

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report CY 2022

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 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.

2022 is characterized by the further easing of COVID -19 restrictions in the workplace. In the PA Office, there was a substantial increase in the number of documents physically received by the Staff although the “e-mail only” policy remained and the office window transactions continued. The number of face-to-face transactions with guests and clients of the PA Office also notably increased while online/zoom gatherings were maintained in most activities of similar nature. The transition facilitated many inter-office transactions as there is no denying the urgent nature of the action/output required from and by the PA Office and the bulk of POLICY AND FINANCIAL documents processed in the office on a daily basis.

Throughout the year, the Office ensured prompt, efficient, and effective administrative support to the workforce, technical assistance to the Office of the Governor, and feasible planning, decision-making, and policy/program implementation activities while staying attuned to the needs of the sectors of agriculture, OFW, youth, education, micro-small-and medium enterprises (MSME), and disaster-vulnerable sectors, and the general clientele of the PGI in the processing and completion of the following key accomplishments of the office:

PROGRAM/ PROJECT/ ACTIVITY	DESCRIPTION	STATUS/ACCOMPLISHMENT/REMARKS																																																																		
FOCUS AREAS																																																																				
I. RESOURCE MANAGEMENT																																																																				
<p>Management of FISCAL RESOURCES</p>	<p>This activity involves the processing of financial documents representing transactions by and with the PGI, 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 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>	<p>Reviewed as to completeness and correctness, and forwarded for final review, approval, or signature/initials of the PA:</p> <table border="1" data-bbox="813 667 1308 1128"> <thead> <tr> <th colspan="3">FINANCIAL DOCUMENTS</th> </tr> <tr> <th>Type</th> <th>Quantity</th> <th>Amount/Value</th> </tr> </thead> <tbody> <tr> <td>a. Obligation Requests</td> <td>13,109</td> <td>P2,651,920,801.38</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td>14,108</td> <td>P4,746,702,235.79</td> </tr> <tr> <td>c. Purchase Requests</td> <td>2,115</td> <td>P1,259,581,520.41</td> </tr> <tr> <td>d. Purchase Orders</td> <td>1,923</td> <td>P254,752,027.28</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td>2,397</td> <td>P238,481,840.07</td> </tr> <tr> <td>f. Checks</td> <td>4,849</td> <td>P754,885,146.18</td> </tr> <tr> <td>g. Monetization Requests</td> <td>306</td> <td>P 5,808,412.19</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td>605</td> <td>P584,568,202.01</td> </tr> <tr> <td>TOTAL</td> <td>39,412</td> <td>P10,496,700,185.29</td> </tr> </tbody> </table> <table border="1" data-bbox="813 1236 1289 1859"> <thead> <tr> <th colspan="3">BID & BID-RELATED DOCUMENTS Infra and Goods & Services</th> </tr> </thead> <tbody> <tr> <td>i. Infra Contract Agreement</td> <td>144</td> <td>P947,741,087.69</td> </tr> <tr> <td>j. Good & Services Contract Agreements</td> <td>74</td> <td>P701,569,595.57</td> </tr> <tr> <td>k. BAC Resolutions for Infrastructure</td> <td>17</td> <td></td> </tr> <tr> <td>l. BAC Resolutions for Goods & Services</td> <td>65</td> <td></td> </tr> <tr> <td>m. Approved Budget for Goods & Services</td> <td>74</td> <td></td> </tr> <tr> <td>n. Notices of Award for Infra</td> <td>141</td> <td></td> </tr> <tr> <td>o. Notices of Award for Goods & Services</td> <td>76</td> <td></td> </tr> <tr> <td>p. Notice to Proceed for Infra</td> <td>139</td> <td></td> </tr> <tr> <td>q. Notice to Proceed for Goods & Services</td> <td>76</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>806</td> <td>P1,649,310,683.26</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	13,109	P2,651,920,801.38	b. Disbursement Vouchers	14,108	P4,746,702,235.79	c. Purchase Requests	2,115	P1,259,581,520.41	d. Purchase Orders	1,923	P254,752,027.28	e. Requisition & Issue Slips	2,397	P238,481,840.07	f. Checks	4,849	P754,885,146.18	g. Monetization Requests	306	P 5,808,412.19	h. Transmittal - Salaries & Wages	605	P584,568,202.01	TOTAL	39,412	P10,496,700,185.29	BID & BID-RELATED DOCUMENTS Infra and Goods & Services			i. Infra Contract Agreement	144	P947,741,087.69	j. Good & Services Contract Agreements	74	P701,569,595.57	k. BAC Resolutions for Infrastructure	17		l. BAC Resolutions for Goods & Services	65		m. Approved Budget for Goods & Services	74		n. Notices of Award for Infra	141		o. Notices of Award for Goods & Services	76		p. Notice to Proceed for Infra	139		q. Notice to Proceed for Goods & Services	76		TOTAL	806	P1,649,310,683.26
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<p>Management of HUMAN RESOURCES</p>	<p>This refers to the activities initiated, intensified, and generally implemented by the PA as the Chief Administrator of the PGI personnel program and the</p>	<p>1. Addressed Employee Needs and Implemented Incentive Program</p> <p>The PA Organized program to present Outstanding Performers in the different PGI Departments, and distinguishing the Most Outstanding among them.</p> <p>Granted requests for <i>Monetization of Leave Credits</i> to 306 employees.</p>																																																																		

	<p>chief authority providing administrative support to the workforce.</p> <p>These include boosting personnel morale and granting incentives in accordance with national policy; efforts to increase awareness and responsiveness; enhancing competencies; improving output, and; developing capacities.</p>	<p>Ensured the release of the PGI employees' mid-year bonus and cash gift, 14th month and cash gift, Performance-Based Bonus, Productivity Enhancement Incentive, Service Recognition Incentive, monthly rice allowances, and grocery packs.</p> <p>The PA also returned to the HR Merit and Promotions Board in August 2022 as its Vice Chairman. The reconstituted HRMPSB held 5 screening sessions with the PA in 2022, filling up vacant PGI plantilla positions, including those of the Provincial PESO Manager, Assistant Provincial Assessor, Supervisory items, and entry level positions.</p> <p>2. Conducted Annual PA Staff Development Courses with Collaborating Offices and guest attendees from other offices</p> <p>Organized the December 21-22 Staff Development Course on Devolution and Capacity Development, and the Devolution Communication Plan/Strategy in support of the ongoing implementation of the Full Devolution Program of the National Government.</p> <p>The activity also imparted knowledge on Cooperative Membership, Etiquette, and Ecumenism in the workplace. This undertaking benefitted 100 attendees comprised by the 79 from the 4 collaborating offices and 21 representatives of PGI offices with devolved services and functions, and those involved in the Devolution transition. Actual total attendees reached 107. Participants were provided meals and snacks, seminar kits, activity uniforms, and IDs.</p> <p>Organized the December 27/22 Orientation Course dubbed "<i>Unboxing: Protocol Pointers, Online Conduct to Learn and SocMed Phrases to Unlearn.</i>" This activity of the 4 collaborating offices was opened to all PGI Offices, via their respective Designated Protocol Offices. Office Heads who wanted to attend nevertheless, were also present, including the Provincial Information Officer, Provincial Treasurer, Provincial PESO Manager, the Coastal Development Head, and the Acting Provincial Public Safety Officer. Participants numbered 124, 79 coming from the 4 collaborating offices and 45 from other PGI departments.</p> <p>3. Approved Personnel Participation in PGI and Extra-PGI Trainings & Seminars</p> <p>11 members of the PA Staff performing distinct roles and assignments in the PA Office attended trainings and workshops</p>
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	<p>on Zoom, via hybrid platform, within the PGI premises, or in locations including Manila, Tagaytay City, Cebu City, Makati City, Nueva Vizcaya, and Cauayan City. These were conducted by PGI Authorities (Public Safety Office, PDRMO), private entities, government offices, and government-affiliated organizations. The trainings were on public safety, basic life support and first-aid, fiscal management, data management, preparation of bid notices and award notifications, compliance with RA 9184 or the Government Procurements Reform Act, and amendments thereto.</p> <p>All Certified Public Accountants (CPAs) in the PA Office were allowed to attend and participate in CPA continuing professional advancement seminars and activities conducted anywhere in the country.</p> <p>The Provincial Administrator himself underwent, and was the top finisher of, the <i>Certification Course for Provincial Administrators</i> conducted by the Asian Center for Global Best Practices. The online course commenced with an in-person gathering in Makati City.</p> <p>4. Revitalized the Isabela Provincial Employees Multi-Purpose Cooperative (IPEMPC)</p> <p>In response to the general clamor of members and officers demonstrated in open assembly, the PA assumed the Chairmanship of the Cooperative in the subsequent General Assembly in September. The PA accepted the mandate in recognition of the need of PGI employees to have a pro-active, well-supported, and consistently responsive Employees Cooperative and mutual aid system that can address employee needs for credit, cheaper consumer goods, health assistance, among others.</p> <p>Board members were also elected and the newly reconstituted Cooperative immediately set up a consumer goods store called TIENDA ISABELA PEMPC that became operational by October. As membership significantly swelled, patronage of the store via credit or cash by members increased, and intensified through December when the IPEMPC</p>
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		<p>responded to the huge demand in packed holiday goods.</p> <p>In support of the IPEMPC, the PA sought the issuance of an Executive Order by the Governor, directing PGI offices to source 5% of their procurements based on their submitted Total Procurement Value, from local providers, the IPEMPC included, and this also increased patronage of the Coop. The PA also sought the members of the Sangguniang Panlalawigan to extend Financial Assistance to the Cooperative at the onset of the revitalization efforts.</p> <p>To increase understanding among employees about the benefits of membership in a Cooperative, the PA incorporated a lecture on the subject in the annual year-end PA Office Staff Development Seminar. A member of the IPEMPC Board, Atty. Jenny Flor Manantan, conducted the lecture.</p> <p>Through Atty. Manantan, the IPEMPC under the Chairmanship of the PA, also completed the amendments to the Coop By-Laws and submitted the same to the Cooperative Development Authority Regional Office for registration.</p> <p>5. Sustained the Anti-COVID Campaign</p> <p>The PA arranged with the Provincial Health Office to administer to PGI Employees their 2nd vaccinations to complete the Primary Vaccination Series of the PA Staff, and their 1st and 2nd Boosters.</p> <p>Disinfection of the PA Office, the PGI Offices, the GFNDY Session Hall, and all Conference Rooms continued throughout the year.</p> <p>6. Managed the Registration and Accreditation of the Isabela Provincial Employees Association (IPEA)</p> <p>The Office of the PA managed the organization of the 1,509-strong IPEA, the constitution of its officers and committees, and its registration with the Department of Labor and the Civil Service Commission in 2022. The PA also guided the Union in the preparation of its Constitution and By-Laws, and through its Accreditation process which is expected to be completed in 2023.</p>
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<p>Management of PHYSICAL RESOURCES</p>	<p>This pertains to the utilization of the following physical facilities or assets for events, by entities other than the PGI and its offices.</p>	<p>1. Authorized use of GFND Session Hall</p> <p>With the easing of COVID-19 restrictions, requests to use the Hall as a venue for official functions by different entities were granted by the office, subject to the the limitations imposed on the movement of the fixtures within. For 2022, the Hall was utilized for graduation and recognition ceremonies of the Casa del Niño Montessori, Montessori Education Center of Asia Pacific; COMELEC gatherings related to the Elections of May 2022; a forum by the Philippine National Police, and; a conference by the Fraternal Order of Eagles – Luzon Chapter.</p> <p>2. Authorized Use of the Queen Isabela Park</p> <p>The PA communicated a list of reminders and directions to the organizers of the annual gathering of non-Catholic Christian organizations, JESUS REIGNS which sought permission to use the park as a venue for its annual congregation. The reminders were for the organizers and participants to tidy up the park after use and support the PGI in the maintenance of the different areas in the park. This helped in the reduction of maintenance costs and man-hours spent by the PGI Utility Workers after the event.</p> <p>3. Rationalized Use of PGI Buses</p> <p>For the protection of the PGI employees from COVID-19, PGI buses have been utilized since mid-2020 to ferry employees living outside of the City of Ilagan. In 2022, organizations and government offices requesting the use of the buses were granted Financial Assistance for fuel requirements, in lieu of the bus use.</p> <p>4. Authorized Use of Isabela Sports Complex</p> <p>The Full Gospel Church of Ilagan was granted permission to use the facility for its one-day Sports Fest on December 8, 2022. 80 members of the church held volleyball, basketball, and badminton Games in the Complex.</p>
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<p>II. POLICY DEVELOPMENT, IMPLEMENTATION, & COORDINATION</p>		
<p>PREPARATION OF EXECUTIVE ISSUANCES AND, PROCESSING, TRANSMITTAL OF DOCUMENTS RELATED TO THE IMPLEMENTATION OF POLICIES AND PROGRAMS, PLANS, AND THE CONDUCT OF PROJECTS AND ACTIVITIES RELATED THERETO</p>	<p>This function of the PA Office entails the monitoring 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 It also involves the processing of these documents from PGI offices, other government offices, non-government offices, and individuals. These documents are processed according to the required action-- approval, signature, clarification, coordination-- all</p>	<p>1. The PA Office prepared/processed the following documents:</p> <p>a. OFFICE ORDERS. A cumulative number of 10,632 Office Orders were prepared by the PA Office, signed by the PA by Authority of the Governor, and issued in 2022. About two thirds of these were Travel Orders as the number of in-person seminars and trainings went up by the second quarter of the year due to the easing of COVID-19 protocols. Most Orders for Overtime Work were related to the construction work for the Christmas Village at the Queen Isabela Park and on the initial work on the Bambanti Festival in January 2023.</p> <p>b. 41 MEMORANDA were prepared by the PA Office in 2022. Administrative matters tackled by the Memos include the policy on Biometrics, on-time submission of accomplishment reports, the administration of COVID-19 Booster shots, and processing of transportation, miscellaneous, and daily travel expenses of PGI employees. Also included are program implementation directives such as on the Ease of Doing Business Law, the 4-day workweek as an energy conservation initiative, the Brigada Eskwela activity, DILG issuances, and submission of reports and other documents such as SGLG documents, Peace & Order & Public Safety (POPS) and Anti-Drug Abuse Council (ADAC) Performance Audit Reports, and the activities of the Provincial Committee on Anti-Red Act (PCART).</p>

	<p>of which have to do with policy formulation, implementation, and coordination</p> <p>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.</p>	<p>c. 41 EXECUTIVE ORDERS were prepared by the PA Office. 32 of which are on organization of committees and other special bodies, 8 on the conduct of specific projects, and 1 on the declaration of a non-working day for the annual conduct of Todas Dengue, Todo Na 'To .</p> <p>d. INCOMING DOCUMENTS /CORRESPONDENCE. The PA Office received 10,437 documents and processed the same accordingly. Included in these are 34 letters expressing Intent to Retire, 4,471 Leave Applications, requests for Financial Assistance addressed to the Governor and coursed through the PA Office, requests for PGI facility use, requests for travel order, requests for recommendations and endorsements, Policy and Program-related coordination papers, proposals for study and approval, reports to national agencies, and post-activity reports.</p> <p>e. OUTGOING COMMUNICATIONS The PA Office prepared 206 documents for the signature of the Governor. Of these, 30 were letters to various offices and individuals; 68 Recommendations; 33 Endorsements; 30 Authority to Travel documents, and; 45 Dispensation papers. The office also prepared and transmitted 32 letters to government offices, signed by the Provincial Administrator.</p> <p>f. SPECIAL ORDERS. 91 Special Orders were prepared by the PA Office and issued by the Governor in 2022. 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.</p> <p>2. The PA conducted overall monitoring of programs, projects, and activities implemented by the PGI departments and offices. Chief of these are the following:</p> <p>a. IMPLEMENTATION OF DEVOLUTION The PA attended all orientation meetings on the implementation of full devolution pursuant to Executive Order 138 of</p>
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	<p>President Duterte. He was tasked to map out the Capacity Development Plan of the PGI to ensure that functions and services devolved to the PGI offices and personnel are effectively and efficiently discharged and delivered.</p> <p>In relation to this, the PA tapped his annual development program for his staff, and invited representatives from other PGI offices to create more awareness and understanding of the concept of Devolution. It was at this seminar that the Devolution Transition Plan by the PPDC and the Communication Development Plan by the PIO were also discussed.</p> <p>b. AUDIT FOR ISO CERTIFICATION</p> <p>The PA assisted all PGI departments and offices in the pre-audit, audit, and final audit phases of the Certification process for ISO 9001:2015 Quality Management System. Remaining recommendations were acted upon, control procedures were smoothened out, and the final audit yielded Zero non-compliance in all PGI offices audited. The PGI is awaiting the official certification of the body in early 2023.</p> <p>Designated ISO Auditors of the PA Office submitted control procedures in the PA Office and also underwent a smooth audit on the same.</p> <p>c. 1M TREES REFORESTATION PROJECT</p> <p>The Office of the PA and the Provincial Environment and Natural Resources Office led the implementation of the Bamboo planting component of the 1M Reforestation Target Action (RTA) project conceived by the Office of the Governor through the Office of the PA. The PA rallied tree planting volunteers from national offices, the private sector, and the PGI workforce who planted Almost 500,000 bamboo propagules on river embankments and other areas in the vicinity of rivers and waterways all over the province. The PA Staff members accomplished their assigned riverbank bamboo panting tasks in Cabagan, Isabela.</p> <p>d. SUSTAINED ANTI-DENGUE CAMPAIGN</p> <p>Amid the still-tight COVID-19 health protocols during the first half of 2023, the</p>
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		PA directed PGI departments to sustain the implementation of the annual PGI anti-dengue campaign "Todas Dengue, Todo Na To." In July, all employees were instructed to undertake clean-up activities in their homes and communities to destroy mosquito breeding areas. National agencies like the DepEd, PNP, AFP, BFP who are part of the provincial campaign were directed to conduct the same in schools, waterways, and other areas with Dengue cases.
III. OTHER ACCOMPLISHMENTS		
WEBSITE MANAGEMENT	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 the following documents in 2022: <ul style="list-style-type: none"> a. Monthly Reports of PGI Departments and Offices b. Executive Orders c. Bid documents d. Hospital Inventory Reports e. Financial Documents for the Full Disclosure (Transparency) Portal in accordance with the law
REPRESENTATION of the Governor		2. The PA represented the Governor and presided in zoom and in-person meetings of the Provincial Development Council, Child Protection Council, Peace and Order Council, and other special bodies chaired by the Governor. He took note of the new directions, issues, and motions adopted by the bodies for basis and consideration in the preparation of documents related to the subjects discussed.
THE GOVERNOR'S CHRISTMAS VILLAGE PROJECT		3. The PA conceptualized and directed the implementation of the Governor's Christmas Village Project at the Queen Isabela Park. The PA Staff assisted Personnel from the Provincial General Services and the Engineering Office in the construction of park decorations and other Christmas ornaments. A brief Lighting Ceremony was held to open the park to the public on December 15 th . ***

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