

OFFICE OF THE PROVINCIAL ADMINISTRATOR
Accomplishment Report
Month of MAY 2023

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 Treasury	<p>The following documents were reviewed as to completeness and correctness, and forwarded for final review, approval, and signature/initials of the PA:</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;">1,109</td> <td style="text-align: right;">P398,649,739.06</td> </tr> <tr> <td>b. Disbursement Vouchers</td> <td style="text-align: center;">1,303</td> <td style="text-align: right;">P355,373,156.01</td> </tr> <tr> <td>c. Purchase Requests</td> <td style="text-align: center;">122</td> <td style="text-align: right;">P149,556,038.60</td> </tr> <tr> <td>d. Purchase Orders</td> <td style="text-align: center;">127</td> <td style="text-align: right;">P16,285,221.29</td> </tr> <tr> <td>e. Requisition & Issue Slips</td> <td style="text-align: center;">78</td> <td style="text-align: right;">P1,409,527.29</td> </tr> <tr> <td>f. Checks</td> <td style="text-align: center;">523</td> <td style="text-align: right;">P63,117,732.95</td> </tr> <tr> <td>g. Monetization Requests</td> <td style="text-align: center;">16</td> <td style="text-align: right;">P301,831.00</td> </tr> <tr> <td>h. Transmittal - Salaries & Wages</td> <td style="text-align: center;">51</td> <td style="text-align: right;">P88,869,885.71</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">3,329</td> <td style="text-align: right;">P984,391,415.20 *a to f only</td> </tr> </tbody> </table>	FINANCIAL DOCUMENTS			Type	Quantity	Amount/Value	a. Obligation Requests	1,109	P398,649,739.06	b. Disbursement Vouchers	1,303	P355,373,156.01	c. Purchase Requests	122	P149,556,038.60	d. Purchase Orders	127	P16,285,221.29	e. Requisition & Issue Slips	78	P1,409,527.29	f. Checks	523	P63,117,732.95	g. Monetization Requests	16	P301,831.00	h. Transmittal - Salaries & Wages	51	P88,869,885.71	TOTAL	3,329	P984,391,415.20 *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>The PA presided over two (2) sessions of the HR Merit Promotions and Screening Board (HRMPSB) for the following:</p> <p>For promotion to Internal Auditor II: MARICEL G. TAGUBA SHIRLEY EMILY G. REYES</p> <p>For appointment as Provincial Tourism Officer JOANNE D. MARANAN (new appointment) NATALIE B. ALMAZAN (promotion) VICTOR MICHAEL Q. BALISI (new apt)</p> <p>For appointment as Chief of Hospital II DR. ALMIRA L. REYES</p> <p>For Assist. Provincial Engineer ENGR. COSME P. AGGABAO ENGR. REYNALDO C. DELA CRUZ</p> <p>He also reviewed and cleared for the Governor's signature, the Appointment Papers of 17 employees who were hired or promoted effective May 2023. Included are the documents of:</p> <ul style="list-style-type: none"> 2 Executive Assistants 3 Drivers 1 Asst Dept. Head (Rose Zabala) 1 Supervising Envt Mgmt Specialist 6 Admin Aides (I,II,III) 1 Admin Asst 1 SAO 3 Bookbinding IV 																																							

		<p>Supervising Admin Officer MARIO JOSE V. NUESA of the PA Staff was also directed to attend the DILG-organized <i>Training on Reengineering of LGU Systems and Procedures on Business and Non-Business Related Services</i> from May 24 to 26</p> <p>SAO Nuesa, together with Atty. Nicole Yasto, and Ms. Esther Madduma, also attended via zoom the <i>Best Practices Guide to the Law and IPR of Procurement of Goods</i> organized by the Center for Global Best Practices</p> <p>The PA and Ms. Syrile Nolasco of the PA Office attended the <i>May 24-26 Annual National Convention of the Association of CPAs (GACPA)</i> in Subic Bay, Olongapo City</p>
<p>PHYSICAL RESOURCE</p> <p>GFND Session Hall QIP – Open & Office Spaces Isabela Sports Complex</p>		<p>The PA granted permission for requesting schools in the City of Ilagan to use the GFNDY Session Hall for Moving Up, Graduation, and Recognition Ceremonies.</p>
II. POLICY & PROGRAM DEVELOPMENT, IMPLEMENTATION, & MONITORING		
<p>POLICY AND PROGRAM DOCUMENTS AND IMPLEMENTATION, COORDINATION, AND MONITORING OF PROJECTS AND ACTIVITIES RELATED THERETO</p>	<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-</p>	<p>The Office prepared 1` Executive Order Organizing the Provincial Audit Team for the conduct of the 2023 POC Audit. After the Governor approved and signed the same, the Office managed its release and distribution.</p> <p>From 872 in April, the Office processed and approved 1,118 Office Orders in May.</p> <p>979 of these are Authorities to Travel for field assignments and attendance in trainings and seminars in Dinapigue, Lipa City, Makati City, Tuguegarao City, and Bangkok, Thailand, among other locations.</p> <p>135 were Authorizations to render Overtime Work, most of which were for the personnel of the OPE, GSO, PGO, PA Office, and Accounting Office.</p> <p>4 were Orders designating certain personnel as OIC-COH of Palanan Station Hospital, Dentist on Duty at MADH every Friday of the Month, and Service Driver.</p> <p>A total of 987 documents were received by the office as INCOMING COMMUNICATIONS. The list includes the following:</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>Request Letters for:</p> <p>Financial Assistance : 93</p> <p>Facility Use : 14 , for facilities such as The GFND Session Hall, Balay. 12 were approved and 2 were denied (cannot accommodate)</p> <p>Recommendation : 4</p> <p>Dispensation : 2 Doctors Rugno & Reyes</p> <p>Endorsement : 15 (8 for employment And 7 for projects)</p> <p>209 Letters from National Offices inc. those from DILG, DA, DSWD</p> <p>1 Intent to Retire – Thelma Andres of OPE</p> <p>87 Invitations to Gov to deliver message, PA and Dept Heads to grace and speak in trainings and events</p> <p>61 Reports from PGI Offices, including Provl Jail, PPDO, PSO</p> <p>21 Project/Activity Proposals inc PDRRMO, IPHO</p> <p>436 Leave Applications</p> <p>7 Special Orders on designation and assignment of certain personnel were prepared & issued</p> <p>1 Governor’s Memorandum was prepared by the PA Office and issued by the Governor, designating the Vice Governor as OIC from May 11-15 while the Governor is on Official Business outside the country.</p> <p>OUTGOING COMMUNICATIONS FROM THE GOVERNOR: 31 including the following:</p> <p>4 Recommendations for Employment in DepEd and CVMC</p> <p>8 Endorsement Letters , including those for Atty Pasaraba for USec-DILG, Atty Caronan for DAP Exec Director/ CEO and Atty. Sambu Castro for Chief Pros of Caloocan</p> <p>7 Letters related to policy and program Implementation, sent to the SP, Office of the President, DILG, Napolcom, and OCD</p> <p>12 Authority to Travel Abroad documents were prepared and issued by the PA Office in April</p> <p>The PA reviewed the 21 Project Proposals submitted by different PGI Offices in relation to the implementation of certain PGI programs and national policies. The proposals were approved or disapproved, or asked to be revised in consideration of</p>
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		<p>their objectives, budget, cost-effectivity, approach, and impact.</p> <p>The PA reviewed, corrected, and approved for endorsement to the Governor the Entry Documents of the PGI for the 2023 Galing Pook Search. The Entry Program was the 1Million Trees in 1 Day Legacy Program of the Governor. The Program Entry Documents were signed by the Governor, the PA, and the Provincial ENR Officer and was submitted by the staff on 25 May 2023 via Google Form. The submission was acknowledged.</p>
III. OTHER ACCOMPLISHMENTS		
Website Administration	Involves content Monitoring and Maintenance	Uploaded 338 documents –35 Accomplishment Reports, 289 BAC Documents, 13 Hospital Inventories,
Email Account Management	Monitoring and organizing the emailed documents, and receiving and forwarding the same	The Office received 851 emailed documents in May, and forwarded the same to the person in charge of the <i>Incoming Communications</i> . The emails included Travel Orders for the PA's signature, Hospital Inventories, Accomplishment Reports, and Correspondence from PGI Offices, National Agencies, and the private sector.
Support to other PGI Departments	Critical support function for other PGI Departments/ Heads to achieve PGI goals.	The PA assisted the heads of departments comprising the Finance Committee, the PSWD, and those of other PGI Departments and Offices in the preparation of documents to be evaluated for the conferment of the 2023 SGLG.
Direct assignments from the Governor	Preparation of Documents and representation of the Governor as Chair of Special Bodies	<p>The PA represented the Governor in the following meetings:</p> <p>Provincial School Board on May 19th, PDRRMC on pre-emptive evacuation and other activities due to Typhoon MAWAR on May 26th</p> <p>Provincial Youth Advisory Council, PYDC, SKFF, LIBRO 2nd Joint Quarterly Meeting on May 31st presentation of the Comprehensive Land Use Plan on May 25th to 26th.</p> <p>He assisted the Governor in the 2nd Quarter 126th Joint RDC Full Council and Advisory Committee Meeting in April 12th.</p>

Prepared by:

RODESSA D. LACHICA

SAO, Office of the Provincial Administrator

APPROVED:

NOEL MANUEL R. LOPEZ
Provincial Administrator