

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of JUNE 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	The following documents were reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the PA: <table border="1" style="margin: 10px auto;"> <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>1,217</td> <td>P139,559,560.83</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td>1,220</td> <td>P366,712,497.23</td> </tr> <tr> <td>c. Purchase Requests</td> <td>133</td> <td>P46,603,191.98</td> </tr> <tr> <td>d. Purchase Orders</td> <td>120</td> <td>P48,793,038.72</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td>101</td> <td>P2,253,515.98</td> </tr> <tr> <td>f. Checks</td> <td>449</td> <td>P70,656,172.20</td> </tr> <tr> <td>g. Monetization Requests</td> <td>20</td> <td>P408,180.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td>48</td> <td>P68,502,995.59</td> </tr> <tr> <td>TOTAL</td> <td>3,308</td> <td>P674,577,976.94 (a to f)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,217	P139,559,560.83	b. Disbursement Vouchers	1,220	P366,712,497.23	c. Purchase Requests	133	P46,603,191.98	d. Purchase Orders	120	P48,793,038.72	e. Requisition & Issue Slips	101	P2,253,515.98	f. Checks	449	P70,656,172.20	g. Monetization Requests	20	P408,180.00	h. Transmittal - Salaries & Wages	48	P68,502,995.59	TOTAL	3,308	P674,577,976.94 (a to f)
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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 sat as Presiding Officer of the HRMPSB which met for 4 sessions in June. The Board screened for New Appointment 51 individuals who served as contractual and volunteer personnel at the Milagros Albano District Hospital. It also screened one Doctor (Almira Reyes) for new appointment.</p> <p>Also included among those screened were 3 Lawyers, 1 Admin Assistant, 1 Security Guard, and 2 others for promotion.</p> <p>As part of the PA OFFICE CAPACITY BUILDING, the following were participated in:</p> <p>The 2-day online <i>Training on Best Practices Guide to the Law and IRR for Procurement of Goods</i> organized by the Center for Best Global Practices (Mario Jose Nuesa, Atty. Nicole Yasto, and Esther Madduma)</p> <p>The 2-day online <i>Training on Rules on Administrative Cases in the Civil Service</i> organized by the Center for Best Global Practices (Claire Paguirigan)</p> <p><i>Organizing and Leadership Training</i> in Santiago City organized by the Confederation of Independent Unions (Syrile Nolasco)</p> <p>The online <i>1st Sem Leadership Series</i> organized by the CSC (Atty, Noel Manuel R. Lopez)</p>																																							

<p>PHYSICAL RESOURCE</p> <p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>		<p>The PA granted permission for requesting parties to use the GFNDY Session Hall, the Isabela Sports Complex (by faith-based group and DepEd) , and the PGI Food Court.</p>
<p>II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING</p>		
<p>POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO</p>	<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, letters of request, information, or clarification, and transmittal of</p>	<p>The Office prepared 4 Executive Orders and reviewed and finalized 1 EO. After the Governor approved and signed the same, the Office managed their release and distribution.</p> <p>EO 17 directed the reorganization of the Provincial Tourism Council; EO 18 reorganized the TWG of the Provincial Tourism Development Plan; EO 19 reorganized the Isabela Culture and the Arts Council; EO 20 created the Province-Led Agriculture and Fisheries Extension System in Isabela, and ; EO 21 ordered the creation of the I-Rice Task Force.</p> <p>The Office processed and approved 1,009 OFFICE ORDERS in June.</p> <p>894 of these are Authorities to Travel for field assignments and attendance in trainings and seminars. Locations cited were Malay in Aklan, Iguig and Sta. Ana in Cagayan, and Tagaytay City. Two (2) doctors also attended the Nephrology Congress in Manila</p> <p>108 were Authorizations to render Overtime Work, most of which were for the personnel of the OPE, GSO, PGO, the PA Office, and the Assessor's Office.</p> <p>5 were Orders designating certain personnel as Infection Control Nurse in GFND, Billing Officer, TB DOTS Coordinator, Continuing Quality Improvement Officer of the GFNDMH</p> <p>A total of 1006 documents were received by the office as INCOMING COMMUNICATIONS. Of primary import are the following:</p> <p>Request Letters for:</p> <p>Financial Assistance : 113 Facility Use : 10 for the multiple uses of the GFND Session Hall, Sports Complex, and Blue Room Recommendation : 20 to PNP, DSWD,</p>

	documents to other offices.	<p>Jail, and PPDO PDRRMO, Provincial Dispensation : 5 Endorsement : 16 (14 for employment and 2 were projects)</p> <p>20 Monetization Requests 232 Letters from National Offices mostly From DA DILG, and DSWD 2 Intent to Retire from Ruby Pestanio of PPDO and Melodina Suarez</p> <p>136 Invitations to Govt meetings, trainings, and speaking engagements, and other functions 76 Reports from PSO, Hospitals, IPJ, PSWDO 21 Project/Activity Proposals inc PDRRMO, IPHO, PYDO, and PSWD 473 Leave Applications</p> <p>9 Special Orders on designation and assignment of certain personnel were prepared & issued</p> <p>2 Governor's Memoranda was prepared by the PA Office and issued by the Governor.</p> <p>7 Memoranda were issued by the PA . Included are the Memos for PGI employees to wear uniforms and prepare for ARTA evaluation, assessment of Citizen's Charter, and for SGLG meeting of the Dept Heads</p> <p>OUTGOING COMMUNICATIONS FROM THE GOVERNOR: 31 including the following: 4 Recommendations for Employment To the DEPED 7 Endorsements , including endorsements to SN Aboitiz and PNP RO2, Iselco II, and DepED 5 Dispensations including 4 requested in May but signed by the Governor in June 5 Letters related to policy/program Implementation sent to LGU-Luna, DILG RO2, PHRMO, Ph Embassy in Tokyo, LGU- Sto. Tomas</p> <p>10 Authority to Travel Abroad documents were prepared and issued by the PA Office in July: The PA reviewed the 21 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>
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III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 387 documents –49 Accomplishment Reports, 273 BAC Documents, 11 Hospital Inventories, 14 FDP Documents, 4 Executive Orders, and 36 Organizational Charts
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 618 emailed documents in June, 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, Hospital Inventories, Accomplishment Reports, and Correspondence from PGI Offices, National Agencies, and the private sector.
Support to other PGI Departments	This is a critical support function performed by the PA for other PGI Departments and as the Head of all PGI Departments and Offices to achieve PGI goals.	Meeting of the Provincial Committee on Anti-Red Tape chaired by the PLO – June 9 th SGLG Pre-Assessment on June 13 th with different heads of PGI Offices in preparation for the evaluation on June 20 th SGLG Regional Assessment on June 20 th
Partnerships	This is a task in support of the PGI's key programs. It enjoins government offices 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 presided over or attended the following meetings either as the representative of the Governor or in his capacity as the PA: The 2 nd Quarter TESDA Meeting on June 8 th Meeting with San Miguel Corp re Investment Code provisions on June 15 th Provincial School Board Meeting on June 27 th
Direct assignments from the Governor	Activities and Documents that only the PA can coordinate and prepare	The PA prepared letters, proposals, position papers, research work assigned to him directly by the Governor, for the consideration of the Chief Executive, national offices and other entities - as part of policy and program implementation.

Prepared by:

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SAO, Office of the Provincial Administrator

APPROVED:

NOEL MANUEL R. LOPEZ
Provincial Administrator