

OFFICE OF THE PROVINCIAL ADMINISTRATOR  
Accomplishment Report

Month of **AUGUST** 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																																
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	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:																																
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	<p>Treasury 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</th></tr><tr><th colspan="3">Goods</th></tr><tr><th>BID Documents</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>BAC Resolutions</td><td>3</td><td>P7,267,500.00</td></tr><tr><td>Notices of Award</td><td>3</td><td>P7,267,500.00</td></tr><tr><td>Contract Agreement</td><td>1</td><td>P1,410,000.00</td></tr><tr><td>Notices to Proceed</td><td>1</td><td>N/A</td></tr><tr><td>Total No. of Documents/Contract Amount</td><td>1</td><td>P1,410,000.00</td></tr></table> <table><tr><th colspan="3">BID &amp; BID-RELATED DOCUMENTS</th></tr><tr><th colspan="3">Infrastructure &amp; Consulting Services</th></tr><tr><th>Document</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>BAC Resolutions</td><td>2</td><td>P68,823,011.74</td></tr><tr><td>Notices of Award</td><td>20</td><td>P130,270,263.06</td></tr><tr><td>Contract Agreement</td><td>8</td><td>P56,452,421.37</td></tr><tr><td>Notices to Proceed</td><td>8</td><td>N/A</td></tr><tr><td>TOTAL Number of Documents/Contracts Amount</td><td>8</td><td>P56,452,421.37</td></tr></table>	BID & BID-RELATED DOCUMENTS			Goods			BID Documents	Quantity	Amount/Value	BAC Resolutions	3	P7,267,500.00	Notices of Award	3	P7,267,500.00	Contract Agreement	1	P1,410,000.00	Notices to Proceed	1	N/A	Total No. of Documents/Contract Amount	1	P1,410,000.00	BID & BID-RELATED DOCUMENTS			Infrastructure & Consulting Services			Document	Quantity	Amount/Value	BAC Resolutions	2	P68,823,011.74	Notices of Award	20	P130,270,263.06	Contract Agreement	8	P56,452,421.37	Notices to Proceed	8	N/A	TOTAL Number of Documents/Contracts Amount	8	P56,452,421.37
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<b>HUMAN RESOURCE</b>	<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>1) The PA approved the attendance of 50 employees in 20 Trainings/seminars such as the following:</p> <p>Climate-Resilient Agro-Industry Basic Immunization and Vaccine Management Tourism Statistics Environment Conservation</p> <p>Some of the Employees were: Prov'l Assessor and her Asst SAOS Vehemente, Albano, Delmendo, Cabalonga, Sumisim And Nurses from the PHO-FHS</p> <p>2) The PA reviewed the processed 17 Appointments of PGI employees, including those of the following: PEDIPO Head Atty Angelo Uy 3 Nurses II, 3 Nurse I, and 3 Medical Specialists for C/E/MARDH</p> <p>3) As Vice Chair of the HR Merit and Promotions Board, the PA presided over the screening sessions conducted by the HRMPSB. 9 employees from the Provincial PESO underwent screening for regularization. The screened applicants included the following: Jonas Hapinat Kaili Kim Soriano</p>																																																



PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted 52 requests for the use of PGI facilities such as PGI vehicles, the GFND Session Hall, and the Balay.
II. POLICY AND PROGRAM DEVELOPMENT, IMPLEMENTATION AND MONITORING		
	<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, signature, clarification, coordination. Incoming Documents include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of</p>	<p><b>ORDERS</b></p> <p>By Authority of the Governor, the PA Office processed and approved <b>1,098 ORDERS FROM THE GOVERNOR (including Travel Orders)</b> in the month of July.</p> <ul style="list-style-type: none"><li>• <b>94</b> Office Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Accounting, HRMO, and Admin Office; 14 Orders were issued for personnel to undertake tasks as OIC in Assessor’s Office, Accounting Office, PBO, PHO, and COS in Hospitals.</li><li>• <b>990</b> Travel Orders for personnel to attend to field assignments, participate in trainings and seminars, or transmit communications outside the PGI jurisdiction. Locations cited include Metro Manila, Dalisag in Aurora Province, Pampanga, Aurora, Tuguegarao City, and Sta. Ana and Munoz in Nueva Ecija</li></ul> <p><b>INCOMING COMMUNICATIONS</b></p> <p>A total of 877 Documents was recorded by the Office as <b>INCOMING COMMUNICATIONS</b> broken down as follows:</p> <p><b>The following 210 Request Letters</b> were received and processed:</p> <ul style="list-style-type: none"><li>100 Financial, Medical, Transportation Assistance</li><li>52 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned)</li><li>4 for Recommendations</li><li>11 for Endorsement</li><li>2 Dispensation (Gretchen Villamor, RN)</li><li>19- Monetization</li><li>14 - Authority to TRAVEL</li><li>7 - Message for Festivals/Events</li><li>1 - Leave of Absence</li></ul> <p><b>124 Letters from National Offices</b> mostly from DILG, DOT, DOH, DA, AND COA</p>



	<p>documents to other offices.</p>	<p><b>3 Intent to Retire:</b> Brenda Ordoñez – SAO, PPDO Modesto Cabaccan – AA,PVET Pelagia Cabaccan – Acctg Office</p> <p><b>140 Invitations</b>, including those from DILG, DOT, DOH,DSWD, DOLE, DENR, and various LGUs, for Consultative Meetings, Trainings/Seminar, and Conventions.</p> <p><b>27 Project Proposals</b> were received for the PA’s review and approval, including those from the PYDO, IP[HO, PDRRMO, OPA, PSWD,and ITO. 19 were approved and 8 were disapproved.</p> <p><b>73 Reports</b> inc those from PGI Offices, Hospitals, and DPWH</p> <p><b>1 Leave Application</b> was reviewed by the Office and approved by the PA</p> <p><b>300 OTHER DOCUMENTS</b> received by the PA Office included 114 Job Applications, 5 MOAs, 127 courtesy copies of Memo Circulars, Sanggunian Resolutions, and 54 Other Documents</p> <p><b><u>OUTGOING COMMUNICATIONS</u></b></p> <p>The PA Office released the following <b>32</b> documents classified as OUTGOING COMMUNICATIONS, as follows:</p> <p><b>7 RECOMMENDATION LETTERS</b> for Employment addressed to the DOT and DepEd district/Division</p> <p><b>12 ENDORSEMENT LETTERS</b> addressed to:</p> <p>DA RO2 (10) DEPED Isabela (1) LGU Ilagan</p> <p><b>10 AUTHORITY TO TRAVEL ABROAD</b> documents were prepared and processed by the PA Office for the signature of the Governor, for the following:</p> <p>- 4 LCEs (Mayors Kiko Dy, Jay Diaz, Calderon, V. BAutista) - 6 employees (Drs. De los Santos and Pavon of GFNDMH; Malou Santos of IPHO, Nurses Sheila Bernardo and N. Dalauidao, Mitos Cabrera,</p> <p><b>3 LETTERS</b> related to policy and program Implementation addressed to Malacañanng, the DBM, and the DA</p>
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<b>III. OTHER ACOMPLISHMENTS</b>		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of <b>331 documents</b> , which include <b>35 Accomplishment Reports</b> , 267 BAC Documents, 2 EOs, 1 Full Disclosure Policy documents, and 13 Hospital Inventories.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received <b>302 emailed documents</b> and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included 29 Travel Orders of PGI personnel, 128 documents for the PA's signature; 1 report, 3 proposals, 119 documents from National Agencies, and ; 15 letters from the private sector.</p>
Special Assignments:  In representation of the Office of the Governor  As the Chief Administrative and Operations Officer	This function ensures the participation of the Governor in all phases of policy and program implementation	<p>The PA attended and/or conducted the following 15 meetings and activities in August:</p> <p><b>9 BAC Meetings</b> PDRRMC Special Meeting Courtesy Visit/Meeting with NAC Chairperson Preparatory Meeting re Bambanti 2025 Department Heads' Meeting re JMC #1 Re Echague Rice Processing Complex</p>



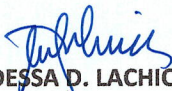
In support of the PGI Office Heads and their departments	towards the achievement of PGI goals and in compliance with national directives.	
In support of local culture and PGI institutional representation		

Figures submitted and verified by:

  
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