

**OFFICE OF THE PROVINCIAL ADMINISTRATOR**  
Accomplishment Report  
Month of **MARCH 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																																	
<b>FOCUS AREAS</b>																																			
<b>I. RESOURCE MANAGEMENT</b>																																			
<b>FISCAL RESOURCE</b>	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%;"> <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;">1,185</td> <td style="text-align: right;">P96,324,771.80</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">3,283</td> <td style="text-align: right;">P383,643,296.45</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">219</td> <td style="text-align: right;">P107,165,601.37</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">14</td> <td style="text-align: right;">P3,397,258.63</td> </tr> <tr> <td>e. Requisition &amp; Issue Slips</td> <td style="text-align: center;">108</td> <td style="text-align: right;">P1,555,436.42</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">485</td> <td style="text-align: right;">P66,449,523.28</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">57</td> <td style="text-align: right;">P1,047,704.00</td> </tr> <tr> <td>h. Transmittal - Salaries &amp; Wages</td> <td style="text-align: center;">51</td> <td style="text-align: right;">P57,737,628.69</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>5,402</b></td> <td style="text-align: right;"><b>P717,321,220.64</b></td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,185	P96,324,771.80	b. Disbursement Vouchers	3,283	P383,643,296.45	c. Purchase Requests	219	P107,165,601.37	d. Purchase Orders	14	P3,397,258.63	e. Requisition & Issue Slips	108	P1,555,436.42	f. Checks	485	P66,449,523.28	g. Monetization Requests	57	P1,047,704.00	h. Transmittal - Salaries & Wages	51	P57,737,628.69	<b>TOTAL</b>	<b>5,402</b>	<b>P717,321,220.64</b>
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<p><b>HUMAN RESOURCE</b></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 52 requests for <i>Monetization of Leave Credits</i>.</p> <p>The PA instructed Supervising Admin Officer Claire Paguirigan and Administrative Office Syril Nolasco to attend the Review and Compliance Procedure in Filing &amp; Submission of the SALN.</p>																																				
<p><b>PHYSICAL RESOURCE</b></p> <p>GFND Session Hall QIP – Open &amp; Office Spaces Isabela Sports Complex</p>		<p>The PA granted permission for requesting parties to use the GFNDY Session Hall, the Isabela Sports Complex (by faith-based group and DepEd), and the PGI Food Court.</p>																																				



## II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING

<p style="text-align: center;"><b>POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO</b></p>	<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.</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>The Office prepared <b>2 Executive Orders</b> and after the Governor approved and signed the same, the Office managed the release and distribution of the EOs. EO 11 directed the organization of a Committee on Decorum and Investigation in the PGI, to handle sexual harassment cases. EO 10 was on the creation and constitution of the Planning Core Team and TWG for the updating of the Provincial Development and Physical Framework Plan (PDPFP).</p> <p>From 817 in February, the Office processed and approved <b>1,241 OFFICE ORDERS</b>, more than doubling the 611 processed in January.</p> <p><b>1,081</b> of these are <b>Authorities to Travel</b> for field assignments and attendance in trainings and seminars. The top 5 locations cited were Baguio City, Malay in Aklan, Dinapigue, Tuguegarao City, and Sta. Ana in Cagayan.</p> <p><b>155 were Authorizations to render Overtime Work</b>, most of which were for the personnel of the OPE, GSO, PGO, PSG, PTO, and the PA Office.</p> <p><b>5 were Orders designating</b> certain personnel as OIC-COH and OIC Cashiers, and <b>directing</b> an employee to report as a Circuit Dentist</p> <p>A total of <b>1031</b> documents were received by the office as <b>INCOMING COMMUNICATIONS</b>, of primary import are the following:</p> <p><b>Request Letters</b> for:</p> <p>Financial Assistance : 40  Facility Use : 2 (Sports Complex)    1 ( Session Hall)    1 (Food Court)</p> <p>Recommendation : 10  Dispensation : 4  Endorsement : 8  56 Monetization Requests</p> <p><b>83 Letters from National Offices</b> mostly DBM, DILG, ERC,LPP, 8888</p> <p><b>1 Intent to Retire</b>  <b>25 Invitations</b> to Govt meetings and functions  <b>84 Reports</b> from PGI Offices, PNP, DPWH  <b>23 Project/Activity Proposals</b> inc OPA, IPHO, PDRRMO  <b>578 Leave Applications</b></p> <p>Some 698 Incoming Communications were in the category of miscellaneous</p>
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		<p>communications such as informal letters seeking employment, advertisement materials, and letters personal to employees of the PGI.</p> <p><b>3 Special Orders</b> on designation and assignment of certain personnel were prepared &amp; issued</p> <p><b>1 Governor's Memorandum</b> was prepared by the PA Office and issued by the Governor, designating the Vice Governor as OIC while the Governor is on Official Business outside the country.</p> <p><b>6 Memoranda</b> were issued by the PA . Included are the Memos for wearing purple shirts for the Women's Month celebration, attendance in the Audit Conference, SGLG Utilization Conferene, and compliance with the Zero Backlog Report</p> <p><b>OUTGOING COMMUNICATIONS FROM THE GOVERNOR:</b> 37 including the following:</p> <p>2 Recommendations for Employment Including the letter to TESDA Chief o the retention of PD Vilma Cabrera</p> <p>4 Endorsements , including endorsements to PBBM and Senators Poe, Marcos, Revilla, and Tulfo, of a requested project in Villa Marcos in Ramon, Isabela.</p> <p>5 Dispensation</p> <p>7 Letters for LGU Santiago re 8888, Presidential Action center, PCSO, PPDO, DILG RO2, DBM, and Dr. Antonio</p> <p><b>19 Authority to Travel Abroad</b> documents were prepared and issued by the PA Office in March: 9 for Mayors, 1 for a member of the SP, and 6 for PGI employees.</p> <p>The PA reviewed the 23 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>
<b>III. OTHER ACCOMPLISHMENTS</b>		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 216 documents –21 Accomplishment Reports, 150 BAC Documents, 11 Hospital Inventories, 14 FDP Documents, 2 Executive Orders, and 10 miscellaneous documents.

Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 898 emailed documents in March, 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.
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 to achieve PGI goals.	The PA assisted the heads of the other PGI Departments in the march 27 <sup>th</sup> Exit Conference with Commission on Audit-Isabela representatives.  On March 28 <sup>th</sup> , the PA met and discussed with, and directed heads of offices on the documentary requirements and fund utilization processes and other concerns related to the SGLG 2023.  The PA assisted the Isabela Tourism Office in the Sangguniang Panlalawigan Committee deliberations on the Provincial tourism Code on March 23.
Partnerships	This is a task in support of the PGI's key programs. It enjoins government offices 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 represented the Governor in the Provincial School Board Meeting to discuss matters pertaining to the holding of the CAVRAA and other DepEd-PGI activities. This was on 21 March 2023.  The PA represented the Governor in a March 7 <sup>th</sup> meeting with the MSR representatives to discuss the cancellation of the Contract Agreement for the PGI-MSR (Private Sector) Partnership.
Direct assignments from the Governor	Activities involving the preparation of Documents for the President and National Offices/Officials	The PA prepared letters, proposals, position papers, research work assigned to him directly by the Governor, for the consideration of the Chief Executive, different Departments, and other government offices, enjoining them to partner with the PGI in the implementation of some of its programs and projects.

Prepared by:

**RODESSA D. LACHICA**  
SAO, Office of the Provincial Administrator

**APPROVED:**

**NOEL MANUEL R. LOPEZ**  
Provincial Administrator