) 857-2194/ (088) 711962

Telefax : (088) 857-2194

E-mail:

cagayandeoro.branch@postbank.gov.ph

DAVAO (Davao)

Arturo B. Cruz, Branch Head

G/F Dakudao Bldg., San Pedro St., Davao City 8000

Tel. No. : (082) 224-1451/
(082) 224- 1451/ (082) 300-

7584

Telefax : (082) 224-1452

E-mail :

davao.branch@postbank.gov.ph

MANOLO FORTICH (Bukidnon)

Blecyline C. Pitao, Branch Head

Sayre Highway, Poblacion,

Manolo Fortich, Bukidnon 8703

Tel. No. : 0917-3154729
(Globe)

E-mail:

manolofortich.branch@postbank.gov.ph

DIPOLOG (Zamboanga del Norte)

Romulo P. Andrade, Branch Head

Felicidad II Building, Quezon Avenue, Miputak, Dipolog City 7100

Tel. No. : (065) 908- 1781

Telefax : (065) 908-1781

E-mail:

dipolog.branch@postbank.gov.ph

MICROBANKING OFFICES

MICROFINANCE BANKING OFFICE-MALINAO

Municipal Hall, Malinao, Albay
4512
Tel. No. : (052) 488-4119
E-mail:
mbo.malinao@postbank.gov.ph

MICROFINANCE BANKING OFFICE-BACACAY

Municipal Hall, Magsaysay
Avenue, Bacacay, Albay 4509
Tel. No. : (052) 284-0324
E-mail:
mbo.bacacay@postbank.gov.ph

MICROFINANCE BANKING OFFICE-SAN JOSE

LGU Compound, Brgy. San Juan,
San Jose,
Camarines Sur 4423
E-mail:
mbo.sanjose@postbank.gov.ph

MICROFINANCE BANKING OFFICE-BOMBON

San Isidro, Bombon, Camarines
Sur 4404
Tel. No. : (054) 471-7035
E-mail:
mbo.bombon@postbank.gov.ph

MICROFINANCE BANKING OFFICE-MAPANDAN

Poblacion, Mapandan
Pangasinan Cty 2429
Tel. No. : (075) 632-3334
E-mail:
mbo.mapandan@postbank.gov.p
h

MICROFINANCE BANKING OFFICE-BINMALEY

PPC Bldg. Luna St., Poblacion,
Binmaley, Pangasinan City 2417
Tel. No. : (075) 632-3335
E-mail:
mbo.binmaley@postbank.gov.ph

MICRO-FINANCE UNITS

MFU NAGA

Area Head – VP ROSEMARIE P.
VILLAMORA
Postbank Naga Branch

Tel. No. : (054) 473-2812;
(054) 472-4522
Telefax : (054) 473-2813

MFU SORSOGON

Branch Head – MR. JOSE
HECTOR R. MONJE
Postbank Sorsogon Branch
Tel. No. : (056) 421-5656
Telefax: (056) 421-5656

MFU SAN FERNANDO

Branch Head – MR. RAUL ROY
B. DE GUZMAN
Postbank La Union Branch
Tel. No. : (072) 888-7388
Telefax : (072) 888-7288

MFU ASINGAN

Branch Head – MR. RENE M.
VIADO
Postbank Asingan Branch
Tel. No. : (075) 632-2909
Telefax : (075) 632-8622