

OFFICE: Provincial Governor's Office - Incoming Communications (Database)

PROGRAM, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT FY 2023	ACCOMP	TUAL LISHMENT 023	OUTCOME	ALLOCATED BUDGET FY 2023	AMOUNT UTILIZED/ EXPENSES FY 2023	REMARKS
ncoming Communications Database) for he Provincial Government of sabela	To receive, encode and transmit all incoming communications/ letters for the Provincial Government of Isabela	The Incoming communications (Database) aims to ensure that the letters/communications for the Provincial Government of Isabela is effectively maintained and documented.	Timely release of all documents requiring inputs, approval, or signatures and concerns communicated to the Governor before the mandatory period lapses within the prescribed timeline for CY 2023	January February March April May June July August Septembe October November December Total	566 558	Letters/communicat ions were transmitted to the Office of the Provincial Administrator for action.	N/A	N/A	Timely accomplished

Prepared by:

ARNOLD & ESPIRITU
Administrative Officer IV

Reviewed by:

Atty. ANATOU A. VILLEZA
Supervising Administrative Officer

Noted by:

ATTY. ELIZABETH P. CUREG-BINAG
Head Executive Assistant/PIO

Quality Objectives Monitoring BERNARD G. SIA JR **Baseline Data** Prepared by: ARMOLD C. ESPIRITU Provincial Governor's Office Department Administrative Officer IV Private Secretary I Reviewed by: ATTY. ELIZABETH C. BINAG 100% timely release of all documents requiring inputs, approval, or Head, Executive Assistants/PIO 100 % Compliance for 7,751 Communications for CY signatures and concerns communicated to the Governor before the **Quality Objective** 2022. mandatory period lapses within the prescribed timeline for CY 2023. RODOLFO T. ALBANO III Approved by: Governor 2023 Status In-charge Resources Needed Action Plans/ Programs Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sept. Oct. Nov. Dec. Receive incoming communications and endorse to the Provincial Administrator's Office on the same day. After the Manpower, Continuously PGO P1 |action/notation from the Admin. Office, furnish the financial resources implemented concerned Executive Assistant for their appropriate action. Inform client of the status of their request. Illustration **Data Information** Incoming Communication Releasing of Incoming Communications Monitoring Month Released on time % Accomplished 1,400 685 685 100.00% January 1,200 604 100.00% February 1,000 802 802 100.00% March 644 100.00% April 800 728728 100.00% May 600 759 100.00% lune 683 July 683 100.00% 400 1242 100.00% August 200 652 100.00% 652 September 566 566 100.00% October 558 100.00% November 577 100.00% December ■Series1 □Series2 8,500 8,500 TOTAL Released Received Legend:



OFFICE: Provincial Governor's Office - Social Service

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENTS FY 2023	ACTUAL A	CCOMPLISHM	ENTS FY 2023	ОИТСОМЕ	ALLOCATED BUDGET FY 2023	AMOUNT UTILIZED/ EXPENSES	REMARKS
Assistance to indigent constituents in the Province.	The PGO Social Service caters to indigent constituents requesting for Medical, Burial, Hospital Bill, Hemodialysis, Educational, Transportation/	To provide assistance to indigent individuals	Medical Burial Hospitall Bill Hemodialysis Educational Transportation/ Basic Needs Solicitation	Medical Burial Hospital Bill Hemodialysis Educational Transportation /Basic Needs Solicitation	Clients 8,738 1,850 2,290 1,251 118 285	Amount 15,522,532.00 4,821,000.00 7,237,920.00 2,649,500.00 849,900.00 605,300.00	Provided financial assistance to 14,562 indigent constituents		Php. 31,840,902.00	Financial Assistance extended to indigent constituents in the Province.
	Basic Needs, Solicitation.			TOTAL:	14,562	₱ 31,840,902.00				

Prepared by:

Verified by:

Noted by:

Jovanie G. Carpio

SWO₁

Mary of P. Telar

Josephine U. Estorquia Executive Assistant IV

Atty. Elizabeth C. Binag Head, Executive Assistant/PIO Quality Objectives Monitoring

				THE THE PERSON		Contract of		Quality	, 000			1115						
	Department		Provincial Go	vernor's Offic	e					Basei	ine Data	ı		Prepa	red by:		JOSEPHINE U. ES	
Qua	ality Objective	100% releasing requirements for	of financial assistar or CY 2023.	nce with compl	lete d	ocumer	ntary	100 %	Compl	iance for 1:	5,022 re	quests fo	r financial		ved by:		ATTY. EMZABETH Head, Executive As	C. BINAG
					~~						- TO			Appro	ed by:		RODOLFO T. AL Governo	
		Action Plans/ Pr	ograms	1	an.	Feb.	Mar.	Apr.	May	2023						In-charge	Resources Needed	
	Check the doc	umentary require	ements submitted b				THUI.	Apr.	iviay	Jun. J	ul. A	ug. Se	pt. Oct.	Nov.	Dec.		nesources receded	Status
2	Client, conduc	t interview/asses ance, approval o	sment. If qualified f f the request is don	or a												PGO	Manpower, financial resources	Continuously implemented
		Data Info	rmation		-													-
			Financial Assistance	e		pr	- 1 - 1						HIC	stration				
	Month	Received	Released on time	% Accomplish	hed		0.000				Relea	sing of	Financ	ial Ass	istance	Monitorin	ng	
	January	1,338	1,338	100.00%	-		2,000 1,800											
	February	1,567	1,567	100.00%	\dashv		1,600											
	March	1,296					.1000											4 1
			1,296	100.00%			1,400											
	April	532		100.00%			1,400											
	April May	532 170	1,296 532 170	100.00%														
1			532	100.00% 100.00%			1,200											
	May	170	532 170 833	100.00% 100.00% 100.00%			1,200 1,000											
	May June	170 833	532 170 833 942	100.00% 100.00% 100.00% 100.00%	The second secon		1,200 1,000 800 600 400											
	May June July	170 833 942	532 170 833 942 1,297	100.00% 100.00% 100.00% 100.00%			1,200 1,000 800 600 400 200											
	May June July August	170 833 942 1,297	532 170 833 942 1,297 1,592	100.00% 100.00% 100.00% 100.00% 100.00%	The state of the s		1,200 1,000 800 600 400 200	4	A	~								
	May June July August September	170 833 942 1,297 1,592	532 170 833 942 1,297 1,592 1,471	100.00% 100.00% 100.00% 100.00% 100.00% 100.00%	and the second of the second o		1,200 1,000 800 600 400 200	luary	abruary	Watch	PEG		way	June	MILE	Suggest of	nite total nit	at student
	May June July August September October	170 833 942 1,297 1,592 1,471	532 170 833 942 1,297 1,592	100.00% 100.00% 100.00% 100.00% 100.00%	The state of the s		1,200 1,000 800 600 400 200	luary &	abruary	Watch	PEG		way	June	MA	August Septe	Inde ⁶ October Markento	December



FY 2023

OFFICE: Office of the Governor

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT	ACTUAL A	CCOMPLISHMENT 2023	OUTCOME	ALLOCATED BUDGET FY 2023	UTILIZED,	OUNT /EXPENSES 2023	REMARKS
BRO/MIGRANTS DESK/Other Concerns HOTLINE	The BRO/Migrants Desk/Other Concerns Hotline of the Office of the Governor (PGO) caters to queries primarily on the BRO Programs, Migrants Desk and other concerns such as status of requests lodged at the PGO, and other relevant information as requested by the general public.	To provide reliable and accurate information to the general public.	All SMS lodged/ received in the Hotline should be provided with on-time, reliable and accurate information.	All SMS (queracted upon: January February March April May June July August September October November December	- 39 - 18 - 29 - 14 - 17 - 26 - 13 - 19 - 22 - 13 - 15 - 14 239 SMS	Provided on – time, reliable and accurate information to the queries of the Isabela constituency and the general public lodged at the BRO/ Migrants Desk/Other Concerns Hotline.	-	January February March April May June July August September October November December Total	P 953.70 952.70 1,907.10 976.53 5,001.81 897.77 954.40 953.80 998.80 954.20 998.20 999.00 P15,549.01	

Prepared by:

MARIA NOE MEJIA
Development Mingt. Officer II

Reviewed:

Atty. ANALOU A. VILLEZA Supervising Admin. Officer Noted:

Atty. ELIZABETH V. CUREG-BINAG PIO/Head of Executive Assistants

OFFICE OF THE GOVERNOR

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					N	0. OF	SMS C	F INQ	UIRIES					TIME	LINE
INQUIRIES	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TOTAL	TARGET DATE OF ACTION/RESPONSE	WHEN ACTION/ RESPONSE WAS UNDERTAKEN
Application /Allowance	16	5	16	3	1	15	5	12	14	2	2	1	92	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
Status of Welfare Cases/requests	7	4	1	5	6	2	-	2	1	4	8	6	46	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
Requirements/Status of Application/ Mechanics		2	1	-	(=	3	-		-	-	-	-	6	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
Bambanti Festival	5	-	-	-	-	-		-	-	-	-	-	5	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
Directory	4	4	6	2	8	2	4	3	1	1	-	2	37	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
Livelihood		-	1	-	-	-	-		-	-	-	-	1	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
Follow-up of requests to PGO/queries on general info	7	3	4	4	2	4	4	2	6	6	5	5	52	Within 3 hrs. upon receipt of the SMS	Within 3 hrs. upon receipt of the SMS
	Application /Allowance Status of Welfare Cases/requests Requirements/Status of Application/ Mechanics Bambanti Festival Directory Livelihood Follow-up of requests	Application /Allowance 16 Status of Welfare Cases/requests 7 Requirements/Status of Application/ Mechanics 5 Directory 4 Livelihood - Follow-up of requests 7	Application /Allowance 16 5 Status of Welfare Cases/requests 7 4 Requirements/Status of Application/ Mechanics 5 - Directory 4 4 Livelihood Follow-up of requests 7 3	Application /Allowance 16 5 16 Status of Welfare Cases/requests 7 4 1 Requirements/Status of Application/ Mechanics 5 Directory 4 4 6 Livelihood 1 Follow-up of requests 7 3 4	INQUIRIES Jan Feb Mar Apr Application /Allowance 16 5 16 3 Status of Welfare Cases/requests - 2 1 - Grapplication/ Mechanics 5 Directory 4 4 6 2 Livelihood 1 - Follow-up of requests 7 3 4 4	Name	NO. OF NO. OF NO. OF NO. OF	NO. OF SMS ON. OF SM	SUMMARY OF SMS RECTOR NO. OF SMS OF INQ	NO. OF SMS OF INQUIRIES NO. OF SMS OF INQUIRIES	NO. OF SMS OF INQUIRIES NO. OF SMS OF INQUIRIES	INQUIRIES Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov	INQUIRIES Jan Feb Mar Apr May Jun Jul Aug Sept Oct Nov Dec	NO. OF SMS OF INQUIRIES No. OF SMS OF INQUIRIES	NO. OF SMS OF INQUIRIES NO. OF SMS OF INQUIRIES TIME

Prepared by:

MARIA NOEMIE O. MEJIA Devt. Mngt. Officer II Reviewed by:

Atty. ANALOU A. VILLEZA Sepervising Admin. Officer Noted:

ATTY. ELIZABETH P. CUREG-BINAG PIO/Head of Executive Assistants



OFFICE: OFFICE OF THE GOVERNOR

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT	ACTUAL ACCOMPLISHMENT	ОИТСОМЕ	ALLOCATED BUDGET	AMOUNT UTILIZED/EXPENSES FY 2022	REMARKS
MIGRANTS DESK Assistance to OFWs/OFW applicants and their families.	The Migrants Desk under the Office of the Governor caters to problems of OFWs such as, but not limited to noncommunication/ whereabouts; harassment; verbal abuse; maltreatment; unclaimed salaries; medical cases; repatriation of OFWs; repatriation of human remains/patients. The Desk also caters to queries regarding employment abroad, provision of financial assistance thru the PGO-Social Service, provision of RP Car to fetch patients or human remains at the airport; referrals for livelihood assistance.	The Migrants Desk was established to attend to the problems and concerns of the OFWs/OFW applicants and their families, and to provide information on aspects of overseas employment.	All OFW Welfare Cases/requests should be endorsed/ coordinated to appropriate government agencies and PGI Depts. concerned and monitored the status thereof.	January – December, 2023 74 OFW Welfare Cases	Welfare cases of OFWs endorsed/ coordinated to appropriate government agencies which has jurisdiction over the cases (such as DMW, OWWA, DFA/PE/POLO); endorsed to PGO-Social Service for financial assistance; PGSO for the request for service vehicles; and monitored the cases and updated the OFWs/applicants or their families who lodged the request/complaint.	N/A	Financial assistance granted to OFWs was logged in the record of PGO-Social Services (F/A).	-

Prepared by

MARIA NOTIVIE O. MEJIA
Development Mngt. Officer II

Reviewed by:

Atty ANALOU A. VILLEZA Supervising Admin. Officer Noted by:

Atty. ELIZABETHYP. CUREG-BINAG PIO/Head of Executive Assistants **Quality Objectives Monitoring**

														-						
3	Pepartment		Provincial Gove	ernor's Offi	fice					Ва	seline D	ata			Prepare	ed by:			MARIA NO EMH Development Manag	
0	ality Objective	100% OFW Welfare						100 %	Compli	ence for	71 Wel	fare Case	es for CY	2022.	Review	ed by:			ATTY. ELIZABETI Head, Executive A	C. BINAG
Qua	anty Objective	agencies or to PGI within the present			ppropri	ate inter	vention	100 %	Compac		72 170				Approv	ed by:			RODOLFO T. A	
	· · · · · · · · · · · · · · · · · · ·	Action Plans/ Progr	rams	T				1	T	20			Cash	0-4	Nov.	Dec.	" In-cl	narge	Resources Needed	Status
					Jan.	Feb.	Mar.	Apr.	May	Jun.	Jul.	Aug.	Sept.	Oct.	NOV.	Dec.		-		
		ment/interview with orsement to concern															, n	-0	Manpower,	Continuously
P3	their appropria	ite intervention. Mon	itor the case and up	pdate the													1	PGO Manpower, financial resour		implemented
	client.																			
		Data Inform	nation											III	ustratio	n			`	
-		1		The second secon				AND DESCRIPTION OF THE PERSON NAMED IN COLUMN 1												
		1-2-1-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2-2	Migrants Desk				AND THE PERSON NAMED IN		HIVE SAME	SC W FOUR		OF	N We	lfare !	Cases	Moni	torina			
	Month	Total No. Received Welfare Cases	Migrants Desk Endorsed/ Acted Upon on Time	% Accomp	plished		14					OF	W We	lfare (Cases	Moni	toring			
	Month	Received Welfare	Endorsed/ Acted	% Accomp								OF	W We	lfare	Cases	Moni	toring			
ee - XV an		Received Welfare Cases	Endorsed/ Acted Upon on Time		00%		12		2			OF	W We	lfare	Cases	Moni	toring			
	January	Received Welfare Cases 10	Endorsed/ Acted Upon on Time 10	100.0	00%		12					OF	W We	Ifare	Cases	Moni	toring			
	January February	Received Welfare Cases 10 5	Endorsed/ Acted Upon on Time 10 5	100.0	00%		12					OF	W We	lfare	Cases	Moni	toring			
	January February March	Received Welfare Cases 10 5	Endorsed/ Acted Upon on Time 10 5	100.0 100.0	00% 00% 00%		12 10 8 6					OF	W We	lfare	Cases	Monit	toring			
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2023	January February March April May June	Received Welfare Cases 10 5 11 6 5 5	Endorsed/ Acted Upon on Time 10 5 11 6 5	100.0 100.0 100.0 100.0 100.0	00% 00% 00% 00% 00%		12 10 8 6 4 2	2										· · · · · · · · · · · · · · · · · · ·		,0e ⁶
2023	January February March April May June July	Received Welfare Cases 10 5 11 6 5 1	Endorsed/ Acted Upon on Time 10 5 11 6 5 1 1	100.0 100.0 100.0 100.0 100.0 100.0	00% 00% 00% 00% 00% 00%		12 10 8 6 4 2	L. Land	a data and	mari		OF!	W We			Monit		Cepterios	October movemen	December
2023	January February March April May June July August	Received Welfare	Endorsed/ Acted Upon on Time 10 5 11 6 5 1 1 5 5 5 5 1	100.0 100.0 100.0 100.0 100.0 100.0	00% 00% 00% 00% 00% 00% 00%		12 10 8 6 4 2	Line C	Battany	Mari								Septembe	October Honorphe	Decamber
2023	January February March April May June July August September	Received Welfare	Endorsed/ Acted Upon on Time 10 5 11 6 5 1 5 1 1 5 1	100.0 100.0 100.0 100.0 100.0 100.0 100.0	00% 00% 00% 00% 00% 00% 00% 00%		12 10 8 6 4 2	L. Land	a distribution of the state of	Mart			na ⁴	35		not the same of th		Septembe	October November	Decamber
2023	January February March April May June July August September October	Received Welfare	Endorsed/ Acted Upon on Time 10 5 11 6 5 1 5 1 5 1 5	100.0 100.0 100.0 100.0 100.0 100.0 100.0 100.0	00% 00% 00% 00% 00% 00% 00% 00% 00%		12 10 8 6 4 2	A A A	a a stranger	Watch			na ⁴	35		not the same of th		Espaente	October Movember	December



FY 2023

OFFICE: PGO-MANAGEMENT INFORMATION SYSTEM

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT FY 2023	ACTUAL ACCOMPLISHMENT FY 2023	оитсоме	ALLOCATED BUDGET FY 2023	AMOUNT UTILIZED/EXPENSE S FY 2023	REMARKS
Set up a new computer unit and Network Cabling	To connect all the computer peripherals and software if needed (e-GOV SUIT, Operating System, Microsoft Office, Anti-virus)	To attend to all complaints and mandate/request of PGI employees with regards to computer, system, and network problems.	<u>-</u>	Set up new pc BUDGET-2 PTO-2 GSO-2 Network cabling PGO-1 ACCTNG-1 PTO-1	TOTAL of 9 computer units were assisted to set up new computers and network cabling.			
Repair of Computer units and Server	To inspect and repair all the faulty computer units, servers and other equipment like printers, scanners, and UPS. Computer system and program error in PGI Capitol.	-do-	-	PTO-59, ACCTNG-35, HR-29, PBO-27, ENRO- 25, PGO-39, PYDO-5, PPDO-4, PIACO-10, PLO-6, GSO-12, ASSR- 7, LINGAP-4, OPA-24, ADMIN-4, WOMEN-10, PSG-4, IML-1, PSWD-3, PVET-2, OPE-12, ITO- 12, PCLEDO-5, PSO-8, ICDO-10, PIO-7, SP-4, CMO-5, FA-5, BRO-6	A TOTAL of 384 computer units were repaired			



Republic of the Philippines Province of Isabela

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT FY 2023	ACTUAL ACCOMPLISHMENT FY 2023	оитсоме	ALLOCATED BUDGET FY 2023	AMOUNT UTILIZED/EXPENSE S FY 2023	REMARKS
3. IT Preventive Maintenance	Shall conduct IT PM based on the approved schedule. This is to update the Antivirus, system, and application software and to update other components installed in the computers.	To establish a consistent practice to improve the performance and safety of the computer equipment.	355 target computer units to maintain quarterly	PPDO-42, MIS-20, ASSR-96, INFO-28 PSO- 28, PYDO-30, PDRRMO-36, SPO-44, PSWDO-14, WOMEN- 20, LINGAP-12, PAO- 122, ADMIN-67, PIACO-122, PVET-24, ICDO-12, PCLEDO-40, OPE-50, ENRO-44, OPA-64, PTO-168,PBO-80, GSO- 112, MASA MASID-12, CMO-8, HR-59, VG-12, PSG-12, FA-12, LEGAL- 39, PGO-40, TOURISM- 31, BRO-20	A total of 1,440 computer units were maintained			
4. Installation of Biometric Machine and Registration	Shall install the new biometric machine in other offices and register all newly hired employees on the machine (contractual or permanent).	To register all PGI employees (contractual or permanent) in the Biometric machines	-	Register newly hired employees in the Biometric Machines	A total of 161 newly hired employees were enrolled in Biometric machines			



Republic of the Philippines Province of Isabela

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT FY 2023	ACTUAL ACCOMPLISHMENT FY 2023	OUTCOME	ALLOCATED BUDGET FY 2023	AMOUNT UTILIZED/EXPENSE S FY 2023	REMARKS
5. Download PGI employee's Daily Time Records (DTR)	Shall download the DTR of PGI employees from 22 Biometric machines and import the files to the e-GOV SUIT (ALMS) Server	Ensure that all files extracted in the Biometric machines are uploaded to the eGOV SUIT Server	Every 15 th & 30 th /31 st of the month	All employees' DTRs were downloaded on time.				

Prepared by:

Administrative Assistant VI

Noted by:

ATTY. ELIZABETH C. BINAG Head, Executive Assistants/PIO

Quality Objectives Monitoring Prepared by: Department PGO-Management Information System (MIS) **Baseline Data** ATTY. ELIZABETH C. BINAG Reviewed by: 100% implementation of preventive maintenance for all IT equipment of the Head, Executive Assistants/PIO **Quality Objective** on-going data gathering provincial government of Isabela for the year 2023. RODOLFO T. ALBANO III Approved by: Governor 2023 Action Plans/ Programs In-charge Resources Needed Status Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sept. Oct. Nov. Dec. To conduct scheduling for the IT equipment scheduled for preventive MIS HEAD/ TECHNICIAN Manpower Continuously implemented maintenance per quarter P2 To conduct IT Preventive Maintenance **TECHNICIAN** Continuously implemented resources (See AIP), Tools & To accomplish a Preventive Maintenance report to reflect preventive On-going program MIS HEAD/TECHNICIAN Manpower implementation maintenance result. **Data Information** Illustration Number of Scheduled Number of IT Performance Monitoring Month % Accomplished Equipment for PM Equipment with PM JANUARY 86 100% 180 FEBRUARY 163 163 100% 160 111 111 100% MARCH 140 APRIL 124 124 100% 167 167 100% MAY 120 2023 69 69 100% JUNE 100 124 124 100% JULY 149 149 100% **AUGUST** 60 SEPTEMBER 87 87 100% 40 **OCTOBER** 129 129 100% 20 144 144 NOVEMBER 100% 87 87 100% DECEMBER 0 JANUARY **FEBRUARY** MARCH APRIL MAY JULY AUGUST

Number of IT Equipment with PM SEPTEMBER OCTOBER NOVEMBER DECEMBER TOTAL 1,440 1,440 100% 2023 Actual Legend:

Quality Objectives Monitoring PGO-Management Information System (MIS) Prepared by: LUCYLYN A. RIVERA Department **Baseline Data** Administrative Assistant VI ATTY. LIZABETH C. BINAG Reviewed by: Head, Executive Assistants/PIO Quality Objective To accommodate ALL (100%) received IT Service Request for the year 2023 on-going data gathering RODOLFO T. ALBANO III Approved by: Governor 2023 Action Plans/ Programs In-charge Resources Needed Status Jan. Feb. Mar. Apr. May Jun. Jul. Aug. Sept. Oct. Nov. Dec. P1 Implementation of IT Service request form to inform the MIS about the TECHNICIAN Manpower, Tools & installers Continuously implemented required repair P2 Implementation of IT service request logbook to monitor the repair activity TECHNICIAN Continuously implemented Manpower, Tools & installers To accomplish IT service request report and reflect in IT Equipment Service & MIS HEAD/TECHNICIAN MANPOWER Continuously implemented maintenace history record Illustration **Data Information** Number of Number of received Performance Monitoring Month accommodated service request Accomplishment request JANUARY 32 100% 60 **FEBRUARY** 49 49 100% 50 35 35 100% MARCH 39 39 100% APRIL 40 MAY 22 22 100% 53 53 100% JUNE 30 JULY 43 43 100% 20 **AUGUST** 25 25 100% SEPTEMBER 24 24 100% 10 30 OCTOBER 30 100% NOVEMBER 21 21 100% Number of accommodated request Schiffenberk OCOBER NOVEMBER DECEMBER 11 11 100% DECEMBER 384 384 100% TOTAL ■ Number of received service request Legend: Plan Actual



Republic of the Philippines Province of Isabela

ACCOMPLISHMENT REPORT

FY 2023

OFFICE: PROVINCIAL GOVERNOR'S OFFICE - RADIO ROOM

PROGRAMS, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENTS	ACTUAL ACCOMPLISHI		ОИТСОМЕ	ALLOCATED BUDGET	AMOUNT UTILIZED/ EXPENSES FY 2023	REMARKS
Radio Communications	To receive and transmit all incoming radio messages from the PGI and other Cities/ Municipalities in the Province.	The Radio Communications Room aims to ensure that all radio messages for the Provincial Government of Isabela and other Cities/ Municipalities are effectively transmitted, maintained, and documented.	Timely relay/transmit all incoming and outgoing radio messages from different department of PGI and Cities and Municipalities in the Province.	March: 2: April: 8 May: June: July: 1 August: September: 1 October: November: 1 December: 1	2023: 10 12 17 8 7 8 14 7	Provided on- time and reliable transmission of radio messages.	N/A	η /A	All messages were transmitted on time

Prepared by:

LORETA A. SULAN

Administrative Assistant II

Reviewed by:

Atty. ANALOU A. VILLEZA

Supervising Administrative Officer

Noted by:

Atty. Elizabeth P. Cureg-Binag

Head of Executive Assistants &

Provincial Information Officer



OFFICE: Provincial Governor's Office - Provincial School Board - PSB

PROGRAM, PROJECTS, ACTIVITIES (PPAs)	DESCRIPTION OF PPAs	GOALS/ OBJECTIVES	TARGET ACCOMPLISHMENT FY 2023	ACTUAL ACCOMPLISH MENT 2023	OUTCOME	ALLOCATED BUDGET FY 2023	AMOUNT UTILIZED/ EXPENSES FY 2023	REMARKS
Provincial School Board Teachers (PSB)	The Provincial School Board Teachers are	To provide/augment the lack of Teacher Items in public	January-June 2023 150 PSB	150 PSB	All the allotted PSB slot were filled up	9,000,000.00	9,000,000.00	Timely filled – out vacated
	employed by the Provincial Government of	school in the province	July 2023 150 PSB	150 PSB		750,000.00	750,000.00	slots
	Isabela according to the Teacher Need Analysis of		September-December 2023 150 PSB	150 PSB		6,000,000.00	6,000,000.00	
	Department of Education					1,500,000.00 Year End Bonus	1,500,000.00 Year End Bonus	

Prepared by:

ELIZABETH D. DA JOSE Administrative Officer V Reviewed by:

Supervising Administrative Officer

Noted by:

ATTY. ELIZABETH P. CUREG-BINAG
Head Executive Assistant/PIO