

**PROVINCIAL GOVERNMENT OF CAVITE
EXECUTIVE-LEGISLATIVE AND CAPABILITY DEVELOPMENT AGENDA 2017-2019
RE-ENTRY ACTION PLAN (REAP)**

OFFICE: OFFICE OF THE PROVINCIAL ADMINISTRATOR - INTERNAL AFFAIRS

PERFORMANCE SERVICE/AREA: LOCAL AND FISCAL ADMINISTRATION

MISSION: "A Strong and Productive Provincial Government of Cavite (PGC)

- Ensure effective and efficient public service, resource generation, fund utilization, monitoring and evaluation in order to achieve National and International Standards in local and fiscal administration

GOAL: Establish a sound Local and Fiscal Management System and implement Strategic Approach to Policy Governance as an integral part of the PGC Operating Mechanism.

Strategic Objectives	Executive Programs/ Projects/ Activities	Legislative Measure	Capacity Development (CapDev) Needs	Implementation Schedule
To computerize Financial Processing, recording, and reporting system by 2017-2019	Develop IT System to improve Financial Processing, Recording and Reporting System by 2017		Procure IT Equipment (5 units of Computer Sets with Printer per year) Attend Training/Seminars related to records management.	2017-2019
To be certified ISO 9001-2015 compliant by 2018			Attend ISO 9001-2015 Transition Courses Procure office furniture to have a more conducive work environment	2017-2019
To develop skills to be more professional in providing prompt, effective, and efficient Administrative and Support Services to the Provincial Government and its Constituents			Values Orientation Workshops Human Resource Policies SDC Track 1-3 Public Service Ethics and Accountability	2016-2019

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<p>To provide transportation services that will address the needs of all offices under PGC as well as those requests received from LGU, Non-Governmental Organization (NGOs) and Constituents</p>			<p>- Procure 2 Units Mitsubishi FB (van) and 1 Unit Isuzu Elf Truck</p>	<p>2016-2019</p>