



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

Copy furnished:
Provincial Internal Audit and Control Office (PIACO)



PGO-MANAGEMENT INFORMATION SYSTEM

Accomplishment Report

May
MONTH/ PERIOD
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.	<table border="1"> <thead> <tr> <th colspan="2">IT PREVENTIVE MAINTENANCE</th> </tr> <tr> <th>MONTH:</th> <th>MAY 2025</th> </tr> </thead> <tbody> <tr> <td>Aacctng</td> <td>29</td> </tr> <tr> <td>PDRRMO</td> <td>9</td> </tr> <tr> <td>SPO</td> <td>14</td> </tr> <tr> <td>PSWDO</td> <td>6</td> </tr> <tr> <td>PSWDO-WOMEN</td> <td>5</td> </tr> <tr> <td>Total number of computers</td> <td>63</td> </tr> </tbody> </table>	IT PREVENTIVE MAINTENANCE		MONTH:	MAY 2025	Aacctng	29	PDRRMO	9	SPO	14	PSWDO	6	PSWDO-WOMEN	5	Total number of computers	63																																																																																																																																																																																
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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.	<table border="1"> <thead> <tr> <th colspan="6">SERVICE REQUEST LOGBOOK</th> </tr> <tr> <th>MONTH:</th> <th colspan="5">MAY 2025</th> </tr> <tr> <th>DEPARTMENT</th> <th>Device that needs to be repaired</th> <th>KIND OF REPAIR</th> <th>ACTION TAKEN</th> <th>REMARKS</th> <th>No. of Units</th> </tr> </thead> <tbody> <tr><td>PPDO</td><td>PRINTER</td><td>HARDWARE</td><td>Clean printer's cartridge</td><td></td><td>1</td></tr> <tr><td>PPDO</td><td>PRINTER</td><td>HARDWARE</td><td>Clean printer's cartridge</td><td></td><td>1</td></tr> <tr><td>WCPC</td><td>CPU</td><td>SOFTWARE</td><td>Install MS office update</td><td></td><td>1</td></tr> <tr><td>WCPC</td><td>PRINTER</td><td>HARDWARE</td><td>reset printer</td><td></td><td>1</td></tr> <tr><td>PIACO</td><td>PRINTER</td><td>HARDWARE</td><td>reset printer</td><td></td><td>1</td></tr> <tr><td>PGO</td><td>CPU</td><td>HARDWARE</td><td>clean RAM</td><td></td><td>1</td></tr> <tr><td>PGO</td><td>CPU</td><td>SOFTWARE</td><td>reboot CPU</td><td></td><td>1</td></tr> <tr><td>ACCTNG</td><td>PRINTER</td><td>SOFTWARE</td><td>reboot CPU</td><td></td><td>1</td></tr> <tr><td>PIACO</td><td>PRINTER</td><td>SOFTWARE</td><td>Set up the driver for the newly installed printer</td><td></td><td>1</td></tr> <tr><td>OPE</td><td>PRINTER</td><td>SOFTWARE</td><td>reset printer</td><td></td><td>1</td></tr> <tr><td>PIACO</td><td>PRINTER</td><td>SOFTWARE</td><td>Set up the driver for the newly installed printer</td><td></td><td>1</td></tr> <tr><td>PEDIPO</td><td>PRINTER</td><td>SOFTWARE</td><td>Clean printer's printhead</td><td></td><td>1</td></tr> <tr><td>OPE</td><td>CPU</td><td>HARDWARE</td><td>clean RAM</td><td></td><td>1</td></tr> <tr><td>PGO</td><td>CPU</td><td>SOFTWARE</td><td>Install photoshop</td><td></td><td>1</td></tr> <tr><td>ACCTNG</td><td>CPU</td><td>SOFTWARE</td><td>Install MS office update</td><td></td><td>1</td></tr> <tr><td>PESO</td><td>CPU</td><td>SOFTWARE</td><td>Reset the CPU's date to its correct settings</td><td></td><td>1</td></tr> <tr><td>ENRO</td><td>CPU</td><td>SOFTWARE</td><td>Backed up files and format PC</td><td></td><td>1</td></tr> <tr><td>OPA</td><td>PRINTER</td><td>HARDWARE</td><td>reset printer</td><td></td><td>1</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr> <td colspan="5" style="text-align: right;">TOTAL NUMBER OF COMPUTERS REPAIRED</td> <td>19</td> </tr> <tr> <th colspan="6">SERVICE REQUEST FORM</th> </tr> <tr> <th>MONTH:</th> <th colspan="5">MAY 2025</th> </tr> <tr> <th>DEPARTMENT</th> <th>Device that needs to be repaired</th> <th>KIND OF REPAIR</th> <th>ACTION TAKEN</th> <th>REMARKS</th> <th>No. of Units</th> </tr> <tr><td>PBO</td><td>OPERARING SYSTEM</td><td>SOFTWARE</td><td>Backed-up files ans format the PC</td><td></td><td>1</td></tr> <tr><td>PIO</td><td>PRINTER</td><td>HARDWARE</td><td>Assessed the unit, parts of the printer fail to function. 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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 Daily Time Record (DTR) system ensures accurate attendance tracking.	<table border="1"> <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
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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.	<ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> Front Main Building Amphi Theater Vice Governor's Office Provincial Social Welfare and Development Office (PSWDO) Museum Library DFNDY Hospital Under Memo No. 10, 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, 75 PSG employees have successfully enrolled in the biometric machines, and 3 units of Biometric machines have been installed across different offices, including the Sports Complex, Main Building, and PSWDO.
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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:  <u>LUCYLYN A. RIVERA</u> Administrative Assistant VI		REVIEWED BY:  <u>ATTY. ELIZABETH C. BINAG</u> HEA/PIO