

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report

Month of December 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 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><tr><th colspan="3">FINANCIAL DOCUMENTS</th></tr><tr><th>Type</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>a. Obligation Requests</td><td>2,344</td><td>P687,898,282.52</td></tr><tr><td>b. Disbursement Vouchers</td><td>1936</td><td>P585,113,975.22</td></tr><tr><td>c. Purchase Requests</td><td>117</td><td>P75,956,207.09</td></tr><tr><td>d. Purchase Orders</td><td>199</td><td>P75,863,261.30</td></tr><tr><td>e. Requisition & Issue Slips</td><td>130</td><td>P2,350,397.63</td></tr><tr><td>f. Checks</td><td>3,940</td><td>P176,124,713.47</td></tr><tr><td>g. Monetization Requests</td><td>9</td><td>P263,318.00</td></tr><tr><td>h. Transmittal - Salaries & Wages</td><td>49</td><td>P204,154,516.99</td></tr><tr><td>TOTAL</td><td>8,724</td><td>P1,603,570,155.23 (a to f only)</td></tr></table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	2,344	P687,898,282.52	b. Disbursement Vouchers	1936	P585,113,975.22	c. Purchase Requests	117	P75,956,207.09	d. Purchase Orders	199	P75,863,261.30	e. Requisition & Issue Slips	130	P2,350,397.63	f. Checks	3,940	P176,124,713.47	g. Monetization Requests	9	P263,318.00	h. Transmittal - Salaries & Wages	49	P204,154,516.99	TOTAL	8,724	P1,603,570,155.23 (a to f only)
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	<p>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 DOCUMENTS Goods</th></tr><tr><th>BID Documents</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>BAC Resolutions</td><td>5</td><td>P29,947,870.00</td></tr><tr><td>Notices of Award</td><td>6</td><td>P29,947,870.00</td></tr><tr><td>Contract Agreement</td><td>6</td><td>P29,947,870.00</td></tr><tr><td>Notices to Proceed</td><td>6</td><td>N/A</td></tr><tr><td>Total No. of Documents/Contract Amount</td><td>23</td><td>P29,947,870.00</td></tr></table> <table><tr><th colspan="3">BID DOCUMENTS Infrastructure & Consulting Services</th></tr><tr><th>Document</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>BAC Resolutions</td><td>4</td><td>P312,692,480.82</td></tr><tr><td>Notices of Award</td><td>29</td><td>P372,196,139.31</td></tr><tr><td>Contract Agreement</td><td>26</td><td>P353,462,151.75</td></tr><tr><td>Notices to Proceed</td><td>26</td><td>N/A</td></tr><tr><td>TOTAL Number of Documents/Contract Amount</td><td>85</td><td>P353,462,151.75</td></tr></table>	BID DOCUMENTS Goods			BID Documents	Quantity	Amount/Value	BAC Resolutions	5	P29,947,870.00	Notices of Award	6	P29,947,870.00	Contract Agreement	6	P29,947,870.00	Notices to Proceed	6	N/A	Total No. of Documents/Contract Amount	23	P29,947,870.00	BID DOCUMENTS Infrastructure & Consulting Services			Document	Quantity	Amount/Value	BAC Resolutions	4	P312,692,480.82	Notices of Award	29	P372,196,139.31	Contract Agreement	26	P353,462,151.75	Notices to Proceed	26	N/A	TOTAL Number of Documents/Contract Amount	85	P353,462,151.75
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20	<p>HUMAN RESOURCE</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 11 employees in 7 Trainings/seminars such as the following:</p> <p>Marjorie Marquez, Rebekah Calub, Carmna Mamuri, Jeyrald Asuncion in a training for standardization of records, filing classification, and tracking system in public office</p> <p>Sergio Galamgam and Edgar Rodriguez on a Mango Production Training and Workshop</p> <p>John Henry Abad in a training on Crash Vehicle Extrication</p> <p>Joshua Hapinat in a Training on Statistical Reporting and Public Speaking</p> <p>2) The PA reviewed and processed 25 New/Promotion Appointments. The List included those of :</p> <p>Joan Baldo for Info Officer II Noemie Mejia for Proj Devt Officer III Ferdinand Ramos for Tax Mapper III Dondi Al Cauan for Internal Auditor II Visitacion Nicolas for Sr. Coop Devt Specialist Marjorie Maniquez for Planning Ofcr IV Lalaine Delmendo for PGADH Narlene Baggao for Proj Devt Ofcr III</p>																																										

		<p>3) As Vice Chair of the HR Merit and Promotions Board, the PA presided over the screening of 34 employees from the Office of the Provincial Agriculturist.</p> <p>Among those screened were:</p> <p>Norwell Sabigan for Agriculturist II Sally Salvador “ Jayson Pattong ” Neriza Mata for Ag’I Technologist Dalife Capelo for AO III Jennibave Cruz for AO III Silvanop Pascua for Farm Supt Grace Lumabao “ Mary Ann Miguel “</p>
PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted all 31 requests for the use of PGI facilities such as the Blue Room, Sports Complex, PDRRMO Ambulance, PGI Coaster/vehicles, and the GFND Session Hall.
II. POLICY AND PROGRAM DEVELOPMENT, IMPLEMENTATION AND MONITORING		
	<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-</p>	<p><u>ORDERS</u></p> <p>By Authority of the Governor, the PA Office processed and approved 730 ORDERS FROM THE GOVERNOR (including Travel Orders) for the month.</p> <ul style="list-style-type: none">• 112 Office Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, PBO, Accounting, and Admin Office; 9 Orders were issued for personnel to undertake tasks as OIC in Assessor’s Office, Accounting Office, Hospitals, the PTO, and PHO Field Services.• 609 Travel Orders for personnel to participate in trainings and seminars, transmit communications outside the PGI jurisdiction, or represent the Governor. Locations cited include Metro Manila, Baguio City, Davao City, Ilocos region, Tuguegarao City, and Dinapigue in Isabela. <p><u>INCOMING COMMUNICATIONS</u></p> <p>A total of 685 Documents was recorded by the Office as INCOMING</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>COMMUNICATIONS broken down as follows:</p> <p>133 Request Letters:</p> <p>74 Financial, Medical, Transportation Assistance</p> <p>31 for Facility use (GFND Session Hall, Blue Room; Ambulance, Vehicle to transport remains)</p> <p>1 for Recommendations</p> <p>3 for Endorsement (1 for employment, 3 projects to offices)</p> <p>8- Monetization</p> <p>7 - Authority to TRAVEL</p> <p>2- Leave of Absence (Alyssa Ballesteros of PSWD)</p> <p>7 – Contract Renewal</p> <p>169 Letters from National Offices</p> <p>mostly from DILG, DSWD, DA, DOH, COA</p> <p>5 Letters of Resignation:</p> <p>Isabel Grace Castillo, RMT, MD</p> <p>Kennedy Guntayon</p> <p>Elinor Quinto-CDH Pharmacist</p> <p>Dr. Myra Briones</p> <p>Kurt Bryan Bernardo</p> <p>99 Invitations, including those from DILG, DOH, DA, DA, DENR, PSA AND various LGUs, and PGI Departments. The invitations were for Emergency and Consultative Meetings, Seminars, Conventions, and Training</p> <p>12 Project/Activity Proposals were received for the PA’s review and approval, including those from the PSWDO, PIO, PUDO, OPA, AND PSH. 11 were approved.</p> <p>83 Reports inc those from PGI Offices, Hospitals, and DPWH.</p> <p>184 OTHER DOCUMENTS received by the PA Office included 2 MOAs, 65 Job Applications, 68 courtesy copies of Memo Circulars, Sanggunian Resolutions, and other documents.</p> <p><u>OUTGOING COMMUNICATIONS</u></p> <p>The PA Office released the following 38 documents:</p> <p>5 Employment RECOMMENDATION LETTERS requested by:</p> <p>Engr Danilo Sison for higher post - COA</p> <p>Gilda Bassig for permanent teaching post</p>
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	<p>Marimar Liquigan for transfer to Sta. Maria School District Florina Guerrero for Principal – SDO Isa Glorina Corpuz for Reistrar I – San Mateo Voxational and Ind’l HS</p> <p>28 AUTHORITY TO TRAVEL ABROAD documents were prepared and processed by the PA Office for the signature of the Governor. The List includes the following:</p> <p>7 LCEs: (Mayors Kiko Dy, JC Dy, Maria Lourdes Saguban, Josemari Diaz, Adrian Tio, Edward Juan, and Charlton Uy</p> <p>4 employees: Dr. Wilfred Rasalan (MARDH) Mary Grace Vallester (PIO) Karl Duot (PCLEDO) Jesus Ordoñez (ITO_Museum)</p> <p>3 LETTERS addressed to Atty Jenny Flor Cabaddu and Ms. Katleen Haban for the PA Office Staff Development Course, and to members of the SP for their support to the PA Staff Activity.</p> <p>ISSUANCES 16 Issuances were prepared and transmitted by the Office. The total Includes:</p> <p>1 Executive Order creating the Provl Task Force on High-Value Commercial Crops</p> <p>10 Memoranda including the ff:</p> <p>Conduct of Surveillance Audit on Dec 11 Retracting of Request for reprogramming and maintaining the Palay Procurement project as a Rice Assistance Program PPA Commending APBO Ms. Liza Guifaya who is retiring Commending PSWDO Lucy Ambatali who is retiring Employee attendance in Dawn Masses at the GFND Session Hall Conduct of PA Office Staff Development Course Cancellation of “</p> <p>5 Special Orders, which included the following:</p> <p><i>Designation of AdAss Karl Duot of PCLEDO as Special Collecting Officer of</i></p>
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Florina Guerreroll. OTHER ACOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of 496 documents , including 42 Accomplishment Reports , 400 BAC Documents, 7 SP Ordinance, 13 Hospital Inventories, and 33 SP Resolutions.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received 162 emailed documents and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included 20 Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature; 8 Reports, 1 proposal, 43 Letters from National Agencies, 32 Letters from the Private Sector, and 58 internal communications.</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 9 meetings and activities, which included:</p> <p>ISO Surveillance Audit</p> <p>COA Entrance Conference</p> <p>SGLG Awarding in Manila</p> <p>I-RISE meetings</p> <p>Joint Q4 Meeting of Provincial/City/Municipal Solid Waste Management Boards</p> <p>HRMPSB Screening Sessions</p> <p>Lecture at Youth Summit</p> <p>Dawn Masses from Dec 16 to 24</p>

Figures submitted and verified by:


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