

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	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>Provincial 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>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>P10,271,950.00</td></tr><tr><td>Notices of Award</td><td>3</td><td>P10,271,950.00</td></tr><tr><td>Contract Agreement</td><td>3</td><td>P10,271,950.00</td></tr><tr><td>Notices to Proceed</td><td>3</td><td></td></tr><tr><td><b>TOTAL Value of Contracts for the Month</b></td><td></td><td>P10,271,950.00</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 rowspan="4">Nothing to report</td><td rowspan="4">Nothing to report</td></tr><tr><td>Notices of Award</td></tr><tr><td>Contract Agreement</td></tr><tr><td>Notices to Proceed</td></tr><tr><td><b>TOTAL</b></td><td></td><td></td></tr></table>	BID & BID-RELATED DOCUMENTS			Goods			BID Documents	Quantity	Amount/Value	Annual Procurement Plan			Supplemental Procurement Plan			BAC Resolutions	3	P10,271,950.00	Notices of Award	3	P10,271,950.00	Contract Agreement	3	P10,271,950.00	Notices to Proceed	3		<b>TOTAL Value of Contracts for the Month</b>		P10,271,950.00	BID & BID-RELATED DOCUMENTS			Infrastructure & Consulting Services			Document	Quantity	Amount/Value	BAC Resolutions	Nothing to report	Nothing to report	Notices of Award	Contract Agreement	Notices to Proceed	<b>TOTAL</b>		
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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>The PA reviewed and approved 6 processed Appointments of PGI personnel who underwent screening by the HRMPSB in previous months. The Appointees were Kim Patrick G.Agbayani to Provincial Department Head in the Provincial Public Safety Office; Alfa Cariaga and Kathleen May Puma to Internal Auditor I in the Provincial Internal Audit and Control Office; Quennie Coma to AO V in the PHRMO; Dalisay Baligod to Senior Environment Management Specialist in the ENRO, and; Shirley Sia to Community Development Officer III in the ENRO.</p> <p>The PA approved the attendance of ENRO Community Development Officer I Joyce Cabalonga in the seminar on Leadership, Strategic Thinking, Conflict Resolution, &amp; Effective Handling, of Employees</p>																																																
<b>PHYSICAL RESOURCE</b>	<p>GFND Session Hall QIP – Open &amp; Office Spaces Isabela Sports Complex</p>	<p>The PA granted 35 requests for the use of PGI facilities such as the GFNDY Session Hall, the Blue Room, and the Balay.</p>																																																
<b>II. POLICY &amp; PROGRAM DEVELOPMENT, IMPLEMENTATION, &amp; MONITORING</b>																																																		
	<p>This function entails the</p>	<p>By Authority of the Governor, the PA Office processed and approved <b>863 OFFICE</b></p>																																																



<p><b>POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO</b></p>	<p>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 documents to other offices,</p>	<p><b>ORDERS (including Travel Orders)</b> in the month of January.</p> <ul style="list-style-type: none"><li>• <b>159 Orders</b> were issued to render overtime work. These were mostly for employees of the OPE, GSO, PBO, ITO, Admin Office, and Accounting. An Order was issued for personnel to undertake tasks outside the Capitol Compound and for the designation of an employee as Liaison Officer of PSH and EDH.</li></ul> <p><b>702</b> of these were <i>Travel Orders</i> for personel to attend to field assignments, participate in trainings and seminars, or transmit communicationso to LGUs outside the Provincial Capitol. Locations cited include Metro Manila, Malay in Aklan, Cotabato City, Nueva Ecija, and Pampanga</p> <p>A total of <b>978</b> documents was recorded by the office as <b>INCOMING COMMUNICATIONS</b>. These are:</p> <p><b>245 Request Letters</b> were received and processed:</p> <ul style="list-style-type: none"><li>59 for Financial, Medical, Educational Assistance</li><li>35 for Facility use (GFND Session Hall, Blue Room)</li><li>26 for Recommendations for Employment at SDO Isabela</li><li>25 for Endorsement (24 for Employment and 1 Project)</li><li>21 Dispensation</li><li>47 Monetization</li><li>3 Authority to TRAVEL</li><li>4 Message for Festivals/Events</li><li>8 Leave</li><li>16 Contract renewal</li></ul> <p><b>44 Letters from National Offices</b> such as the DILG, DSWD, DOH, DOT, DOLE, ERC, PAGIBIG, OVP, DENR</p> <p><b>9 Letters of Resignation</b> of the ff:</p> <ul style="list-style-type: none"><li>Nestle Movales – MARDH</li><li>Dr Clarisse Estorquia – MADH</li><li>Dimas Azurin – PA Office</li><li>Marjorie Marquez – CDH</li><li>Olivia Oliveros – PSG</li><li>Lawrence Andreda – PSG</li><li>Kathleen Santos – GFNDMH</li><li>Roselyn Rabago – SPED Center</li><li>Mary Rose Sabuco – SPED Center</li></ul> <p><b>80 Invitations</b>, including those from DOH, DA, NEDA, DOT, and DILG – for</p>
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		<p>activities such as for a Review and Planning Workshop, Program Orientation, and Consultative Meeting</p> <p><b>1 Letter re Intent to Retire</b> filed by: Mr. Benjamin Asis of OPE</p> <p><b>6 Project Proposals</b> from ENRO, IPHO, and ITO were received for the PA's approval</p> <p>106 Accomplishment and Other Reports of all PGI Departments and hospitals were also received</p> <p><b>483 Leave Applications</b> were reviewed by the Office and approved by the PA</p> <p><b>OTHER DOCUMENTS</b> received by the PA Office included Application Letters, Billing Statements, Courtesy Copies of Memorandum Circulars, MOAs, and Resolutions from LGUs.</p> <p><b>The PA Office released the following 52 documents (OUTGOING COMMUNICATIONS) :</b></p> <p><b>6 RECOMMENDATION LETTERS</b> for Employment (inc. addressed to LGU Maconacon, DEPEd)</p> <p><b>5 ENDORSEMENT LETTERS</b> including the Road Concreting and FMR rehabilitation requests of Mayor Calderon; the entry into the UST College of Medicine of a constituent; the request of LGU Sta. Maria for funding of the Paculago Small Reservoir Irrigation Project the request of SB of Tupo for funding assistance for Riprap rehabilitation along Pinacanaun River.</p> <p><b>24 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 Saguuba, Pagauitan, Calderon, Lungan, Guyud, Isis Uy, Gaffud, F. Dy, Tio, Panganiban</li><li>- The Vice Governor and SP Members Go, Dondon Dy, Panganiban, Meris, Diaz</li><li>- PGI personnel ENRO Cabaccan, Anor, Dyhitan, Agustin, Baldo, Chua</li></ul> <p><b>11 SPECIAL ORDERS</b> on Designation and Assignment were prepared. Included are the SOs assigning Ms. Camaso as Lingap Center Houseparent; Ms. Fajardo of CDH as Support Staff on Special Detail at the OPE,</p>
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		<p>and; 3 OPE Staff members (Mr. Ranjo, Mr. Ranjo, and Mr. Bagunu) to report to the PGO Extension Office in San Pablo.</p> <p>A total of <b>5 MEMORANDA</b> (2 from the Governor and 3 from the Provincial Administrator) were prepared by the PA Office. These were on the Timely Filing of Claims for per diems, reimbursements, travel expenses, and similar dues; drinking of liquor/in toxicating substances within the PGI premises; Liquidation of obligatyions and submission of reimbursements using unofficial documents &amp; receipts, and; the designation of the VG as OIC.</p> <p><b>6 LETTERS</b> related to policy and program implementation addressed to the President, DSWD Secretary re Financial Assistance and the release of Funds for AICS, the DBM for guidance on Fund Transfer (Excise Tax) to other LGUs n Isabela; SP Members, and; CVMC Chief Dr. Baggao.</p> <p><b>11 DISPENSATION ORDERS</b> allowing PGI personnel to practice their profession outside of the PGI as a Private Counsel, a Part-time Instructor, a Clinical Instructor, and as Specialists in the field of Medicine (Pediatrician, Anaesthesiologists, Obstetrician, and Pulmonologist)</p> <p>The PA reviewed <b>6 PROJECT PROPOSALS including those</b> from ENRO, IPHO, and ITO</p>
III.OTHER ACOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of <b>135 documents</b> , including <b>54 Accomplishment Reports, 39 BAC Documents, 31 SP Ordinances and Resolutions, and 11 Hospital Inventories.</b>
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received <b>310 emailed documents</b> in November, 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>
Special Assignments: In representation of the Office of the Governor  As the Chief Administrative and Operations Officer	This is a critical function to ensure the participation of the Governor in all phases of policy and program	<p>The PA attended <b>21 meetings</b> in January, most of which were related to the holding of the Bambanti Festival. Others were on the Rice Processing System/Mill Project, and with IPHO personnel and Hospital Chiefs on Hospital duties and responsibilities.</p> <p>The Provincial Administrator served as Head of Oversight during the implementation of the</p>




In support of local culture and PGI institutional representation	compliance with national directives.	The PA designed the 2024 Bambanti Festival Welcome Arch and, together with his Creative Staff, brought to life a massive two-layered organic fern skygarden with a waterdrop that created symmetry and a refreshing rhythm to festival frolickers. A metal overpass perfect for rare selfies cut across the arch where the two “Brojito” Official Bambanti figures rose to welcome guests.
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Figures verified by:

  
**Claire P. Baguirigan**  
SAO, Office of the Provincial Administrator

  
**Marvin C. Vehemente**  
Head-BAC Secretariat

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

APPROVED :

  
**NOEL MANUEL R. LOPEZ**  
Provincial Administrator