

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report

Month of **OCTOBER** 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>2,079</td><td>P530,690,045.45</td></tr><tr><td>b. Disbursement Vouchers</td><td>1,619</td><td>P435,309,918.47</td></tr><tr><td>c. Purchase Requests</td><td>139</td><td>P62,864,254.70</td></tr><tr><td>d. Purchase Orders</td><td>64</td><td>P37,967,230.94</td></tr><tr><td>e. Requisition & Issue Slips</td><td>114</td><td>P1,552,011.56</td></tr><tr><td>f. Checks</td><td>1,039</td><td>P64,770,425.25</td></tr><tr><td>g. Monetization Requests</td><td>29</td><td>P661,559.00</td></tr><tr><td>h. Transmittal - Salaries & Wages</td><td>24</td><td>P71,412,072.17</td></tr><tr><td>TOTAL</td><td>5,107</td><td>P1,205,227,517.54 (a to f only)</td></tr></table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	2,079	P530,690,045.45	b. Disbursement Vouchers	1,619	P435,309,918.47	c. Purchase Requests	139	P62,864,254.70	d. Purchase Orders	64	P37,967,230.94	e. Requisition & Issue Slips	114	P1,552,011.56	f. Checks	1,039	P64,770,425.25	g. Monetization Requests	29	P661,559.00	h. Transmittal - Salaries & Wages	24	P71,412,072.17	TOTAL	5,107	P1,205,227,517.54 (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>9</td><td>P53,743,231.49</td></tr><tr><td>Notices of Award</td><td>13</td><td>P53,743,231.49</td></tr><tr><td>Contract Agreement</td><td>13</td><td>P53,743,231.49</td></tr><tr><td>Notices to Proceed</td><td>13</td><td>N/A</td></tr><tr><td>Total No. of Documents/Contract Amount</td><td>48</td><td>P53,743,231.49</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>2</td><td>P13,179,339.58</td></tr><tr><td>Notices of Award</td><td>6</td><td>P13,179,339.58</td></tr><tr><td>Contract Agreement</td><td>6</td><td>P13,179,339.58</td></tr><tr><td>Notices to Proceed</td><td>6</td><td>N/A</td></tr><tr><td>TOTAL Number of Documents/Contract Amount</td><td>20</td><td>P13,179,339.58</td></tr></table>	BID & BID-RELATED DOCUMENTS			Goods			BID Documents	Quantity	Amount/Value	BAC Resolutions	9	P53,743,231.49	Notices of Award	13	P53,743,231.49	Contract Agreement	13	P53,743,231.49	Notices to Proceed	13	N/A	Total No. of Documents/Contract Amount	48	P53,743,231.49	BID & BID-RELATED DOCUMENTS			Infrastructure & Consulting Services			Document	Quantity	Amount/Value	BAC Resolutions	2	P13,179,339.58	Notices of Award	6	P13,179,339.58	Contract Agreement	6	P13,179,339.58	Notices to Proceed	6	N/A	TOTAL Number of Documents/Contract Amount	20	P13,179,339.58
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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>1) The PA approved the attendance of 44 employees in 28 Trainings/seminars such as the following:</p> <p><i>Strengthening Basic Skills for diagnostic Tests and Surveillance of Livestock Diseases (Japan) attended by PVET's Jeanette Baracao</i></p> <p><i>STI-HIV Strategic Planning Workshop</i> attended by Jeani-Lyn Clotario of IPHO-FHS</p> <p><i>2nd International Conference on Language Endangerment</i> attended by John Kelvin Tangan and Anna Marie Garcia</p> <p><i>Blood Banking Procedure</i> attended by Sarah Tamang</p> <p><i>Conservation Partnership Development and Capacity Building Session</i> attended by Rose Zabala</p> <p><i>Water Analysis Techniques</i> attended by John Espejo</p> <p><i>Policy Making and Legislation in the Local Level</i> attended by Mario Jose Nuesa</p> <p><i>Basic Epidemiology</i> attended by Arlene Martinez and Mitzi Caramat</p> <p><i>Trainers' Training on the Comprehensive Brgy Juvenile Intervention Plan</i> attended by Mitchel Alvaro</p> <p>PESO Congress attended by Provl PESO Manager Cecille Claire Reyes</p>																																																

		<p>2) The PA reviewed the following processed 24 Appointments:</p> <p><i>PHO-FHS Promotion:</i> <i>Harijohn Alabon</i> <i>Blaisemar Castaneda</i> <i>Eloisa Foz</i> <i>Conrado Eclar</i></p> <p><i>1 Palanan Station Hospital:</i> <i>Maximo Lorenzo, Jr</i></p> <p><i>1 PEDIPO</i> <i>Michelle Castillejo</i></p> <p><i>7 PESO</i> <i>Michelle Bacud</i> <i>Jonas Hapinat</i> <i>Cynthia Cacabelos</i> <i>Giovanni Lumabao</i> <i>Carmina Mamuri</i> <i>EvelyndaCatalonia</i> <i>Carmina Mamuri</i> <i>Kaili Kim Soriano</i></p> <p><i>2 PIO - Alvin Luran</i> <i>Exiquiel Quilang</i></p> <p><i>1 PLO - Karla Luise Agbayani</i></p> <p><i>7 PGO: Unika Agari</i> <i>Liwaywag Quibuyen</i> <i>Rosemarie Tandayu</i> <i>May Ann Bautista</i> <i>Debraliz Cabico</i> <i>Annabelle Menor</i> <i>Jenny Torio</i></p> <p><i>1 POSO: Noel Noriega</i></p> <p>3) As Vice Chair of the HR Merit and Promotions Board, the PA presided over the screening of 10 employees from the Provincial Planning and Development Office and Provincial Information Office Six (6) were screened for Original Appointments and the following for Promotion: <i>Wilfredo Dayag for Statistician III</i> <i>Rodamae Yadao foro AO III</i> <i>Godofredo Dela Cruz for Proj Devt Ofcr I</i> <i>Saladino Lumabao for AAll</i></p>
<p>PHYSICAL RESOURCE</p>	<p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>	<p>The PA granted 60 out of the 64 requests for the use of PGI facilities such as the Blue Rooms, Sports Complex, PDRRMO Ambulance, PGI Coaster/vehicles, and the GFND Session Hall. The rest were disapproved due to prior booking.</p>

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.</p> <p>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.</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>ORDERS</p> <p>By Authority of the Governor, the PA Office processed and approved 1,037 ORDERS FROM THE GOVERNOR (including Travel Orders) for the month.</p> <ul style="list-style-type: none">• 128 Office Orders were issued to render overtime work. These were mostly for employees of the OPE, GSO, PGO, Accounting, HRMO, and Admin Office; 10 Orders were issued for personnel to undertake tasks as OIC in Assessor's Office, Accounting Office, PTO, PHO, and COS in Hospitals.• 899 Travel Orders for personnel to attend to field assignments, participate in trainings and seminars, or transmit communications outside the PGI jurisdiction. Locations cited include Metro Manila, Iloilo, Palawan, Camarines Sur, and Ifugao. <p>INCOMING COMMUNICATIONS</p> <p>A total of 1,049 Documents was recorded by the Office as INCOMING COMMUNICATIONS broken down as follows:</p> <p>The following 239 Request Letters were received (4 were not granted due to inavailability/conflict in schedule):</p> <ul style="list-style-type: none">111 Financial, Medical, Transportation Assistance64 for Facility use (GFND Session Hall, Blue Room; Ambulance, Vehicle to transport remains)5 for Recommendations12 for Endorsement (3 for employment, 9 projects to offices)1 – Dispensation (Dr. Orpilla/CDH)29- Monetization7 - Authority to TRAVEL2- Message for Cabatuan 75th Anniv and RCDC 02 Coop Month8 - Leave of Absence <p>274 Letters from National Offices including Congress</p> <p>2 Intent to Retire Letters:</p> <ul style="list-style-type: none">Visitacion Nicolas – PPMIUBelina Barbosa, PVET <p>8 Letters of Resignation:</p> <ul style="list-style-type: none">Wilén Cabugon -ICDOAngelica Basco – SMCH

	<p>Joy Rosalex – MADH Princess Balao- Provl Satellite Audit Ofc Kayla Cablinan - ICDO Joy Cayanan – BILOG GFNDMH Richard Guillermo</p> <p>172 Invitations, including those from DILG, DOH, DA, DSWD, DOLE, DENR, DAR, and various LGUs and PGI Departments. The invitations were for Emergency and Consultative Meetings, Seminars, Conventions, and Training</p> <p>23 Project/Activity Proposals were received for the PA’s review and approval, including those from the IPHO, ENRO, PDRRMO, PPSO, PA, and PSWDO. 17 were approved.</p> <p>80 Reports inc those from PGI Offices, Hospitals, and DPWH. 6 of which were for re-drafting</p> <p>598 Leave Applications were reviewed by the Office and approved by the PA</p> <p>252 OTHER DOCUMENTS received by the PA Office included 106 Job Applications, 4MOAs, 81 courtesy copies of Memo Circulars, Sanggunian Resolutions, and other documents</p> <p><u>OUTGOING COMMUNICATIONS</u></p> <p>The PA Office released the following 36 documents classified as OUTGOING COMMUNICATIONS, as follows:</p> <p>5 RECOMMENDATION LETTERS for Employment addressed to :</p> <p>SDO- DepEd (3 Teacher Applicants) Office of the DE,DPWH 1st Engg District Dr. De Lima of ISU-Echague</p> <p>11 ENDORSEMENT LETTERS addressed to:</p> <p><i>DA RO2 (7)</i> <i>ISU-Ilagan Exec. Director</i> <i>Malacañang</i> <i>Selection Cttee, Rafael Salas Award,</i> <i>Commission on Population &</i> <i>Development</i> <i>DEP SDO-Isabela</i></p> <p>19 AUTHORITY TO TRAVEL ABROAD documents were prepared and processed by the PA Office for the signature of the Governor, for the following:</p>
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		<p>- 6 LCEs (Mayors Caesar Dy, Jonathan Jose Calderon (2), Dominique Uy, Joelle Panganiban, Pagautan, Bravo,)</p> <p>- 13 employees (Dr. Berin (2), SAO Foronda of GFNDMH ; Nut. Officer Sanchez and April Francisco of IPHO-FHS); Ms. Ramos of Assessor's Office; Ben Asis of OPE; APBO Guifaya; Kyrone Guifaya of PSO; Marlyn Pangilinan of CDH; OPA Frogoso;</p> <p>1 LETTER addressed to the PHRMO re submission of PA Office Training Needs</p> <p>ISSUANCES</p> <p>11 Issuances were prepared and transmitted by the Office. The total Includes:</p> <p>1 Executive Order on reorganizing and renaming of the Provl. Health Promotion Appraisal Team to provincial Health Promotion Awards Committee (the Oversight Body for the 2024 Healthy Isabela Awards)</p> <p>5 Memoranda:</p> <p>2 from the Governor on VG as OIC</p> <p>3 from the PA (on the need to review for the ISO Surveillance Audit, the deadline for the Call for Papers for the LGC Amendment, and the ISO Refresher Course)</p> <p>5 Special Orders, which included the following:</p> <p><i>the designation as OIC PDRMO of Mark Gallardo</i></p> <p><i>the designation as Office Caretaker of Arvin Balisi of the PIO</i></p> <p><i>for 3 OPE personnel to report to San Pablo as Support Staff</i></p>
III. OTHER ACOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of 362 documents , including 46 Accomplishment Reports , 279 BAC Documents, 1 SP Ordinance, 14 Hospital Inventories, and 20 SP Resolutions.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received 330 emailed documents and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included 24 Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature; 6 Reports, 3 Leave Applications, 224 Letters from National Agencies, 34 Lettersfrom the Private Sector, 22 Letters from LGUs, 17 Courtesy Copies of various documents.</p>
Special Assignments:		


<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>	<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 and/or conducted the following 13 meetings and activities, which included:</p> <p>8 BAC Meetings</p> <p>Meeting on Palay Procurement with OPA, PIO, PTO, PBO, ACCTG, PLO, PEDIPO, AGSO</p> <p>IPEMPC Meeting to sign Resolutions</p> <p>Mtg on preps for ISO Audit in December</p> <p>4th Economic Forum</p> <p>Meeting with COHs re LGSF</p>
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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