

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of **NOVEMBER 2023**

The 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 of the Governor, and the *Authorized Signatory for the Governor* in many financial transactions. This is why the Office acts as the central clearing house of all communications and documents, for the final action of the Office of the Governor or the PA Office.

ISO Form- Accomplishment Report

PROGRAM/ PROJECT/ ACTIVITY	DESCRIPTION	STATUS/ACCOMPLISHMENT/REMARKS																																	
FOCUS AREAS																																			
I. RESOURCE MANAGEMENT																																			
FISCAL RESOURCE	This activity involves the processing of financial transactions to ensure the judicious utilization of PGI funds. It entails the review and screening of financial & finance-related documents as to their completeness and correctness before submission for the approval & signature of the Governor and/or the Provincial Administrator, and the release of funds by the Provincial	<div>The following documents were reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the P.A. and/or the Governor:</div> <table><tr><th colspan="3">FINANCIAL DOCUMENTS</th></tr><tr><th>Type</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>a. Obligation Requests</td><td>958</td><td>P254,553,342.20</td></tr><tr><td>b. Disbursement Vouchers</td><td>1,499</td><td>P353,000,799.79</td></tr><tr><td>c. Purchase Requests</td><td>211</td><td>P327,144,557.20</td></tr><tr><td>d. Purchase Orders</td><td>112</td><td>P32,635,183.46</td></tr><tr><td>e. Requisition & Issue Slips</td><td>82</td><td>P1,298,478.35</td></tr><tr><td>f. Checks</td><td>4,400</td><td>P158,116,141.85</td></tr><tr><td>g. Monetization Requests</td><td>8</td><td>P164,807.50</td></tr><tr><td>h. Transmittal - Salaries & Wages</td><td>52</td><td>P154,726,652.59</td></tr><tr><td>TOTAL</td><td>7,322</td><td>P1,126,748,502.85 (a to f only)</td></tr></table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	958	P254,553,342.20	b. Disbursement Vouchers	1,499	P353,000,799.79	c. Purchase Requests	211	P327,144,557.20	d. Purchase Orders	112	P32,635,183.46	e. Requisition & Issue Slips	82	P1,298,478.35	f. Checks	4,400	P158,116,141.85	g. Monetization Requests	8	P164,807.50	h. Transmittal - Salaries & Wages	52	P154,726,652.59	TOTAL	7,322	P1,126,748,502.85 (a to f only)
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	<p>Treasury thereafter. Processing also involves recommending corrections and additional attachments to the documents as may be necessary, in accordance with policy, pursuant to applicable laws, and to satisfy all government audit requirements.</p>	<table><tr><th colspan="3">BID & BID-RELATED DOCUMENTS</th></tr><tr><th colspan="3">Goods and Infra & Services</th></tr><tr><td>i. Approved Budget for Goods</td><td>8</td><td>P114,443,820.07</td></tr><tr><td>j. Approved Budget for Infrastructure & Services</td><td>3</td><td>P22,499,998.91</td></tr><tr><td>k. BAC Resolutions for Goods</td><td>7</td><td>P73,000,180.13</td></tr><tr><td>l. BAC Resolutions for Infrastructure & Services</td><td>4</td><td>P36,825,533.19</td></tr><tr><td>m. Notices of Award for Goods</td><td>5</td><td>P68,523,170.13</td></tr><tr><td>n. Notices of Award for Infrastructure & Services</td><td>4</td><td>P36,825,533.19</td></tr><tr><td>o. Contract Agreement for Goods</td><td>5</td><td>P61,993,722.13</td></tr><tr><td>p. Contract Agreement for Infrastructure & Services</td><td>4</td><td>P36,825,533.19</td></tr><tr><td>q. Notice to Proceed for Goods</td><td>6</td><td>-</td></tr><tr><td>r. Notice to Proceed for Infrastructure</td><td>4</td><td>-</td></tr><tr><td colspan="2">Total Goods</td><td>P 61, 993, 722.13</td></tr><tr><td colspan="2">Total Infra</td><td>P 36, 825, 533.19</td></tr></table>	BID & BID-RELATED DOCUMENTS			Goods and Infra & Services			i. Approved Budget for Goods	8	P114,443,820.07	j. Approved Budget for Infrastructure & Services	3	P22,499,998.91	k. BAC Resolutions for Goods	7	P73,000,180.13	l. BAC Resolutions for Infrastructure & Services	4	P36,825,533.19	m. Notices of Award for Goods	5	P68,523,170.13	n. Notices of Award for Infrastructure & Services	4	P36,825,533.19	o. Contract Agreement for Goods	5	P61,993,722.13	p. Contract Agreement for Infrastructure & Services	4	P36,825,533.19	q. Notice to Proceed for Goods	6	-	r. Notice to Proceed for Infrastructure	4	-	Total Goods		P 61, 993, 722.13	Total Infra		P 36, 825, 533.19
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HUMAN RESOURCE	<p>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 HR-related matters, ensures the responsiveness of personnel, and supervises all HR initiatives and programs towards that end, including awards and incentives, recruitment and screening, merit promotion, and career development.</p>	<p>The PA reviewed and approved the following processed Appointments of 2 PGI employees who underwent screening by the HRMPSB. They are Admin Assistants in the MADH.</p> <p>The appointments and contracts of 5 personnel in the SP Secretary's Office were also reviewed.</p> <p>On November 15th the PA Office provided Resource Speakers to the Seminar organized and conducted by the Office of the Governor. The topics were on the basics in writing <i>Transmittal and Request Letters and Etiquette</i>.</p> <p>The PA Office approved the attendance of 146 employees in 13 Trainings/Seminars organized and conducted by either government institutions or private organizations, except one (1) which was organized by the PA Office and held in the PGI amphitheater.</p> <ol style="list-style-type: none">1) PASWI National Convention in Cebu City attended by ASWDO Gina Rivero and 6 other Social Workers of the PSWDO2) Roll-Out of the Budget Operations Manual for LGUs in Baguio City																																										

		<p>attended by Office Heads, a few senior officers, and BAC TWG representatives</p> <p>3) Training for Trainers on Animal Feeding Technology in Batangas, attended by PVET's Vet II Baracao</p> <p>4) National Conference of Filipino Foresters attended by the ENRO and 3 of his Senior Officers</p> <p>5) Local Climate & Disaster Resilience attended by the PDRMO and ENRO</p> <p>6) Ease of Doing Business Summit, attended by Atty. Yasto and Ms. Pintucan of the PA Office</p> <p>7) Program Review Evaluation Workshop, attended by Ms. Pestanio of the PPDO</p> <p>8) 1st EcoTourism and Environmental Summit, attended by Ms. Cabalonga and Ms. Zabala of ENRO</p> <p>9) Training on Labor Trafficking, attended by ASWDO</p> <p>10) Training on Case management Guide for Insurgent Returnees</p> <p>11) Seminar on Freedom of Information System</p> <p>12) Seminar on Diversity, Equity, and Inclusion (DEI) and Management of Multi-Generational Workforce dubbed as "Different But The Same" organized by the Office of the PA.</p> <p>All post-activity/training reports submitted by the employees were subsequently reviewed and approved by the PA.</p>
PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted 14 requests for the use of PGI facilities : 8 requests for the GFNDY Session Hall, 2 for the Blue Room, 11 for the Food Court, and 2 for the Isabela Sports Complex.
II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING		
POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION,	This function entails the preparation of Executive Issuances (Orders & Memoranda) emanating from	<p>By Authority of the Governor, the PA Office processed and approved 1043 OFFICE ORDERS (including Travel Orders) in November.</p> <p>111 Orders were issued to render overtime work. These were mostly for employees of</p>

AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO	<p>the Governor or the Provincial Administrator, and the implementation, coordination, and monitoring of programs, projects, and activities. It includes the receipt, recording, and filing of documents related to policies and programs, that are addressed to the PA Office or to the Governor thru the PA Office, and coming from other government and non-government offices. It also involves the processing of these documents according to the required action-- approval, signature, clarification, coordination. Incoming Documents include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>the OPE, GSO, PTO, PGO, Admin Office, and Accounting. 12 Orders were issued to personnel for tasks outside the Capitol Compound.</p> <p>920 of these were Travel Orders to attend to field assignments, participate in trainings and seminars, or transmit communicationso to LGUs outside the Provincial Capitol. Locations cited Metro Manila, Tuguegarao City, Dilasag in Aurora, Bayombong in Nueva Vizcaya, and Santiago City.</p> <p>A total of 493 documents was recorded by the office as INCOMING COMMUNICATIONS. These are:</p> <p>103 Request Letters were received and processed:</p> <ul style="list-style-type: none">57 for Financial, Medical, Educational Assistance14 for Facility use (GFND Session Hall, Blue Room, the Capitol Grounds, and Balay6 for Recommendations for Employment26 for Endorsement <p>212 Letters from National Offices such as DICT, DILG, DA, DOT, PNP, DTI, DENR, DOH, and DSWD.</p> <p>65 Invitations, including those from:</p> <ul style="list-style-type: none">DICT – for Ikaunch of ELGU softwareDTI for Opening of Rattan Processing CentreLNA AssessmentPCO Freedom of Information Forum <p>2 Letters re Intent to Retire:</p> <ul style="list-style-type: none">Jocelyn Roque of PTORolly Callejo of OPE <p>89 Reports including:</p> <ul style="list-style-type: none">Monthly Accomplishment reports of all PGI Departments <p>590 Leave Applications were reviewed by the Office and approved by the PA</p> <p>Other Documents received by the PA Office included Application Letters, Billing Statements, Resolutions from LGUs,</p> <p>The PA Office released the following documents (OUTGOING COMMUNICATIONS) :</p>
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III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 294 documents, including 35 Accomplishment Reports, 224 BAC Documents, 19 SP Ordinances and Resolution 13 Hospital Inventories, 3 Executive Orders
	Monitoring and organizing the	The Office received 532 emailed documents in November, and forwarded the same to the


Email Account Management	emailed documents, and receiving and forwarding the same	persons concerned or in-charge of the <i>Incoming Communications</i> . The emails included Travel Orders of PGI personnel from hospitals outside of the City of Ilagan, for the PA's signature, Reports, Proposals, and Correspondence from PGI Offices, National Agencies, and the private sector.
Meetings/ In representation of the Office of the Governor, as the Chief Administrative and Operations Officer, and in support of the PGI Office Heads and their departments	This is a critical support 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.	The PA attended to 4 Bid Openings, 4 Pre-Bids, and the following meetings: Budget Manual Roll-Out Ease of Doing Business Budget Authorization Coordination with INHS re Service Caravan SK Federation Election ISO Audit Preparations A meeting with the Governor Certified Administrator's League Meeting

Figures verified by:


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