

## OFFICE OF THE PROVINCIAL ADMINISTRATOR

### Accomplishment Report

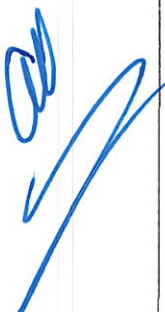
Month of  **APRIL 2024**

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	The following documents were reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the P.A. and/or the Governor: <table border="1" style="margin: 10px auto; border-collapse: collapse; width: 80%;"> <thead> <tr style="background-color: #e0b0ff;"> <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;">1,149</td> <td style="text-align: right;">P234,527,309.19</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,441</td> <td style="text-align: right;">P423,958,387.75</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">189</td> <td style="text-align: right;">P95,191,959.51</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">53</td> <td style="text-align: right;">P14,918,337.59</td> </tr> <tr> <td>e. Requisition &amp; Issue Slips</td> <td style="text-align: center;">216</td> <td style="text-align: right;">P78,291,651.76</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">393</td> <td style="text-align: right;">151,400,674.09</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">15</td> <td style="text-align: right;">403,623.00</td> </tr> <tr> <td>h. Transmittal - Salaries &amp; Wages</td> <td style="text-align: center;">47</td> <td style="text-align: right;">51,759,098.77</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>3,503</b></td> <td style="text-align: right;"><b>P998,691,942.89</b> (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,149	P234,527,309.19	b. Disbursement Vouchers	1,441	P423,958,387.75	c. Purchase Requests	189	P95,191,959.51	d. Purchase Orders	53	P14,918,337.59	e. Requisition & Issue Slips	216	P78,291,651.76	f. Checks	393	151,400,674.09	g. Monetization Requests	15	403,623.00	h. Transmittal - Salaries & Wages	47	51,759,098.77	<b>TOTAL</b>	<b>3,503</b>	<b>P998,691,942.89</b> (a to f only)
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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>The PA as Vice Chair of the HRMPSB attended the Screening and Interview of 43 PGI employees, including 18 Healthworkers from the GFNDMH, 13 from the OPE, 10 from the SP Secretary's Office, and 2 from the Vice Governor's Office.</p> <p>The PA reviewed and approved 8 processed Appointments of PGI personnel who underwent screening by the HRMPSB and the Vice Governor's Office (for its own appointees) in previous months. The Appointees included:</p> <p>Dr. R-lyn Reyes as Medical Officer III of MADH  Gabriel Jao as LRCO III in the PTO  Rowena Segui – LAOO III in the Provincial Assessor's Office  Stevenson Cureg - LAOO III in the Provincial Assessor's Office  April Daffodil Labores - AO 2 in PTO and 2 Utility Workers (William Gannaban and Robert Medula) in the PGSO</p> <p>The PA approved the attendance 16 PGI personnel in 10 trainings and seminars organized by government and non-government organizations. The employees included Engineers, Nurses, Agriculture Technicians, and Sanitation Inspectors. Some of these activities were on:</p>																																																						

		<p>Meat Inspection Course Operation and Management of Rice Processing Enterprise under the Rice Mechanization Program</p> <p>Real Property Appraisal and Assessment</p> <p>Health Emergency Response Operation Training</p>
<b>PHYSICAL RESOURCE</b>	<p>GFND Session Hall QIP – Open &amp; Office Spaces Isabela Sports Complex</p>	<p>The PA granted 44 out of 50 requests for the use of PGI facilities such as PGI vehicles, and the Balay. Other Requests were not approved due to inavailability of the facilities.</p>

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

<p><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. 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,</p>	<p><b><u>ORDERS</u></b> By Authority of the Governor, the PA Office processed and approved <b>1,111 ORDERS FROM THE GOVERNOR (including Travel Orders)</b> in the month of January.</p> <ul style="list-style-type: none"> <li>• <b>140 Office Orders</b> were issued: 131 to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Admin Office, and PDRRMO; 9 Orders were issued for personnel to undertake tasks outside the Capitol Compound and for the designation of personnel as OIC PVET, OIC PTO, Assigned RN at WCPC, OIC AO at the CDH.</li> <li>• <b>971 Travel Orders</b> for personnel to attend to field assignments, participate in trainings and seminars, or transmit communications outside the PGI jurisdiction. Locations cited include Metro Manila, Nueva Ecija, Cebu, Palawan, Iloilo City.</li> </ul> <p><b><u>INCOMING COMMUNICATIONS</u></b> A total of 992 documents was recorded by the Office as <b>INCOMING COMMUNICATIONS</b> broken down as follows:</p> <p><b>263 Request Letters</b> were received and processed: 166 for Financial, Medical, Transportation Assistance 50 for Facility use (GFND Session</p>
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	<p>signature, clarification, coordination.</p> <p>Incoming Documents include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>Hall, Blue Room; 1 was for LGU concerned)</p> <p>5 for Recommendations for Employment at DepEd-SDO Isabela, DPWH, LGU Reina Mercedes</p> <p>5 for Endorsement of Projects</p> <p>1 Dispensation</p> <p>16 Monetization</p> <p>9 Authority to TRAVEL</p> <p>7 Message for Festivals/Events</p> <p>4 Leave of Absence (1 Doctor in CDH, 1 Nurse Pacis of MARDH, Mayor Panganiban, ISD's Claire Galapon)</p> <p><b>133 Letters from National Offices</b> such as the DILG, DA, DOH, DSWD, and DOT</p> <p><b>4 Letters of Resignation</b> of the ff:</p> <p>PGO – Ana Rizza Tejones George Quitaras GFNDMH – Aliza Marie Datul GSO – Madeleine Sambu</p> <p><b>7 Intent to Retire:</b> Rodel Nicasio (CDH), Max Gilo of , Nicanor Tagao of PVET</p> <p><b>195 Invitations</b>, including those from DA, DSWD, BAC, DOT, LGUs – for activities such as Meetings, Consultative Meetings, Trainings, and Conferences</p> <p><b>11 Project Proposals</b> were received for the PA's review and approval, including those from the PDRRMO, OPA, and PHO. 8 were approved and 3 were disapproved</p> <p><b>80 Accomplishment and Other Reports</b> of all PGI Departments, Red Cross, DPWH, IPPO,</p> <p><b>559 Leave Applications</b> were reviewed by the Office and approved by the PA</p> <p><b>300 OTHER DOCUMENTS</b> received by the PA Office included 73 Job Applications, 9 MOAs, 145 courtesy copies of MCs, and Other Documents</p> <p><b><u>OUTGOING COMMUNICATIONS</u></b></p> <p>The PA Office released the following <b>38</b> documents (OUTGOING COMMUNICATIONS), as follows:</p> <p><b>2 RECOMMENDATION LETTERS</b> for Employment, both addressed to DepED SDS Llana</p>
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		<p><b>6 ENDORSEMENT LETTERS</b> were prepared, addressed to DA RFO2 (4), ISELCO AGM, and the President/CEO of Social House Financing Corp</p> <p><b>23 AUTHORITY TO TRAVEL ABROAD</b> documents were prepared and processed by the PA Office for the signature of the Governor, for the following:  -LCEs Calderon, Francis Dy, Arnold Co, Panganiban, Pagautan  - SPs Meris, Arreola, Leaspi, Jessica Dy, Chin, and Panganiban  - Personnel of the PGI</p> <p><b>6 LETTERS</b> related to policy and program implementation and availment of grant by PGI</p> <p>Letter to Malacanang/the President thru Asec Bersamin, requesting Grant of 100M Financial Assistance</p> <p>Letter to DBM Secretary requesting written approval before uploading LGSF Request for 50M</p> <p>Letter to NMIAC Chair Anna Go re assistance to PGI during the Walang Gutom Validation April 25</p> <p>Letter to LTO , Malacanang Atty Liberato re 10M Financial Assistance per MOA</p> <p>Letter to DBM Sec re 50M thru the DRSL for LGSF</p> <p>Letter to the Governor re assistance for Capacity Building Activity of the PA Office and PIACO staffs</p> <p><b>1 DISPENSATION ORDER</b> was prepared and released, allowing Dr. Alfredo Diaz of MARDH to practice at LTO Physician</p> <p><b><u>ISSUANCES</u></b></p> <p><b>3 Executive Orders</b> were prepared by the Office and issued by the Governor. These were released /transmitted by the PA Office.</p> <p>The EOs directed the observance of waste segregation in all PGI offices and hospitals; the organization of the provincial Immunization Program Committee, and; the support to Maternal, Neo-natal, Child Health, and Nutrition</p>
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		<p>Program and the cration of the MNCHN Task Force</p> <p><b>7 SPECIAL ORDERS</b> on Designation/ Assignment and Authorization were prepared. Included are the SOs assigning :</p> <p>Romanico Daguio as OIC PDRRMO from April 15-19          Dr. Almira Reyes as OIC GFNDMH Chief from May 6-19          APSWDO Gina Rivero as PSWDO from April 15-22</p> <p>A total of <b>8 MEMORANDA</b> from the Governor and the PA were prepared by the PA Office. Included are the Memos on further vigilance and alertness, re-assignment of OPE Planning personnel., and preparations for the Walang Gutom Awards Final Validation on April 25.</p>
<b>III. OTHER ACOMPLISHMENTS</b>		
<p>Website Administration</p>	<p>Involves content Monitoring and Maintenance</p>	<p>Uploaded a total of <b>400 documents</b>, including <b>44 Accomplishment Reports, 250 Resolutions</b>, 3 Executive Orders, 15 documents for the Full Disclosure Report, and <b>14 Hospital Inventories</b>.</p>
<p>Email Account Management</p>	<p>Monitoring and organizing the emailed documents, and receiving and forwarding the same</p>	<p>The Office received <b>279 emailed documents</b> in February, and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature; and Reports, Proposals, and Correspondence from PGI Offices, National Agencies, and the private sector.</p>
<p>Special Assignments:          In representation of the Office of the Governor</p> <p>As the Chief Administrative and Operations Officer</p> <p>In support of the PGI Office Heads and their departments</p> <p>In support of local culture and PGI institutional representation</p>	<p>This function ensures the participation of the Governor in all phases of policy and program implementation towards the achievement of PGI goals and in compliance with national directives.</p>	<p>The PA attended <b>16 meetings</b> in April, and 8 of these were BAC Activities including Pre-Bid, Bid Evaluation, Bid Qualification, and Opening of Bids. The other meetings were with the ELFC on the DOH MAP Fund, on the POPS performance audit, CLUP of San Pablo Evaluation, the Walang Gutom Search upcoming site validation; Isabela Day Celebration, LPTRP Core Team, and Inspection of Delivered Seedlings and Fertilizers.</p> <p>The PA presented the PGI Entry in the 2024 Walang Gutom Awards Best Practices Search on April 24<sup>th</sup> in the Blue Room, together with other Department Heads and members of the I-RICE AP Task Force.</p>

Figures submitted and verified by:



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Prepared by:



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**APPROVED :**

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