

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of AUGUST 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 Treasury	<p>The following documents were reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the PA:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;">FINANCIAL DOCUMENTS</th> </tr> <tr> <th style="text-align: center;">Type</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Amount/Value</th> </tr> </thead> <tbody> <tr> <td>a. Obligation Requests</td> <td style="text-align: center;">901</td> <td style="text-align: right;">P268,378,640.56</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,242</td> <td style="text-align: right;">P384,422,526.11</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">131</td> <td style="text-align: right;">P114,148,680.06</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">123</td> <td style="text-align: right;">P23,901,448.17</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td style="text-align: center;">81</td> <td style="text-align: right;">P1,410,382.36</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">1,285</td> <td style="text-align: right;">P112,598,090.75</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">22</td> <td style="text-align: right;">P329,909.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td style="text-align: center;">43</td> <td style="text-align: right;">P45,661,623.89</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">3,828</td> <td style="text-align: right;">P904,859,768.01 (a to f)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	901	P268,378,640.56	b. Disbursement Vouchers	1,242	P384,422,526.11	c. Purchase Requests	131	P114,148,680.06	d. Purchase Orders	123	P23,901,448.17	e. Requisition & Issue Slips	81	P1,410,382.36	f. Checks	1,285	P112,598,090.75	g. Monetization Requests	22	P329,909.00	h. Transmittal - Salaries & Wages	43	P45,661,623.89	TOTAL	3,828	P904,859,768.01 (a to f)
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	<p>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 border="1" data-bbox="792 261 1263 1021"> <thead> <tr> <th colspan="3" data-bbox="792 261 1263 336">BID & BID-RELATED DOCUMENTS Goods and Infra & Services</th> </tr> </thead> <tbody> <tr> <td data-bbox="792 336 1003 386">i. Approved Budget for Goods</td> <td data-bbox="1003 336 1101 386">7</td> <td data-bbox="1101 336 1263 386">P47,562,400.00</td> </tr> <tr> <td data-bbox="792 386 1003 436">j. Approved Budget for Infrastructure & Services</td> <td data-bbox="1003 386 1101 436">19</td> <td data-bbox="1101 386 1263 436">P154,957,907.70</td> </tr> <tr> <td data-bbox="792 436 1003 485">k. BAC Resolutions for Goods</td> <td data-bbox="1003 436 1101 485">1</td> <td data-bbox="1101 436 1263 485">P1,628,000.00</td> </tr> <tr> <td data-bbox="792 485 1003 535">l. BAC Resolutions for Infrastructure & Services</td> <td data-bbox="1003 485 1101 535">25</td> <td data-bbox="1101 485 1263 535">P127,670,589.34</td> </tr> <tr> <td data-bbox="792 535 1003 585">m. Notices of Award for Goods</td> <td data-bbox="1003 535 1101 585">1</td> <td data-bbox="1101 535 1263 585">P1,628,000.00</td> </tr> <tr> <td data-bbox="792 585 1003 635">n. Notices of Award for Infrastructure & Services</td> <td data-bbox="1003 585 1101 635">9</td> <td data-bbox="1101 585 1263 635">P43,872,011.57</td> </tr> <tr> <td data-bbox="792 635 1003 685">o. Contract Agreement for Goods</td> <td data-bbox="1003 635 1101 685">1</td> <td data-bbox="1101 635 1263 685">P1,628,000.00</td> </tr> <tr> <td data-bbox="792 685 1003 735">p. Contract Agreement for Infrastructure & Services</td> <td data-bbox="1003 685 1101 735">9</td> <td data-bbox="1101 685 1263 735">P43,872,011.57</td> </tr> <tr> <td data-bbox="792 735 1003 784">q. Notice to Proceed for Goods</td> <td data-bbox="1003 735 1101 784">1</td> <td data-bbox="1101 735 1263 784">-</td> </tr> <tr> <td data-bbox="792 784 1003 834">r. Notice to Proceed for Infrastructure</td> <td data-bbox="1003 784 1101 834">-</td> <td data-bbox="1101 784 1263 834">-</td> </tr> <tr> <td data-bbox="792 834 1003 884">TOTAL</td> <td data-bbox="1003 834 1101 884"></td> <td data-bbox="1101 834 1263 884">P45,500,011.57</td> </tr> <tr> <td data-bbox="792 884 1003 934"></td> <td data-bbox="1003 884 1101 934"></td> <td data-bbox="1101 884 1263 934">(Contract Agreements)</td> </tr> </tbody> </table>	BID & BID-RELATED DOCUMENTS Goods and Infra & Services			i. Approved Budget for Goods	7	P47,562,400.00	j. Approved Budget for Infrastructure & Services	19	P154,957,907.70	k. BAC Resolutions for Goods	1	P1,628,000.00	l. BAC Resolutions for Infrastructure & Services	25	P127,670,589.34	m. Notices of Award for Goods	1	P1,628,000.00	n. Notices of Award for Infrastructure & Services	9	P43,872,011.57	o. Contract Agreement for Goods	1	P1,628,000.00	p. Contract Agreement for Infrastructure & Services	9	P43,872,011.57	q. Notice to Proceed for Goods	1	-	r. Notice to Proceed for Infrastructure	-	-	TOTAL		P45,500,011.57			(Contract Agreements)
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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 released the attested Appointments of employees screened by the HRMPSB in recent months for promotion or permanent employment. The recipients of the new appointments included nurses and hospital staff, Provincial Assistant Department Head, Engr. Cosme Aggabao, and PHRM personnel.</p> <p>As part of the PA OFFICE CAPACITY BUILDING, the following were participated in:</p> <ol style="list-style-type: none"> 1) 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 2) 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 3) Contract Implementation and Administration conducted by SCCE Training Center from August 																																							

		30- September 2 in Bayview Park Hotel in Ermita, Manila, attended by Atty. Noel Manuel R. Lopez
PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted permission for requesting parties to use the GFNDY Session Hall four (4) times during the month, the Blue Room four times, and the Isabela Sports Complex.
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.</p> <p>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.</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,</p>	<p>The Office prepared 1 Executive Order and reviewed and finalized it, and signed by the Governor. This was for the reconstitution of the Provincial Project Management and Implementing Unit of the PDRP Scale-Up</p> <p>By Authority of the Governor, the PA Office processed and approved 1046 OFFICE ORDERS in July.</p> <p>956 of these are Authorities to Travel for field assignments and attendance in trainings and seminars. Locations cited were Davao City, Dasmariñas in Cavite, Boracay in Aklan, and Metro Manila.</p> <p>88 were Authorizations to render Overtime Work, most of which were for the personnel of the GSO, OPE, PGO, the Assessor's Office, the PA Office, and the PSWDO.</p> <p>3 were Orders designating certain personnel as:</p> <p style="padding-left: 40px;">Asst OIC Chief Nurse of GFNDMH OIC COH GFND while COH on leave OIC COH GFND while COH on leave and on assigning employee to report to PHO Pharmacy & Warehouse</p> <p>A total of 965 documents were received by the office as INCOMING COMMUNICATIONS. Of primary import are the following:</p> <p>Request Letters for:</p> <p>Financial Assistance : 74 for financial and medical needs</p> <p>Facility Use : 9 for the use of the GFND Session Hall (4), Blue Room (4), and Isabela Sports Complex (1)</p> <p>Recommendation for employment: 38 addressed to SDO-Isabela, PNP, and Tumauni National HS</p>

	<p>letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>Dispensation : 3 Shaloom Lucas – Tumaui Dr. Alfredo Diaz</p> <p>Endorsement : 17 (13 for employment and 4 were projects)</p> <p>266 Letters from National Offices mostly From DOH, DTI, DA, DOH, DOT, and DSWD</p> <p>4 Intent to Retire from</p> <ul style="list-style-type: none"> - Nicanor Tagao of PVET - Eden Salvador of MARDH - Eduardo Galvizo of OPE - Jesusa Balisong of CDH <p>2 Resignation – Angelica Isal- detailed in COA</p> <ul style="list-style-type: none"> - Alberta Agabin of PGO <p>103 Invitations including invites from</p> <ul style="list-style-type: none"> - DENR for CV Env'tl Summit - NEDA for 2023 Asia Pacific Cities Summit - DA for Empowering Communities in CV - DSWD for Distribution of Cash (Risk Resiliency Program) - DOT for Opening of the National Tourism Week <p>90 Reports inc. Monthly Accomplishment reports of all PGI Departments; Oxygen Consumptions of hospitals; PTO's Cash Examination Report; PGO Summary of Financial Assistance extended, and; ISmart Report from PSO</p> <p>45 Project/Activity Proposals inc</p> <ul style="list-style-type: none"> - PSO for Safety Officers Training - IPHO for Adolescent Month Celebration - OPA for Cacao Production - PDRRMO for Training for Ambulance Operation <p>422 Leave Applications</p> <p>Other Documents received by the PA Office included:</p> <p>Requests for Travel Abroad, Resolutions, and courtesy copies of Bills, Billing for Infrastructure, and Notices</p> <p>5 Special Orders were prepared & issued</p>
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		<p>5 Memoranda were issued by the PA and 1 Memo from the Governor, all re:</p> <ol style="list-style-type: none"> 1) Elimination of "Provincial" before Governor in all comms 2) Immediate liquidation of CAs 3) Designation of Vice Gov as OIC Gov 4) Increase of salary of Contractual employees and corresponding 5) Letter of Intent for PBB availment, courtesy copies to all offices 6) Travel Orders should have as attachments the invitations to the activity <p>46 OUTGOING COMMUNICATIONS FROM THE GOVERNOR: including the following:</p> <p>13 Recommendation for Employment, Transfer, and promotion (DepED, DOJ)</p> <p>3 Endorsements for employment & Transfer (DENR, DepED)</p> <p>1 Dispensation for Nurse Shaloom Lucas of GFNDMH</p> <p>13 Authority to Travel Abroad incl those for LCEs Pagautan, Diaz, Dy, Bautista, Calderon, SP Chin, SP Panganiban, Ms. Laccay, Ms. Diomino, and the PA.</p> <p>5 Letters related to policy and program implementation, coordination, evaluation, , or in answer to requests, such as correspondence with Mayors, DILG, etc</p> <p>The PA reviewed and returned the 45 Project Proposals submitted by different PGI Offices in relation to the implementation of certain PGI programs and national policies. The proposals were approved or disapproved, or asked to be revised in consideration of their objectives, budget, cost-effectivity, approach, and impact.</p>
III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 439 documents –31 Accomplishment Reports, 382 BAC Documents, 12 Full Disclosure Reports, 12 Hospital Inventories, 1 Organizational Chart, and 1 Executive Order
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 845 emailed documents in August, and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i> . The emails included Travel Orders for the PA's signature, Reports, Proposals, and Correspondence from PGI Offices, National Agencies, and the private sector.

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Representation of the Office of the Governor and Support to other PGI Departments	This is a critical support function performed by the PA as the Governor's Representative and as the Head of all PGI Departments and Offices to achieve PGI goals.	The PA assisted the PDRRMO during the Gawad Kalasag Regional Validation (Aug 1) Meetings attended/organized: With COA and DILG Performance Audit on CMGP (August 7) Regional Launch of Regional Dev't Plan (Aug8) DA RFO2 Agritungtungan (August9) Meeting with Amb. Bernard Dy (August 14) Meeting with Rotaract Ilagan (August 31) PGI Budget Deliberation (August 15) PGI Budget Hearing (August 31)
Partnerships	This is a task in support of the PGI's key programs. It enjoins government offices, private entities, and political leaders to participate in Isabela's development projects while ensuring that priorities are addressed without compromising the PGI's financial position.	The PA was tasked to meet with representatives of the Rotary Club of Ilagan to explore a possible partnership with them for the establishment of a Human Milk Bank in the GFND Memorial Hospital.
Direct assignments from the Governor	Activities and Documents that only the PA can coordinate and prepare	The PA gathered data on the operation of a Human Milk Bank by conducting a study and inspection tour of the CVMC Human Milk Bank for a partnership project proposal of the Governor.

Prepared by:


RODESSA D. LACHICA

SAO, Office of the Provincial Administrator

APPROVED:

NOEL MANUEL R. LOPEZ
 Provincial Administrator