

## OFFICE OF THE PROVINCIAL ADMINISTRATOR

### Accomplishment Report

Month of **JULY** 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	<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;">1,170</td> <td style="text-align: right;">P278,578,365.30</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,909</td> <td style="text-align: right;">428,047,775.99</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">193</td> <td style="text-align: right;">P188,452,765.86</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">97</td> <td style="text-align: right;">P50,311,305.19</td> </tr> <tr> <td>e. Requisition &amp; Issue Slips</td> <td style="text-align: center;">113</td> <td style="text-align: right;">P2,569,243.34</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">502</td> <td style="text-align: right;">P87,700,493.59</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">42</td> <td style="text-align: right;">1,179,669.95</td> </tr> <tr> <td>h. Transmittal - Salaries &amp; Wages</td> <td style="text-align: center;">21</td> <td style="text-align: right;">72,845,095.00</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>4,047</b></td> <td style="text-align: right;"><b>P1,035,659,949.27</b> (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,170	P278,578,365.30	b. Disbursement Vouchers	1,909	428,047,775.99	c. Purchase Requests	193	P188,452,765.86	d. Purchase Orders	97	P50,311,305.19	e. Requisition & Issue Slips	113	P2,569,243.34	f. Checks	502	P87,700,493.59	g. Monetization Requests	42	1,179,669.95	h. Transmittal - Salaries & Wages	21	72,845,095.00	<b>TOTAL</b>	<b>4,047</b>	<b>P1,035,659,949.27</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>1) The PA approved the attendance of 18 employees in 15 Trainings/seminars such as the following:</p> <p>Magna Carta of the Poor (MCP) Local Poverty Reduction action Plan (LPRAP) Orientation Seminar attended by PPDO's Lalaine D. Delmendo and Marjorie B. Maniquez</p> <p>Key Updates to the Current Treatment Guidelines for Programmatic Management of Drug-Resistant Tuberculosis attended by IPHO-FHS Nurse II Grace R. Crisologo</p> <p>Implementing Guidelines on the Establishment of PTC in Provincial and City Health Offices attended by Jeram Caesar R. Angobung and Fremma T. Apolonio on July 12, 2024.</p> <p>Family Planning Competency Based Training Level 1-Blended Learning Package attended by Krystal May A. Castillejo</p> <p>Luzon Immunization Summit attended by Chamille Jayne F. Claravall</p> <p>2) The PA reviewed the processed Appointments of 2 employees, a Dentist at the MARDH and a MedTEch at GFNDMH (Dr. Roy Isla and Reymark Reyes)</p>																																																						

		<p>3) As Vice Chair of the HR Merit and Promotions Board, the PA presided over the 2 screening sessions conducted by the HRMPSB. 29 employees from the Accounting Department underwent screening for promotion and regularization. The screened applicants included the following:</p> <p>Resie M. Vilorio for Asst Dept Head  Gerry L. Carabbacan for Mgmt &amp; Audit Analyst IV  Relyn Joice T. Madriaga for Accountant I  Gil Angelo B. Manghi for Accountant I  Hanah-May B. Cauan for Accountant I  Senes V. Navarro for  Vilma N. Castueras  George S. Noriega  Evelina B. Layugan  Marlon D. Agsunod  Richelda T. Agcaoili  Cristie C. Umayam  Mark Christian D. Cayanga  Aurea R. Gatan  Marie Grace C. Ventura  Roselyn M. Gabiran  Timothy Vicson A. Paguigan</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, the GFND Session Hall, and the Balay.</p>
<b>II. POLICY AND PROGRAM DEVELOPMENT, IMPLEMENTATION AND MONITORING</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</p>	<p><b><u>ORDERS</u></b></p> <p>By Authority of the Governor, the PA Office processed and approved <b>1,058 ORDERS FROM THE GOVERNOR (including Travel Orders)</b> in the month of July.</p> <ul style="list-style-type: none"> <li>• <b>88 Office Orders</b> were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, PDRRMO, and Admin Office; 10 Orders were issued for personnel to undertake tasks as OIC in GFNDMH, PTO, PHO, Acting HRMO, MADH, Cabagan Breeding Station, and as Alternate Liaison of PVET</li> <li>• <b>960 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</li> </ul>

	<p>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.</p> <p>It also involves the processing of these documents according to the required action-- approval, signature, clarification, coordination.</p> <p><i>Incoming Documents</i> include correspondence, proposals, plans, position papers, letters of request, information, or clarification, and transmittal of documents to other offices.</p>	<p>Manila, Ilocos Region, Pampanga, Aurora, Tuguegarao City, and Sta. Ana and Iguig in Cagayan.</p> <p><b><u>INCOMING COMMUNICATIONS</u></b></p> <p>A total of 1,103 Documents was recorded by the Office as <b>INCOMING COMMUNICATIONS</b> broken down as follows:</p> <p><b>The following 256 Request Letters</b> were received and processed:</p> <ul style="list-style-type: none"> <li>83 Financial, Medical, Transportation Assistance</li> <li>87 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned)</li> <li>9 for Recommendations</li> <li>12 for Endorsement</li> <li>1 Dispensation (Dr. Baniqued)</li> <li>37 Monetization</li> <li>14 - Authority to TRAVEL</li> <li>8 - Message for Festivals/Events</li> <li>5 - Leave of Absence</li> </ul> <p><b>132 Letters from National Offices</b> such as the DILG, DSWD, DA, DOH, PNP, DENR, DAR, NEDA</p> <p><b>7 Letters of Resignation</b> of the ff:</p> <ul style="list-style-type: none"> <li>Armhel Kimberly Occidental - GFNDMH</li> <li>Claudene Joy Pronoso - GFNDMH</li> <li>Louie Ariola - OPA</li> <li>James De la Pena -MADH</li> <li>Charmalyn dela Cruz</li> <li>Anthony Beltran – PDRRMO</li> <li>Clari Cadangan - OPE</li> </ul> <p><b>7 Intent to Retire:</b></p> <ul style="list-style-type: none"> <li>Virginio Gomez – OPE</li> <li>Justito Borja – MARDH</li> <li>Antonia Mabanag – GFNDMH</li> <li>Lourdes Dela Cruz – IPHO</li> <li>Gerardo Garcia – OPE</li> <li>Sylvia Caliguiran – GFNDMH</li> <li>Rolando Balmaceda - OPE</li> </ul> <p><b>150 Invitations</b>, including those from DA, DOH, and DSWD, BLGF, DENR, and DOT and from Training Service Providers</p> <p><b>29 Project Proposals</b> were received for the PA's review and approval, including those from the PSWDO, IPHO, PYDO, and ITO. 15 were approved and 2 were disapproved.</p> <p><b>109 Accomplishment and Other Reports</b> of all PGI Departments, the PNP, and DPWH.</p>
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		<p><b>652 Leave Applications</b> were reviewed by the Office and approved by the PA</p> <p><b>413 OTHER DOCUMENTS</b> received by the PA Office included 141 Job Applications, 6 MOAs, 182 courtesy copies of Memo Circulars, Sanggunian Resolutions, and Other Documents, and 25 Contracts for Renewal.</p> <p><b><u>OUTGOING COMMUNICATIONS</u></b></p> <p>The PA Office released the following <b>58</b> documents classified as <b>OUTGOING COMMUNICATIONS</b>, as follows:</p> <p><b>12 RECOMMENDATION LETTERS</b> for Employment and promotion, addressed to DepED SDO (8), DPWH 1<sup>st</sup> Engg Dist (2), SDS Cauayan (1), and Malacanang (1)</p> <p><b>13 ENDORSEMENT LETTERS</b> addressed to:  Sen. Legarda  Sen. Hontiveros  Sen. Gatchalian  Sen. Binay  Sen. Padilla  Sen. Binay  Sen. Pres. Escudero (2)  DOJ  VP Duterte  DA RO2  DEPED Isabela (2)</p> <p><b>22 AUTHORITY TO TRAVEL ABROAD</b> documents were prepared and processed by the PA Office for the signature of the Governor, for the following:  - 10 LCEs (inc. Dy, Kiko Dy, Diaz, Calderon, Capuchino, Lunga)  - 12 employees</p> <p><b>5 LETTERS</b> related to policy were transmitted, included are correspondence with the Phil Army 51D, Punong Brgy Rany Domingo of Cabatuan, and the National Amnesty Commission</p> <p><b><u>ISSUANCES</u></b></p> <p><b>1 Executive Order</b> reconstituting the PBAC</p> <p><b>11 Special Orders</b> were prepared, including the following:  Assigning Asst PSWDO Rivero as OIC July</p>
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		<p>22-26</p> <p>Assigning 3 OPE Personnel at the PGO Extension Office in Sa Pablo for 1 day</p> <p>Assigning PPDO SAO Ms. Alabon as OIC from July 26-Aug 5</p> <p>Assigning Asst PDRRMO Daguio as OIC PDRRMO July 2-5/24</p> <p>Recall /Exchange posts ; EDH and CDH Chiefs</p> <p>Assigning 3 PSWD employees as Houseparents at Lingap Center</p> <p>Assigning Noel Miranda to the PDAO</p> <p>Detail of Alvin Paggabao of PSO to PA Office</p> <p>Detail of GFNDMH Nurse K. Azurin to PA Ofc</p> <p>Composition of Enterprise Mgmt Cttee of the PDRP Subproject with SP-ID PRDP</p> <p><b>6 Dispensation</b> for employees to practice their profession outside of PGI hours:</p> <p>3 Medical Technologists, 1 Nephrologist, 2 General Practitioners,</p> <p>Two (2) <b>MEMORANDA</b> from the PA Office was issued to ALL DEPARTMENTS and Chief of Hospitals : To facilitate the preparation of the PMPs and strong reiteration of, and compliance with, the ARTA 3-7-20 Rule</p>
<b>III. OTHER ACOMPLISHMENTS</b>		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of <b>424 documents</b> , including <b>63 Accomplishment Reports</b> , 252 BAC Documents, 5 SP Ordinances, 92 SP Resolutions, and 12 Hospital Inventories.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received <b>330 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 21 Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature; 151 correspondence, reports, proposals, and other documents from different PGI offices; 135 documents from National Agencies, and ; 17 letters from the private sector.</p>
<p>Special Assignments:</p> <p>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>	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>The PA attended and/or conducted the following meetings and activities in July:</p> <p>SP Public Hearing on the Proposed Schedule of Fair Market Value for 2024 General Revisions of the Real Property Assessment and Classification</p> <p>7 BAC Meetings</p> <p>Meeting with DAR re DAR Academy</p> <p>Meeting on the conduct of Isabela's Got Talent (First Month)</p> <p>Meeting with NMIAC</p> <p>IPEA and PGI Negotiating Panels Meeting</p> <p>ISMART Meeting/Open Forum &amp; Distribution of Safety Riding Equipment</p> <p>PDRRMC 3<sup>rd</sup> Regular Business Meeting</p> <p>Turnover of Mobile Clinic in Clark, Pampanga</p> <p>Meeting with COH, ELFC, OPE re improvement</p>

		<p>of District hospitals and comfort rooms in the Capitol Buildings and within the Capitol Compound</p> <p>Meeting with ELFC, OPA, EPO re: Rice Processing Complex &amp; DAR Academy</p> <p>2 sessions of HRMPSB for the Screening of applicants for positions in the Accounting Department</p> <p>Joint Quarterly Meeting PDC-PPOC-ELCAC</p> <p>Meeting with OPA, PCLEDO re NMIAC</p> <p>Meeting on RP VARA</p>
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*Figures submitted and verified by:*

  
**JHON RAFAEL A. TUBBAN**  
 AO IV, Office of the Provincial Administrator

  
**MARVIN C. VEHEMENTE, JR.**  
 Asst. Head, BAC Secretariat/Internal Auditor IV

*Prepared by:*

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

**APPROVED :**

  
**NOEL MANUEL R. LOPEZ**  
 Provincial Administrator