

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of **DECEMBER 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	<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>2,211</td><td>P744,898,497.33</td></tr><tr><td>b. Disbursement Vouchers</td><td>2,223</td><td>P249,851,409.61</td></tr><tr><td>c. Purchase Requests</td><td>171</td><td>P215,283,351.73</td></tr><tr><td>d. Purchase Orders</td><td>87</td><td>P20,266,731.32</td></tr><tr><td>e. Requisition & Issue Slips</td><td>198</td><td>P78,099,205.44</td></tr><tr><td>f. Checks</td><td>1,833</td><td>P107,294,533.96</td></tr><tr><td>g. Monetization Requests</td><td>3</td><td>P64,927.00</td></tr><tr><td>h. Transmittal - Salaries & Wages</td><td>84</td><td>P215,608,771.65</td></tr><tr><td>TOTAL</td><td>6,810</td><td>P1,415,693,729.39 (a to f only)</td></tr></table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	2,211	P744,898,497.33	b. Disbursement Vouchers	2,223	P249,851,409.61	c. Purchase Requests	171	P215,283,351.73	d. Purchase Orders	87	P20,266,731.32	e. Requisition & Issue Slips	198	P78,099,205.44	f. Checks	1,833	P107,294,533.96	g. Monetization Requests	3	P64,927.00	h. Transmittal - Salaries & Wages	84	P215,608,771.65	TOTAL	6,810	P1,415,693,729.39 (a to f only)
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	<p>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>	<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>4</td><td>P7,799,500.00</td></tr><tr><td>j. Approved Budget for Infrastructure & Services</td><td>5</td><td>P92,999,986.28</td></tr><tr><td>k. BAC Resolutions for Goods</td><td>6</td><td>P101,148,349.82</td></tr><tr><td>l. BAC Resolutions for Infrastructure & Services</td><td>3</td><td>P22,482,130.68</td></tr><tr><td>m. Notices of Award for Goods</td><td>8</td><td>P105,625,359.82</td></tr><tr><td>n. Notices of Award for Infrastructure & Services</td><td>3</td><td>P22,482,130.68</td></tr><tr><td>o. Contract Agreement for Goods</td><td>9</td><td>P107,067,507.82</td></tr><tr><td>p. Contract Agreement for Infrastructure & Services</td><td>3</td><td>P22,482,130.68</td></tr><tr><td>q. Notice to Proceed for Goods</td><td>9</td><td>-</td></tr><tr><td>r. Notice to Proceed for Infrastructure</td><td>3</td><td>-</td></tr><tr><td colspan="2">Total Goods</td><td>P 107,067,507.82</td></tr><tr><td colspan="2">Total Infra</td><td>P 22,482,130.68</td></tr></table>	BID & BID-RELATED DOCUMENTS			Goods and Infra & Services			i. Approved Budget for Goods	4	P7,799,500.00	j. Approved Budget for Infrastructure & Services	5	P92,999,986.28	k. BAC Resolutions for Goods	6	P101,148,349.82	l. BAC Resolutions for Infrastructure & Services	3	P22,482,130.68	m. Notices of Award for Goods	8	P105,625,359.82	n. Notices of Award for Infrastructure & Services	3	P22,482,130.68	o. Contract Agreement for Goods	9	P107,067,507.82	p. Contract Agreement for Infrastructure & Services	3	P22,482,130.68	q. Notice to Proceed for Goods	9	-	r. Notice to Proceed for Infrastructure	3	-	Total Goods		P 107,067,507.82	Total Infra		P 22,482,130.68
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<p>HUMAN RESOURCE</p>	<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 47 processed Appointments of PGI employees who underwent screening by the HRMPSB in previous months. The Appointments include those of 25 Nurses, 7 Nursing Attendants, Medical Officers and Specialists, Admin Aides, Engineers, and Nutritionist-Dieticians.</p> <p>The PA Office organized and conducted the Seminar "OFFICE GIZMOS- Understanding the Budget, Safe Spaces, Freedom of Information and Workplace Diversity" on December 20th. The activity was participated in by all the staffs of the PA Office, the Internal Audit and Control Office, the Provincial Youth Development Office, the Provincial MASA MASID Office, and the Provincial Public Safety Office. Two representatives of the HRMO were in attendance. All post-activity/training reports submitted by the employees were subsequently reviewed and approved by the PA.</p> <p>The PA also approved the attendance of certain employees 19 Trainings/Seminars, including the following :</p> <p>1) RA 9003 (Ecological Solid Waste Act) Orientation on Waste Diversion/Recycling</p>																																										

	<div><div><div>2) Training and Seminar on Capacity Building of LGU's, Planning and Design module (Bridge Engineering Design, Structural Modeling, Analysis and design of Building</div><div>3) Stakeholders Consultation workshop for the Regional Value Chain analysis (VCA) of Mushroom</div><div>4) Year end Regional Conference Seminar (Upbuilding Cagayan Valley Region's Treasurer's and Assessors as Catalysts of development, Excellence and reform (TACDER) in Local Governance)</div><div>5) People's Organizations Empowerment and Capability Training</div><div>6) Orientation on the Key Updates to the Current Treatment Guidelines for PMDT</div><div>7) Training on Standardized Procedures for the Integrated Pan-Respiratory Virus Surveillance (Batch 4)</div></div><div><p>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 an Ms. Emerita Molano of the Manuel Roxas District Hospital, who spent time after work to visit constituents and enlighten them about PGI's programs and projects so they could avail or participate in them.</p><p>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).</p><p>Five Department Heads were also cited for being Outstanding: PIO Atty. Liz Binag, PTO Ma. Theresa Araneta-Flores, PSO Kim Agbayani, MARDH COS Imelda Guillermo,</p></div></div>
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		<p>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.</p> <p>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:</p> <p>P1,000-worth of groceries from the Tienda (Coop) Productivity-Based Bonus Productivity Enhancement Incentive and Service Recognition Incentive</p>
PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted 4 requests for the use of the GFNDY Session Hall and the Blue Room.
II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING		
POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO	<p>This function entails the preparation of Executive Issuances (Orders & Memoranda) emanating from 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-</p>	<p>By Authority of the Governor, the PA Office processed and approved 694 OFFICE ORDERS (including Travel Orders) in the month of December.</p> <p>92 Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PBO, PGO, Admin Office, and Accounting. 6 Orders were issued to personnel for tasks outside the Capitol Compound and designation of OIC PVET and n the 3 hospitals</p> <p>596 of these were Travel Orders to attend to field assignments, participate in trainings and seminars, or transmit communications to LGUs outside the Provincial Capitol. Locations cited include Metro Manila, Baguio City, Tuguegarao City, Palanan, Maconacon, and Clark in Pampanga.</p> <p>A total of 609 documents was recorded by the office as INCOMING COMMUNICATIONS. These are:</p> <p>117 Request Letters were received and processed: 106 for Financial, Medical, Educational Assistance</p>


	<p>government offices.</p> <p>It also involves the processing of these documents according to the required action-- approval, signature, clarification, coordination.</p> <p>Incoming Documents include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>4 for Facility use (GFND Session Hall, Blue Room)</p> <p>12 for Recommendations for Employment</p> <p>5 for Endorsement</p> <p>98 Letters from National Offices such as the DILG, OP, DA, PHIC, DTI, DENR, DBM, DOT, DepED, PSA, COA, DOH, PNP, NFA, and DPWH.</p> <p>30 Invitations, including those from: DOH, CENRO, PSC, and DILG – for activities such as Safe Motherhood Program, and Consultative meetings</p> <p>4 Letters re Intent to Retire filed by: Lucy Cristobal of EDH Eden Salvador of GFNDMH Perfecto Macoco of GFND Lourdes dela Cruz of IPHO Estefania Abregado of CMO</p> <p>31 Reports and Proposals : Monthly Accomplishment reports of all PGI Departments, Activity Proposals, etc.</p> <p>590 Leave Applications were reviewed by the Office and approved by the PA</p> <p>305 Other Documents received by the PA Office included Application Letters, Billing Statements, Resolutions from LGUs,</p> <p>The PA Office released the following 14 documents (OUTGOING COMMUNICATIONS) :</p> <p>4 RECOMMENDATION LETTERS for Employment (ISU, ISELCO, 2nd Dist DPWH, and DEPED)</p> <p>3 ENDORSEMENTS addressed to the OP, DENR RO2, and DA RO2: Appointment of Atty. Mercado for Pros II position; Ms. Learnie Malayao,; and the request Wesley Saving MPC for mechanical dryer</p> <p>5 AUTHORITY TO TRAVEL ABROAD documents were prepared and processed by the PA Office for the signature of the Governor, for the following:</p> <ul style="list-style-type: none">- LCEs Capuchino and Bernardo- ITO Head Maranan- 3 employees <p>3 SPECIAL ORDERS were prepared: 2 for the designation of OICs and one for the</p>
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		<p>composition of the Management Support Unit(MSU) under the supervision of Provl Health Board: AO Erlindo Cauilan, Jr. and Liaison Offiicer Candace Galarpez</p> <p>1 Memorandum from the Governor was prepared by the PA Office</p> <p>2 Letters related to policy and program implementation addressed to the NTA (List of tobacco farmers) and DILG (transmittal letter of bank certificate for SGLG IF)</p> <p>The PA reviewed 13 Project Proposals including those from OPA, PYDO, and PDRRMC.</p>
III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 641 documents, including 55 Accomplishment Reports, 511 BAC Documents, 49 SP Ordinances and Resolution 12 Hospital Inventories, 11 Full Disclosure Policy Reports, and 1 Organizational Chart.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received 320 emailed documents in November, and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature, Reports, Proposals, and Correspondence from PGI Offices, National Agencies, and the private sector.</p>
<p>Special Assignments: In representation of the Office of the Governor</p> <p>As the Chief Administrative and Operations Officer</p> <p>In support of the PGI Office Heads and their departments</p> <p>In support of local culture and PGI institutional representation</p>	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.	<p>The PA attended to 5 Bid Openings, 2 Pre-Bids, and the following meetings:</p> <p>TESDA Matters DepED re Dinner for a Cause Meeting with Hospital Personnel at the EDH and MARDH to release Appointments and deliver messages on Promotion and Recruitment policies of the PGI</p> <p>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 destination 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 a minimal income on the side, throughout the duration of the installed Christmas attractions which included a Carousel that offers free rides.</p>

Figures verified by:


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APPROVED :


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