

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of FEBRUARY 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	Reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the PA: <table border="1" style="margin-top: 10px;"> <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>694</td> <td>P52,386,509.60</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td>1,205</td> <td>P496,317,405.15</td> </tr> <tr> <td>c. Purchase Requests</td> <td>125</td> <td>P183,239,418.75</td> </tr> <tr> <td>d. Purchase Orders</td> <td>30</td> <td>P5,691,640.56</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td>104</td> <td>P1,449,388.33</td> </tr> <tr> <td>f. Checks</td> <td>148</td> <td>P72,021,546.85</td> </tr> <tr> <td>g. Monetization Requests</td> <td>145</td> <td>P1,074,450.75</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td>44</td> <td>P72,128,770.99</td> </tr> <tr> <td>TOTAL</td> <td>2,765</td> <td>P884,309,130.98</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	694	P52,386,509.60	b. Disbursement Vouchers	1,205	P496,317,405.15	c. Purchase Requests	125	P183,239,418.75	d. Purchase Orders	30	P5,691,640.56	e. Requisition & Issue Slips	104	P1,449,388.33	f. Checks	148	P72,021,546.85	g. Monetization Requests	145	P1,074,450.75	h. Transmittal - Salaries & Wages	44	P72,128,770.99	TOTAL	2,765	P884,309,130.98
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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>Approved/signed 145 requests for <i>Monetization of Leave Credits</i>.</p> <p>One Letters on Intent to retire were forwarded to Finance and HR.</p> <p>The PA represented the Governor in the following :</p> <ol style="list-style-type: none"> 1) FEBRUARY 2/23- Meeting with DA officials and the PPDO representatives on the implementation of farm-to-market projects in Isabela 2) FEBRUARY 22/23- Provincial School Board Meeting 3) FEBRUARY 28/23- First Quarter Joint Meeting of Provl Dev't Council (PDC) , Prov'l Peace & Order Council (PPOC), Prov'l Anti-Drug Abuse Council (PADAC), Prov't Task Force to End Local Communist Armed Conflict (PTF-ELCAC), and Prov'l Solid Waste Management Board (PSWMB). <p>Two (2) staffmembers (Rojaine Pintucan and Jackson Bangit) were authorized to attend the seminar on "Record Management Program in Public Office" in Baguio City from February 8-10.</p> <p>The PA, his 2 fellow CPAs in the Office, and 3 BAC TWG and Secretariat members also attended the PICPA-organized Luzon Leg of the 1ST SUMMIT ON GOV'T PROCUREMENT in Lipa City on February 24th and 25th.</p>																																				

<p>PHYSICAL RESOURCE</p> <p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>		<p>Completed construction of platform at the GFND Session Hall and made adjustments for red-carpet installment and interior design for the <i>State Dinner</i> in honor of the Papal Nuncio; Requesting parties (religious groups, schools, universities, govt offices, PGI departments) were granted permission to utilize the Sports Complex (4 times) and the GFND Session Hall (7 times)</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,</p>	<p>The Office prepared 9 Executive Orders and after the Governor approved and signed the same, the Office managed the release and distribution of the EOs. One of which is an Order declaring a Moratorium on quarrying in the municipality of Cabatuan and the rehabilitation and desilting of the area being quarried. 6 of which were on the organization/constitution/ reconstitution of special bodies such as the <i>Local Climate Change Action Plan Core Group</i>, the <i>Pharmacy & Therapeutic Committee</i> and the Provincial TWG for the integration of health systems in the province, <i>Prov'l Health Board</i>, the <i>SGLG Incentive Fund Project Implementation Team</i>, the <i>Bids and Awards Committee</i>, and the rest were for actual program implementation such enjoining LCEs to assist their constituents in SIM Registration.</p> <p>From 758 in January, the Office processed and approved 817 OFFICE ORDERS, up from the 611 processed in January. 723 of these are Authorities to Travel in the performance of regular functions, including attendance in a Nutrition & Dietetics Convention in Iloilo City; Government Procurement in Lipa City; a Radiology Convention; Vice Governors League assembly in Bohol, and; an Orientation Course for new Sanggunian members in Pampanga.</p> <p>91 were Authorizations to render Overtime Work mostly in connection the Papal Nuncio's State Visit and Dinner on February 2nd. The TOP Offices with Office Order for Overtime work were GSO, OPE, PGO, ADMIN, and Finance, respectively.</p> <p>3 were designations of certain personnel as OIC-COH and Liaison Officers.</p>

	<p>letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>A total of 824 documents were received by the office as INCOMING COMMUNICATIONS, broken down as follows:</p> <p>Request Letters for: Financial Assistance : 34 Facility Use : 4 (Sports Complex) 7 (Session Hall) Recommendation : 13, inc PAO, DepEd, BFP Dispensation : 11 Endorsement : 6, inc to DepEd, ISU 56 Monetization Requests</p> <p>30 Letters from National Offices mostly DBM, DILG, 8888, DA 1 Intent to Retire 106 Invitations to Government functions 11 Reports from PGI Offices 58 Project/Activity Proposals 58 Employment Applications 429 Others/Misc.</p> <p>5 Special Orders on designation and assignment were prepared & issued</p> <p>446 Leave Applications</p> <p>1 Memorandum was prepared by the PA Office and issued by the Governor. The Memo is issued for all government offices and LGUs in Isabela to observe the Earth Hour on March 25th.</p> <p>OUTGOING COMMUNICATIONS FROM THE GOVERNOR: 36, down from 115 in January, including the following: 8 Recommendations for Employment Including the letter to TESDA Chief o the retention of PD Vilma Cabrera 1 Recommendation for Transfer 6 Endorsements , including endorsements to PBBM and Senators Poe, Marcos, Revilla, and Tulfo, of a requested project in Villa Marcos in Ramon, Isabela. 17 Dispensation 4 Letters, including one to DSWD Secretary re new bldg. and invitation, Coordination letters re Mexico and Cuba trade visits</p> <p>5 Authority to Travel Abroad were prepared and issued by the PA Office in February, for Mayors Tio, Kiko Dy, JC Dy; SP Isidro, and; a GFNDY Nurse.</p> <p>1 letter from the PA was transmitted to the PLDT Manager. This was in regard to the PLDT Account of the office.</p>
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III. OTHER ACCOMPLISHMENTS		
	Involves content Monitoring and Maintenance	Uploaded 290 documents –21 Accomplishment Reports, 252 BAC Documents, and 17 Hospital Inventories
Email Account Management	Monitoring and organizing the emailed correspondence and documents, and receiving and forwarding the same	<p>From 687 in January, the Office received 743 emailed documents in February, and forwarded the same to the person in charge of the <i>Incoming Communications Receiving & Registry</i>. 687</p> <p>The emails were Travel Orders for the PA's signature, Hospital Inventories, Accomplishment Reports, and Correspondence from PGI Offices, National Agencies, and the private sector.</p>
Papal Nuncio State Visit and State Dinner	This activity refers to the PGI's formal reception for the visiting representative of the Pope and Ambassador of the Vatican City to the Philippines	As the Office-in-Charge of the planning, organization, and physical preparations for the Papal Nuncio's February 2 nd <i>State Visit</i> at the Governor's Office and the <i>State Dinner</i> at the GFND Session Hall, the PA Office finalized all security and logistical preparations for the event. Confirmations of attendance were made, new invitees were added to the list, and final touch-ups at the dinner hall were made.
Support to other PGI Departments Regarding COA Audit Observation Memoranda	This is a critical support function performed by the PA for other PGI Departments/ Heads.	The PA reviewed AOMs and gathered and perused reference materials in preparation for the drafting of Replies thereto.
Partnerships	This is a task in support of the PGI's key programs. It ensures that priorities are addressed without compromising the PGI's financial position.	The PA continued the preparation of proposals to seek partnerships with non-government entities and external funding for PGI's programs and projects that address the Isabela constituency's pressing needs.

<p>Letters and proposals to National Offices and politicians</p>	<p>This enjoins government offices and political leaders to participate in Isabela's development projects.</p>	<p>The PA continued to prepare letters and proposals to the different Departments and several politicians, enjoining them to partner with the PGI in the implementation of some of its programs and projects.</p>
<p>Direct assignments from the Governor</p>	<p>This activity involves the workload of the PA during off-hours when the Governor has an urgent need for certain types of documents and communications.</p>	<p>The PA prepared draft letters, proposals, position papers, and conducted research work assigned to him directly by the Governor.</p>

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APPROVED:


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