

**OFFICE OF THE PROVINCIAL ADMINISTRATOR**  
Accomplishment Report

Month of **JUNE** 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	<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="margin-left: auto; margin-right: auto;"> <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;">992</td> <td style="text-align: right;">P234,732,223.45</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,038</td> <td style="text-align: right;">P341,255,906.68</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">110</td> <td style="text-align: right;">P63,920,117.74</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">83</td> <td style="text-align: right;">P23,242,795.83</td> </tr> <tr> <td>e. Requisition &amp; Issue Slips</td> <td style="text-align: center;">115</td> <td style="text-align: right;">P1,916,490.56</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">323</td> <td style="text-align: right;">64,774,741.98</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">6</td> <td style="text-align: right;">154,660.00</td> </tr> <tr> <td>h. Transmittal - Salaries &amp; Wages</td> <td style="text-align: center;">25</td> <td style="text-align: right;">127,058,864.43</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>2,943</b></td> <td style="text-align: right;"><b>P729,842,276.24</b> (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	992	P234,732,223.45	b. Disbursement Vouchers	1,038	P341,255,906.68	c. Purchase Requests	110	P63,920,117.74	d. Purchase Orders	83	P23,242,795.83	e. Requisition & Issue Slips	115	P1,916,490.56	f. Checks	323	64,774,741.98	g. Monetization Requests	6	154,660.00	h. Transmittal - Salaries & Wages	25	127,058,864.43	<b>TOTAL</b>	<b>2,943</b>	<b>P729,842,276.24</b> (a to f only)
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<p style="text-align: center;"><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 approved the attendance of PA Office Staffers Atty. Nicole, Johann Madarra, and Mario Jose Nuesa in the June 20 Paralegal Writing Seminar; the PA and Mr. Nuesa also attended the "New PPP Code &amp; IRR" Seminar at the EDSA Shangri-la on June 13<sup>th</sup>.</p> <p>29 PGI personnel in 20 trainings and seminars organized by government and non-government organizations. Topics for the trainings included:</p> <p>Training on Basic Stata using Public Use Files and Parliamentary Procedures</p> <p>Newborn Screening (NBS) Training Practical Examination</p> <p>Batch 1 Trng. For P/CWHS on the Risk Communication Engagement and Infodemic Mgmt. Outbreak Readiness</p> <p>The New PPP Code and its IRR</p> <p>34th Annual Consultative Convention &amp; election of Officers w/ the theme Mechanical Engineers Uniting For Prosperity, Empowering Global Advancement</p> <p>National Inception Workshop for the green climate Fund (GCF) funded "Adapting Philippine Agriculture to climate change (APA Project).</p>																																																						

		<p>Training on the Preparation of detailed Eng'g. Design (DED) and Program of Work (POW) using Auto CAD Software and Detailed Unit Price Analysis (DUPA) of Agricultural Infrastructure Projects</p> <p>1st National Congress on Adoption and Alternative Child Care with the theme: "Building a League of AMPON Heroes for Children</p> <p>Training on Greenhouse on Technology and Hydroponics</p> <p>Region 2, Solid Waste Management (SWM) Summit/ Orientation/Capacity Building</p> <p>Paralegal Writing Seminar</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><b>Dr.</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-</p>	<p><b><u>ORDERS</u></b></p> <p>By Authority of the Governor, the PA Office processed and approved <b>888 ORDERS FROM THE GOVERNOR (including Travel Orders)</b> in the month of January.</p> <ul style="list-style-type: none"> <li>• <b>128 Office Orders</b> were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Admin Office, and PSO; 12 Orders were issued for personnel to undertake tasks as OIC and as Assigned Nurse at PSWDO.</li> <li>• <b>748 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 Dilasag in Aurora, Bayombong in N. Vizcaya, Ilocos Norte, and Sta. Ana in Cagayan.</li> </ul> <p><b><u>INCOMING COMMUNICATIONS</u></b></p> <p>A total of 788 documents was recorded by the Office as <b>INCOMING COMMUNICATIONS</b> broken down as follows:</p>

	<p>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>The following 180 Request Letters</b> were received and processed:</p> <ul style="list-style-type: none"> <li>80 Financial, Medical, Transportation Assistance</li> <li>54 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned)</li> <li>2 for Recommendations</li> <li>6 for Endorsement</li> <li>10 Dispensation</li> <li>15 Monetization</li> <li>6 - Authority to TRAVEL (1 LCE and 5 employees)</li> <li>3 - Message for Festivals/Events</li> <li>4 - Leave of Absence</li> </ul> <p><b>121 Letters from National Offices</b> such as the DILG, DSWD, DA, DOH</p> <p><b>5 Letters of Resignation</b> of the ff:  PCLEDO - Angelica de Guzman  CDH - Aubrey Rose Gabatin  ITO - Shara Racaza  SMCH - Jannica Mae Dalit  ICDO- April Rose Cristobal</p> <p><b>1 Intent to Retire:</b> Irayda Paraoan of CMO</p> <p><b>5 Resignation Letters:</b></p> <p><b>153 Invitations</b>, including those from DA, DOH, and DSWD, and from Training Service Providers</p> <p><b>17 Project Proposals</b> were received for the PA's review and approval, including those from the PDRRMO, PSWDO, PHO, PESO, and PYDO. 15 were approved and 2 were disapproved.</p> <p><b>64 Accomplishment and Other Reports</b> of all PGI Departments and DPWH</p> <p><b>484 Leave Applications</b> were reviewed by the Office and approved by the PA</p> <p><b>252 OTHER DOCUMENTS</b> received by the PA Office included 67 Job Applications, 10 MOAs, 106 courtesy copies of MCs, and Other Documents, and 30 Contracts for Renewal.</p> <p><b><u>OUTGOING COMMUNICATIONS</u></b></p> <p>The PA Office released the following <b>41</b> documents (OUTGOING COMMUNICATIONS), as follows:</p> <p><b>6 RECOMMENDATION LETTERS</b> for Employment and promotion,</p>
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		<p>addressed to DepED, PAO, and Malacanang</p> <p><b>7 ENDORSEMENT LETTERS</b> addressed to DA RFO2, DILG, BFP RO2, and DAP.</p> <p><b>20 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>- 9 LCEs (inc. Panganiban, Calderon, Kiko Dy, Pagautan)</li> <li>- 1 SP ( Hon Meris)</li> <li>- 10 employees</li> </ul> <p><b>3 LETTERS</b> related to policy were transmitted to DILG RO2, PPDO, and JICA</p> <p><b>ISSUANCES</b></p> <p><b>1 Executive Order Re-establishing</b> the Barangay Health Workers' Registration and Accreditation (BHW-RAC) and Establishing the Guidelines for the BHW Registration in the Province of Isabela.</p> <p><b>6 SPECIAL ORDERS</b> were prepared, including the following:</p> <ul style="list-style-type: none"> <li>Assigning 3 OPE Personnel at the PGO Extension Office in Sa Pablo</li> <li>Assigning Ms. Baldo as Caretaker of PIO on June 13<sup>th</sup> and 14<sup>th</sup></li> <li>Designating Atty. Angelo Uy as Local Economic Development and Investment Promotion Officer</li> </ul> <p><b>5 Dispensation</b> for physicians to practice outside of PGI:</p> <p>A total of <b>2 MEMORANDA</b> from the Governor (2) were prepared by the PA Office.</p>
<b>III. OTHER ACOMPLISHMENTS</b>		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of <b>390 documents</b> , including <b>41 Accomplishment Reports</b> , 306 BAC Documents, 14 Executive Orders, 13 Full Disclosure Policy Reports, 1 Organizational Chart, and <b>15 Hospital Inventories</b> .
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received <b>270 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 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</p>

		from PGI Offices, National Agencies, and the private sector.
<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 conducted and attended the following meetings and activities in June:</p> <p>5 BAC Meetings Walang Gutom Awards Zoom Orientation for Provincial School Board Meeting SGLG Pre-Validation Meeting with DILG and RRs Isabela's Got Talent Coordination Meeting Walang Gutom Final Presentation and Awarding</p>

Figures submitted and verified by:

  
**JHON RAFAEL A. TUBBAN**

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**APPROVED :**

  
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Provincial Administrator