

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report

Month of **SEPTEMBER** 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	<p>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>	<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;">1,584</td> <td style="text-align: right;">P224,202,448.13</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,176</td> <td style="text-align: right;">P377,952,157.14</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">184</td> <td style="text-align: right;">P92,736,759.10</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">54</td> <td style="text-align: right;">P15,753,886.54</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td style="text-align: center;">258</td> <td style="text-align: right;">P20,765,501.89</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">378</td> <td style="text-align: right;">P45,879,331.22</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">23</td> <td style="text-align: right;">492,488.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td style="text-align: center;">26</td> <td style="text-align: right;">50,981,453.67</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">3,683</td> <td style="text-align: right;">P777,290,084.02 (a to f only)</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,584	P224,202,448.13	b. Disbursement Vouchers	1,176	P377,952,157.14	c. Purchase Requests	184	P92,736,759.10	d. Purchase Orders	54	P15,753,886.54	e. Requisition & Issue Slips	258	P20,765,501.89	f. Checks	378	P45,879,331.22	g. Monetization Requests	23	492,488.00	h. Transmittal - Salaries & Wages	26	50,981,453.67	TOTAL	3,683	P777,290,084.02 (a to f only)
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<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 47 employees in 24 Trainings/seminars such as the following:</p> <p><i>2024 Preparedness & Response Excellence Forum</i> attended by the PDRRMO Atty. Foronda</p> <p><i>Workshop on Artificial Insemination Program Implementation</i> by PVET's Lucky Aguyen</p> <p><i>Training for Priority Commodities</i> by PVET's Helen Sevilla</p> <p><i>Essential Maternal New Born Care-Lactation Management Training (EMC-LMT)</i> attended by PHO-FHS' Reynia C. Andres</p> <p><i>Refresher Course on Rice Competitiveness Enhancement Fund for Rice Trainers</i> attended by OPA personnel Espiritu and Grantoza</p> <p><i>Soil Fertility Treatment Treatment Localization</i> by OPA Personnel Dando, Norwell A. Sabigan, and Ma. Sally F. Salvador</p> <p><i>Training Course on Operation Listo: Management of the Death and Missing Persons</i> attended by Jimmy Mar B. Gaffud and Erlindo L. Cauilan, Jr.</p>																																																

		<p><i>Training for Mental Health Peer Support Groups for the Youth</i> attended by Cheryl Grace C. Noriega of IPHO-FHS</p> <p><i>Training on the Subnational Public Health Emergency Management in the Philippines</i> attended by PHO-FHS' Antonette U. Sanchez and PDRRMO's Mark Anthony Gallardo, Mark Francis Parallag, and Korinne A. Lampitoc</p> <p>2) The PA reviewed the processed 19 Appointments of PGI employees, including those of the following:</p> <p style="padding-left: 40px;">Resie Vilorina as Asst. Provincial Accountant</p> <p style="padding-left: 40px;">Gerry Carabbacan as SAO in the Provincial Accountant's Office</p> <p style="padding-left: 40px;">Elizabethy Da Jose as EA II in the PGO</p> <p style="padding-left: 40px;">Cristie Umayam as AO V in the Provincial Accountant's Office</p> <p>3) As Vice Chair of the HR Merit and Promotions Board, the PA presided over two screening sessions conducted by the HRMPSB. 17 employees from the Provincial Planning and Development Office and Provincial Information Office underwent screening for promotion and for appointment. The screened applicants included the following:</p> <p style="padding-left: 40px;">Lalaine Delmendo and Rizalina Valencia for Asst PPDC</p> <p style="padding-left: 40px;">Applicant Ezequiel Quilang for AO IV of PIO</p> <p style="padding-left: 40px;">Marjorie B. Maniquez for SAO in PPDO</p>
<p>PHYSICAL RESOURCE</p>	<p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>	<p>The PA granted 43 out of the 50 requests for the use of PGI facilities such as the Executive Rooms, Sports Complex, PGI vehicles, the GFND Session Hall, and the Balay. The rest were disapproved due to prior booking.</p>
<p>II. POLICY AND PROGRAM DEVELOPMENT, IMPLEMENTATION AND MONITORING</p>		
	<p>This function entails the preparation of Executive Issuances (Orders & Memoranda) emanating from the Governor or the Provincial</p>	<p><u>ORDERS</u> By Authority of the Governor, the PA Office processed and approved 1,012 ORDERS FROM THE GOVERNOR (including Travel Orders) in the month of September.</p> <ul style="list-style-type: none"> • 103 Office Orders were issued to render overtime work. These were

	<p>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>mostly for employees of the OPE, GSO, PGO, Accounting, HRMO, and Admin Office; 5 Orders were issued for personnel to undertake tasks as OIC in Assessor's Office, Accounting Office, PBO, PHO, and COS in Hospitals.</p> <ul style="list-style-type: none"> • 904 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, Clark in Pampanga, Pangasinan, and Ilocos Region. <p><u>INCOMING COMMUNICATIONS</u></p> <p>A total of 1,049 Documents was recorded by the Office as INCOMING COMMUNICATIONS broken down as follows:</p> <p>The following 252 Request Letters were received and processed:</p> <ul style="list-style-type: none"> 141 Financial, Medical, Transportation Assistance 50 for Facility use (GFND Session Hall, Blue Room; 1 was for LGU concerned) 3 for Recommendations 15 for Endorsement 19- Monetization 17 - Authority to TRAVEL 2 - Message for Festivals/Events 4 - Leave of Absence <p>274 Letters from National Offices mostly from DILG, DOT, DOH, DA, AND COA</p> <p>3 Intent to Retire:</p> <ul style="list-style-type: none"> Flordeliza Gifaya – APBO Renato Mabanag– OPE Evelyn Respicio – GFNDMH <p>7 Letters of Resignation:</p> <ul style="list-style-type: none"> Rechelle Acosta Claire Galapon – ISD Jeany Garbin – ISD Jonelle Agustin- PGO Echague Ext Ofc Florence Bello - PGO Echague Ext Ofc Elena Mercado – PGO Echague Ext Ofc Bernadette Palogan - MADH <p>164 Invitations, including those from DILG, DOH,DSWD, DTI, DENR, and various LGUs, for Consultative Meetings, Trainings/Seminar, and Conventions.</p>
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		<p>22 Project/Activity Proposals were received for the PA's review and approval, including those from the IPHO, PDRRMO, PCLEDO, DTI, and DENR. 16 were approved and the rest were disapproved.</p> <p>68 Reports inc those from PGI Offices, Hospitals, and DPWH</p> <p>529 Leave Applications were reviewed by the Office and approved by the PA</p> <p>259 OTHER DOCUMENTS received by the PA Office included 106 Job Applications, 2 MOAs, 70 courtesy copies of Memo Circulars, Sanggunian Resolutions, and 81 Other Documents</p> <p><u>OUTGOING COMMUNICATIONS</u></p> <p>The PA Office released the following 27 documents classified as OUTGOING COMMUNICATIONS, as follows:</p> <p>5 RECOMMENDATION LETTERS for Employment addressed to the SDO-DepEd (4) and Dr. Ricmar Aquino of ISU (1)</p> <p>8 ENDORSEMENT LETTERS addressed to:</p> <p style="padding-left: 40px;">DA RO2 (Farm Machinery/Equipment Requests of Reina Mercedes FC, San Antonio Cauayan City FAssn, And Naganacan, Cyn City FAssn) DEPED Isabela (1 Teacher applicant) 7th MTC Judge Robert Obedoza JBC thru SC CJ GEsmundo</p> <p>11 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"> - 4 LCEs (Mayors Kiko Dy, Bravo, Go, Zuniega) - 7 employees (NA Lyra Goze of GFNDMH; Karen Guillermo of IPHO, Engr Noriega of IPHO-FHS, PGO SAO Atty Villeza, Asst Provl Accountant Marquez and daughter Juliane Rose of CDH, Provl Acct Bulan, and Dr. Elizabeth Castillo of CDH. <p>8 LETTERS related to policy and program implementation were transmitted, including letters to SWAD-Isabela, DILG, DOH RO2, DTI, TESDA, CVRC on the DILG Memo re simultaneous conduct of government assistance; to NFA Regional Manager Balagot re provision of milled rice for Isabela constituents; and Chinese</p>
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		<p>Consul Faqiang to decline Sept 21 invitation.</p> <p>ISSUANCES</p> <p>11 Special Orders were prepared, which included the following:</p> <p>3 OPE personnel to report to San Pablo Ofc Recall of Marjorie Marquez to CDH to act as Administrative Officer Special Detail of AAll Cherry Bayno (PGO) at RTC Br. 16- Ilagan Special Detail of SWA Rowel Calatayud at the PA Office</p> <p>APDRRMO Daguio as OIC while PDRRMO attended a training</p>
III. OTHER ACOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded a total of 365 documents , including 41 Accomplishment Reports , 242 BAC Documents, 1 SP Ordinance, 1 Organizational Chart, 64 SP Resolutions, 15 Hospital Inventories., and the latest issue of Infocus.
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	<p>The Office received 386 emailed documents and forwarded the same to the persons concerned or in-charge of the <i>Incoming Communications</i>.</p> <p>The emails included 30 Travel Orders of PGI personnel from hospitals and offices outside of the City of Ilagan, for the PA's signature; 12 Reports, 3 Proposals, 158 correspondence, and other documents from different PGI offices; 135 documents from National Agencies, 9 letters from the Private Sector.</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>	<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 15 meetings and activities, which included:</p> <p>10 BAC Meetings HRM PSB – Screening of PPDO Applicants Review of Burgos and Echague CLUP IPEMPC Meeting to pass Resolutions</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