

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report

Month of November 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	<div>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:</div> <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>1,477</td><td>P202,312,961.74</td></tr><tr><td>b. Disbursement Vouchers</td><td>1,527</td><td>P478,607,340.36</td></tr><tr><td>c. Purchase Requests</td><td>194</td><td>P177,397,468.24</td></tr><tr><td>d. Purchase Orders</td><td>281</td><td>P102,049,963.28</td></tr><tr><td>e. Requisition & Issue Slips</td><td>129</td><td>P1,049,416.92</td></tr><tr><td>f. Checks</td><td>1,772</td><td>P91,205,840.56</td></tr><tr><td>g. Monetization Requests</td><td>16</td><td>P367,901.00</td></tr><tr><td>h. Transmittal - Salaries & Wages</td><td>40</td><td>P110,418,692.20</td></tr><tr><td>TOTAL</td><td>5,436</td><td>P1,163,409,584.30 (a to f only)</td></tr></table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,477	P202,312,961.74	b. Disbursement Vouchers	1,527	P478,607,340.36	c. Purchase Requests	194	P177,397,468.24	d. Purchase Orders	281	P102,049,963.28	e. Requisition & Issue Slips	129	P1,049,416.92	f. Checks	1,772	P91,205,840.56	g. Monetization Requests	16	P367,901.00	h. Transmittal - Salaries & Wages	40	P110,418,692.20	TOTAL	5,436	P1,163,409,584.30 (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 & BID-RELATED DOCUMENTS</th></tr><tr><th colspan="3">Goods</th></tr><tr><th>BID Documents</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>BAC Resolutions</td><td>1</td><td>P44,856,086.99</td></tr><tr><td>Notices of Award</td><td>8</td><td>P44,856,086.99</td></tr><tr><td>Contract Agreement</td><td>8</td><td>P44,856,086.99</td></tr><tr><td>Notices to Proceed</td><td>8</td><td>N/A</td></tr><tr><td>Total No. of Documents/Contract Amount</td><td>25</td><td>P44,856,086.99</td></tr></table> <table><tr><th colspan="3">BID & BID-RELATED DOCUMENTS</th></tr><tr><th colspan="3">Infrastructure & Consulting Services</th></tr><tr><th>Document</th><th>Quantity</th><th>Amount/Value</th></tr><tr><td>BAC Resolutions</td><td rowspan="5">NONE TO REPORT</td><td rowspan="5"></td></tr><tr><td>Notices of Award</td></tr><tr><td>Contract Agreement</td></tr><tr><td>Notices to Proceed</td></tr><tr><td>TOTAL Number of Documents/Contract Amount</td></tr></table>	BID & BID-RELATED DOCUMENTS			Goods			BID Documents	Quantity	Amount/Value	BAC Resolutions	1	P44,856,086.99	Notices of Award	8	P44,856,086.99	Contract Agreement	8	P44,856,086.99	Notices to Proceed	8	N/A	Total No. of Documents/Contract Amount	25	P44,856,086.99	BID & BID-RELATED DOCUMENTS			Infrastructure & Consulting Services			Document	Quantity	Amount/Value	BAC Resolutions	NONE TO REPORT		Notices of Award	Contract Agreement	Notices to Proceed	TOTAL Number of Documents/Contract Amount
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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 190 employees in 13 Trainings/seminars (1 in-house) such as the following:</p> <p>International Program On Agriculture & Exhibitions on Agriculture Machineries, Equipment and Technology- attended by PGO EAs Josephine U Estorquia, Florence A. Agabin, Josefina V. Ariola, and Oliver b. Pira, Jr.</p> <p>Advanced Acupuncture Training - attended by April Joy S. Francisco</p> <p>CY 2024 Membership Conference (MC) with the Theme: Embracing the Digital Transformation of Government Financial Management: elevating Innovation to new Heights – attended by Alexis P. Guzman Joseph M. Puzon of PGSO</p> <p>Integrated NCD Prevention and Con Planning Workshop and Performance Assessment of Provincial and City Health Offices on NCD Program Implementation – attended by Dr. Jeram Caesar R. Angobung and Nurse Cheryl Grace C. Noriega</p> <p>87th RIC national Convention with the theme "Empowering rural Women to cope with Climate Change and Promote Green Economy in the Philippines- attended by Evangeline D. Dannug Boots F. Fernandez</p> <p>Seminar Workshop on Cybercrime Investigation- attended by Admin's Fokker Espiritu</p>																																								

		<p>Training on veterinary Epidemiology (On Wide Disease Risk Management) – attended by Lucky P. Aguyen, Estenely II C. Dalit, and Mercy P. Arcaina</p> <p>The Crucial Role of Gender and development for LGUs- attended by Mitchel Angela T. Alvaro</p> <p>Consultation and Writeshop on the updating of the Cag. Valley regional Physical Framework Plan – attended by Maria Elena J. Sumisim and Lalaine C. Delmendo</p> <p>2024 UNAIP Electronic Reporting Training – attended by Manuel A. Morillo</p> <p>2) The PA reviewed the following processed 9 Appointments:</p> <p><i>PEDIPO-SAO:</i> MA. GLORIA L. DALUDDUNG</p> <p><i>SP SECRETARY OFFICE:</i> KARINETH G. TUGADE-LLSO I MARK FRANCIS D. PELICANO-AA I JOSELITO V. JOSE – LLSO II DANNY A. RICO – AA IV</p> <p><i>PLO</i> CARL FRANCIS A. ALINDAYU –Clerk I MARIA KRISTEL CARRA T. BARTOLOME - Computer Operator II KIZZA MAE P. BULAUAN – Legal Asst II SHANNEN MEI P. GERARDO – “ “ I</p> <p>3) As Vice Chair of the HR Merit and Promotions Board, the PA presided over the screening of 29 employees from the Assessor’s Office, PEDIPO, PPDO, PLO, PGO-ABE, PIACO, HRMO. from the following offices for regularization and promotion:</p> <p>Among those screened and promoted were:</p> <p>Atty. Jenny Flor T. Manantan from Atty IV to Asst Provincial Assessor Dondi Al Cauan from Internal Auditor I to IA II Engr Ferdie Ramos fr Taxmapper II to III Engr Philip R. Foronda fr Engr I to Engr II Riener P. Lopez fr HRMO I to Records Ofcr II</p>
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PHYSICAL RESOURCE	GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex	The PA granted all 54 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-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</p>	<p><u>ORDERS</u></p> <p>By Authority of the Governor, the PA Office processed and approved 913 ORDERS FROM THE GOVERNOR (including Travel Orders) for the month.</p> <ul style="list-style-type: none">• 93 Office Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Accounting, HRMO, and Admin Office; 6 Orders were issued for personnel to undertake tasks as OIC in Assessor’s Office, Accounting Office, Hospitals, the PTO, and PHO Field Services.• 814Travel Orders for personnel to attend to field assignments, participate in trainings and seminars, or transmit communications outside the PGI jurisdiction. Locations cited include Quezon City, Sta. Ana in Aurora Province, and Davao. <p><u>INCOMING COMMUNICATIONS</u></p> <p>A total of 849 Documents was recorded by the Office as INCOMING COMMUNICATIONS broken down as follows:</p> <p>The following 161 Request Letters were received :</p> <ul style="list-style-type: none">67 Financial, Medical, Transportation Assistance54 for Facility use (GFND Session Hall, Blue Room; Ambulance, Vehicle to transport remains)8 for Recommendations4 for Endorsement (1 for employment, 3 projects to offices)1 – Dispensation (RN Roel Ribunal)10- Monetization16 - Authority to TRAVEL1 - Leave of Absence (Alyssa Ballesteros of PSWD) <p>All facility requests were approved.</p>

	<p>transmittal of documents to other offices.</p> <p>246 Letters from National Offices mostly from DILG, DSWD, DA, DOH, COA</p> <p>4 Intent to Retire Letters: Juvie Claudette Ramos, RN – EDH Renato Bernardo of IPJ Victoria Batuy of GFNDMH Theresa Villas of OPE</p> <p>3 Letters of Resignation: Mary Jean Zipagan of SMCH Jennilyn Ponce of CDH Cristine Victorino of SMCH</p> <p>125 Invitations, including those from DILG, DOH, DA, DSWD, DENR, various LGUs, and PGI Departments. The invitations were for Emergency and Consultative Meetings, Seminars, Conventions, and Training</p> <p>15 Project/Activity Proposals were received for the PA’s review and approval, including those from the IPHO, PSWDO, PDRRMO, and PCLEDO. 12 were approved.</p> <p>95 Reports inc those from PGI Offices, Hospitals, and DPWH.</p> <p>595 Leave Applications were reviewed by the Office and approved by the PA</p> <p>200 OTHER DOCUMENTS received by the PA Office included 79 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 37 documents classified as OUTGOING COMMUNICATIONS, as follows:</p> <p>6 RECOMMENDATION LETTERS FOR</p> <p>Mr. Aury Dwight for AAI in SDO DepEd Ms Noralyn Nagum for Sec Sch Principal I Mr. Wilfredo Viado for Principal I Mr. Christian Rivero for AAIII in DOH ARD Manuel Baricaua for RD LTO RO2</p> <p>9 ENDORSEMENT LETTERS :</p> <p>Addressed to DepEd SDO Cauayan and SDO-Isabela Ms. Jermielyn Salvador for teaching position at San Antonio HS Mr. Gene Geronimo for Principal IV</p> <p>The Request of South Main Canal Lateral</p>
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		<p>B Series Council of Irrigators' Assn, Inc of Roxas, Isabela, for the acquisition of a drying pavement</p> <p>The requests for agricultural equipment such as Harvester, tractor, dryer, seeder, and solar irrigation system of the following:</p> <p>Wigan Settlers MPC BP2 Matusalem Farmers Assn Top Green Sierra Madre Assn for Incusion in List of Swine Recipient Under INSPIRE Buneg Maligaya Soyung IA</p> <p>20 AUTHORITY TO TRAVEL ABROAD documents were prepared and processed by the PA Office for the signature of the Governor, for the following:</p> <p>- 5 LCEs (Mayors Kiko Dy (2), Jonathan Jose Calderon, Joelle Panganiban, Maria Lourdes Saguban, and Adrian Tio</p> <p>- 18 employees inc Drs. Arlene Lazaro, Almira Reyes, Glovelyn Caro, Lorelei Baniqued; Nurses Antonia Mabanag of GFNDMH and Louraine Lita of CDH; CDH Medtech Zyra Navarro; Atty Analou Villeza; Narlene Baggao; OPA with Jo Estorquia, Florence Agabin, Oliver Pira In an official business to Saigon, Vietnam.</p> <p>2 LETTERS addressed to the DSWD provincial SAWADF office</p> <p>ISSUANCES</p> <p>7 Issuances were prepared and transmitted by the Office. The total Includes:</p> <p>1 Executive Order reorganizing the Provincial Bids and Awards Committee</p> <p>2 Memoranda: from the Governor thru PA for LGUs re ensuring compliance with automated BPLS or EBoss requirement to Dept Heads re preparation for ISO QMS Systems Audit</p> <p>4 Special Orders, which included the following:</p> <p><i>Designation of Jojo Ochoa as Accountable Forms Custodian for Revenue Collection Div</i></p> <p><i>Reporting of 3 OPE personnel to PGO Ext Ofc</i></p> <p><i>OIC Joy Alabon in the PPDO's absence</i> <i>OIC Chief of Hospiital Dr. Ay-Ayen in EDH</i></p>
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III. OTHER ACOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of 349 documents , including 43 Accomplishment Reports , 260 BAC Documents, 2 SP Ordinance, 11 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 301 emailed documents and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included 26 Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature; 12 Reports, 6 proposals, 68 Letters from National Agencies, 79 Letters from the Private Sector, 108 internal communications, and 2 other documents.</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 22 meetings and activities, which included:</p> <p>12 BAC Meetings</p> <p>PDRRMC Series of Meetings and monitoring activities re typhoons before, during, and after typhoons Pepito, Marce, Nika, and Ofel</p> <p>Meeting with DAR re inauguration of Isabela Rice Processing Complex</p> <p>Benchmarking of DILG RO1 Provincial Directors and personnel</p> <p>Bambanti Festival 3rd Executive Meeting</p> <p>Attendance at the SP presentation of Resolution for Dangal ng Bayan and Presidential Lingkod Bayan Awardees</p> <p>The PA also conducted a lecture, together with CSC PD Calubaquib at the 2-day Values Development Seminar organized by the PHRMO</p>

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