

## OFFICE OF THE PROVINCIAL ADMINISTRATOR

### Accomplishment Report Month of **MAY 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/<br>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="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;">1,113</td> <td style="text-align: right;">P375,678,539.11</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,436</td> <td style="text-align: right;">P528,712,060.68</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">163</td> <td style="text-align: right;">P100,513,455.30</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">125</td> <td style="text-align: right;">P71,987,448.13</td> </tr> <tr> <td>e. Requisition &amp; Issue Slips</td> <td style="text-align: center;">260</td> <td style="text-align: right;">P79,366,036.73</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">408</td> <td style="text-align: right;">66,205,479.88</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">3</td> <td style="text-align: right;">81,302.00</td> </tr> <tr> <td>h. Transmittal - Salaries &amp; Wages</td> <td style="text-align: center;">49</td> <td style="text-align: right;">97,793,541.37</td> </tr> <tr> <td style="text-align: center;"><b>TOTAL</b></td> <td style="text-align: center;"><b>3,557</b></td> <td style="text-align: right;"><b>P1,222,463,019.83</b><br/>(a to f only)</td> </tr> </tbody> </table> | FINANCIAL DOCUMENTS |  |  | Type | Quantity | Amount/Value | a. Obligation Requests | 1,113 | P375,678,539.11 | b. Disbursement Vouchers | 1,436 | P528,712,060.68 | c. Purchase Requests | 163 | P100,513,455.30 | d. Purchase Orders | 125 | P71,987,448.13 | e. Requisition & Issue Slips | 260 | P79,366,036.73 | f. Checks | 408 | 66,205,479.88 | g. Monetization Requests | 3 | 81,302.00 | h. Transmittal - Salaries & Wages | 49 | 97,793,541.37 | <b>TOTAL</b> | <b>3,557</b> | <b>P1,222,463,019.83</b><br>(a to f only) |
| FINANCIAL DOCUMENTS               |   |   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| Type                              | Quantity  | Amount/Value  |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| a. Obligation Requests            | 1,113   | P375,678,539.11   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| b. Disbursement Vouchers          | 1,436   | P528,712,060.68   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| c. Purchase Requests              | 163   | P100,513,455.30   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| d. Purchase Orders                | 125   | P71,987,448.13  |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| e. Requisition & Issue Slips      | 260   | P79,366,036.73  |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| f. Checks                         | 408   | 66,205,479.88   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| g. Monetization Requests          | 3   | 81,302.00   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| h. Transmittal - Salaries & Wages | 49  | 97,793,541.37   |                     |  |  |      |          |              |                        |       |                 |                          |       |                 |                      |     |                 |                    |     |                |                              |     |                |           |     |               |                          |   |           |                                   |    |               |              |              |   |
| <b>TOTAL</b>                      | <b>3,557</b>  | <b>P1,222,463,019.83</b><br>(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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>BID &amp; BID-RELATED DOCUMENTS</b></th> </tr> <tr> <th colspan="3" style="text-align: center;"><b>Goods</b></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;">10</td> <td style="text-align: right;">P79,322,568.53</td> </tr> <tr> <td>Notices of Award</td> <td style="text-align: center;">6</td> <td style="text-align: right;">P30,619,450.00</td> </tr> <tr> <td>Contract Agreement</td> <td style="text-align: center;">7</td> <td style="text-align: right;">P33,849,450.800</td> </tr> <tr> <td>Notices to Proceed</td> <td style="text-align: center;">7</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td><b>TOTAL Value of Contracts for the Month (#6)</b></td> <td style="text-align: center;"><b>7</b></td> <td style="text-align: right;"><b>P33,849,450.800</b></td> </tr> </tbody> </table><br><table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>BID &amp; BID-RELATED DOCUMENTS</b></th> </tr> <tr> <th colspan="3" style="text-align: center;"><b>Infrastructure &amp; Consulting Services</b></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;">-</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Notices of Award</td> <td style="text-align: center;">-</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Contract Agreement</td> <td style="text-align: center;">-</td> <td style="text-align: center;">P</td> </tr> <tr> <td>Notices to Proceed</td> <td style="text-align: center;">2</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td><b>TOTAL Value of Contracts for the Month</b></td> <td style="text-align: center;"><b>-</b></td> <td style="text-align: center;"><b>P</b></td> </tr> </tbody> </table> | <b>BID &amp; BID-RELATED DOCUMENTS</b> |  |  | <b>Goods</b> |  |  | BID Documents | Quantity | Amount/Value | Annual Procurement Plan |  |  | Supplemental Procurement Plan |  |  | BAC Resolutions | 10 | P79,322,568.53 | Notices of Award | 6 | P30,619,450.00 | Contract Agreement | 7 | P33,849,450.800 | Notices to Proceed | 7 | N/A | <b>TOTAL Value of Contracts for the Month (#6)</b> | <b>7</b> | <b>P33,849,450.800</b> | <b>BID &amp; BID-RELATED DOCUMENTS</b> |  |  | <b>Infrastructure &amp; Consulting Services</b> |  |  | Document | Quantity | Amount/Value | BAC Resolutions | - | P | Notices of Award | - | P | Contract Agreement | - | P | Notices to Proceed | 2 | N/A | <b>TOTAL Value of Contracts for the Month</b> | <b>-</b> | <b>P</b> |
|--|---|--|--|--|--|--------------|--|--|---------------|----------|--------------|-------------------------|--|--|-------------------------------|--|--|-----------------|----|----------------|------------------|---|----------------|--------------------|---|-----------------|--------------------|---|-----|--|----------|------------------------|--|--|--|---|--|--|----------|----------|--------------|-----------------|---|---|------------------|---|---|--------------------|---|---|--------------------|---|-----|---|----------|----------|
| <b>BID &amp; BID-RELATED DOCUMENTS</b>             |   |  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| <b>Goods</b>                                       |   |  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| BID Documents                                      | Quantity  | Amount/Value   |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Annual Procurement Plan                            |   |  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Supplemental Procurement Plan                      |   |  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| BAC Resolutions                                    | 10  | P79,322,568.53   |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Notices of Award                                   | 6   | P30,619,450.00   |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Contract Agreement                                 | 7   | P33,849,450.800  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Notices to Proceed                                 | 7   | N/A  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| <b>TOTAL Value of Contracts for the Month (#6)</b> | <b>7</b>  | <b>P33,849,450.800</b>   |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| <b>BID &amp; BID-RELATED DOCUMENTS</b>             |   |  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| <b>Infrastructure &amp; Consulting Services</b>    |   |  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Document   | Quantity  | Amount/Value   |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| BAC Resolutions                                    | -   | P  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Notices of Award                                   | -   | P  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Contract Agreement                                 | -   | P  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| Notices to Proceed                                 | 2   | N/A  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| <b>TOTAL Value of Contracts for the Month</b>      | <b>-</b>  | <b>P</b>   |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |
| <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 as Vice Chair of the HRMPSB attended 3 Screening and Interview sessions of 34 PGI employees, including 13 from the Public Safety Office, 9 from Palanan Station Hospital, 9 from the Budget Office, and 13 from the Health Office-Field Health Services.</p> <p>The PA reviewed and approved 49 processed Appointments of PGI personnel who underwent screening by the HRMPSB in previous months. The Appointees included Nursing Attendants, Engineers, Utility Workers, Draftsmen, Equipment Operators, Administrative Assistants, Admin Aides, a Midwife, and the following personnel:</p> <p>Bonavy A. Andres- Admin. Asst. II, CDH<br/>         Jeram Caesar R. Angobung- Medical Officer III, PHO-FHS<br/>         Elinor D. Caro- Nurse V, GFNDMH<br/>         Abigail M. Cadiz- Medical Officer III, GFNDYMH<br/>         John Michael L. Babas- Admin. Officer IV, VGO<br/>         Maria Isabel S. Sinon- Records Officer IV, PTO<br/>         Josephine M. Pua- Architect, OPE.</p> <p>The appointment of OIC YDO Rey Mel C. Resposo indicating his position title as the Provincial Youth Dev't. Officer IV in-charge</p>  |  |  |  |              |  |  |               |          |              |                         |  |  |                               |  |  |                 |    |                |                  |   |                |                    |   |                 |                    |   |     |  |          |                        |  |  |  |   |  |  |          |          |              |                 |   |   |                  |   |   |                    |   |   |                    |   |     |   |          |          |

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|                                 |  | <p>of the PYDO was also reviewed and approved.</p> <p>The PA Office conducted sessions for the Initial Screening of 3 job applicant, including a CPA working in the DPWH-Batanes who is seeking Transfer.</p> <p>The PA approved the attendance 89 PGI personnel in 16 trainings and seminars organized by government and non-government organizations. The two-day in-house seminar was attended by 64 personnel from the Budget, Accounting, and Treasury Offices was on <i>Values Development</i> conducted by the Provincial HRMO with the Provincial Administrator who also conducted the lectures. 25 personnel attended 15 trainings conducted by government and non-government organizations. Topics for the trainings included:</p> <p>Training on Mental Health and Psychosocial Support</p> <p>Family Planning Competency</p> <p>Basic Internal Control Concepts and Internal Auditing Principles and Practices</p> <p>Early Childhood Care Development Training</p> <p>Biosafety and Biosecurity Training</p> <p>Personnel Relations for Organizational Unity and Development (PROUD)</p> <p>Tools and Techniques for Audit Engagement</p> <p>Pathways to Digital Progress: regional Dialogues for Inclusive Development</p> <p>Training on Xpert/Mtb RIF Ultra Assay A</p> <p>Prov'l. Leadership and Government Program (Module 1) UHC by Zuellig</p> |
| <p><b>PHYSICAL RESOURCE</b></p> | <p>GFND Session Hall<br/>QIP – Open &amp; Office Spaces<br/>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>  |

## II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING

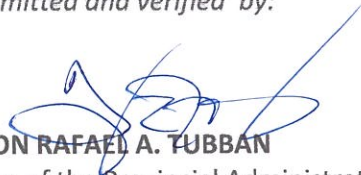
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| <p><b>Dr.</b></p> | <p>This function entails the preparation of Executive Issuances (Orders &amp; Memoranda) emanating from the Governor or the Provincial Administrator, and the implementation, coordination, and monitoring of programs, projects, 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-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</b></p> <p>By Authority of the Governor, the PA Office processed and approved <b>964 ORDERS FROM THE GOVERNOR (including Travel Orders)</b> in the month of January.</p> <ul style="list-style-type: none"> <li>• <b>138 Office Orders</b> were issued: 128 to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Admin Office, and PSO; 10 Orders were issued for personnel to undertake tasks as OIC, as Liaison Officer of SMCH, Bookkeeper of GFNDMH</li> <li>• <b>826 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 Metro Manila, Cebu, Batangas, Vizcaya, Aurora.</li> </ul> <p><b>INCOMING COMMUNICATIONS</b></p> <p>A total of 1,004 documents was recorded by the Office as <b>INCOMING COMMUNICATIONS</b> broken down as follows:</p> <p><b>The following 223 Request Letters</b> were received and processed:</p> <ul style="list-style-type: none"> <li>132 Financial, Medical, Transportation Assistance</li> <li>48 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned)</li> <li>3 for Recommendations for Employment at DepEd-SDO Isabela, BFP, MCTC Jones</li> <li>12 for Endorsement of job app</li> <li>4 Monetization (Campano, Banguit, Liban, Checa)</li> <li>16 Authority to TRAVEL</li> <li>7 Message for Festivals/Events</li> <li>1 Leave of Absence (PIACO- Bar Review)</li> </ul> <p><b>185 Letters from National Offices</b> such as the DILG, PNP, DA, DOH, and DOT</p> <p><b>5 Letters of Resignation</b> of the ff:</p> <ul style="list-style-type: none"> <li>PDRRMO – Vicson Mari Baggao</li> <li>GFNDMH – Luzia Nicole Ferrer, RN <ul style="list-style-type: none"> <li>- Arthana Bernice Dalog, RN</li> </ul> </li> <li>ITO – Rizchelle Duran</li> <li>PGO – Magelyn Lim</li> </ul> |
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|  |  | <p><b>5 Intent to Retire:</b><br/> MADH- Rosario Serbito, Nutri-Dietician<br/> Assessor's- Angelita Paguirigan<br/> PSG – Eduardo Eranzo<br/> Rolando P. Castillo<br/> Nereo Allam</p> <p><b>178 Invitations</b>, including those from DILG, DA, DOH, for activities such as Consultative meetings, trainings, Seminars, and inauguration</p> <p><b>26 Project Proposals</b> were received for the PA's review and approval, including those from the PDRRMO, OPA, ICDO, Assessor's Office, GFNDMH, E#NRO, ITO, and PHO. 18 were approved and 8 were disapproved</p> <p><b>88 Accomplishment and Other Reports</b> of all PGI Departments, DPWH, and the CSC</p> <p><b>631 Leave Applications</b> were reviewed by the Office and approved by the PA</p> <p><b>294 OTHER DOCUMENTS</b> received by the PA Office included 131 Job Applications, 15 MOAs, 107 courtesy copies of MCs, and Other Documents, and 25 claims from suppliers</p> <p><b><u>OUTGOING COMMUNICATIONS</u></b></p> <p>The PA Office released the following <b>27</b> documents (OUTGOING COMMUNICATIONS), as follows:</p> <p><b>5 RECOMMENDATION LETTERS</b> for Employment and promotion, all addressed to DepED SDS Llana</p> <p><b>9 ENDORSEMENT LETTERS</b> for Employment &amp; Promotion (4) and request for agricultural equipment and concreting project (5) were prepared; addressed to DA RFO2, OSEC DAR, DPWH RO2, and Mayor Respicio Saguban.</p> <p><b>10 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>- 10 LCEs (Panganiban, Joseph Uy, Kiko Dy, Diaz)</li> <li>- 1 SP ( Diaz)</li> <li>- Personnel of the PGI (Noemi Checa, Eleanor Dy, Cheryl Noriega, Engr. Garcia, and Rubelin Almario)</li> </ul> <p><b>3 LETTERS</b> related to policy were transmitted to DILG RO2 and the DFA OSEC</p> |
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|   |  | <p><b><u>ISSUANCES</u></b></p> <p><b>1 Executive Order on approving and adopting the PGI Citizen's Charter</b> was prepared by the Office and issued by the Governor, and distributed thereafter by the PA Office.</p> <p><b>9 SPECIAL ORDERS</b> were prepared, including the following:</p> <p>Irene Ugaddan – on Detail to the PIACO<br/>April 15-19<br/>Dr. Ay-Ayen –as OIC EDH<br/>Sergio Galamgam- as OIC OPA<br/>Engr. Sabigan – as Provincial Rice Coordinator<br/>Joan Baldo – as PIO Caretaker<br/>Romanico Daguio – OIC PDRRMO<br/>VG Faustino Dy III – OIC Governor</p> <p>A total of <b>5 MEMORANDA</b> from the Governor (2) and the PA (3) were prepared by the PA Office. Included are the Memos to the District Hospitals to comply with waste segregation and disposal policy; to OPA re List of Households per municipality in compliance with DBM requirement; to PSWD forwarding the List of farmers affected by El Niño.</p> |
| <b>III. OTHER ACOMPLISHMENTS</b>  |  |  |
| Website Administration  | Involves content Monitoring and Maintenance  | Uploaded a total of <b>395 documents</b> , including <b>41 Accomplishment Reports</b> , 340 BAC Documents, 1 Organizational Chart, and <b>13 Hospital Inventories</b> .  |
| Email Account Management  | Monitoring and organizing the emailed documents, and receiving and forwarding the same   | <p>The Office received <b>312 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:<br/>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> | 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 | <p>The PA conducted and attended <b>23 meetings</b> in May:</p> <p>14 BAC Meetings<br/>PDRRMC Special Council Meeting re Declaration of Calamity<br/>ELFG and LGU San Mateo<br/>ELFC and LGU Echague<br/>Meeting re Proposed Policy on Idle Land<br/>Meeting for Isabela Day<br/>3 HRMPSB Sessions<br/>USAID –TIFA<br/>ELFC, COHs, and BAC<br/>SGLG Meeting with Dept Heads</p>  |

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| In support of local culture and PGI institutional representation | national directives. |  |
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*Figures submitted and verified by:*



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