



Republic of the Philippines  
PROVINCE OF ISABELA  
City of Ilagan

## OFFICE OF THE GOVERNOR

June 4, 2025

**RODOLFO T. ALBANO**  
Governor  
Alibagu, City of Ilagan, Isabela



Thru: **Atty. John Ryan P. Torio**  
Provincial Legal Officer


Greetings!

We respectfully submit a copy of the PGO-MIS **Accomplishment Report** and **Quality Objectives Monitoring** for May 2025 for your information and reference.

Very truly yours,

  
**Atty. ELIZABETH C. BINAG**  
HEA/PIO



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Provincial Internal Audit and Control Office (PIACO)

	PGO-MANAGEMENT INFORMATION SYSTEM		May				
			MONTH/ PERIOD				
	Accomplishment Report		2025				
			YEAR				
I. FOCUS AREA							
PROGRAM/PROJECT/ ACTIVITY	PROJECT DESCRIPTION	STATUS/REMARKS/ ACCOMPLISHMENT					
IT PREVENTIVE MAINTENANCE	Regularly inspecting, updating, and optimizing hardware, software, and networks to reduce downtime and security threats. Maintaining the system's smooth operation and preventing unexpected failures.	IT PREVENTIVE MAINTENANCE					
		MONTH:	MAY 2025				
		Aacctng	29				
		PDRRMO	9				
		SPO	14				
		PSWDO	6				
		PSWDO-WOMEN	5				
		Total number of computers	63				
IT Repair	Diagnosing and fixing hardware, software, or network issues to restore functionality and improve performance. The process includes assessing problems, applying solutions like hardware replacements or software updates, and conducting tests to ensure stability. The goal is to minimize downtime, enhance security, and optimize efficiency.	SERVICE REQUEST LOGBOOK					
		MONTH:	MAY 2025				
		DEPARTMENT	Device that needs to be repaired	KIND OF REPAIR	ACTION TAKEN	REMARKS	No. of Units
		PPDO	PRINTER	HARDWARE	Clean printer's cartridge		1
		PPDO	PRINTER	HARDWARE	Clean printer's cartridge		1
		WCPC	CPU	SOFTWARE	Install MS office update		1
		WCPC	PRINTER	HARDWARE	reset printer		1
		PIACO	PRINTER	HARDWARE	reset printer		1
		PGO	CPU	HARDWARE	clean RAM		1
		PGO	CPU	SOFTWARE	reboot CPU		1
		ACCTNG	PRINTER	SOFTWARE	reboot CPU		1
		PIACO	PRINTER	SOFTWARE	Set up the driver for the newly installed printer		1
		OPE	PRINTER	SOFTWARE	reset printer		1
		PIACO	PRINTER	SOFTWARE	Set up the driver for the newly installed printer		1
		PEDIPO	PRINTER	SOFTWARE	Clean printer's printhead		1
		OPE	CPU	HARDWARE	clean RAM		1
		PGO	CPU	SOFTWARE	Install photoshop		1
		ACCTNG	CPU	SOFTWARE	Install MS office update		1
		PESO	CPU	SOFTWARE	Reset the CPU's date to its correct settings		1
		ENRO	CPU	SOFTWARE	Backed up files and format PC		1
		OPA	PRINTER	HARDWARE	reset printer		1
							1
		TOTAL NUMBER OF COMPUTERS REPAIRED					19
		SERVICE REQUEST FORM					
		MONTH:	MAY 2025				
		DEPARTMENT	Device that needs to be repaired	KIND OF REPAIR	ACTION TAKEN	REMARKS	No. of Units
		PBO	OPERARING SYSTEM	SOFTWARE	Backed-up files ans format the PC		1
		PIO	PRINTER	HARDWARE	Assessed the unit, parts of the printer fail to function. Defective and unserviceable	Issued certification for the replacement of the Printer	1
		OPE	CPU & MONITOR	HARDWARE	HDD drive needs to be uggraded to SSD. Monitor is defective and unserviceable	Issued certification for the replacement of Printer and Monitor	2
		PTO	CPU	HARDWARE	Powered down due to overheating, with further troubleshooting required as initial steps did not resolve the issue	Issued certification for the replacement of CPU's power supply	1
		ITO	PRINTER		The unit has been reset, but the printer is non-functional and needs to be replaced	Issued certification for the replacement of Printer	
TOTAL NUMBER OF COMPUTERS REPAIRED					4		



Data Backup of EGAPS	Performing a daily backup for EGAPS to maintain data integrity, security, and availability. Ensure all users have saved their work.	Conducting a daily routine data backup and providing a copy to the General Services Office (GSO) every month for record-keeping and documentation														
Biometric Registration	Biometric registration for newly hired employees in a <b>Daily Time Record (DTR) system</b> ensures accurate attendance tracking.	<table><tr><td>MONTH:</td><td>MAY 2025</td></tr><tr><td>PSG</td><td>75</td></tr><tr><td>OPA</td><td>11</td></tr><tr><td>PVET</td><td>1</td></tr><tr><td>HRMO</td><td>3</td></tr><tr><td>PIACO</td><td>1</td></tr><tr><td>Total No. Enrolled</td><td>91</td></tr></table>	MONTH:	MAY 2025	PSG	75	OPA	11	PVET	1	HRMO	3	PIACO	1	Total No. Enrolled	91
MONTH:	MAY 2025															
PSG	75															
OPA	11															
PVET	1															
HRMO	3															
PIACO	1															
Total No. Enrolled	91															
Downloading of the Employees' Daily Time Record	Download the Daily Time Record (DTR) for permanent and contractual employees from biometric machines located at the Capitol Building, Lingap Center, OPE, PSWDO, ENRO, SkyPark, Museum, GFNDY Hospital, Dialysis Center, PVET, PCLEDO, PGSO & SPORTS COMPLEX	Download the Daily Time Record (DTR) twice each month. For May 1-15, cut off, downloaded the DTR is on May 16, and for May 16-31, cut off, downloading of DTR is on June 2, 2025														

II. OTHER PROGRAMS/PROJECTS/ACTIVITIES		
Compliance with memo circulars, office policies, and regulations	Compliance with administrative memos, office policies, regulations, and issuances.	<div> <div>1.</div> <div> <p>To support the ARTA Month memorandum, PGO-MIS has proactively enhanced awareness and accessibility of the Anti-Red Tape Authority (ARTA) initiatives by displaying flyers and brochures as screensavers on kiosks in key locations</p> <ul style="list-style-type: none"> <li>Front Main Building</li> <li>Amphi Theater</li> <li>Vice Governor’s Office</li> <li>Provincial Social Welfare and Development Office (PSWDO)</li> <li>Museum Library</li> <li>DFNDY Hospital</li> </ul> </div> </div> <div> <div>2.</div> <div> <p>Under <b>Memo No. 10</b>, which mandates all Provincial Government of Isabela (PGI) employees, including the Provincial Security Group (PSG), to use biometric machines, PGO-MIS has effectively managed the enrollment process to comply with this directive. As part of this initiative, <b>75 PSG employees</b> have successfully enrolled in the biometric machines, and 3 units of Biometric machines have been installed across different offices, including the <b>Sports Complex, Main Building, and PSWDO</b>.</p> </div> </div>

		<div>3. Facilitated PPDO to establish an internet connection for the Blue Room, which will be used as the venue for their meeting on May 16, utilizing a source from the third floor.</div> <div>4. The PGO-MIS staff participated in a series of webinars designed to equip <b>Isabeleños with essential knowledge in various technology-related fields</b>. The PESO, in collaboration with DICT, organized these sessions to provide valuable insights into various technology-related fields. The webinar, titled “Leveraging AI and ChatGPT to Enhance Workforce Efficiency,” took place on May 29, 2025.</div>
Provincial Government of Isabela's Digital Identity Hub	Developing a service that integrates website creation with tailored email addresses	Set up hosting, installed WordPress, customized the theme or created a child theme, and developed core pages (homepage, about, and services)
PREPARED BY: <div> <b>LUCYLYN A. RIVERA</b> Administrative Assistant VI</div>		REVIEWED BY: <div> <b>ATTY. ELIZABETH C. BINAG</b> HEA/PIO</div>