

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of OCTOBER 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	The following documents were reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the P.A.:
FINANCIAL DOCUMENTS		
Type	Quantity	Amount/Value
a. Obligation Requests	1,107	P208,932,162.27
b. Disbursement Vouchers	1,685	P356,933,977.52
c. Purchase Requests	123	P93,134,765.68
d. Purchase Orders	50	P24,088,007.60
e. Requisition & Issue Slips	102	P20,409,065.26
f. Checks	527	P81,232,306.32
g. Monetization Requests	14	P306,168.00
h. Transmittal - Salaries & Wages	50	P69,719,711.64
TOTAL	3,658	P784,730,284.65 (a to f only)

	<p>Treasury thereafter. Processing also involves recommending corrections and additional attachments to the documents as may be necessary, <i>in accordance with policy</i>, pursuant to applicable laws, and to satisfy all government audit requirements.</p>	<table><tr><th colspan="3">BID & BID-RELATED DOCUMENTS Goods and Infra & Services</th></tr><tr><td>i. Approved Budget for Goods</td><td>4</td><td>P23,267,313.80</td></tr><tr><td>j. Approved Budget for Infrastructure & Services</td><td>17</td><td>P167,541,893.63</td></tr><tr><td>k. BAC Resolutions for Goods</td><td>4</td><td>P31,742,300.00</td></tr><tr><td>l. BAC Resolutions for Infrastructure & Services</td><td>17</td><td>P167,364,356.19</td></tr><tr><td>m. Notices of Award for Goods</td><td>4</td><td>P31,742,300.00</td></tr><tr><td>n. Notices of Award for Infrastructure & Services</td><td>-</td><td>-</td></tr><tr><td>o. Contract Agreement for Goods</td><td>2</td><td>P19,744,300.00</td></tr><tr><td>p. Contract Agreement for Infrastructure & Services</td><td>-</td><td>-</td></tr><tr><td>q. Notice to Proceed for Goods</td><td>2</td><td>-</td></tr><tr><td>r. Notice to Proceed for Infrastructure</td><td>-</td><td>-</td></tr><tr><td>Total Goods and Infra</td><td></td><td>P 19, 744,300.00</td></tr></table>	BID & BID-RELATED DOCUMENTS Goods and Infra & Services			i. Approved Budget for Goods	4	P23,267,313.80	j. Approved Budget for Infrastructure & Services	17	P167,541,893.63	k. BAC Resolutions for Goods	4	P31,742,300.00	l. BAC Resolutions for Infrastructure & Services	17	P167,364,356.19	m. Notices of Award for Goods	4	P31,742,300.00	n. Notices of Award for Infrastructure & Services	-	-	o. Contract Agreement for Goods	2	P19,744,300.00	p. Contract Agreement for Infrastructure & Services	-	-	q. Notice to Proceed for Goods	2	-	r. Notice to Proceed for Infrastructure	-	-	Total Goods and Infra		P 19, 744,300.00
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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 presided over the HRMPSB in the screening of applicants for vacant positions and promotions. Screened were two aspirants for 2 vacant Local Assessment Operations Officer IV (LAOO-IV) positions and 39 MARDH Employees which included 2 Medical Specialists (1 Nephrologist and Obstetrician/Radiologist), Nursing attendants, and Radiology Technicians.</p> <p>The PA reviewed the processed Appointments of 2 PHRMO employees and one (1) Chief of Hospital for Palanan Station Hospital.</p> <p>As Chief Implementer of the PGI Personnel Development (HR) Program, the PA OFFICE organized and conducted a CAPACITY BUILDING activity. This was a Seminar held on 26 September 2023 to orient and upgrade the skills of PGI employees in preparing Basic Office Communications such as Memoranda, Request Letters, E-mails, and Project Proposals, and Other PGI Office Documents such as Liquidation Vouchers, OBRs, Purchase Slips, etc. The activity, dubbed as "The ABCs of BOCs & Other Office Documents," was attended by at least 80 registrants from all PGI offices, with some offices sending 3 or 4.</p>																																				

	<p>The Seminar "The ABCs of BOCs & Other Office Documents," was conducted a second time on October 27th for the Legislative/SP & Vice Governor's Staffs, the IPHO, and a few other employees who missed the first seminar.</p> <p>On October 10th the PA Office provided Resource Speakers to the ENRO-organized "WRITING IN THE WORKPLACE" where the topics discussed in the "ABCs.." seminar were also tackled.</p> <p>The PA Office approved the attendance of 26 employees in 20 Trainings/Seminars. The activities were organized by other government institutions or private organizations, and were held either online or in locations outside of Isabela. The trainings were on the following subjects:</p> <ol style="list-style-type: none">1) Internal Control Standards in the Public Sector2) Government Transactions3) Meat Inspection Service operations4) Animal Waste Management5) Tobacco Sector Intervention6) Pest & Nutrient Management7) Best Practices Guide to the Law and IRR for Procurement of Consulting Services8) Technical Skills Development for Veterinarians9) Pig Husbandry10) Enhanced Population Awareness and Family Life Orientation11) Advanced Cardiac Life Support and Basic Life Support <p>The PA also approved the attendance of certain personnel from different PGI Offices in the following :</p> <ol style="list-style-type: none">1) Masterclass in Critical Thinking, Problem-Solving, and Decision-Making (which the PA also attended, together with Atty Yasto of the PA Office)2) Certificate Course on Public Finance and Budgeting (Mr. Nuesa of PA Office)3) Risk Management Refresher Course (Ms Kanoy from PTO)
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		All post-activity/training reports submitted by the employees were subsequently reviewed and approved by the PA.
PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted 17 requests for the use of PGI facilities (the GFNDY Session Hall, the Blue Room, the Capitol Grounds, and Balay). One request was not granted because of a pre-booking.
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>By Authority of the Governor, the PA Office processed and approved 905 OFFICE ORDERS in October.</p> <p>816 of these are Authorities to Travel for field assignments and attendance in trainings and seminars. Locations cited were El Nido in Palawan, Bauang in La Union, Clark in Pampanga, PICC in Metro Manila, NEDA Central Office, PGH, NKTI, East Avenue Medical Center, and Phil Heart Center.</p> <p>79 Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Admin Office, and Accounting</p> <p>10 Orders on designation: the PSWDO and PPDO as Data Protection Officers; OIC COH of GFNDMH while the Chief is on OB, and ; the OIC of WCPC while the Center Head is on Leave.</p> <p>A total of 890 documents were recorded by the office as INCOMING COMMUNICATIONS. These are:</p> <p>110 Request Letters were received and processed:</p> <ul style="list-style-type: none">34 for Financial, Medical, Educational Assistance17 for Facility use (GFND Session Hall, Blue Room, the Capitol Grounds, and Balay18 for Recommendations for Employment40 for Endorsement1 for Dispensation

	<p>Incoming Documents include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>210 Letters from National Offices such as DILG, NEDA, DENR, DPWH, COA, DOLE, DTI, DOT,DOH, and DSWD.</p> <p>131 Invitations, including those from: NEDA for 4th Q Meeting – Infra Devt DepED Isabela for Inspirational Message BFAR Launching Ceremony of Magat Park DA Organic Agri Congress DSWD Kick-off Natl. Children’s Month</p> <p>84 Reports including: Monthly Accomplishment reports of all PGI Departments ISmart Inventory of Drugs and Meds Grants and Donations Fund Utilization <u>Oxygen Utilization</u></p> <p>477 Leave Applications 4 Letters expressing intent to retire: Thelma Andres of OPE Manuel Baccay of IPJ Nicholas Bulan of PVET Lourdes Gloria of OPE</p> <p>Other Documents received by the PA Office included:</p> <p>Requests for Travel Authority, Bills for Electricity and Infra, Resolutions from LGUs, Request for Vehicles, Application Letters, and Notices</p> <p>The PA Office released the following documents (OUTGOING COMMUNICATIONS) :</p> <p>4 Recommendation Letters for Employment (ISELCO 3 FROM DEPED)</p> <p>2 Endorsements for employment for DA RO2 and 5th Infantry Division</p> <p>4 Dispensation for 4 Nurses</p> <p>15 Authority to Travel Abroad for:</p> <ul style="list-style-type: none"> - LCEs Diaz, Bernardo, Dy, Panganiban (2), Christian Uy (2) - 2 SP Members - 6 Employees (Asis, Bailen, Tarun, Chua, Justo, Gallardo) <p>5 Special Orders were prepared & issued for the detail, new assignment, and recall of personnel</p>
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III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 540 documents, including 34 Accomplishment Reports, 213 BAC Documents, 274 SP Ordinances and Resolution (January to September 2023) 13 Hospital Inventories, 5 Executive Orders
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received 619 emailed documents in September, and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included Travel Orders for the PA’s signature, Reports, Proposals, and</p>

		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.	<p>The PA either presided or attended 21 meetings for the month. Six of which had to do with his membership in the BAC (Pre-Bid, Bid Opening) and the rest were with/on the following:</p> <p>The Expanded Finance Team 2024 PGI Budget Bagong Pilipinas Service Caravan (2 times) Regional IPMR Selection MAIP Fund Utilization Implementation of EO 41 (nontaxing of passing-through vehicles) Tourism Development Workshop Provincial School Board HRMPSB PDC-PPOC-ESWMB IPEMPC</p>

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SAO, Office of the Provincial Administrator

APPROVED : 
NOEL MANUEL R. LOPEZ
Provincial Administrator