



Chapter 9

Local Administration

Local Administration

Public administration refers to state institutions, processes, procedures, systems and organizational structures, practices and behavior for managing public affairs to serve the public interest. This chapter presents the performance of the Provincial Government of Cavite in terms of financial resources. The adaption of new financial systems and institutionalizing procedures for government transaction help in the efficiency and effectiveness of the management of the public goods and services. These are concretely manifested in the data of local revenues and expenditures. Development administration is indeed being given much attention and priority so that equality, transparency and accountability can be attained.

This chapter presents the number of cities, municipalities and barangays of the province. It also includes financial status, income and expenditures and internal revenue allotment (IRA) of the province and its component cities and municipalities. List of congressional and local government officials in Cavite is also provided.

Organization and Management

Table 9. 1. List of Elected Provincial Officials, Province of Cavite, July 1, 2010 – June 30, 2013

Position	Name
Governor	Hon. Juanito Victor C. Remulla, Jr.
Vice Governor	Hon. Recto M. Cantimbuhan
<i>Sangguniang Panlalawigan Members:</i>	
First District	Hon. Dino Carlo R. Chua Hon. Ryan R. Enriquez
Second District	Hon. Edwin E. Malvar Hon. Rolando S. Remulla
Third District	Hon. Larry Boy S. Nato Hon. Rodrigo P. Arguelles, Sr.
Fourth District	Hon. Raul Rex D. Mangubat Hon. Teofilo B. Lara
Fifth District	Hon. Marcos C. Amutan Hon. Aristides Jose A. Velazco
Sixth District	Hon. Hermogenes C. Arayata III Hon. Albert G. Ambagan, Jr.
Seventh District	Hon. Irene D. Bencito Hon. Virgilio T. Ambion
President, Liga ng mga Barangay	Hon. Ramon "Jolo" B. Revilla III
President, Provincial Federation of Sangguniang Kabataan	Hon. Meldon G. De Sagun
President, Cavite Councilors' League	Hon. Maurito C. Sison

Source: Office of the Sangguniang Panlalawigan, Legislative Building, Capitol Compound, Trece Martires City

Provincial Government Employees

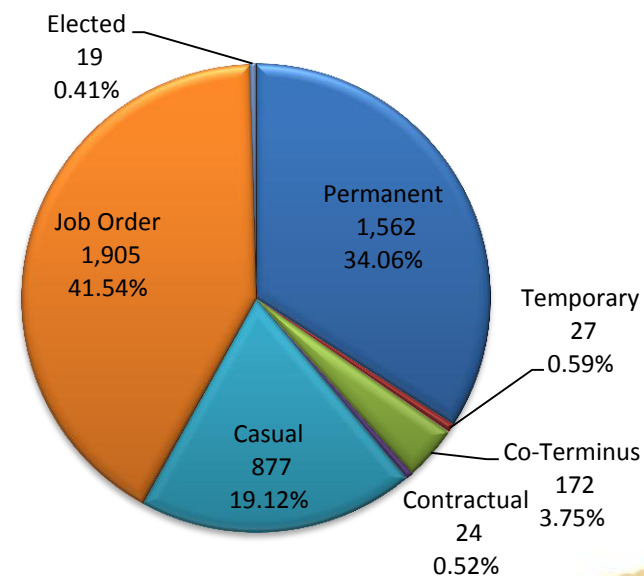
In 2011, the Provincial Government of Cavite has a total human resource workforce of 4,586 employees, with an increase of 17.23 percent as compared to last year's number of employees of 3,912. These employees are consisting of 19 elected officials or 0.41%, 1,562 (34.06%) employees holding permanent positions, 877 (19.12%) personnel on casual basis and 1,905 (41.54%) job order employees. There are also 172 (3.75%) employees with co-terminus appointments, 24 (0.52%) contractual and 27 (0.59%) temporary employees (Table 9.12 and Figure 9.1).

Table 9.2. Number of Provincial Government Employees by Status of Employment Province of Cavite: 2009-2011

Status of Employment	2009	2010	2011	% Increase (Decrease) 2010-2011
Elected	15	19	19	-
Permanent	1,522	1,512	1,562	3.31
Temporary	31	27	27	-
Co-terminus	81	99	172	73.74
Contractual	51	22	24	9.09
Casual	936	948	877	(7.49)
Job Order	1,887	1,285	1,905	48.25
Total	4,523	3,912	4,586	17.23

Source: Human Resource Management Office, Trece Martires City

Figure 9.1. Employee Composition by Status Provincial Government of Cavite: 2011



Public Manpower Complement

The table below shows the number of employees of the Local Government Unit of Cavite per office with permanent and temporary positions. The Office of the Provincial Governor has the most number of personnel (1,586) followed by the Provincial Health Office (including Gen. Emilio Aguinaldo Memorial Hospital and provincial satellite hospitals) with 1,085 personnel and the Provincial Population Office has the least number of employees with 19 personnel.

Currently, there are 21 provincial offices headed by department heads and nine (9) provincial satellite hospitals. These satellite hospitals have designated Chiefs of Hospital.

Table 9.3. Public Manpower Complement, Province of Cavite: 2011

Name of Office	Status of Appointment							
	Permanent	Temporary	Co-Terminus	Contractual	Casual	Job Order	Elected	Total
Office of the Provincial Governor (OPG)						1,318		1,318
Personal Staff			35				1	36
Information Technology Division			4					4
Communication Section	9							9
Public Assistance	4							4
Human Resource Management Office (HRMO)	15				7			22
Provincial Jail	47	15			17	21		100
Tourism Development Division	4					7		11
Provincial Youth and Sports Division	4					17		21
Provincial Housing Development and Management Office	5	1				9		15
Cavite Computer Center (CCC)					14	17		31
Office of Division Superintendent of Sch./Science High School	5							5
OPG-SEF					6			6
OPG (casual Baylen)					4			4
Cavite Office of Public Safety	24	2				139		165
Personal Protection Division(CSU)	25		60					85
Industrial Security & Assistance Group (ISAG)	33		8					41
Care 161					30			30
Cavite Traffic Management Office (CTMO)					94			94
Office of the Provincial Administrator	13				11			24
Office of the Provincial Vice Governor (OPVG)			11		2	37	1	51
Office of the SangguniangPanlalawigan	28	3	52		51	75	17	226
Provincial Accounting Office	23				14	2		39
Provincial Budget Office (PBO)	14				3	1		18
Provincial Planning and Development Office (PPDO)	27	2			5			34
Provincial Legal Office (PLO)	10		1		4			15
Provincial Population Office	19							19
General Services Office (GSO)	82				28	40		150
Office of the Provincial Assessor	44				11	8		63
Provincial Health Office (PHO)	93				96			189
Gen. Emilio Aguinaldo Memorial Hospital (GEAMH)	244					34		278
Korea Philippines Friendship Hospital (KPFH)	37			24	165	36		262
Cavite Medical Hospital (CMH)	21				11	4		36
DBB Municipal Hospital (DBBMH)	17				8			25
Kawit Kalayaan Hospital	20				16	10		46
Gen. Trias Medicare Hospital	15				5			20
GMA Medicare Hospital	15				11			26
Naic Medicare Hospital	12				8	1		21
Cavite Center for Mental Health	72	1			19	11		103
Dr. Olivia Salamanca Memorial Hospital (DOSMH)	62				17			79
Provincial Social Welfare and Development Office (PSWDO)	18				26	10		54
Provincial Engineering Office (PEO)	308				40	45		393
Office of the Provincial Agriculturist	80				20			100
Office of the Provincial Veterinarian	26				11	15		52
Provincial Treasurer's Office	43				13	14		70
Provincial Gov't Environment and Natural Resources Office	14					11		25
Cavite Aide					95			95
Provincial Cooperative, Livelihood and Entrepreneurial Dev't Office	12	1			9	12		34
Public Information and Community Affairs Department (PICAD)	18	2	1		6	11		38
TOTAL	1,562	27	172	24	877	1,905	19	4,586

Source: Human Resource Management Office, Trece Martires City

The general functions of these offices are shown in the following table:

Table 9. 4. Provincial Offices/Units and Functions, Province of Cavite: 2011

Office	Functions
Administrative Governance	
Office of the Provincial Governor (OPG)	The Chief Executive of the province exercises powers and performs duties and functions for the efficient, effective and economical governance for the general welfare of the province and its inhabitants.
Office of the Provincial Administrator	The office supervises and coordinates all activities of the various offices in the province including planning directions and control administrative functions of the different offices under the Office of the Provincial Governor.
Office of the Provincial Accountant	The office is responsible for accounting and internal audit services of the provincial government. They are also mandated to apprise the Chief Executive and the Sangguniang Panlalawigan on the financial status of the LGU through the submission of financial statements. The office is also responsible for overseeing that the financial resources of the provincial government are spent on a cost-effective way.
Office of the Provincial Assessor	<p>Headed by the Provincial Assessor; this office has the following functions: Issues tax declaration of real properties, keeps record of all transactions affecting transfer of land ownership, leases, mortgages and real property rentals; inspects and reassesses properties under protest or appeal and prepares schedule of values for taxation purposes; updates property tax maps and reappraisal of different municipalities; compiles deed of sale transaction; and establishes systematic method of property indexing and record keeping.</p> <p>The office is responsible for the appraisal and assessment of all real properties within the territorial jurisdiction of the province whether taxable or exempt based. It is also mandated to exercise management control over the offices of the 19 municipal assessors and 4 city assessors.</p>
Provincial Budget Office (PBO)	The Office is responsible for inter-office coordination and assistance on budget preparation, budget integration and reports preparation for consideration of the local chief executive and the Sangguniang Panlalawigan. It also sought techniques and mechanism of control over budget execution to ensure that the local government's resources are properly allocated.
Provincial General Services Office (PGSO)	The office performs supply and property procurement and maintenance functions, including non-personal service of the provincial government. It takes custody of and accountability for all properties, real or personal owned by the provincial government and those extended to it in the form of donations, operations, assistance and counterpart of joint projects. It maintains and supervises janitorial, security, landscaping and other related services in all provincial public buildings and other real properties whether owned or leased by the provincial government. It enforces policies and records management relative to records creation and maintenance. It performs disposal action on disposable records of the provincial government.
Provincial Information and Community Affairs Department (PICAD)	This office is tasked to provide correct information on the thrusts and projects of the provincial government through broadcast and print media. Through them, the public is made aware of all the activities and transactions of the LGU. It also coordinates and assists in the implementation of programs and projects of both national and local government units.
Provincial Legal Services Office	The Provincial Attorney acts as the legal counsel of the province. He represents the province in civil cases wherein the province or any office in his official capacity is a party. He also conducts investigation or hearing of administrative case assigned by the Governor and acts as legal adviser of the provincial and municipal government under its jurisdiction.

Office	Functions
Provincial Planning and Development Office (PPDO)	<p>The PPDO is in charge of the formulation of comprehensive development plans and policies for the consideration of the Provincial Development Council (PDC). It conducts studies and researches and training programs to support plan formulation, and promotes people participation in its planning activities. Likewise, it integrates and coordinates sectoral plans and studies undertaken by different functional groups or agencies and monitors and evaluates the implementation of development programs, projects and activities. The office is composed of five (5) divisions to wit: Administrative Staff; Plans and Programs Division; Research, Statistics, Monitoring and Evaluation Division; Special Projects Division and Information and Technology Division. The office is also responsible for providing technical assistance to municipalities and cities within the province and serves as the technical arm of the provincial governor.</p>
Office of the Sangguniang Panlalawigan	<p>Enacts such ordinances as maybe necessary to carry into effect and discharge the responsibilities conferred upon it by law and such as be necessary and proper to provide for health, safety and convenience, maintain peace and order, improve public morals and promote the prosperity and general welfare of the province and inhabitants.</p> <p>The Office of the Provincial Board Secretary is responsible for the provision of a sanggunian secretariat and maintenance of provincial archives.</p>
Provincial Treasurer's Office (PTO)	<p>The office is responsible for collection of taxes throughout the province including national, provincial and municipal taxes and other revenues authorized by law. It improves and stabilizes the finances of the province and the municipalities. It delivers a continuous program of improved local revenues collection efficiency and management of financial resources. It also provides the province and municipalities with an efficient and progressive organization for fiscal administration particularly in the collection and disbursement of funds, local taxation and other related auxiliary services. It acts as the custodian of all funds of the provincial government.</p>
OPG- Human Resource and Management Office	<p>The HRMO is responsible for the human resource development in the Provincial Government, as well as the implementation of all laws governing recruitment, transfer, discipline, promotion, separation and compensation/benefits of all personnel; and maintain and updates personnel management and information system and processes payroll accurately and efficiently.</p>
OPG- Information Technology Division (IT)	<p>Acts as lead agency in the evaluation and implementation of information and communication technology and other convergence on ICT in the Province. It handles the network and hardware administration and maintenance which provides technical support within and outside of the provincial government. The Cavite Computer Center as part of the IT Division provides free and quality computer education on basic and advance computer and information technology courses for all Caviteños, most particularly the out-of-school youth.</p>
<i>Social Governance</i>	
Provincial Health Office (PHO)	<p>The primary function of the Provincial Health Office is to ensure the efficient, effective economical delivery of medical, hospital and other support health services which include primary, secondary and tertiary health facilities as provided under Section 17 of the Local Government Code of 1991. It formulates and implements policies, rules and regulations, plans, programs, and projects, to strengthen the operation of the office and to promote the health of the people in consideration of the Sanggunian and upon approval of the Governor.</p> <p>The Office is responsible for the formulation of policy direction on health services, program development and implementation, sanitary inspection, health information and education, health administration, inter-agency coordination on health policies and programs for both government offices and non-governmental organization. It also has a general field supervision function over rural health units of the province.</p> <p>The four (4) medicare hospitals serve as the primary health care resource in the locality with emphasis on health promotion, disease prevention and provision of a wide range of medical and health related activities.</p>

Office	Functions
Provincial Population Office	The office assists the local chief executive in the implementation of the constitutional mandate relative to population development and responsible parenting through the promotion of concepts designed to raise the awareness on population issues as they relate to development strategies.
Cavite Office of Public Safety	By virtue of Sangguniang Panlalawigan Resolution No. 139, Series of 2010, this office is tasked to implement good governance and deliver efficient public services through provision of public safety and civil security services, road safety and traffic management programs, disaster risk management services and rescue and emergency assistance during calamities and man-made disasters.
OPG-Provincial Housing Development and Management Office	Responsible in the formulation of a plan to provide decent shelter to the underprivileged, homeless families as well as government and private employees who have formal income in the province for consideration of the Local Chief Executive and Sangguniang Panlalawigan.
OPG-Provincial Jail	The Provincial Warden keeps, operates and maintains the provincial jail where convicted provincial prisoners can serve their sentence and detention prisoners could be held provisionally pending the final disposition of their cases. The office is also in-charge of developing plans to rehabilitate the prisoner under custody.
OPG-Youth and Sports Development Office	This office is tasked to institute programs, projects and activities related to youth and sports development by promoting and protecting not only the physical, but also the moral, spiritual, intellectual and social well-being of the Cavite Youth and recognizing the vital role in nation-building by strengthening youth organizations in the province through networking and partnership with various NGOs, POs and GOs for resources augmentation.
Provincial Social Welfare and Development Office (PSWDO).	The office is responsible for social welfare development plans, programs and project. It adopts policies to encourage effective implementation; promotes, supports and coordinates the establishment, expansion and maintenance of social welfare, development; promotes, builds and strengthen people's organization for empowerment towards effective social welfare, development system of the province; promotes, supports and coordinates network and facilities for identification and delivery of appropriate intervention to its constituents; and coordinates related activities in the province through sustained information, education, communication program and the maintenance of viable structures.
<i>Economic Governance</i>	
Provincial Agriculture Office	The Office of the Provincial Agriculturist aims to augment the family income of fisher folks and farmers as well as to convert the vast idle lands of the province into productive farm lands for a total agricultural and socio-economic development of the province. This vision shall be realized through the delivery of basic technical agricultural services to the poorest of the poor in the rural and urban areas of the province. The office also consolidates and expends the agricultural extension work; brings to farmers and rural dwellers the knowledge and information on improved agricultural practices/ technology pertaining to crops production. Likewise, it encourages and promotes the growth of private associations, cooperatives and other organized groups related to production and marketing of agricultural products; educates farmers through on-the-spot instructions and demonstration on improved, useful, healthful and profitable home management methods and techniques for homemakers; and, assists farmers in the formulation of cooperatives, organization and other farmers' associations.
Provincial Cooperative, Livelihood and Entrepreneurship Development Office (PCLEDO)	This office is mandated to provide technical support to the Provincial Governor in carrying out measures to ensure the delivery of basic services and provision of facilities through the development of new economic enterprises, cooperatives and provision of alternative sources of income through livelihood projects, so as to improve the economic and social conditions of its constituents.

Office	Functions
Provincial Engineers Office (PEO)	The Provincial Engineering Office is responsible for planning, designing, programming, construction and maintenance of provincial infrastructure projects including roads, bridges, water supply, buildings and other infrastructure, which are within the jurisdiction of the province. It extends technical assistance and advice to municipalities and other offices concerned with regard to planning and construction of public improvements. The office is also in-charge of conducting engineering investigation and field surveys needed for planning, designing and construction of public infrastructure. In addition, it maintains all equipment and motor vehicles in good operating conditions, and prepares reports on the accomplishment and other pertinent data as a requirement for the participation of the province in special projects.
Provincial Veterinary Office (PVO)	The office is tasked to prevent and control animal diseases, responsible for domestic animal regulation and provision of animal protection services and consumer protection on consumable animals and animal products. This office also supervises the implementation of quarantine services and provides assistance and monitoring services to the different LGUs of the province.
OPG-Provincial Tourism Office	Oversees and coordinates tourism activities of the province as well as national and regional tourism programs and projects. It initiates and coordinates activities geared towards the preservation of the Cavite's culture and monitors the development and maintenance of tourist spots and business establishments.
OPG-Public Employment Services Office (PESO)	
<i>Environmental Governance</i>	
Provincial Government Environment and Natural Resources Office (PG-ENRO)	The office implements and enforces policies and programs on the devolved (transferred) functions and responsibilities of the Department of Environment and Natural Resources to the Local Government Units, particularly on forestry, mines and geo-sciences protected areas and wildlife, community watershed protection and management, environmental (pollution control), land management and other environmental related activities for a sustainable management and development of the environment and natural resources within the province of Cavite.

Source: Local Government Report, Province of Cavite: 2011

Table 9.5. Provincial Department Heads, Province of Cavite: 2011

Department Head	Office	Location
Mr. Renato A. Abutan	Provincial Administrator - Internal Affairs	Ground Floor, Capitol Building
Mr. Efren C. Nazareno	Provincial Administrator - External Affairs	Ground Floor, Capitol Building
Mr. Filomeno C. Maligaya	Provincial Administrator - Community Affairs	Ground Floor, Capitol Building
Ms. Edna G. Macalalag	Provincial Accounting Office	Provincial Finance Building
Engr. Mario C. Silan	Provincial Agriculture's Office	OPA Compound
Mr. Raymundo D. Salazar	Provincial Assessor's Office	Provincial Finance Building
Ms. Leonor R. Villalobos	Provincial Budget Office	Provincial Finance Building
Mr. Rene R. Tongson	Provincial Cooperative, Livelihood and Entrepreneurial Development Office	CaCoDec Building
Engr. George B. Fojas	Provincial Engineering Office	PEO Compound
Engr. George B. Fojas	PG-Environment and Natural Resources Office	PEO Compound
Engr. Leopoldo G. Talatala	Provincial General Services Office	General Services Building
Dr. George R. Repique, Jr.	Provincial Health Office	Gen. Emilio Aguinaldo Memorial Hospital
Ms. Jo-Ann Nazareno-Loyola	Provincial Information and Community Affairs Department	2 nd Floor, Capitol Building
Atty. Rosalino T. Sismaet, Jr.	Provincial Legal Office	Ground Floor, Capitol Building
Mr. Jesus I. Barrera	Provincial Planning and Development Office	2 nd Floor, Capitol Building
Ms. Lorena R. Cron	Provincial Population Office	Capitol Compound
Ms. Cecilia D. Miranda	Cavite Office of Public Safety	3 rd Floor, Capitol Building
Ms. Michelle F. Alcid	Provincial Board Secretary – Sangguniang Panlalawigan	Legislative Building
Ms. Felipa G. Servañez	Provincial Social Welfare and Development Office	National Government Center
Ms. Josephine D. Daza	Provincial Treasurer's Office	Provincial Finance Building
Dr. Dominador A. Borja	Office of the Provincial Veterinarian	National Government Center

Source: Provincial Directory, PPDO-Cavite, 2011

Legislative Districts of Cavite

The Legislative Districts of Cavite, namely the First, Second, Third, Fourth, Fifth, Sixth, and Seventh Districts are the representations of the Province of Cavite in the Philippine House of Representatives. Cavite was a lone congressional district from 1907 to 1972, and was represented by three districts from 1987 to 2010. It was part of the representation of Region IV-A from 1978 to 1984, and from 1984 to 1986 it elected three (3) assemblymen at-large.

The passage of Republic Act 9727 in 2009 reapportions the Province of Cavite into seven legislative districts. Starting in the 2010 election, the number of the province's representatives increased from three to seven.

The 2nd, 3rd and 4th Districts are alternatively called the Lone Districts of Bacoor, Imus and City of Dasmarina.

**Table 9.6. List of Congressional Representative by District
Province of Cavite, July 1, 2010 to June 30, 2013**

Legislative District	Representative
First District	Hon. Joseph Emilio A. Abaya
Second District	Hon. Lani Mercado-Revilla
Third District	Hon. Erineo S. Maliksi
Fourth District	Hon. Elpidio F. Barzaga, Jr.
Fifth District	Hon. Roy M. Loyola
Sixth District	Hon. Antonio A. Ferrer
Seventh District	Hon. Jesus Crispin C. Remulla

Source: Congress of the Philippines

Registered Voters

The total number of registered voters in Cavite increased by 135,175, equivalent to 8.89% from 1,520,377 in 2007 to 1,655,552 in 2010. The Second District (Bacoor) reported the highest increase of registered voters from 245,316 in 2007 to 282,846 in 2010, posting a 15.30% increase, followed by Sixth District and Fifth District at 11.98% and 11.57%, respectively.

By legislative district, Fourth District has the highest number of registered voters at 311,338 followed by Second District at 282,846 and Sixth District at 256,200 (Table 9.7).

Table 9. 7. Registered Voters by Legislative District Province of Cavite: 2007 and 2010

Legislative District	2007		2010		Percent Increase/ (Decrease) 2007 -2010
	Number	% Share	Number	% Share	
First District	187,403	12.33	198,939	12.02	6.16
Second District	245,316	16.14	282,846	17.08	15.30
Third District	142,651	9.38	149,149	9.01	4.56
Fourth District	294,084	19.34	311,338	18.81	5.87
Fifth District	194,430	12.79	216,918	13.10	11.57
Sixth District	228,791	15.05	256,200	15.48	11.98
Seventh District	227,702	14.98	240,162	14.51	5.47
CAVITE	1,520,377	100.00	1,655,552	100.00	8.89

Source: Commission on Elections, Trece Martires City