

OFFICE OF THE PROVINCIAL ADMINISTRATOR Accomplishment Report

MARCH 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	<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;">1,034</td> <td style="text-align: right;">P163,151,986.58</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,389</td> <td style="text-align: right;">P424,771,982.55</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">139</td> <td style="text-align: right;">P212,710,497.44</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">28</td> <td style="text-align: right;">P6,973,797.80</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td style="text-align: center;">145</td> <td style="text-align: right;">P1,702,724.74</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">361</td> <td style="text-align: right;">74,150,781.53</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">28</td> <td style="text-align: right;">622,139.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td style="text-align: center;">46</td> <td style="text-align: right;">60,858,516.42</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">3,170</td> <td style="text-align: right;">P883,461,770.64 (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,034	P163,151,986.58	b. Disbursement Vouchers	1,389	P424,771,982.55	c. Purchase Requests	139	P212,710,497.44	d. Purchase Orders	28	P6,973,797.80	e. Requisition & Issue Slips	145	P1,702,724.74	f. Checks	361	74,150,781.53	g. Monetization Requests	28	622,139.00	h. Transmittal - Salaries & Wages	46	60,858,516.42	TOTAL	3,170	P883,461,770.64 (a to f only)
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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 border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">BID & BID-RELATED DOCUMENTS</th> </tr> <tr> <th colspan="3" style="text-align: center;">Goods</th> </tr> <tr> <th style="text-align: left;">BID Documents</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Amount/Value</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 style="text-align: center;">1</td> <td style="text-align: right;">P31,900,000.08</td> </tr> <tr> <td>Notices of Award</td> <td style="text-align: center;">1</td> <td style="text-align: right;">P31,900,000.08</td> </tr> <tr> <td>Contract Agreement</td> <td style="text-align: center;">1</td> <td style="text-align: right;">P31,900,000.08</td> </tr> <tr> <td>Notices to Proceed</td> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL Value of Contracts for the Month</td> <td style="text-align: right;">P31,900,000.08</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">BID & BID-RELATED DOCUMENTS</th> </tr> <tr> <th colspan="3" style="text-align: center;">Infrastructure & Consulting Services</th> </tr> <tr> <th style="text-align: left;">Document</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Amount/Value</th> </tr> </thead> <tbody> <tr> <td>BAC Resolutions</td> <td style="text-align: center;">2</td> <td style="text-align: right;">P66,727,251.52</td> </tr> <tr> <td>Notices of Award</td> <td style="text-align: center;">3</td> <td style="text-align: right;">P109,316,296.67</td> </tr> <tr> <td>Contract Agreement</td> <td style="text-align: center;">3</td> <td style="text-align: right;">P109,316,296.67</td> </tr> <tr> <td>Notices to Proceed</td> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL Value of Contracts for the Month</td> <td style="text-align: right;">P109,316,296.67</td> </tr> </tbody> </table>	BID & BID-RELATED DOCUMENTS			Goods			BID Documents	Quantity	Amount/Value	Annual Procurement Plan			Supplemental Procurement Plan			BAC Resolutions	1	P31,900,000.08	Notices of Award	1	P31,900,000.08	Contract Agreement	1	P31,900,000.08	Notices to Proceed	1		TOTAL Value of Contracts for the Month		P31,900,000.08	BID & BID-RELATED DOCUMENTS			Infrastructure & Consulting Services			Document	Quantity	Amount/Value	BAC Resolutions	2	P66,727,251.52	Notices of Award	3	P109,316,296.67	Contract Agreement	3	P109,316,296.67	Notices to Proceed	3		TOTAL Value of Contracts for the Month		P109,316,296.67
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HUMAN RESOURCE	<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 presided over the HRMPSB Interview and Assessment of 50 applicants for the position. 19 of whom are Healthworkers (17 for GFNDMH) and 31 for the Office of the Provincial Engineer.</p> <p>The PA approved the attendance 30 PGI personnel in 15 trainings and seminars organized by government and non-government organizations. Among the subjects of such trainings were:</p> <ul style="list-style-type: none"> The National immunization Project Management Basic Demography Preparation of Project Procurement Management Plan and Annual Procurement Plan Crafting Local Energy Code and Energy Conservation Plan Post-harvest Technologies Basic Regional and Urban Physical Plan Essential Maternal and Newborn Lactation Management 																																																						
PHYSICAL RESOURCE	<p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>	<p>The PA granted 34 requests (out of 40) for the use of PGI facilities such as PGI vehicles, and the Balay.</p>																																																						

II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING		
<p>POLICY AND PROGRAM DEVELOPMENT AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO</p>	<p>This function entails the preparation of Executive Issuances (Orders & 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>ORDERS</p> <p>By Authority of the Governor, the PA Office processed and approved 881 ORDERS FROM THE GOVERNOR (including Travel Orders).</p> <ul style="list-style-type: none"> • 87 Office Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Admin Office, PSO, and PDRRMO. 3 Office Orders were issued designating personnel as OICs of GFNDMH, MADH, and CDH • 791 Travel Orders for personnel to attend to field assignments, or deliver communications outside the Provincial Capitol. Locations cited include Metro Manila, Dilasag in Aurora, Tuguegarao City, Iguig in Cagayan, and Dinapigue <p>INCOMING COMMUNICATIONS</p> <p>A total of 961 documents were received and processed as INCOMING COMMUNICATIONS broken down as follows:</p> <p>211 Request Letters</p> <ul style="list-style-type: none"> 103 for Financial, Medical, Transportation Assistance 40 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned) 2 for Recommendations for Employment at SDO Isabela 9 for Endorsement (1 for Employment and 8 for Projects) 5 Dispensation (GFNDMH Employees) 28 Monetization 14 Authority to TRAVEL 3 Message for Festivals/Events (OWWA, DOST, Cyn LGU) 7 Leave of Absence <p>164 Letters from National Offices such as the DILG, DA, DOH, DA, and COA</p> <p>1 Letter of Resignation of Ms. Patricia Ann Vilorio of CDH</p> <p>4 Letters –Intent to Retire of the ff:</p> <ul style="list-style-type: none"> Nicolas Malana – PSG Edgardo Rodriguez – OPA Rodito Tabug – OPA Raquel Orosco – Assessor’s Ofc.

		<p>208 Invitations, including those from DOH, PSA, TESDA, DSWD – for activities such as Council Meetings, Consultative Meetings, Trainings, and Inaugural activities</p> <p>23 Project Proposals were received for the PA's review and approval, including those from PHO, PDRRMO, PSWDO, OPA, SDO, and PSO were approved and 8 were disapproved</p> <p>68 Reports of all PGI Departments and hospitals, and of DPWH were also received.</p> <p>440 Leave Applications were reviewed by the Office and approved by the PA, including those of Engr. Arlene Castillo of OPA, Rodolfo Miranda of OPE, Jayson Paatong of OPA, Elizabeth Da Jose of PGO, and 3 hospital workers from the GFNMMG</p> <p>282 OTHER DOCUMENTS received by the PA Office included 75 Courtesy Copies of Memorandum Circulars and other documents, 4 MOAs, and 71 application Letters from job-seekers.</p> <p><u>OUTGOING COMMUNICATIONS</u></p> <p>The PA Office released the following 51 documents (OUTGOING COMMUNICATIONS), as follows:</p> <p>6 RECOMMENDATION LETTERS for Employment, including those addressed to RTC Br 16 (Atty Bumanglag) and 5 To DEPED</p> <p>11 ENDORSEMENT LETTERS were prepared, addressed to DA RFO2, DepEd, PhilMech, CVMC, and VP Duterte-Carpio for requests such as the ff:</p> <p>Seed Assistance by the Ilagan Vegetable Producers Assn. for seed assistance</p> <p>Onion Seeds Assistance by the San Pedro (Roxas) Farmers Assn.</p> <p>Hauling Truck and Rolling Rice Mill by RAMCOR CIA Agri Cooperative</p> <p>Mechanical Rotavator by Casilagan-Balacong Irrigators Assn.</p> <p>1 Combine Harvester by BAntug Cassava Farmers Assn</p>
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		<p>Various farm equipment by Christian Farmers MPC and Cumabao Irrigators Assn</p> <p>1 School Bus request to the VP Office by Sangguniang Barangay of Burgos, Ramon</p> <p>1 Letter was also sent to the DILG RO2 expressing the Intent of the PGI to avail of the PBB for FY 2023</p> <p>25 AUTHORITY TO TRAVEL ABROAD 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"> - 6 LCEs Bernardo, Mendoza, Saguban, Zuniega, Alejandro, Montano - 3 SP Members - PGI personnel inc, Engr Castillo, Dr. Amor Reyes, Engr. Cadangan, Marivic Bartolome, April Ramos, and Dr. Delos Santos <p>8 DISPENSATION ORDERS allowing PGI personnel to practice their profession outside of the PGI as Clinical Instructor (Nurses Cadiente, De Guzman, and Tambiling of GFNDMH), and as Specialists in the fields Pediatrics, Dermatology, Radiology, and other fields of Medicine.</p> <p>ISSUANCES</p> <p>2 Executive Orders were prepared by the Office and issued by the Governor. These were on the creation of the Provincial Public-Private Partnership Unit of the province and of the PPP Pre-Qualification PBAC.</p> <p>2 SPECIAL ORDERS were prepared on the Special Detail of Marjorie Marquez to the Office of the PA and the designation as Disbursing Officer for the Office of the Governor-Isabela Actin Center in Manila</p> <p>1 MEMORANDA was prepared by the office and issued by the Governor, on the submission to COA of Liquidation Reports for certain transactions.</p>
III. OTHER ACOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of 113 documents , including 43 Accomplishment Reports , 57 BAC Documents , 2 EOs , 1 Organizational Chart , and 12 Hospital Inventories .
Email Account Management	Monitoring and organizing the emailed	The Office received 293 emailed documents in March, and forwarded the same to the persons

	documents, and receiving and forwarding the same	concerned or in-charge of the <i>Incoming Communications</i> . 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: <i>In representation of the Office of the Governor</i></p> <p><i>As the Chief Administrative and Operations Officer</i></p> <p><i>In support of the PGI Office Heads and their departments</i></p> <p><i>In support of local culture and PGI institutional representation</i></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 22 meetings in March, and 12 BAC Activities. Among the meetings were RDC Meeting, the PSB Meeting, the PDRRMC 1st Council Meeting, and with the DILG regarding SGLG.</p> <p>The PA also represented Top Management in the COA Exit Conference. He presided over the 2 HRMPSB sessions that screened applicants for GFNDMH, MARDH, and OPE positions.</p> <p>The PA led the PGI Walang Gutom Program Team in the Orientation Meeting via zoom, on the April Pre-Validation and Validation activities of the Search. The PGI Entry, I-RICE APP, was shortlisted among the 25 out of 102 entries for Best Practices to address Hunger and Malnutrition.</p>

Figures submitted and verified by:



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