OFFICE OF THE PROVINCIAL ADMINISTRATOR

Accomplishment Report CY 2023

Che Office of the Provincial Administrator is an "Attached Office" of the Office of the Governor. The PA ensures the presence, participation, and supervision of the Governor in all stages and aspects of local governance, primarily in the efficient administration of all fiscal, human, and physical resources of the Provincial Government of Isabela (PGI), and in policy and program development, implementation, and coordination within and outside of the PGI.

The Office functions as the Chief Administrative and Technical Support Office of the Provincial Governor's Office (PGO). The Provincial Administrator (PA) serves as the *Authorized Official Representative* of the Governor in all administrative matters as well as in other matters upon the direction and by authority of the Governor, and the *Authorized Signatory for the Governor* in many financial transactions. This is why the Office also acts as the central clearing house of all communications and documents for action of the Office of the Governor.

The PA Office opened 2023 with the management of the PGI's most important diplomatic engagement for the year, the Visit of the Papal Nuncio – an event that transformed the GFND Session Hall into an elegant five-star ballroom where all of Isabela's Catholic Priests and Brothers converged with the highest local authorities of government agencies in Isabela. The year closed with the PA Office managing yet another unforgettable Holiday Party where for the first time, Department Heads led their staffs in performing dance numbers based on pop hits from the 70s to 90s. For the first time, too, Outstanding Department Heads were also picked and a Most Outstanding was recognized among them. Further highlighting the year-ender was the presence of the Governor and theVice Governor.

As in the previous years, the PA Office ensured prompt, efficient, and effective administrative support to the workforce, technical assistance to the Office of the Governor, and in the planning, decision-making, and policy/program implementation activities while also ably representing the Governor in certain activities that demonstrated the responsiveness of the Office of the Governor to the needs of the sectors of agriculture, OFW, youth, education, micro-small-and medium enterprises (MSME), vulnerable sectors, and the general public. The following chronicles the Office's prolific run in the recent twelve months:

PROGRAM/ DESCRIPTION STATUS/ACCOMPLISHMEN	NT/DEMADKS
PROJECT/	N1/KLWAKKS
ACTIVITY	
7,011111	
FOCUS AREAS	
I. RESOURCE MANAGEMENT	
This activity Reviewed as to completeness	s and
involves the correctness, and forwarded for	
processing of approval, or signature/initials	
financial	
documents FINANCIAL DOCUM	MENTS
representing transactions by Type Quantit A	mount/Value
and with the PGI,	
to ensure the a. Obligation 12,426 P2	2,865,612,181.9
Management of judicious Requests 8	
Dislaman and Disla	4,093,347,267.7
RESOURCES funds. It entails the review and t Disbursemen t	
screening of Vouchers	
	1,528,482,601.3
finance-related Requests 9	
	282,419,210.56
their Orders	107.006.700.00
	197,296,728.80
and correctness Requisition & lefore Issue	
submission for Slips	
	988,519,955.52
	P 5,722,662.03
Governor and/or Monetization	
the Provincial Requests Administrator, h. Transmittal	
	982,268,894.01
funds by the & Wages	902,200,094.01
	9,955,677,945.9
Treasury 5	
thereafter.	(a to f only)
Processing also involves RID & RID DO	
recommending	
corrections and	
additional	Amount/Value
attachments to Approved 99 P	P790,511,742.34
the documents as Budget for the	
may be Contract	
accordance with	0702 727 720 67
policy, pursuant BAC Resolutions 80 P	P703,737,738.67
to applicable	
laws, and to Notices of 80 P	P703,737,738.67
satisty all Award	
government audit requirements.	7702 727 727 72
G00d & 80 P	P703,737,738.67
Services Contract	
Agreement	

Notices to Proceed	80	
TOTAL	80	P703,737,738.67

BID & BID-RELATED DOCUMENTS Infrastructure				
Document	Quantity	Amount/Value		
Approved Budget for the Contract	135	P1,116,412,400.38		
BAC Resolutions	93	P842,238,447.62		
Notices of Award	96	P646,878,687.21		
Contract Agreement	62	P511,835,014.38		
Notices to Proceed	52	-		
TOTAL	62	P511,835,014.38		

Management of HUMAN RESOURCES

In accordance with the Local Government Code, the PA is the Chief Administrator of the PGI personnel program, hence the Office of the PA issues directives on HRrelated matters, ensures the responsiveness of personnel, and supervises all HR initiatives and programs towards that end, including capacity building, awards and incentives, recruitment and screening, merit promotion, and career development.

Initiatives also include boosting personnel morale, understanding oneself and others, and special trainings and other

1. Addressed Employee Needs and Implemented Incentive Program

For the 2023 PGI Awards and Incentives Program the PA Office and the HRMO organized the awards and recognition Ceremonies for the *Outstanding Employee* of each PGI Office/Department and the *Most Outstanding PGI Employee* from their ranks. The Most Outstanding was Ms. Emerita Molano of the Manuel Roxas District Hospital, who spends time after work to visit constituents and enlighten them about PGI's programs and projects so they could avail or participate in them.

The activity was integrated in the PGI Christmas Party which was organized to treat the PGI Employees by way of the entertaining 70s-90s dance numbers of all departments with their office heads and an unforgettable Raffle with a long list of exciting prizes that include 2 units of NMAX motorcycles, a laptop, the biggest TV sets, and cash prizes ranging from One Thousand Pesos to Two Hundred Thousand Pesos (the Governor's and Vice Governor's December Paychecks, and cash from isabela's Congressional Representatives).

Five Department Heads were also cited for being Outstanding: PIO Atty. Liz Binag, PTO Ma. Theresa Araneta-Flores, PSO Kim efforts to increase awareness and responsiveness, enhance competencies, and improve output. Agbayani, MARDH COS Imelda Guillermo, and HRMO Janette Castillejo. Among them, Atty. Binag was picked as the Most Outstanding for her 24/7 management of the PIO as a source of information especially during calamities.

The PA Office also sought and obtained the Governor's approval to provide the PGI Employees the following as year-end benefits to enable them to experience a gift-filled Christmas Season:

P1,000-worth of groceries from the Tienda (Coop) Productivity-Based Bonus Productivity Enhancement Incentive, and Service Recognition Incentive

Granted all 388 employee requests for *Monetization of Leave Credits* as a form of assistance to their family and welfare needs.

As Co-Vice Chairman of the HUMAN RESOURCE MERIT PROMOTIONS AND SCREENING BOARD (HRMPSB), the Provincial Administrator presided over 16 meetings of the HRMPSB where 150 applicants for regular positions and promotion were screened. A total of 189 Appointment papers were reviewed by the P.A., including those of screened qualified applicants in late 2023, and cleared for the signature of the Governor. The recipients of the new appointments include Provincial Engineering Assistant Head, Engr. Cosme Aggabao, Assistant ENRO Rose Zabala, PHO's Dr Almira Reyes as Chief of Hospital II, nurses and hospital staff, PHRM personnel, Admninistrative Aides, Drives, Utility Workers, Revenue Collection Officers, pharmacists, Radiology Technicians and Radiology Specialists, Center Head Mitus Camonayan as Center Head of the PSWD Women and Children Center, and other social workers.

2. Organized and Conducted the following Seminars/Trainings for PGI Employees

As Chief Implementer of the PGI Personnel Development (HR) Program, the PA OFFICE organized and conducted a CAPACITY BUILDING activity. This was a Seminar held on 26 September 2023 to orient and upgrade the skills of PGI employees in preparing Basic Office Communications

such as Memoranda, Request Letters, E-mails, and Project Proposals, and Other PGI Office Documents such as Liquidation Vouchers, OBRs, Purchase Slips, etc. The activity, dubbed as "The ABCs of BOCs & Other Office Documents," was attended by at least 80 registrants form all PGI offices, with some offices sending 3 or 4.

On October 10th the PA Office provided Resource Speakers to the ENRO-organized "WRITING IN THE WORKPLACE" where the topics discussed in the "ABCs.." seminar were also tackled.

The Seminar "The ABCs of BOCs & Other Office Documents," was conducted a second time on October 27th for the Legislative/SP & Vice Governor's Staffs, the IPHO, and a few other employees who missed the first seminar, then a 3rd time, this time for the Governor's Staff on November 10th.

On November 28th, the Office of the PA organized "Different But The Same," a Seminar on Diversity, Equity, and Inclusion (DEI) and Management of Multi-Generational Workforce. More than 120 employees participated in the activity that was held in the GFND Session Hall.

On December 20th, the PA organized and conducted "Office Gizmos," a one-day Staff Development seminar for members of the PA Office and of collaborating Offices Provincial Internal Audit, Youth Development, Masa MASID, and Public Safety. 2 representatives of other PGI offices, including the HRMO were also invited to attend. The lectures were on Budget Basics (by Ms. Marilyn G. Lopez), The Safe Spaces Act (Atty. Nicole Marie B. Yasto), The Freedom of Information Act (by Atty. Annalou Villeza), and on Diversity/Multigenerational Workforce (by Atty. Noel Manuel R. Lopez).

- 3. The PA approved personnel
 Participation in Trainings organized by
 the CSC, other government
 institutions, and the Center for Global
 Best Practices and other nongovernment training providers. Among
 these are the following:
- RA 9003 (Ecological Solid Waste Act)
 Orientation on Waste
 Diversion/Recycling
- 2) Capacity Building of LGU's, Planning and Design module (Bridge Engineering

- Design, Structural Modeling, Analysis and design of Building
- 3) Regional Value Chain analysis (VCA) of Mushroom
- 4) People's Organizations Empowerment and Capability Training
- 5) Standardized Procedures for the Integrated Pan-Respiratory Virus Surveilance (Batch 4)
- 6) Animal Feeding Technology
- 7) Local Climate & Disaster Resilience
- 8) Ease of Doing Business Summit,
- 9) EcoTourism and Environmental Summit
- 10) Labor Trafficking
- 11) Case management Guide for Insurgent Returnees
- 12) Freedom of Information System
- 13) Internal Control Standards in the Public Sector
- 14) Government Transactions
- 15) Meat Inspection Service operations
- 16) Animal Waste Management
- 17) Tobacco Sector Intervention
- 18) Pest & Nutrient Management
- 19) Best Practices Guide to the Law and IRR for Procurement of Consulting Services
- 20) Technical Skills Development for Veterinarians
- 21) Pig Husbandry
- 22) Enhanced Population Awareness and Family Life Orientation
- 23) Advanced Cardiac Life Support and Basic Life Support
- 24) Forum with Banko Sentral on Financial Literacy and new Currency Bill
- 25) Basic Course on Regulatory Impact
 Assessment conducted by the
 Development Academy of the
 Philippines from August 15 to 18 via
 zoom, and attended by PA Staffer Atty.
 Nicole Marie B. Yasto and other
 representatives by other offices
 identified by the PA
- 26) Strategic Communications for Local
 Governments conducted by the UP
 Center for Local and Regional
 Governance from August 23 to 25 in UP
 NCPAG in Quezon City, and attended by
 PA Staffers Atty. Nicole Marie B. Yasto
 and Rojaine A. Pintucan
- 27) Contract Implementation and
 Administration conducted by SCCE
 Training Center from August 30September 2 in Bayview Park Hotel in

Ermita, Manila (attended by Atty. Noel Manuel R. Lopez)

4. Sustained the Anti-COVID/Emerging Diseases Campaign

Disinfection of the PA Office, the PGI Offices, the GFNDY Session Hall, and all Conference Rooms continued throughout the year.

The PA Office conducted regular sanitization and air-purifying activities at a twice a week basis as a maintenance mechanism in preventing the spread of communicable/other emerging diseases. Documents continued to be emailed to the PA Office, and from the Office unless the documents are too thick/many.

5. Service to the Isabela Provincial Employees Association (IPEA)

After guiding the organization of the 1,509-strong IPEA in 2022, the constitution of its officers and committees, preparation of its Constitution and By-Laws, and its registration with the Department of Labor and the Civil Service Commission in 2022, the PA assisted the Union through its Accreditation process and on 09 May 2023, received its Accreditation Certificate No. 1568. The CSC also conferred upon the Union the Authority as the sole and exclusive negotiating agent with the management of the PGI. With the IPEA fully established, accredited, and registered, the PA Office facilitated the conduct of the Union's first activity, a Blood-letting in celebration of the CSC's 123rd Anniversary on 10 September 2023.

Management of PHYSICAL RESOURCES

This pertains to the utilization of the following physical facilities or assets for different activities or events, by entities other than the PGI and its offices.

1. 126 Requests by NGOs, government offices, PGI Officials, Elementary and Secondary Schools, associations, the uniformed government personnel, the COMELEC, and faith-based groups to use any of the following physical facilities/assets of the PGI were granted:

The Queen Isabela Park The GFND Session Hall The Executive (Blue) Room The Balay Reception Hall

The Isabela Sports Complex
The PGI Buses and Utility Vans

II. POLICY & PROGRAM DEVELOPMENT AND IMPLEMENTATION

This function of

PREPARATION OF EXECUTIVE ISSUANCES AND, PROCESSING. TRANSMITTAL OF **DOCUMENTS RELATED TO THE IMPLEMENTATIO N OF POLICIES** AND PROGRAMS, PLANS, AND THE **CONDUCT OF** PROJECTS AND **ACTIVITIES RELATED THERETO**

the PA Office entails the coordination, monitoring and evaluation of the implementation of programs, projects, and activities; and the preparation of Executive Issuances (Orders) and the receipt, recording, and filing of documents addressed to the PA Office or to the Governor thru the PA Office, and coming from other authorities and offices. It also involves the processing of these documents from PGI offices, other government offices, nongovernment offices, and individuals. These documents are processed according to the required action-- approval, signature, clarification, coordination-all of which have to do with policy formulation, implementation

- 1. The PA Office prepared/processed the following documents:
- a. **OFFICE ORDERS.** A cumulative number of 11,417 Office Orders were processed by the PA Office, signed by the PA by Authority of the Governor, and issued in 2023. 1,295 of these were Travel Orders as the number of in-person seminars and trainings went up due to the lifting of the Public Health Emergency declaration. Most Office Orders for Overtime Work were processed in March, followed by January, for work related to the construction work at the Queen Isabela Park for Bambanti Festival 2024.
- b. 59 **MEMORANDA** were prepared and issued by the PA Office in 2023. Administrative matters tackled by the Memos include the policy on on-time reimbursements, declaration of nonworking days in the province to celebrate milestones and festivals, conduct of inhouse trainings organized by the PA Office, and program implementation directives .
- c. 32 **EXECUTIVE ORDERS** were prepared by the PA Office.

d. INCOMING DOCUMENTS /CORRESPONDENCE.

The PA Office received 10.682 documents and processed the same accordingly. Included in these are 24 letters expressing Intent to Retire; 771'requests for Financial Assistance addressed to the Governor and coursed through the PA Office; 126 requests for PGI facility us; 178 requests for recommendation, 213 for endorsements, and 38 for Dispensation; 306 Requests for Monetization; 1,834 Letters from National Offices on Policy and Program coordination; 997 Invitations; 5,822 Leave Applications; 292 Activity and Program proposals for study and approval; 811 Accomplishment, Monitoring, and Post-Activity reports from PGI Offices and Training/Seminar attendees, and; 5,092 other documents that include courtesy copies of documents such as Memoranda, Ordinances, Resolutions, Coordination Letters, Job

, and coordination . Included in this process are the receiving of correspondence , proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.

applications; greeting cards, and promotional materials.

e. **OUTGOING COMMUNICATIONS**

The PA Office processed/prepared 685 documents for the signature of the Governor. Of these were 76 Recommendations addressed to government offices such as theDepED, PNP, DENR, BFP; 48 Endorsements; 128 Authority to Travel documents, 1 Office Advisory, and; 42 Dispensation papers. The office also prepared and transmitted 143 letters to government offices, signed by the Governor or the PA by Authority of the Governor.

- f. **SPECIAL ORDERS.** 69 Special Orders were prepared by the PA Office and issued by the Governor in 2023. Some of these were signed by the PA by Authority of the Governor. These were for the assignment or designation of certain personnel to undertake specific tasks outside of their regular functions.
 - 2. The PA conducted overall monitoring of programs, projects, and activities implemented by the PGI departments and offices.
 Chief of these are the following:
- a. FORMAL RECEPTION AND STATE
 DINNER IN HONOR OF THE VISITING
 PAPAL NUNCIO in February

The PA designed the interior of the GFND Session Hall and supervised the construction of a platform thereat for the red-carpet affair which was hosted by the Vice Governor and attended by all the priests and Brothers in Isabela, and Bishops from other dioceses/provinces.

b. ASSESSMENT AND EVALUATION OF THE PGI FOR THE 2023 SEAL OF GOOD LOCAL GOVERNMENT

The PA led the PGI Departments and Office Heads in the activity, from the self-evaluation stage through the gathering of the documents in support of implementation of the projects, to the fund utilization processes and other concerns related to the SGLG 2023, all the way to the presentation / defense during the final validation. The PGI was found to have complied will all the standards and protocol

measures of the SGLG during the June Final Evaluation by the Regional Office, and once again, as in all the years it has been undergoing the SGLG assessment, the PGI was conferred with the Seal for the year.

c AUDIT SUPERVISION FOR ISO 9001:2015 CERTIFICATION

The PA assisted all PGI departments and offices in the final audit of all PGI offices. Designated ISO Auditors of the PA Office submitted control procedures in the PA Office which also underwent a smooth audit by ISO Auitors. The Audit yielded Zero non-compliance in all PGI offices audited. The PGI received the certification in mid-2023.

d. **COMMISSION ON AUDIT Matters**

The PA assisted the heads of the other PGI Departments in the March 27th Exit Conference with the COA-Isabela representatives. He provided guidance in the preparation of clarificatory responses to the COA memoranda.

e. Roll-Out Of The Budget
Operations Manual For LGUs In
Baguio City attended by Office
Heads, a few Senior Officers,
and BAC TWG representatives

III. OTHER ACCOMPLISHMENTS

WEBSITE ADMINISTRATION

This activity refers to the daily management of the Website, uploading of documents in compliance with national policy and laws, and correcting or taking down of content as necessary.

- 1. The PA Office uploaded 4,379 documents in 2023, consisting of:
 - a. 431 Monthly Accomplishment Reports of PGI Departments and Offices
 - b. 32 Executive Orders
 - c. 3314 Bids & Awards documents
 - d. 149 Hospital Inventory Reports
 - e. 52 Financial Documents for the Full Disclosure (Transparency) Portal in compliance with the law
 - f. 37 Organizational Charts
 - g. 342 SP Ordinances and Resolutions
 - h. Other documents

EMAIL ACCOUNT MANAGEMENT

Monitoring and organizing documents emailed to the PGI, the Governor, and

The PA Office through its ICT Unit restored the PGI Website after a hacking incident in October.

8,241 E-mails were received and printed out for the perusal, review, comment, approval or any other action of the PA and the Governor

	the PA, and acknowledging receipt of and forwarding the same	
OTHER ACCOMPLISHMENTS/ SPECIAL ASSIGNMENTS In representation of the Office of the Governor As the Chief Administrative and Operations Officer and Technical Assistant/Adviser to the Governor In support of the PGI Office Heads and their departments In support of local culture and PGI institutional representation	This is a critical function to ensure the participation of the Governor in all phases of policy and program implementation towards the achievement of PGI goals and in compliance with national directives.	87 Major Meetings were presided over by the Provincial Administrator in representation of the Office of the Governor or as Head of the various PGI Departments and Offices. Included were meetings on the following: Ease of Doing Business Budget Authorization Coordination with INHS re Service Caravan SK Federation Election Provincial School Board on May 19th, PDRRMC on pre-emptive evacuation and other activities due to Typhoon MAWAR Provincial Youth Advisory Council, PYDC, SKFF, LIBRO 2nd Joint Quarterly Meeting Presentation of the Comprehensive Land Use Plan Budget Manual Roll-Out Meeting of the Provincial Committee on Anti-Red Tape chaired by the PLO-June TESDA 2nd Quarter Meeting on June 8th Investment Code provisions Meeting Provincial School Board Meeting on CAVRAA The Expanded Finance Team 2024 PGI Budget Bagong Pilipinas Service Caravan (2 times) Regional IPMR Selection MAIP Fund Utilization Implementation of EO 41 (nontaxing of passing-through vehicles) Landbank interest Rates SMFI Application for the Grant of Fiscal Incentives under the Investment & Incentives Under the Investment & Incentives Code of Isabela on August 11th The PA assisted the Isabela Tourism Office in the Sangguniang Panlalawigan Committee deliberations on the Provincial tourism Code in March He assisted the Governor in the 2nd Quarter 126th Joint RDC Full Council and Advisory Committee Meeting in April 12th, and the RDC2 Quarterly Meeting on August 19th The PA also designed the year's Christmas Park at the Queen Isabela Park and with his team, organized the lighting of the venue with Vice Governor Dy in attendance on December 15th. The transformation of Queen Isabela Park into a Christmas attraction has become a yearly tradition of the PGI to treat the constituency to a festival of lights as well as a food bonanza. The PGI is able to also generate income on the side, throughout the duration of the installed

	Christmas attractions which included a Carousel that offers free rides.
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Prepared by:

(SGD.) Rodessa D. LachicaSupervising Administrative Officer
Office of the Provincial Administrator

Figures verified by:

(SGD.) Claire P. PaguiriganSAO, Office of the Provincial Administrator

(SGD.) Marvin C. Vehemente Head-BAC Secretariat

APPROVED:

NOEL MANUEL R. LOPEZ
PROVINCIAL ADMINISTRATOR
OFFICE OF THE PROVINCIAL ADMINISTRATOR