

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of APRIL 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>Reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the PA:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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;">949</td> <td style="text-align: right;">P63,113,379.92</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,113</td> <td style="text-align: right;">P358,246,364.55</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">134</td> <td style="text-align: right;">P 74,564,563.27</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">45</td> <td style="text-align: right;">P8,501,005.66</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td style="text-align: center;">73</td> <td style="text-align: right;">P1,110,388.68</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">403</td> <td style="text-align: right;">P57,820,874.23</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">24</td> <td style="text-align: right;">P511,999.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td style="text-align: center;">48</td> <td style="text-align: right;">P70,450,078.69</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">2,789</td> <td style="text-align: right;">P563,356,576.31</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	949	P63,113,379.92	b. Disbursement Vouchers	1,113	P358,246,364.55	c. Purchase Requests	134	P 74,564,563.27	d. Purchase Orders	45	P8,501,005.66	e. Requisition & Issue Slips	73	P1,110,388.68	f. Checks	403	P57,820,874.23	g. Monetization Requests	24	P511,999.00	h. Transmittal - Salaries & Wages	48	P70,450,078.69	TOTAL	2,789	P563,356,576.31
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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"> <thead> <tr> <th colspan="3" style="text-align: center;">BID & BID-RELATED DOCUMENTS</th> </tr> <tr> <th colspan="3" style="text-align: center;">Goods and Infra & Services</th> </tr> </thead> <tbody> <tr> <td>i. Approved Budget for Goods</td> <td style="text-align: center;">3</td> <td style="text-align: right;">P6,901,400.00</td> </tr> <tr> <td>j. Approved Budget for Infrastructure & Services</td> <td style="text-align: center;">1</td> <td style="text-align: right;">P3,199,977.33.33</td> </tr> <tr> <td>k. BAC Resolutions for Goods</td> <td style="text-align: center;">14</td> <td style="text-align: right;">P137,689,907.00</td> </tr> <tr> <td>l. BAC Resolutions for Infrastructure & Services</td> <td style="text-align: center;">4</td> <td style="text-align: right;">P27,295,746.80</td> </tr> <tr> <td>m. Notices of Award for Goods</td> <td style="text-align: center;">14</td> <td style="text-align: right;">P137,689,907.00</td> </tr> <tr> <td>n. Notices of Award for Infrastructure & Services</td> <td style="text-align: center;">14</td> <td style="text-align: right;">P14,679,218.42</td> </tr> <tr> <td>o. Contract Agreement for Goods</td> <td style="text-align: center;">14</td> <td style="text-align: right;">P137,689,907.00</td> </tr> <tr> <td>p. Contract Agreement for Infrastructure & Services</td> <td style="text-align: center;">14</td> <td style="text-align: right;">P14,679,218.42</td> </tr> <tr> <td>q. Notice to Proceed for Goods</td> <td style="text-align: center;">14</td> <td style="text-align: center;">-</td> </tr> <tr> <td>r. Notice to Proceed for Infrastructure</td> <td style="text-align: center;">14</td> <td style="text-align: center;">-</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">28</td> <td style="text-align: right;">P152,369,125.42 VALUE of Contract Agreements for Goods and Infrastructure & Services</td> </tr> </tbody> </table>	BID & BID-RELATED DOCUMENTS			Goods and Infra & Services			i. Approved Budget for Goods	3	P6,901,400.00	j. Approved Budget for Infrastructure & Services	1	P3,199,977.33.33	k. BAC Resolutions for Goods	14	P137,689,907.00	l. BAC Resolutions for Infrastructure & Services	4	P27,295,746.80	m. Notices of Award for Goods	14	P137,689,907.00	n. Notices of Award for Infrastructure & Services	14	P14,679,218.42	o. Contract Agreement for Goods	14	P137,689,907.00	p. Contract Agreement for Infrastructure & Services	14	P14,679,218.42	q. Notice to Proceed for Goods	14	-	r. Notice to Proceed for Infrastructure	14	-	TOTAL	28	P152,369,125.42 VALUE of Contract Agreements for Goods and Infrastructure & Services
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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 HR Merit Promotions and Screening Board for deliberations on applications for the following employees:</p> <p style="padding-left: 40px;">Promotion to ADAS IV (Bookbinder IV) <i>RHODORA A. RAMIREZ</i> <i>CANDELARIA B. VALEROS</i> <i>JULIE C. GANGAN</i></p> <p style="padding-left: 40px;">Promotion to SAO (AO--IV) <i>MA. THERESA B. MARAMAG</i> <i>JAYPEE M. DELA CRUZ</i> <i>JOVEN B. JACINTO</i></p> <p>Mr. Perry Grace Agraviador was tasked to attend the <i>Philippine Training of Trainers on Frontier ICT and Cybersecurity for Sustainable Development</i> at the Development Academy of the Philippines from April 10-15 in Pasig City.</p> <p>The PA attended the Provincial and City Treasurers Association (PACTAP) Annual National Convention from April 18-22 in Baguio City</p> <p>The PA Office conducted its 2-day Capacity Building (Staff Development) in Ilocos Norte from April 29 to 30, 2023.</p>																																							

<p>PHYSICAL RESOURCE</p> <p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>		<p>The PA granted permission for requesting schools to use the GFNDY Session Hall as venue for Moving Up and Graduation ceremonies and Recognition Days, and the Blue Room and the PGI Food Court for office meetings and activities of certain organizations.</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 after the Governor approved and signed the same, the Office managed the release and distribution of the EOs. 3 of the EOs were on the reorganization of the <i>Local Public Transport Route Plan Team</i>, the <i>Core Planning Team for the Provincial Commodity Investment Plan</i>, and the <i>Provincial Project Monitoring & Implementation Unit</i>; one is for the creation of the <i>Inter-agency Monitoring Task Force of the Local Child Protection Council</i>.</p> <p>From 1,241 in March, the Office processed and approved 872 Office Orders in April.</p> <p>743 of these are Authorities to Travel for field assignments and attendance in trainings and seminars in Cebu, Baguio City, Metro Manila, and Tuguegarao, among other locations.</p> <p>123 were Authorizations to render Overtime Work, most of which were for the personnel of the OPE, GSO, PGO, PIO, and PSO.</p> <p>6 were Orders designating certain personnel as OIC-COH and OIC Cashiers, and OIC-AO</p> <p>A total of 833 documents were received by the office as INCOMING COMMUNICATIONS. The list includes the following:</p> <p>Request Letters for: Financial Assistance : 81 Facility Use : 13 , for facilities such as Blue Room, Session Hall, & Food Court Recommendation : 8 for ISU Cabagan, Yeban Integrated School, BFP, DepEd, Cadsalan Integrated School</p> <p>Dispensation : 1 Endorsement : 8</p> <p>6 Letters from National Offices inc. Presidential Action Center and OVP</p>

	documents to other offices.	<p>2 Intent to Retire – personnel from GFNDYMH and PPDO</p> <p>107 Invitations to Govt meetings, trainings, Animal dispersal, Inspirational Message, etc. from other government offices such as the DA, DOH, DSWD</p> <p>37 Reports from PGI Offices, hospitals, DPWH</p> <p>62 Project/Activity Proposals inc PPDO, IPHO, PSWDO</p> <p>403 Leave Applications</p> <p>4 Special Orders on designation and assignment of certain personnel were prepared & issued</p> <p>1 Governor’s Memorandum was prepared by the PA Office and issued by the Governor, designating the Vice Governor as OIC from May 11-15 while the Governor is on Official Business outside the country.</p> <p>2 Memoranda were issued by the PA . The Memos were for the submission of Monthly Accomplishment Reports also in electronic form, and the request for assistance of concerned PGI Departments and Offices in the data required for the PGI Entry in the 2023 Galing Pook .</p> <p>OUTGOING COMMUNICATIONS FROM THE GOVERNOR: 33 including the following:</p> <ul style="list-style-type: none"> 6 Recommendations for Employment In ISU and DepEd 6 Endorsement Letters for transfer, enlistment, employment to the Philippine Army, DepEd, BFP One (1) Dispensation for Dr. Mary Ann Marie B. Logan of the CDH 4 Letters related to policy and program implementation <p>12 Authority to Travel Abroad documents were prepared and issued by the PA Office in April</p> <p>The PA reviewed the 62 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 305 documents –28 Accomplishment Reports, 254 BAC Documents, 11 Hospital Inventories, 4 Executive Orders, and 8 miscellaneous documents.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 668 emailed documents in April and forwarded the same to the person 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.

Prepared by:


RODESSA D. LACHICA
SAO, Office of the Provincial Administrator

APPROVED:

NOEL MANUEL R. LOPEZ
Provincial Administrator

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