

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of JANUARY 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	<p>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>	<p>Reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the PA:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <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;">177</td> <td style="text-align: right;">P23,373,237.94</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">342</td> <td style="text-align: right;">P78,256,199.39</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">82</td> <td style="text-align: right;">P99,882,777.71</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">2</td> <td style="text-align: right;">P1,314,250.00</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td style="text-align: center;">70</td> <td style="text-align: right;">P1,138,993.06</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">105</td> <td style="text-align: right;">P10,370,132.19</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">28</td> <td style="text-align: right;">P 543,649.78</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td style="text-align: center;">34</td> <td style="text-align: right;">P52,165,036.90</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">840</td> <td style="text-align: right;">P267,044,276.97</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	177	P23,373,237.94	b. Disbursement Vouchers	342	P78,256,199.39	c. Purchase Requests	82	P99,882,777.71	d. Purchase Orders	2	P1,314,250.00	e. Requisition & Issue Slips	70	P1,138,993.06	f. Checks	105	P10,370,132.19	g. Monetization Requests	28	P 543,649.78	h. Transmittal - Salaries & Wages	34	P52,165,036.90	TOTAL	840	P267,044,276.97
FINANCIAL DOCUMENTS																																			
Type	Quantity	Amount/Value																																	
a. Obligation Requests	177	P23,373,237.94																																	
b. Disbursement Vouchers	342	P78,256,199.39																																	
c. Purchase Requests	82	P99,882,777.71																																	
d. Purchase Orders	2	P1,314,250.00																																	
e. Requisition & Issue Slips	70	P1,138,993.06																																	
f. Checks	105	P10,370,132.19																																	
g. Monetization Requests	28	P 543,649.78																																	
h. Transmittal - Salaries & Wages	34	P52,165,036.90																																	
TOTAL	840	P267,044,276.97																																	

	<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">BID & BID-RELATED DOCUMENTS Infra and Goods & Services</th> </tr> </thead> <tbody> <tr> <td>i. Infra Contract Agreement</td> <td>0</td> <td>0</td> </tr> <tr> <td>j. Good & Services Contract Agreements</td> <td>1</td> <td>P7,905,000.00</td> </tr> <tr> <td>k. BAC Resolutions for Infrastructure</td> <td>9</td> <td>P52,134,652.73</td> </tr> <tr> <td>l. BAC Resolutions for Goods & Services</td> <td>2</td> <td>P14,624,000.00</td> </tr> <tr> <td>m. Approved Budget for Goods & Services</td> <td>0</td> <td>0</td> </tr> <tr> <td>n. Notices of Award for Infra</td> <td>9</td> <td>P52,134,652.73</td> </tr> <tr> <td>o. Notices of Award for Goods & Services</td> <td>2</td> <td>P14,624,000.00</td> </tr> <tr> <td>p. Notice to Proceed for Infra</td> <td>9</td> <td>P52,134,652.73</td> </tr> <tr> <td>q. Notice to Proceed for Goods & Services</td> <td>1</td> <td>P7,905,000.00</td> </tr> <tr> <td>TOTAL</td> <td>11</td> <td>P66,758,652.73</td> </tr> </tbody> </table>	BID & BID-RELATED DOCUMENTS Infra and Goods & Services			i. Infra Contract Agreement	0	0	j. Good & Services Contract Agreements	1	P7,905,000.00	k. BAC Resolutions for Infrastructure	9	P52,134,652.73	l. BAC Resolutions for Goods & Services	2	P14,624,000.00	m. Approved Budget for Goods & Services	0	0	n. Notices of Award for Infra	9	P52,134,652.73	o. Notices of Award for Goods & Services	2	P14,624,000.00	p. Notice to Proceed for Infra	9	P52,134,652.73	q. Notice to Proceed for Goods & Services	1	P7,905,000.00	TOTAL	11	P66,758,652.73
BID & BID-RELATED DOCUMENTS Infra and Goods & Services																																			
i. Infra Contract Agreement	0	0																																	
j. Good & Services Contract Agreements	1	P7,905,000.00																																	
k. BAC Resolutions for Infrastructure	9	P52,134,652.73																																	
l. BAC Resolutions for Goods & Services	2	P14,624,000.00																																	
m. Approved Budget for Goods & Services	0	0																																	
n. Notices of Award for Infra	9	P52,134,652.73																																	
o. Notices of Award for Goods & Services	2	P14,624,000.00																																	
p. Notice to Proceed for Infra	9	P52,134,652.73																																	
q. Notice to Proceed for Goods & Services	1	P7,905,000.00																																	
TOTAL	11	P66,758,652.73																																	
<p>HUMAN RESOURCE</p> <p>Employee Needs and Incentives</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>Granted requests for <i>Monetization of Leave Credits</i> to 28 employees.</p> <p>Two Letters on Intent to retire were forwarded to Finance and HR.</p> <p>The PA presided over two meetings/screening sessions of the HR Merit and Promotions Board on January 12th and 13th, for the Provincial Treasury Office's applicants for promotion and recruitment.</p> <p>The PA completed arrangements with the Employees Cooperative (IPEMPC) to make available at <i>Tienda Isabela</i>, the grocery needs of all PGI employees who have expressed preference to convert their 1,000-peso rice allowance (under the SRA + one-time rice allowance Presidential directive) into grocery items equivalent to its value. The PA organized the Grocery Tab+Schedule system to ensure the continuing availability of stocks and a smooth conduct of the activity.</p>																																	
<p>PHYSICAL RESOURCE</p> <p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>		<p>Designed and implemented construction of platform at the GFND Session Hall and made adjustments for red-carpet installment in preparation for the <i>State Dinner</i> in honor of the Papal Nuncio; the QIP and Sports Complex were utilized for Bambanti Festival Activities, food stalls, and recreational facilities, hence were not available to other requesting parties</p>																																	

II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING


<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. 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. 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 approved a total of 758 Office Orders. 611 of these are Authorities to travel in the performance of regular functions, including attendance in trainings and seminars, and 147 were Authorization to render Overtime Work mostly on connection to the Bambanti Festival from 23-28 January 2023.</p> <p>A total of 920 documents were received by the office as Incoming Communications, broken down as follows:</p> <p>752 Request Letters for:</p> <ul style="list-style-type: none"> Financial Assistance : 51 Facility Use : 4 Recommendation & Dispensation : 9 Endorsement : 6 <p>39 Letters from National Offices 2 Intent to Retire</p> <p>477 Leave Applications 10 Invitations to Government functions 39 Reports from PGI Offices 3 Project/Activity Proposals 5 Draft MOA</p> <p>758 Office Orders were prepared and issued; 147</p> <p>11 Special Orders on designation and assignment were prepared & issued</p> <p>3 Memoranda from the Governor were prepared by the PA Office and issued by the Governor. One directs PGI Offices and LGUs to observe Earth Hour 2023 and urges the private sector to participate in the same; The other designate the Vice Governor to serve as OIC while the Governor is on Official Travel</p> <p>1 Memorandum from the PA on the Visit of Our Lady of Manauag to the PGI was prepared and issued enjoining PGI employees to</p> <p>Outgoing Communications : 115</p> <p>FROM THE GOVERNOR: 111</p> <ul style="list-style-type: none"> 10 Recommendations for Employment 4 Endorsements 7 Dispensation 91 Letters on Policy and project Implementation, Coordination, Evaluation, and In answer to Requests
--	---	---

		<p>1 Notice of Meeting in preparation for the Papal Nuncio's State Visit & Dinner in the Provl Capitol</p> <p>2 Authority to Travel Abroad were granted to the Vice Governor and Mayor Pagautan</p> <p><u>FROM THE PA: 4</u></p> <p>One letter is a referral of an 8888 complaint, clarifying that Sta Maria District Hospital is not owned by the PGI; another is a referral to IPHO of an 8888 complaint letter against GFND Hospital; another is a reply to Ms. Chanda's follow up on her appointment to the SP, and; the last is a Letter to the SP and the Vice Gov Office, inquiring on the status of the September 2022 letter of the Governor revisiting the Ordinance on the subject</p> <p>The PA reviewed the 3 Project Proposals submitted by different PGI Offices in relation to the implementation 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> <p>The PA monitored and oversaw the implementation of all the different plans, programs, projects, and activities of the PGI, including all Bambanti festival Project components and all State Visit/Dinner project components.</p> <p>The PA designed the Bambanti Festival Welcome Arch and Fun Bike Plantform & Stage, and supervised the construction and completion of the same. The PA staff also assisted in the preparation of materials that are part of the projects.</p>
III. OTHER ACCOMPLISHMENTS		
PGI Website Administration	Involves content Monitoring and Maintenance	Uploaded 288 documents – Accomplishment Reports, BAC Documents, and Hospital Inventories
Email Account Management	Monitoring and organizing the emailed correspondence and documents, and receiving and forwarding the same	Received 687 emailed documents and forwarded the same to the person in charge of the <i>Incoming Communications Receiving & Registry</i> . The emails were Travel Orders for the PA's signature, Accomplishment Reports, and Correspondence from PGI Offices, National Agencies, and the private sector.

<p>Papal Nuncio State Visit and State Dinner</p>	<p>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</p>	<p>The PA Office was Office-in-Charge of the planning, organization, and physical preparations for the Papal Nuncio's February 2nd <i>State Visit</i> at the Governor's Office and the <i>State Dinner</i> at the GFND Session Hall. Planning and initial organizational meetings started in late December 2023. The PA conducted the Itinerary and Security Preparations meeting with Department Heads and PNP representatives on January 6th. The Program, Activity Flow, Invitations, coordination, and menu were prepared starting mid-January. The actual physical preparations commenced on January 22nd.</p>
<p>Assistance to Provincial Youth Development Office</p>	<p>This is a continuing support extended by the Office of the PA to the Provl Youth Development Office which now performs the functions that used to be carried out by the PA Office. The PYDO is under the Office of the Governor hence the PA ensures that it receives continuing support from his office.</p>	<p>The PA assisted the Provincial Youth Development Office in the organization and conduct of the 2-day Provincial Youth Summit in Cauayan City on January 12th and 13th. He represented the PGI Leadership in the gathering and also served as a Resource Speaker on the <i>Youth Agenda of the Provincial Government of Isabela</i>.</p>
<p>Support to other PGI Departments Regarding COA Audit Observation Memoranda</p>	<p>This is a critical support function performed by the PA for other PGI Departments/ Heads.</p>	<p>The PA reviewed the AOMs and gathered and perused reference materials in preparation for the drafting of Replies thereto.</p>
<p>Partnerships</p>	<p>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.</p>	<p>The PA commenced 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>
<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 prepared 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>

Drafted other Letters of the Governor and conducted research per the directive of the Governor	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.	The PA prepared draft letters and proposals assigned to him directly by the Governor.
--	--	---

Prepared by:


RODESSA D. LACHICA
Supervising Administrative Officer
Office of the Provincial Administrator

APPROVED:


NOEL MANUEL R. LOPEZ
Provincial Administrator