

**OFFICE OF THE PROVINCIAL ADMINISTRATOR**  
**Accomplishment Report**  
 Month of **February 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 Treasury	<p>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:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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;">880</td> <td style="text-align: right;">P274,176,333.09</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,388</td> <td style="text-align: right;">P429,854,891.10</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">206</td> <td style="text-align: right;">P130,119,069.03</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">5</td> <td style="text-align: right;">P1,202,398.00</td> </tr> <tr> <td>e. Requisition &amp; Issue Slips</td> <td style="text-align: center;">158</td> <td style="text-align: right;">P2,222,218.27</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">443</td> <td style="text-align: right;">70,707,111.67</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">65</td> <td style="text-align: right;">1,285,985.00</td> </tr> <tr> <td>h. Transmittal - Salaries &amp; Wages</td> <td style="text-align: center;">47</td> <td style="text-align: right;">71,963,839.14</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>3,192</b></td> <td style="text-align: right;"><b>P908,282,021.16</b> (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	880	P274,176,333.09	b. Disbursement Vouchers	1,388	P429,854,891.10	c. Purchase Requests	206	P130,119,069.03	d. Purchase Orders	5	P1,202,398.00	e. Requisition & Issue Slips	158	P2,222,218.27	f. Checks	443	70,707,111.67	g. Monetization Requests	65	1,285,985.00	h. Transmittal - Salaries & Wages	47	71,963,839.14	<b>TOTAL</b>	<b>3,192</b>	<b>P908,282,021.16</b> (a to f only)
FINANCIAL DOCUMENTS																																			
Type	Quantity	Amount/Value																																	
a. Obligation Requests	880	P274,176,333.09																																	
b. Disbursement Vouchers	1,388	P429,854,891.10																																	
c. Purchase Requests	206	P130,119,069.03																																	
d. Purchase Orders	5	P1,202,398.00																																	
e. Requisition & Issue Slips	158	P2,222,218.27																																	
f. Checks	443	70,707,111.67																																	
g. Monetization Requests	65	1,285,985.00																																	
h. Transmittal - Salaries & Wages	47	71,963,839.14																																	
<b>TOTAL</b>	<b>3,192</b>	<b>P908,282,021.16</b> (a to f only)																																	

	<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" data-bbox="813 219 1295 600"> <thead> <tr> <th colspan="3"><b>BID &amp; BID-RELATED DOCUMENTS</b></th> </tr> <tr> <th colspan="3"><b>Goods</b></th> </tr> <tr> <th><b>BID Documents</b></th> <th><b>Quantity</b></th> <th><b>Amount/Value</b></th> </tr> </thead> <tbody> <tr> <td>Annual Procurement Plan</td> <td></td> <td></td> </tr> <tr> <td>Supplemental Procurement Plan</td> <td></td> <td></td> </tr> <tr> <td>BAC Resolutions</td> <td>3</td> <td>P20,120,000.00</td> </tr> <tr> <td>Notices of Award</td> <td>3</td> <td>P20,120,000.00</td> </tr> <tr> <td>Contract Agreement</td> <td>3</td> <td>P20,120,000.00</td> </tr> <tr> <td>Notices to Proceed</td> <td>3</td> <td>P20,120,000.00</td> </tr> <tr> <td><b>TOTAL Value of Contracts for the Month</b></td> <td></td> <td>P20,120,000.00</td> </tr> </tbody> </table> <table border="1" data-bbox="813 637 1295 941"> <thead> <tr> <th colspan="3"><b>BID &amp; BID-RELATED DOCUMENTS</b></th> </tr> <tr> <th colspan="3"><b>Infrastructure &amp; Consulting Services</b></th> </tr> <tr> <th><b>Document</b></th> <th><b>Quantity</b></th> <th><b>Amount/Value</b></th> </tr> </thead> <tbody> <tr> <td>BAC Resolutions</td> <td>7</td> <td>P118,290,369.07</td> </tr> <tr> <td>Notices of Award</td> <td>12</td> <td>P211,238,810.71</td> </tr> <tr> <td>Contract Agreement</td> <td>12</td> <td>P211,238,810.71</td> </tr> <tr> <td>Notices to Proceed</td> <td>12</td> <td></td> </tr> <tr> <td><b>TOTAL Value of Contracts for the Month</b></td> <td></td> <td>P211,238,810.71</td> </tr> </tbody> </table>	<b>BID &amp; BID-RELATED DOCUMENTS</b>			<b>Goods</b>			<b>BID Documents</b>	<b>Quantity</b>	<b>Amount/Value</b>	Annual Procurement Plan			Supplemental Procurement Plan			BAC Resolutions	3	P20,120,000.00	Notices of Award	3	P20,120,000.00	Contract Agreement	3	P20,120,000.00	Notices to Proceed	3	P20,120,000.00	<b>TOTAL Value of Contracts for the Month</b>		P20,120,000.00	<b>BID &amp; BID-RELATED DOCUMENTS</b>			<b>Infrastructure &amp; Consulting Services</b>			<b>Document</b>	<b>Quantity</b>	<b>Amount/Value</b>	BAC Resolutions	7	P118,290,369.07	Notices of Award	12	P211,238,810.71	Contract Agreement	12	P211,238,810.71	Notices to Proceed	12		<b>TOTAL Value of Contracts for the Month</b>		P211,238,810.71
<b>BID &amp; BID-RELATED DOCUMENTS</b>																																																								
<b>Goods</b>																																																								
<b>BID Documents</b>	<b>Quantity</b>	<b>Amount/Value</b>																																																						
Annual Procurement Plan																																																								
Supplemental Procurement Plan																																																								
BAC Resolutions	3	P20,120,000.00																																																						
Notices of Award	3	P20,120,000.00																																																						
Contract Agreement	3	P20,120,000.00																																																						
Notices to Proceed	3	P20,120,000.00																																																						
<b>TOTAL Value of Contracts for the Month</b>		P20,120,000.00																																																						
<b>BID &amp; BID-RELATED DOCUMENTS</b>																																																								
<b>Infrastructure &amp; Consulting Services</b>																																																								
<b>Document</b>	<b>Quantity</b>	<b>Amount/Value</b>																																																						
BAC Resolutions	7	P118,290,369.07																																																						
Notices of Award	12	P211,238,810.71																																																						
Contract Agreement	12	P211,238,810.71																																																						
Notices to Proceed	12																																																							
<b>TOTAL Value of Contracts for the Month</b>		P211,238,810.71																																																						
<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 reviewed and approved 8 processed Appointments of PGI personnel who underwent screening by the HRMPBSB in previous months. The Appointees included:</p> <p>Guillermo Dy, Jr – LAOO IV, Provincial Assessor’s Office  Charles Jucar - same position  Rufa Mae Telan – AA VI, HRMO  Jay-An Antonio – AAI, PGO  Jogite Gumaru – AAI, PGO  Christian Sia – Driver I, PGO  Joy Binag – AA IV, PGO  Fredeliza Pintucan – Priv. Sec. I, PVGO</p> <p>The PA approved the attendance 20 PGI personnel in trainings and seminars organized by government and non-government organizations:</p> <p>Alfa Cariaga and Kathleen Puma of PIACO – PhilGov Accounting Standards  Bladimior Pintucan,  Jay Ar Pabia  Maureen Talosig -- all 3 from ENRO</p> <p>April Francisco of PHO-FHS—Advance Acupuncture  Jay=Ar Benites  Maria Soriano  Cheryl Noriega – all 3 of PHO-FHS on Psychological First Aid  Felipe Guray and Guillermo Dy of Assessor’s Office – PHALTRA Confab</p>																																																						



		<p>Grace Crisologo of I-PHO-FHS – Training of Trainers for Fit for Work and Gender Training Modules</p> <p>Atty Clive Cariaga of PLO HRMO Castillejo Riener Lopez of HRMO – all 3 on Conflict Resolution in the Workplace</p> <p>Myla Tuliao of PVET – Good Hygienic Slaughtering Practices</p> <p>Eloisa Soriano of OPA – Solar-powered Irrigation Practices, Management, and Maintenance</p> <p>Boots Fernandez Neriza Mata Edmund Verzosa – all 3 of OPA on Training on Package of Technology in Aquaculture for Pond Based Techno Demo Cooperators</p>
<b>PHYSICAL RESOURCE</b>	<p>GFND Session Hall QIP – Open &amp; Office Spaces Isabela Sports Complex</p>	<p>The PA granted 48 requests for the use of PGI facilities such as PGI vehicles, and the Balay.</p>
<b>II. POLICY &amp; PROGRAM DEVELOPMENT, IMPLEMENTATION, &amp; MONITORING</b>		
<b>POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO</b>	<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</p>	<p><b>ORDERS</b> By Authority of the Governor, the PA Office processed and approved <b>1018 ORDERS FROM THE GOVERNOR (including Travel Orders)</b> in the month of January.</p> <ul style="list-style-type: none"> <li>• <b>105 Office Orders</b> were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Admin Office, and Accounting. 10 Orders were issued for personnel to undertake tasks outside the Capitol Compound and for the designation of personnel as <i>Liaison Officers of GFND and IPHO</i>, and and as OICs of GFND and CDH</li> <li>• <b>903 Travel Orders</b> for personel to attend to field assignments, participate in trainings and seminars, or transmit communications outside the Provincial Capitol. Locations cited include Metro Manila, Dilasag in Aurora, Tuguegarao City, Santiago City, and Dinapigue</li> </ul>

	<p>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.</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><b><u>INCOMING COMMUNICATIONS</u></b></p> <p>A total of <b>974</b> documents was recorded by the Office as <b>INCOMING COMMUNICATIONS</b> broken down as follows:</p> <p><b>246 Request Letters</b> were received and processed:</p> <ul style="list-style-type: none"> <li>54 for Financial, Medical, Transportation Assistance</li> <li>50 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned)</li> <li>18 for Recommendations for Employment at SDO Isabela</li> <li>41 for Endorsement (25 for Employment and 16 for Projects)</li> <li>11 Dispensation</li> <li>50 Monetization</li> <li>7 Authority to TRAVEL</li> <li>6 Message for Festivals/Events</li> <li>7 Leave</li> <li>2 Contract renewal</li> </ul> <p><b>90 Letters from National Offices</b> such as the DILG, DA, DOH, CSC, and COA</p> <p><b>4 Letters of Resignation</b> of the ff:</p> <ul style="list-style-type: none"> <li>CDH – June Mak Dalupang</li> <li>- Reygie Lopez</li> <li>PIACO – Sandrine Gangan</li> <li>PSG – Patrick Bautista</li> </ul> <p><b>198 Invitations</b>, including those from DOH, DA, DSWD – for activities such as Quarterly Meetings, Consultative Meetings, Trainings, and Conferences</p> <p><b>21 Project Proposals</b> were received for the PA’s review and approval, including those from PESO, PTO, PYDO, PCLEDO, PDRRMO, and PHO. 13 were approved and 8 were disapproved</p> <p><b>90 Accomplishment and Other Reports</b> of all PGI Departments and hospitals, and of NGAs such as COA, TESDA, and DPWH were also received.</p> <p><b>487 Leave Applications</b> were reviewed by the Office and approved by the PA</p> <p><b>369 OTHER DOCUMENTS</b> received by the PA Office included 33 Courtesy Copies of Memorandum Circulars and other documents, 6 MOAs, and 76 Application Letters from job-seekers.</p>
--	--	---

		<p><b><u>OUTGOING COMMUNICATIONS</u></b></p> <p>The PA Office released the following <b>53</b> documents (OUTGOING COMMUNICATIONS), as follows:</p> <p><b>10 RECOMMENDATION LETTERS</b> for Employment, including those addressed to PAO (Atty. Rina Burgos) and DEPEd (Ms. Eugenia Capalungan)</p> <p><b>7 ENDORSEMENT LETTERS</b> were prepared, including availment of assistance to Rehab coffee trees (by Ayangan Dapiz Agro-Forestry Devt Assn), acquire pumps (by Capellan Rugao Irrigators Assn), assistance through onion seeds and lowland intervention (Sinimbaan Farmers' Assn); Request for Transfer of PMajor Ruben Mission, the application of Atty. Jimmy Baliga as CHR Commissioner, Pharmacist Maricris Prego to Duty-Free NCR, and Atty Christopher Narag as Register of Deeds in Tuguegarao City</p> <p><b>13 AUTHORITY TO TRAVEL ABROAD</b> documents were prepared and processed by the PA Office for the signature of the Governor, for the following:</p> <ul style="list-style-type: none"> <li>- LCEs Pagautitan and Diaz</li> <li>- SP Members, inc. SP Areola</li> <li>- PGI personnel inc, Helen Bulusan, Mariel Sumisim, Binag, Johnny Balloga, Dr. GarodenDr. Gaffud, De los Reyes</li> </ul> <p><b>8 LETTERS</b> related to policy and program implementation addressed to the DBM, DILG, SP Members, PCSO, and IPEA. Included are :</p> <p>Letter to DILG re the proposed unbundling and re-assignment of devolved functions and services of LGUs, with request for timely ratification.</p> <p>Letter to IPEA re composition of Negotiating Panel to IPEA</p> <p>Letter to PCSO re request medical and hospital equipment, medicines, and ambulances</p> <p>Letter to CLGU Ilagan to forward complaint filed before the Presidential Action Center</p>
--	--	--



		<p>Letter Query to DBM re fund source of LGSF 15M FA Medical, 15M FA Food Assistance</p> <p>Letter to SP re Authorization for Deed of Donation agreement involving 5 Fire Trucks to BFP</p> <p><b>15 DISPENSATION ORDERS</b> allowing PGI personnel to practice their profession outside of the PGI as Clinical Instructor, and as Specialists in the fields Pediatrics, Anaesthesiology, Obstetrics, and Pulmonology.</p> <p><b>ISSUANCES</b></p> <p><b>24 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 reorganization of special bodies and units within the PGI and Isabela. Among which are the Provincial ARTA Committee, the Public Financial Management Team, the Isabela Tourism Council, the Isabela Culture and the Arts Council, the GAD Committee, Local Health Board, Bids and Awards Committee, PCAT-VAWC, and HRMPSB.</p> <p><b>12 SPECIAL ORDERS</b> on Designation/ Assignment and Authorization were prepared. Included are the SOs assigning :</p> <p>Ms. Liza Guifaya as OIC Provincial Budget Officer  Ms. Bonavy Andres as OIC Cashier of CDH vice Ms. Marjorie Marquez  Atty. Jenny Cabaddu as OIC Provl Assessor  The Vice Governor as aOIC from March 9-16  The ELFC to extend technical assistance to MLGU San Pablo</p> <p>A total of <b>2 MEMORANDA</b> (1 each from the Governor and the PA) were prepared by the PA Office. These were on the designation of the Vice Governor as OIC for a specified period, and on the use of the Biometric Machines by Mr. Robert Plata and Mr. Reymel Resposo.</p>
<b>III. OTHER ACOMPLISHMENTS</b>		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of <b>136 documents</b> , including <b>52 Accomplishment Reports, 32 BAC Documents, 17 SP Ordinances and Resolutions, 22 Executive Orders, and 13 Hospital Inventories.</b>

<p>Email Account Management</p>	<p>Monitoring and organizing the emailed documents, and receiving and forwarding the same</p>	<p>The Office received <b>330 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>7 meetings</b> in February, and 10 BAC Activities including Pre-Bid, Bid Evaluation, Bid Qualification, and Opening of Bids.</p> <p>The PA also represented Top Management in the Surveillance Audit on February 5<sup>th</sup>.</p> <p>The PA prepared the Program Entry Document and all supporting data requirements of the PGI for the 2024 Galing Pook/DSWD WALANG GUTOM Awards. The Application Entry was completed and submitted to the WGA National Selection Committee on February 23<sup>rd</sup>, ahead of the extended deadline of February 29<sup>th</sup>.</p>

Figures submitted and verified by:



**JHON RAFAEL A. TUBBAN**

AO IV, Office of the Provincial Administrator



**MARVIN C. VEHEMENTE**  
Head, BAC Secretariat

Prepared/Organized by:



**RODESSA D. LACHICA**

SAO, Office of the Provincial Administrator

**APPROVED :**

**NOEL MANUEL R. LOPEZ**  
Provincial Administrator