

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of **SEPTEMBER 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	<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"> <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>1,002</td> <td>P425,293,702.48</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td>1,293</td> <td>P409,358,225.77</td> </tr> <tr> <td>c. Purchase Requests</td> <td>85</td> <td>P32,131,864.98</td> </tr> <tr> <td>d. Purchase Orders</td> <td>89</td> <td>P31,569,002.24</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td>78</td> <td>P1,279,303.07</td> </tr> <tr> <td>f. Checks</td> <td>1,912</td> <td>P115,269,949.83</td> </tr> <tr> <td>g. Monetization Requests</td> <td>24</td> <td>P480,250.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td>36</td> <td>P40,722,655.48</td> </tr> <tr> <td>TOTAL</td> <td>4,519</td> <td>P1,014,902,048.37 (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,002	P425,293,702.48	b. Disbursement Vouchers	1,293	P409,358,225.77	c. Purchase Requests	85	P32,131,864.98	d. Purchase Orders	89	P31,569,002.24	e. Requisition & Issue Slips	78	P1,279,303.07	f. Checks	1,912	P115,269,949.83	g. Monetization Requests	24	P480,250.00	h. Transmittal - Salaries & Wages	36	P40,722,655.48	TOTAL	4,519	P1,014,902,048.37 (a to f only)
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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 noted for the Governor's signature the Appointment /Promotion papers of 70 employees of the PGI, including those of 48 Nurses in GFNDMH, MADH, and CDH; 2 lawyers; Nursing Attendants; Administrative Officers and Assistants; Storekeepers, and; and a Utility Worker.</p> <p>As part of the PA OFFICE CAPACITY BUILDING, the following were participated in:</p> <ol style="list-style-type: none"> 1) Advanced Course on Regulatory Impact Assessment conducted by the Development Academy of the Philippines from September 25 to 29 in Angeles City, Pampanga, and attended by PA Staffer Atty. Nicole Marie B. Yasto and other representatives by other offices identified by the PA 2) PGI Safety Officers Basic Course conducted by Provincial Safety Office and PDRMO AT THE gfnd Session Hall from Sept. 19-20 attended by Dimas Azurin; 21-22 attended by Jackson Bangit, and; 26-27 attended by Jhon Rafael Tubban. 																																										

		<p>3) The ABCs of BOCs, a one-day lecture on the essentials and preparation of Basic Office Communications and Other Basic Office Forms, conducted by the Office of the PA and participated in by employees of all PGI Departments and Offices involved in the preparation of BOCs such as correspondence, reports, memo, and proposals, and other basic PGI forms such as OBR, Disbursement Voucher, Itinerary of Travel, and Liquidation Report.</p> <p>The PA also approved the attendance of 46 PGI employees in 18 seminars and trainings conducted by government offices and private training providers in different areas in Isabela and outside of the province. The trainings were on Information and Records Management, Local Tourism Development Planning, Agriculture/Agricultural Engineering, Veterinary Science, Adolescent Health, Disease Surveillance and Information System, Regulatory Impact Assessment, Capability Building, and Health Emergency Response.</p>
PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted permission for 11 requesting parties to use the GFNDY Session Hall (6x) during the month, the Blue Room (3x), and the Capitol Grounds and Balay.
II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING		
POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO	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>By Authority of the Governor, the PA Office processed and approved 879 OFFICE ORDERS in September.</p> <p>814 of these are Authorities to Travel for field assignments and attendance in trainings and seminars. Locations cited were Angeles in Pampanga, Dilasag in Aurora, Gonzaga in Cagayan, Rodriguez in Rizal, and Davao City.</p> <p>64 were Authorizations to render Overtime Work, most of which were for the personnel of the GSO, OPE, PGO, the Assessor's Office, and the PA Office.</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. Incoming Documents include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>1 Order designating OIC Chief of Cauayan District Hospital because COH on OB</p> <p>A total of 890 documents were recorded by the office as INCOMING COMMUNICATIONS. These are:</p> <p>Request Letters for: Financial Assistance : 52 for financial, Medical, educational needs</p> <p>Facility Use : 11 for the use of the GFND Session Hall Blue Room, the Capitol Grounds, and Balay</p> <p>Recommendation for employment: 16 addressed to the PNP, MIA, and Tumauni National HS</p> <p>Dispensation : 1 Atty. Eloisa Gee F. Pagallamman, PGO Dr. Alfredo L. Diaz, MARDH</p> <p>Endorsement : 38 (34 for employment and 4 were PAPs)</p> <p>204 Letters from National Offices such as DILG, DA, NEDA, DENR, DSWD, BFAR, PNP, DOT, DOH, DPWH, and the Office of Senor Estrada</p> <p>114 Invitations including invites from</p> <ul style="list-style-type: none"> - LGU San Agustin for Fiesta Message - PDRRMO for Summit 2023 - DA - Piglet Distribution - PNP – Anniversary - NFA - Anniversary <p>81 Reports inc. Monthly Accomplishment reports of all PGI Departments; ISmart; Isabela Anti-Crime TF; Jail Population; Philhealth; Inventory of Drugs. PTO's Cash Examination Report; PGO Summary of Financial Assistance extended, and; ISmart Report from PSO</p> <p>17 Project/Activity Proposals inc</p> <ul style="list-style-type: none"> - Effective Parenting by PSWD - Basic Life Support by DOH - Discernment Assessment Tool and Case Management <p>499 Leave Applications</p> <p>Other Documents received by the PA Office included:</p>
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		<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 prepared 69 OUTGOING COMMUNICATIONS FROM THE GOVERNOR including the following:</p> <p>11 Recommendation Letters for Employment (DAR, ISELCO, DEPED, etc)</p> <p>1 Endorsements for employment for PNP RO2</p> <p>2 Dispensation for Atty Pagallamman and Dr. Diaz</p> <p>13 Authority to Travel Abroad incl those for LCEs Pagautan, Go, Dy, Calderon, Diaz, Panganiban, and employees Chu Foronda, Atty. Foronda, and Yulma Balabbo.</p> <p>7 Special Orders were prepared & issued on the designation and assignment of certain personnel, such as Special Detail as support staff in San Pablo, assignment of a Nurse in PGI Residential Care Facility, and the assignment of Derick Vizcarra as Project Manager of a program.</p> <p>The Office prepared 1 Executive Order issued by the Governor, designating the Vice Governor as Director-General for the 2024 Bambanti Festival Celebration.</p> <p>2 Memoranda were issued by the Governor and 3 from the Provincial Administrator, all re:</p> <ul style="list-style-type: none"> - Designation of the Vice Governor as OIC Gov - Preparation for SGLG National Assessment - Entrance Conference for the Community Participation Audit - Attendance in Climate Change Policy Forum - Conduct of ABCs of BOCs Lectures on Sept 29 <p>6 Letters including Letters to CEZA, LBP, CVMC re observation tour, LRA, Wage increase, and to the UN Dept of Economic & Social Affairs endorsing Mayor Diaz</p> <p>The PA reviewed and returned the 17 Project Proposals submitted by different</p>
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		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.
III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 271 documents – 30 Accomplishment Reports, 226 BAC Documents, 12 Full Disclosure Reports, 12 Hospital Inventories, 1 Organizational Chart, 1 Executive Order, 2 other reports
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 796 emailed documents in September, 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.
Meetings/ 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 and in compliance with national directives.	<p>PDRRMC 3rd Quarter Regular Business Meeting on September 1/23</p> <p>CLUPI Review in Alicia and Angadanan on Sept 12/23</p> <p>CLUPI Review in San Agustin on Sept 13/23</p> <p>PADAC Advocacy Training of Trainers September 14-15/2023</p> <p>RDC 02 Meeting on September 18/23</p> <p>With Department Heads in preparation for the SGLG National Validation – Sept 18/23</p> <p>SGLG National Validation Sept 21/23</p> <p>COA Entrance Conference for Citizen Participation Audit on 9/22/23</p>

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