

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><tr><th colspan="3">FINANCIAL DOCUMENTS</th></tr><tr><th>Type</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>a. Obligation Requests</td><td>916</td><td>P190,148,637.99</td></tr><tr><td>b. Disbursement Vouchers</td><td>1,393</td><td>P301,231,410.12</td></tr><tr><td>c. Purchase Requests</td><td>129</td><td>P85,627,790.06</td></tr><tr><td>d. Purchase Orders</td><td>207</td><td>P65,976,422.91</td></tr><tr><td>e. Requisition &amp; Issue Slips</td><td>260</td><td>P85,883,044.56</td></tr><tr><td>f. Checks</td><td>469</td><td>P72,572,951.11</td></tr><tr><td>g. Monetization Requests</td><td>27</td><td>P488,786.00</td></tr><tr><td>h. Transmittal - Salaries &amp; Wages</td><td>47</td><td>P45,975,082.19</td></tr><tr><td>TOTAL</td><td>3,448</td><td>P802,440,256.75 (a to f)</td></tr></table>		FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	916	P190,148,637.99	b. Disbursement Vouchers	1,393	P301,231,410.12	c. Purchase Requests	129	P85,627,790.06	d. Purchase Orders	207	P65,976,422.91	e. Requisition & Issue Slips	260	P85,883,044.56	f. Checks	469	P72,572,951.11	g. Monetization Requests	27	P488,786.00	h. Transmittal - Salaries & Wages	47	P45,975,082.19	TOTAL	3,448	P802,440,256.75 (a to f)
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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><tr><th colspan="3">BID &amp; BID-RELATED DOCUMENTS Goods and Infra &amp; Services</th></tr><tr><td>i. Approved Budget for Goods</td><td>3</td><td>P7,409,,650.60</td></tr><tr><td>j. Approved Budget for Infrastructure &amp; Services</td><td>22</td><td>P61,898,682.02</td></tr><tr><td>k. BAC Resolutions for Goods</td><td>16</td><td>P82,981,534.75</td></tr><tr><td>l. BAC Resolutions for Infrastructure &amp; Services</td><td>9</td><td>P14,489,318.17</td></tr><tr><td>m. Notices of Award for Goods</td><td>16</td><td>P82,981,534.75</td></tr><tr><td>n. Notices of Award for Infrastructure &amp; Services</td><td>-</td><td>-</td></tr><tr><td>o. Contract Agreement for Goods</td><td>15</td><td>P32,959,019.90</td></tr><tr><td>p. Contract Agreement for Infrastructure &amp; Services</td><td>-</td><td>-</td></tr><tr><td>q. Notice to Proceed for Goods</td><td>15</td><td>-</td></tr><tr><td>r. Notice to Proceed for Infrastructure</td><td>-</td><td>-</td></tr><tr><td>TOTAL</td><td></td><td>P32,959,019.90</td></tr></table>	BID & BID-RELATED DOCUMENTS Goods and Infra & Services			i. Approved Budget for Goods	3	P7,409,,650.60	j. Approved Budget for Infrastructure & Services	22	P61,898,682.02	k. BAC Resolutions for Goods	16	P82,981,534.75	l. BAC Resolutions for Infrastructure & Services	9	P14,489,318.17	m. Notices of Award for Goods	16	P82,981,534.75	n. Notices of Award for Infrastructure & Services	-	-	o. Contract Agreement for Goods	15	P32,959,019.90	p. Contract Agreement for Infrastructure & Services	-	-	q. Notice to Proceed for Goods	15	-	r. Notice to Proceed for Infrastructure	-	-	TOTAL		P32,959,019.90
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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 sat as Presiding Officer of the HRMPSB which met for 5 sessions in July to screen applicants for Nursing and other Hospital positions in Cauayan Ddistrict HGospital, Echague District Hospital, and the GFND Memorial Hospital.</p> <p>The Board screened for regularization/New Appointment of 46 applicants of positions in CDH; 54 in GFNDMH, and ; 18 in EDH.</p> <p>Included among those screened were 12 Physicians and Certified Hemodialysis Nurses. It also screened applicants for promotion and approved those of 9 employees, including 2 CPAs and 1 Provincial Assistant Department Head, Engr. Cosme Aggabao.</p> <p>As part of the PA OFFICE CAPACITY BUILDING, the following were participated in by PA Staffmembers:</p> <p>The 5-day online course <i>COURSE ON POLICY DESIGN AND DEVELOPMENT</i> conducted by the Development Academy of the Philippines and attended by PA Office Supervising Administrative Officer Mario Jose Nuesa and Senior Officer Atty. Nicole Yasto.</p>																																				



PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted permission for requesting parties to use the GFNDY Session Hall, the Blue Room, and the PGI Food Court for meetings and activities with the members of the Regional Development Council, Banko Sentral, Japan Officials, San Miguel, and Aboitiz, and other activities related to programs and policies.
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 &amp; Memoranda) emanating from the Governor or the Provincial Administrator, and the implementation, coordination, and monitoring of programs, projects, and activities. 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</p>	<p>The Office prepared <b>1 Executive Order</b> and reviewed and finalized ; this was for the creation of the Risk Resiliency Program TWG. After the Governor approved and signed the same, the Office managed their release and distribution.</p> <p>The Office processed and approved <b>900 OFFICE ORDERS</b> in July.</p> <p><b>830</b> of these are <b>Authorities to Travel</b> for field assignments and attendance in trainings and seminars. Locations cited were Dinapigui RHU, CVCHD in Tuguegarao, Science City of Munoz NE, Bayombong in Nueva Vizcaya, and Metro Manila.</p> <p><b>67</b> were <b>Authorizations to render Overtime Work</b>, most of which were for the personnel of the OPE, GSO, PGO, the PA Office, Budget Office, and the Assessor’s Office.</p> <p><b>3</b> were <b>Orders designating</b> certain personnel as BAC Members, OIC Chief Nurse of GFNDMH vice the retired Ms. Tina Guillermo, and another OIC Chief Nurse in the hospitals Nursing Section.</p> <p>A total of <b>945</b> documents were received by the office as <b>INCOMING COMMUNICATIONS</b>. Of primary import are the following: <b>Request Letters</b> for: Financial Assistance : 36 for cultural and Team building activities, and medical needs Facility Use : 15 for the multiple uses of the GFND Session Hall, Food Court, and Blue Room Recommendation : 24 including Recomm for Transfer from Cumabao Integ. School to Delfin Albano HS, and for employment as Principal and PSB teacher under PSB in LGU-Tumauini</p>

	<p>documents to other offices.</p>	<p>Dispensation : 1 –Nolilon Plaspas, RN Endorsement : 28 (for employment and 6 were projects)</p> <p><b>245 Letters from National Offices</b> mostly From DOH, DepEd, DENR, DOT, DILG, and DSWD</p> <p>1 Intent to Retire from William Muñoz (Sanitation Inspection I)</p> <p><b>83 Invitations</b> including invites to Govt meetings, DRRM Expo, and speaking engagements, and other functions – from DA, PSA, DILG, and other entities</p> <p><b>128 Reports</b> inclusive of Monthly Office/Dept Accomplishment Reports and Hospital Monitoring, including Oxygen Consumption</p> <p><b>37 Project/Activity Proposals</b> inc IPHO, PYDO, OPA, DILG, and PSWD</p> <p><b>631 Leave Applications</b></p> <p><b>6 Special Orders</b> on designation and assignment of certain personnel were prepared &amp; issued</p> <p><b>9 Memoranda</b> were issued by the PA . Included are the Memos for PGI employees regarding compliance with DILG MCs and cessation of the 24-duty practice of certain offices</p> <p><b>OUTGOING COMMUNICATIONS FROM THE GOVERNOR:</b> 17 including the following:</p> <ul style="list-style-type: none"><li>1 Recommendation for Employment to ISU-Angadanan Campus</li><li>2 Endorsements –to SDS –Isabela and DENR RO2-CENRO Cabagan</li><li>2 Letters on program implementation</li></ul> <p>1 Dispensation for Nurse Nolilon Plaspas</p> <p><b>12 Authority to Travel Abroad</b> documents were prepared and issued by the PA Office in July:</p> <p>The PA reviewed the 37 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 369 documents –36 Accomplishment Reports, 319 BAC Documents, 13 Hospital Inventories, And 1 Executive Order
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 700 emailed documents in July, 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.
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.	Meetings and Activities organized:  SGLG and other Matters with Department Heads of PGI on August 13 <sup>th</sup>  Discussion with Landbank on Interest Rates  RDC2 Quarterly Meeting on August 19 <sup>th</sup>  Forum with Banko Sentral on Financial Literacy and new Currency Bill
Partnerships	This is a task in support of the PGI’s key programs. It enjoins government offices, private entities, 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:  SMFI Application for the Grant of Fiscal Incentives under the Investment & Incentives Code of Isabela on August 11 <sup>th</sup>  Introductory Meeting/forum between PGI and Officials of Ibaraki Prefecture in Japan for the exploration of partnerships in Agriculture and other aspects, on August 12 <sup>th</sup>  MOA Signing with SN Aboitiz Universal Power Corporation on August 18 <sup>th</sup>
Direct assignments from the Governor	Activities and Documents that only the PA can coordinate and prepare	The PA prepared documents 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.

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