

ADMINISTRATIVE GOVERNANCE

Program/Project/Activity Description	Performance Indicator	Accomplishment
Office of the Governor Executive Management Staff		
1. General Administrative and Support Services		
1.1 Gen. Administrative Services		
1.1.1 Human Resource Support	Number of Employees Compensated: Plantilla Employees	37 1,639
1.1.2 Executive Management Services	Emergency Employees Number of Executive Orders prepared Number of Memoranda prepared Number of SP Ordinances and Resolutions signed Other Communications prepared Number of Ugnayan sa Barangay conducted Number of Medical, Surgical and Dental Missions conducted	15 77 77 388 98 151
1.1.3 Professional Development Training Programs	Number of Trainings/Seminars/Workshops attended	5
1.1.4 Consultancy and other Professional Services	Number of Consultants	36
1.1.5 Maintenance and provision of capital investment for public facilities and utilities	Increased level of government infrastructure and utilities provided and maintained	95% accomplished
2. Operations		
2.1 Support to National Government Agencies (NGAs)		National Government Agencies supported:
2.1.1 DILG		DILG office
2.1.2 COA		35 Judges
2.1.3 RTC		28 Prosecutors
2.1.4 Parole and Probation		Parole and Probation office
2.1.5 Public Attorney's Office		25 PAO Lawyers
2.1.6 Clerk of Court		35 Clerk of Court
2.1.7 COMELEC		1 Field Officer
2.1.8 DepEd		24 Education Supervisors 29 District Supervisors
2.2 Support to Barangay Health Workers (BHW's)	Number of Barangay Health Workers supported	80 High School Administrator 14,359 Public School Teachers
2.3 Support to Barangay Nutrition Scholars (BNS)	Number of Barangay Nutrition Scholars supported	2,441 403
2.3 Provision of medical assistance		Walk-in patients referred to Philippine Charity Sweepstakes Office (PCSO) - 179; Department of Social Welfare and Development - 648; ENT patients consulted/ treated - 469. Surgical Mission (Operation Tule) conducted with 3,859 patients and 223 patients for cataract operation. 125 medical and dental missions conducted with 84,021 patients consulted, treated and given medicines
2.4 Provision of educational assistance		
2.4.1 College Students	Number of applicants (on-line) Number of scholars served	12,125 1,810
2.4.2 Post Graduate Students, School Coordinators	Number of walk-in applicants Number of scholars served	950 868
2.4.3 Children/Youth in need of Special Social Services	Number of clients served	725
Ugnayan sa Barangay	Number of clients served	44



Program/Project/Activity Description	Performance Indicator	Accomplishment
Office of the Sangguniang Panlalawigan		
1. Operations		
1.1 Legislative Services		
1.1.1 Provincial Vice-Governor		
1.1.1.1 Heads the operations of the Sangguniang Panlalawigan	Number of resolutions and ordinances signed and approved	270 resolutions and 37 ordinances
1.1.1.2 Presides in all regular and special sessions of the Sangguniang Panlalawigan	Number of regular sessions conducted	50
	Number of special sessions conducted	2
1.1.1.3 Attends meetings, trainings, seminars, conventions and conferences relative to local legislation	Number of seminars/conventions attended	47
1.1.2 Provincial Board Committees		
1.1.3 Provincial Board Secretariat Services		
1.1.3.1 Ordinance and Resolution Division		
	Number of resolutions signed and approved	270
	Number of ordinances signed and approved	37
	Number of Appropriation Ordinances enacted	8
1.1.3.1.1 Publication of approved ordinances	Number of ordinances published	13
1.1.3.1.2 Transmittal of all approved ordinances/resolutions to cities/municipalities	Number of ordinances/resolutions/ appropriation ordinances transmitted	392
1.1.3.1.3 Reviews annual and supplemental budget	Annual budget reviewed/approved	23
	Supplemental budget reviewed/Approved	7
1.1.3.1.4 Transmittal of review letters to different cities/municipalities	Number of letters distributed	151
1.1.3.2 Journal and Minutes Preparation Division		
1.1.3.2.1 Assists in the conduct of session and keeps the journal and minutes of all sessions and committee hearings		
	Number of journals and minutes compiled	89
1.1.4 Provincial Library Services		
1.1.4.1 Readers Services		
	Number of library users served and assisted	4,410
1.1.4.2 Circulation and Reference Services		
	Number of queries via telephone/email served	71
1.1.4.3 Classification and Cataloguing		
1.1.4.3.1 Archiving of SP Resolutions and Ordinances using KOHA		
	Number of resolutions/ordinances scanned	327
1.1.4.3.2 Rehabilitation of Worn-Out Books and Reading Materials		
	Number of books/reading materials repaired	90
1.1.4.3.3 Vertical Filing/Clippings		
	Number of clippings compiled	2,108
1.1.4.4 Professional Growth and Development		
	Number of seminars/trainings attended	12 meetings, 2 seminars
1.1.4.5 Electronic Resource Services (e-Library Services)		
1.1.5.5.1 On-line Public Access Cataloging (OPAC)		
	Number of bibliographic entries encoded	117
1.1.5.5.2 Free Internet Access		
	Number of eLibrary/internet users served and assisted	6,441
1.1.5.5.3 Wi-Fi Services		
	Number of wi-fi users	560
1.1.4.6 Library Orientation		
1.1.4.6.1 Conduct of trainings and seminars to public librarians of municipal libraries and barangay reading centers		
	Number of trainings/seminars conducted	2
1.1.4.6.2 Conduct of library lectures/orientation for high school and college students		
	Number of lectures/orientation conducted	12
1.1.4.6.3 Conduct of in-service Trainings and on-the job Trainings(OJT)		
	Number of in-service/on-the-job training conducted	16
1.1.4.6.4 Establishment/ Maintenance of Municipal Libraries and Barangay Reading Centers		
	Number of barangay reading center established	2
1.1.4.7 Library Outreach Programs		
	Number of outreach programs conducted	

Program/Project/Activity Description	Performance Indicator	Accomplishment
<ul style="list-style-type: none"> 1.1.4.7.1 Book Talk 1.1.4.7.2 Film Showings 1.1.4.7.3 Puppet Shows 1.1.4.7.4 Storytelling 1.1.4.8 Library Visits 1.1.4.9 Library Exhibits and Events 1.1.4.10 Books Purchased/Periodicals Subscribed 1.1.4.11 Gifts and Donations 1.1.4.12 Periodical Services 	<ul style="list-style-type: none"> Number of municipal library visited Number of exhibits and events conducted Books purchased Periodicals Subscribed Number of donated books Number of users/readers assisted 	<ul style="list-style-type: none"> 1 2 1 1 10 2 416 23 titles 1,469 9,378
Provincial Planning and Development Office		
1. General Administrative and Support Services		
1.1 General Administrative Services		
1.1.1 Team Building	Number of team building participated	1
1.1.2 Communication services	Number of documents/correspondences prepared/submitted/coordinated	1,594
1.1.3 Records keeping. organizing, processing/transmittal and filing of various documents	Number of documents recorded/processed/filed	3,129
1.1.4 Other Administrative Works		
1.1.4.1 Assistance to telephone callers and walk-in clients	No. of telephone callers/clients	2,640
1.1.4.2 Preparation of payrolls and other supporting papers	Number of payrolls prepared	30
1.1.4.3 Remittance of premiums to GSIS	Number of remittances made	30
1.1.4.4 Membership and participation to bidding activities	Number of biddings attended	34
1.1.4.5 Prepares purchase requests for office supplies/equipment	Number of purchase requests prepared	10
1.1.4.6 Transporting of PPDO's Personnel during official trips	Number of official trips conducted	291
1.2 Support Services		
1.2.1 Attendance to meetings/conventions/congresses/seminars/trainings/fora/ workshops and other related activities	Number of councils/organizations supported	Attended meetings/conventions/congresses/seminars/trainings/fora/ workshops and other related activities 18
1.2.2 Provision of Lead/Secretariat Support to provincial councils and other organizations		
1.2.2.1 Provincial Development Council		4 meetings supported; 4 agenda folders and 16 resolutions prepared
1.2.2.2 Education Summit		1 Education Summit conducted with a well-represented participation of 90 participants
1.2.2.3 ISO 9001: 2008		Acted as Documentation Team and Internal Quality Audit Team member; prepared ISO documentations which lead to formulation of Quality Manual and Work Instructions, Quality Policy and Objectives and ISO certification approval; assisted in the conduct of trainings and seminars for all of the employees to be aware on the ISO certification process; continued participation to ISO activities/Internal Quality Audit and preparation of Audit Finding Reports and Corrective/Preventive Action Request
1.2.2.4 Cavite Coffee Development Board		1 project proposal prepared; 7 meetings attended and 7 minutes of meetings prepared
1.2.2.5 Provincial Council for the Protection of Children		4 meetings, 2 seminars, 1 public hearing attended and 2 activities participated



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1.2.2.6 Protected Area Management Board (PAMB)		4 meetings, 2 seminars, and 1 activity participated
1.2.2.7 Cavite Small and Medium Enterprise Development council (CASMEDC)		5 meetings and 2 activities attended/participated
1.2.2.8 Cavite Youth and Sports Development Council		8 meetings attended; provided assistance in every events of cluster 4 and in the awarding ceremony of the provincial sportsfest
1.2.2.9 Lupon Tagapamayapa		Inspected and evaluated 15 candidate barangays for Outstanding Lupon Tagapamayapa and prepared evaluation reports
1.2.2.10 Provincial Therapeutic Committee		102 invitation letters/notice of meetings and 9 minutes of meeting prepared; 9 meetings attended
1.2.2.11 BLC Board of Directors		22 invitation letters/notice of meetings and 21 minutes of meeting prepared; 11 meetings attended
1.2.2.12 Botika ng Lalawigan ng Cavite		20 meetings/forum/biddings attended; minutes of meetings prepared; 78 pre evaluation/ 146 post-evaluation reports and 48 certificate of accreditation prepared; 60 consignor applicants assisted; assisted in the preparation of budget proposal for 2013
1.2.2.13 Provincial Cooperative and Development Council (PCDC)		5 regular meetings; 2 general assemblies (quarterly meetings) attended; technical assistance to PCDC and other coop councils provided
1.2.2.14 Provincial Gender and Development Council (PGADC)		Attended organizational meeting and a regular quarterly meeting; technical assistance to PGADC provided
1.2.2.15 Bids and Awards Committee (BAC)		Participated in bidding activities; acted as technical working group member
1.2.2.16 Provincial Nutrition Council		1 meeting attended
1.2.2.17 Provincial Council for the Elderly		4 candidates for the Outstanding Elderly of the province evaluated; 4 documents prepared
1.2.2.18 Provincial Solid Waste Management Board		3 meetings attended; assisted in the preparation of Provincial Solid Waste Management Plan 2010 - 2020
1.2.2.19 Provincial Land Use Committee (PLUC)		Acted as the technical working group; assisted in the review and consolidation of comments for Carmona CLUP
2. Operations		
2.1 Research, Statistics, Monitoring and Evaluation		
2.1.1 Preparation of reports and socio-economic and physical profile	Number of copies of socio-economic profiles prepared/produced Number of directories updated Number of Local Government Report prepared/submitted	1 SEPP 2012 prepared; 3 copies produced 17 1 Local Government Report prepared/submitted to Department of Interior and Local Government (DILG)
2.1.2 Monitoring and evaluation of provincial development projects	Annual report	2011 Annual Report of project per sources of fund - (20% DF, SEF, Pagcor, ODP, 5% Disaster, Repair and Maintenance, 1% LCPC, Trust Fund, 1% Senior/PWD) and 1 Consolidated Report; Status Report of 2011 projects and 1st semester of 2012 funded out from 20% DF

Program/Project/Activity Description	Performance Indicator	Accomplishment
2.1.2.1 Actual Monitoring and evaluation of 2011 provincial development projects	Number of projects monitored	161
2.1.2.1.1 Preparation of Report on various infra projects	Monitoring and Progress Report	4
2.1.2.2 Preparation of List of Provincial Development Projects	List of Development Projects	Summary of development projects July 2010 - June 2012; List of priority projects
2.1.2.3 Facilitates the preparation and processing of documents for the projects funded out of the 2012 20% Development Fund as per approved APP	Number of projects facilitated	218 projects
2.1.2.4 Updating of status of major infra projects	Status of major infra projects updated	3 major infra projects - Cavite-Laguna Expressway, Cavite-Batangas Tourism Road, Ternate-Nasugbu Road
2.1.3 Library Management	Number of library materials catalogued	90 library materials catalogued
2.1.4 Participation in the implementation of Local Governance Performance Management System (LGPMs)		1 system generated report and 1 LGPMs result uploaded; consolidated report (courses of actions) prepared; 1 exit conference conducted; on-line data entry on LGPMs DOT indicators; 1 State of Local Governance Report prepared ; 2 workshops/trainings conducted; 1 consolidated data (CapDev needs, CapDev received) from 30 provincial offices/units provided ; 15 supporting documents provided to Gawad Pamana ng Lahi and Seal of Good Housekeeping
2.1.5 Preparation of requirements regarding DILG subsidies (PCF, LGSF, RGPL)	Number of documents/reports prepared and submitted	30 documents
2.1.6 Preparation of the Annual Investment Program (AIP) for CY 2012	Number of AIP prepared/submitted	1 AIP (regular) and 4 Supplemental AIP
2.1.7 Preparation of the Annual Procurement Program (APP) for 20% Development Fund	Number of APP per quarter prepared/produced	5 APPs for 20% DF APPs and 2 APPs for SEF
2.2 Special Projects		
2.2.1 Updating of the inventory of roads and bridges	Municipality's inventory of roads and bridges updated	23
2.2.2 Preparation of inventory of government-owned water supply system	Water service provider with updated water resource info	17
2.2.3 Provision of technical assistance and support in the preparation of project/feasibility study on various infrastructure development projects in Cavite	1 feasibility study prepared	
2.2.3.1 Proposed extension office of the Governor in RFC Mall, Bacoor	Documents prepared	2 documents prepared
2.2.3.2 Data gathering regarding the preparation of Integrated Water Resource Management Plan		Coordination/data gathering to 17 water services providers and municipal planning and development offices conducted
2.2.3.3 Technical assistance to different municipalities regarding the use of Quantum GIS and GPS Survey	Number of cities/municipalities assisted	Assistance were provided to 12 municipalities for Quantum GIS and 7 municipalities for GPS survey
2.2.3.4 Technical assistance in the establishment of Eco Park at Molino III, Bacoor		1 document prepared; 10 meetings attended
2.2.5 Preparation of Disaster Risk/Vulnerability Assessment Report		1 Disaster Risk/Vulnerability Assessment Report and 3 DRA maps prepared; 2 vulnerability assessment parameters reviewed
2.2.6 Preparation of project proposal	Number of project proposals prepared	2
2.3 Plans and Programs		
2.3.1 Monitoring and evaluation on the status of updating of CLUPs	Status Report	1 Status Report prepared
2.3.2 Preparation of 2011 GAD Accomplishment	GAD Accomplishment Report	2011 GAD Accomplishment Report prepared
2.3.3 Reproduction of Approved Provincial Development and Physical Framework Plan (PDPFP) 2011-2020	copies of PDPFP reproduced	4 copies and 10 CDs of PDPFP reproduced



Program/Project/Activity Description	Performance Indicator	Accomplishment
2.3.3.1 Updating of Provincial Development and Physical Framework Plan (PDPFP) 2011 - 2020 2.3.4 Provision of technical assistance to different LGUs in the updating of CLUPs 2.3.5 Lead the Provincial Land Use Committee (PLUC) in the technical review of CLUPs of the different cities/municipalities 2.3.6 Technical assistance to LGUs in the review of resolutions re land use 2.3.7 Preparation of 2012 GAD Plan 2.3.8 GIS Mapping 2.3.8.1 Preparation of Zoning Maps 2.3.8.2 Updating of required maps in PDPFP 2.3.8.3 Updating of the Provincial/City/Municipal Land Use Maps and Plans 2.3.9 Review and validation of city/municipal AIP 2.3.10 Identification of Projects for possible Inclusion in the CALABARZON Annual Investment Plan 2013 2.4 Other related tasks 2.4.1 Prepared powerpoint presentations used by the PPDC 2.4.2 Responded to inquiries and on-line queries at ppdo_cavite@yahoo.com 2.4.3 Attended to walk-in researchers 2.4.4 Coordination with other offices/line agencies	Provincial Development and Physical Framework Plan 2011-2020 Number of LGUs assisted Number of CLUPs reviewed Number of resolutions reviewed with evaluation report GAD Plan Number of maps prepared Number of coastal zoning map prepared Number of PDPFP Maps prepared Number of City/Municipal Land Use Maps updated Number of meetings attended Number of city/municipal AIP reviewed Number of projects identified	Provincial Development and Physical Framework Plan 2011-2020 completed/ submitted to RLUC in November for review/comment/recommendation Provided technical assistance to 18 municipalities; attended seminars/meetings/presentation Assisted PLUC in the review of Carmona CLUP Reviewed 22 resolutions and prepared evaluation reports 1 GAD Plan prepared 5 17 11 1 16 46
Provincial Administrator's Office		
1. General Administrative and Support Services 1.1 General Administrative Services 1.1.1 Human Resource Management Support 1.1.1.1 Prepares payroll for casual employees 1.1.1.2 Prepares monthly report of absences of personnel and checks time records 1.1.1.3 Prepares and issues endorsement letter for the ATM application of new employees 1.1.1.4 Provides shuttle bus service as requested 1.1.2 Issuance of policy and guidelines 1.1.3 Provision of all forms of public service assistance 1.1.4 Management of Fleet Card transactions of the gasoline expenses of the Provincial Government 1.1.4.1 Manages and oversees allocation of gas slip transactions for the gasoline expenses of the Provincial Government 2. Operations 2.1 Management and Audit Services 2.1.1 Recording and pre-audit of all financial transactions/documents subject for approval of the Provincial Administrator/ Governor 2.2 Pre-Inspection Services 2.2.1 Pre-inspection of all equipment/government vehicles subject for repair	Number of payrolls prepared Number of reports Endorsement letters Number of requests provided Policy guidelines/memorandums issued Number of clients assisted Fleet cards handled Gas Slip issued Number of departmental vouchers and all other transactions, documents reviewed Number of pre-inspection reports prepared/issued	28 12 295 890 23 3,650 2,350 389 120,768 750

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2.2.2 Inspection of all goods, merchandise, equipment, medicines and vehicles delivered	Acceptance and Inspection Reports	722
2.3 Management/Supervision of the Provincial Employees Shuttle Bus Operations	Number of shuttle bus supervised	5
2.4 Acts as chairman of Provincial Bids and Awards Committee (Infra and Goods)	Number of Projects Bidded	652
Provincial Treasurer's Office		
1. General Administrative and Support Services		
1.1 General Administrative Services	Percentage of tax measures implemented and policy guidelines formulated based on local government code	100% tax measures implemented and policy guidelines formulated based on local government code
1.2 Coordination Activities and Regular Meetings w/ Municipal Treasurers and PTO staff	Number of meetings conducted	18
1.3 Conference with other LGUs and gov't agencies regarding taxes and other fees	Number of conferences conducted and attended	14
2. Operations		
2.1 Treasury Operation Review Services		
2.1.1 Examines, validates daily O.R. and statements of daily collections and deposits made by Cash Receipts Division	Percentage of collections remitted and deposited daily	100% of collections remitted and deposited daily
2.2. Cash Receipts Services		
2.2.1 Receives payments of taxes from taxpayers and issuance of official receipts as proof of payment	Percentage of payments received and corresponding official receipts issued	100% of payments issued corresponding official receipts
2.3 Cash Disbursement Services		
2.3.1 Payment of salaries, wages and other miscellaneous expenses	Number of vouchers paid	28,050
2.3.2 Maintains cashbooks for all accounts	Number of cashbooks maintained	160
2.3.3 Safekeep all cash and check collections in the treasury vaults	Percentage of cash and checks collections safekept in treasury vault	100% of cash and checks collections safekept in treasury vault
2.4. Revenue Operations		
2.4.1 Massive tax information campaign	Percentage of delinquent taxpayers campaigned/informed	100% of delinquent taxpayers campaigned/informed
2.4.2 Tax Fee Collection	Level of revenue collected	78.65% of revenue collected
2.4.3 Preparation of statements of taxes due to 19 municipalities	Number of statements of taxes dues prepared	19
2.5 Field Supervision		
2.5.1 Monitoring of daily collections from all government hospitals in the province	Number of government hospitals monitored and collected from	9
Provincial Assessor's Office		
1 General Administrative and Support Services		
1.1 General Administrative Services		
1.1.1 Human Resource Management Support		
1.1.1.1 Conducts regular monthly staff meeting to update staff policies/management decision and disseminate guidelines/opinions/rulings on assessment	Number of meetings conducted	8 staff meetings and 11 meetings with the Division Chief
1.1.2 Internal Administrative Services		
1.1.2.1 Prepares the following:		
1.1.2.1.1 Minutes of Meeting	Minutes of Meeting	19
1.1.2.1.2 Monthly Electronic Remittance File	Number of electronic remittance	13



Program/Project/Activity Description		Performance Indicator	Accomplishment
	1.1.2.1.3 Summary of Assets and Liabilities	Number of Reports	2
	1.1.2.1.4 Transmittal Letters and Correspondences	Number of Correspondences	66
	1.1.2.1.5 Payrolls and Wages of casual employees	Payroll	30
	1.1.2.1.6 Vouchers	Number of Vouchers	149
	1.1.2.1.7 OBR	Number of OBRs	153
	1.1.2.1.8 PR	PRs	69
	1.1.2.1.9 Punctuality and Attendance rating of all Employees	Number of Report	2
	1.1.2.1.9 Certification of Appearance of walk-in clients	Number of Certification	344
1.1.2.2	Recommends approval of application for leave of absences	Leave of Absences	774
1.1.2.3	Approves travel orders of personnel	Travel Orders approved	871
1.1.2.4	Approves locator slips of personnel	Locator Slips	243
1.1.2.5	Issue memoranda/office order to personnel	Number of memoranda/office order	24
1.1.3	Capability Building Programs		
1.1.3.1	Sends personnel to conferences/seminars/trainings/lakbay-aral	Number of trainings/conferences attended	11
1.1.3.2	Conducts MAs conference to disseminate latest issuances	Number of personnel attended	8
1.1.3.3	Team Building	Number of personnel attended	67
1.1.3.4	Coordination with other agencies	Number of meetings	4
1.2	Assessment Accountability and Discipline		
1.2.1	Records Management		
1.2.1.1	Issuance of Notice of Cancellation of Assessment on dual, demolished or no longer existing real properties upon discovery	Notice of Cancellation	451
1.2.1.2	Records, file, bind Tax Declaration's immediately upon approval	Tax Declaration (TD)	53,103
1.2.1.3	Files supporting documents with corresponding TD number issued	Number of Documents	6,427
1.2.1.4	Annotates liens, real estate mortgage etc on original copy of tax declaration	Annotation	1,790
1.2.1.5	Regular updating of maps, Tax Mapping Control Roll (TMCR) of tax mapped municipalities (Alfonso, Amadeo, Carmona, G.E. Aguinaldo, Gen. M. Alvarez, Indang, Magallanes, Maragondon, Mendez, Noveleta, Silang and part of Imus)	Tax Map and Tax Mapping Control Roll (TMCR)	continuing activity
1.2.2	Issuances of Certifications/ Certified True Copies of assessment records	Number of certifications/Certified true copies issued	11,645 certifications and 54,783 certified true copies issued
1.2.3	Report Requirements		
1.2.3.1	Reports Required by BLGF		
1.2.3.1.1	Provincial Assessor's Monthly Report	Provincial Assessor's Monthly Report (PF No. 145)	12
1.2.3.1.2	Provincial Quarterly Report on Real Property Assessment by Municipality	Quarterly Reports prepared/submitted (BLGF Form No. 3-B)	4
1.2.3.1.3	Plans and Programs 2012	Plans and Programs Report	1
1.2.3.1.4	Unit Performance Evaluation (UPE) Report (1st and 2nd sem)	UPE Report (1st and 2nd sem)	2
1.2.3.1.5	Accomplishment Report	Annual Accomplishment Report	1
1.2.3.2	Monitors the timely submission of reports by Municipal Assessors together with the original TDs and FAAS		
1.2.3.2.1	Municipal Quarterly Report on Real Property Assessment	Quarterly Report (BLGF Form No. 3)	72

Program/Project/Activity Description	Performance Indicator	Accomplishment
<ul style="list-style-type: none"> 1.2.3.2.1.2 Statement of Validated Assessed Value 1.2.3.2.1.3 Plans and Programs 1.2.3.2.1.4 Unit Performance Evaluation Report (1st and 2nd sem) 1.2.3.2.1.5 Accomplishment Report 	<ul style="list-style-type: none"> Monthly Report Annual Report UPE Report (1st and 2nd sem) 	<ul style="list-style-type: none"> 216 19 1st sem - 19; 2nd sem - 19
<ul style="list-style-type: none"> 1.2.4 Approval of Assessment Transactions <ul style="list-style-type: none"> 1.2.4.1 Reviews and approves documents prepared by the Assessment Standard Division and submitted by the Municipal Assessors 	<ul style="list-style-type: none"> Annual Accomplishment Report Field Assessment and Appraisal Sheet (FAAS) Tax Declarations(TDs) and Ownership Record Card (ORC) 	<ul style="list-style-type: none"> 19 53,103
<ul style="list-style-type: none"> 2 Operations 		
<ul style="list-style-type: none"> 2.1 Local Revenue - Resource Mobilization Program 		
<ul style="list-style-type: none"> 2.1.1 Appraisal and assessment of real property 	<ul style="list-style-type: none"> increase in total assessed value 	<ul style="list-style-type: none"> 4,169,593,240
<ul style="list-style-type: none"> 2.1.1.1 Conducts regular inspections of all declared and undeclared real properties for validity of appraisal and assessment <ul style="list-style-type: none"> 2.1.1.1.1 Identifies property units subject to re-assessment <ul style="list-style-type: none"> a. Land parcels b. Improvements 2.1.1.1.2 Identifies undeclared real properties <ul style="list-style-type: none"> a. Land parcels b. Improvements 	<ul style="list-style-type: none"> assessed value assessed value assessed value assessed value 	<ul style="list-style-type: none"> 1,097,397,040 242,060,770 13,536,060 3,178,470,240
<ul style="list-style-type: none"> 2.1.1.2 Cancellation of superseded tax declarations that resulted from the 4th Gen. Revision of Assessment effective 2011 	<ul style="list-style-type: none"> Number of tax declarations 	<ul style="list-style-type: none"> 221,467
<ul style="list-style-type: none"> 2.1.1.3 Reviews statistical data prepared by the Municipal Assessor 	<ul style="list-style-type: none"> statistical data/municipality 	<ul style="list-style-type: none"> 19
<ul style="list-style-type: none"> 2.1.1.4 Computerization of all data 	<ul style="list-style-type: none"> Number of tax declarations/books computerized 	<ul style="list-style-type: none"> 2,243,000
<ul style="list-style-type: none"> 2.1.2 Assistance to the PTO on the Revenue Generation Program 		
<ul style="list-style-type: none"> 2.1.2.1 Makes sure that all assessment transactions shall not be affected without presentation of evidence of correct tax payment 	<ul style="list-style-type: none"> Realty Tax Transfer Tax Processing Fee Reclassification Fee Back Taxes Certification Fee 	<ul style="list-style-type: none"> updated RPT payment 92,452,605 878,615 6,099,393 288,762 472,890
<ul style="list-style-type: none"> 2.1.2.2 Sees to it that the fees be collected from the requesting party 	<ul style="list-style-type: none"> Certification Copy Fee Verification Fee Annotation Fee List of idle land 	<ul style="list-style-type: none"> 2,816,805 286,853 1,474,287 19 municipalities
<ul style="list-style-type: none"> 2.1.2.3 Requires the Municipal Assessor to provide the Municipal Treasurer and Sangguniang Bayan updated list of idle land for the proper collection of Idle Land Tax 		
<ul style="list-style-type: none"> 2.1.3 Budget, Property and Supply 		
<ul style="list-style-type: none"> 2.1.3.1 Prepares and submit budget for 2013 	<ul style="list-style-type: none"> Budget Proposal 	<ul style="list-style-type: none"> 1
<ul style="list-style-type: none"> 2.1.3.2 Conducts physical inventory of office equipment and furniture 	<ul style="list-style-type: none"> Inventory 	<ul style="list-style-type: none"> 2
<ul style="list-style-type: none"> 2.1.3.3 Acquires/purchases sufficient supplies, materials and accountable forms 	<ul style="list-style-type: none"> Purchases 	<ul style="list-style-type: none"> 69
<ul style="list-style-type: none"> 2.2 Special Projects 		
<ul style="list-style-type: none"> 2.2.1 Tax Mapping Project of Proposed Municipalities 		



Program/Project/Activity Description	Performance Indicator	Accomplishment
2.2.1.1 Tax Mapping Project (Post Field) in the municipality of Silang	Real Property Units (RPU)	3,497
2.2.1.2 Tax Mapping Project (Post Field) in the municipality of Indang	Real Property Units (RPU)	478
2.3 National/Local Government Partnership		
2.3.1 Conduct of Municipal Assessor's monthly meeting/conference to disseminate new/latest issuance		Conducted/attended meetings with MAs
2.3.2 Conduct of dialogue and counselling to Municipal Assessor staff and personnel		Conducted dialogue and counselling
2.3.3 Convene Provincial Appraisal Committee for the determination of just compensation/attend court hearings as designated commissioner on the expropriation proceedings	Resolutions	14
2.3.4 Attend MANCOM-EXECOM conferences/meetings	Number of conference/meetings attended	17
2.4 Public Assistance		
2.4.1 Acts on requests/ queries of real property owner relative to assessment	Number of requests	58
Provincial Accounting Office		
1. General Administrative and Support Services		
1.1 Gen. Administrative Services		
1.1.1 General Administrative Division		
1.1.1.1 Prepares all BIR withholding tax remittances deductions on compensation of all employees of the province	BIR certifications prepared and issued	7,576
1.1.1.2 Prepares PHIC Certificate of Remittances of all employees of the province	PHIC Certifications prepared and issued	3,763
1.1.1.3 Prepares PRs, OBRs and other transactions of Provincial Accounting Office	PRs and OBRs prepared	885
1.1.1.4 Prepares transmittal for leave applications of employees	Transmittal for leave application prepared	480
1.1.1.5 Encodes payrolls for ATM	Payrolls encoded/prepared	
1.1.1.5.1 Regular/Permanent Employees		565
1.1.1.5.2 Casual Employees		1,060
1.1.1.6 Prepares memos and request and other office correspondence	Sheets of office letters, memos requests	182
2. Operations		
2.1 Journal Entry Division		
2.1.1 Receives and records all disbursement vouchers and monthly payrolls	Monthly payrolls, vouchers recorded and numbered	29,931
2.1.2 Indexes salaries, all vouchers and supplier claims	Index cards	24,561
2.1.3 Prepares journal entries to vouchers and payrolls	Payrolls, vouchers prepared	16,643
2.1.4 Controls and records documents and other claims	Salaries indexed, posted and maintained	5,298
2.2 Review and Control Division		
2.2.1 Reviews and checks supporting documents of all disbursement vouchers and payrolls to determine propriety, legality, correctness and completeness of requirements and approves/certifies disbursement vouchers thereof.	Disbursement vouchers and payrolls received, reviewed and approved	20,850
2.2.2 Accounts for all withholding tax deductions on compensation of employees, deductions on payments to suppliers and contractors of the province; prepares BIR Certificates and daily BIR deductions for E-filing and accounts for all checks issued by the Provincial Treasurer's Office against the Advice of Checks issued		0

Program/Project/Activity Description	Performance Indicator	Accomplishment
2.3 Recording and Bookkeeping Division		
2.3.1 Prepares journal entry vouchers, journal of collections and deposits and subsidiary ledgers for revenue and receipts	Number of Official Receipts/Deposit Slips	132,553
	Number of Journal Entry Vouchers	1,413
	Number of Journal of Collections	187
2.3.2 Prepares journal entry vouchers and general journal for all transactions/liquidations	Number of Journal Entry Vouchers/Liquidation Report	1,288
	Number of General Journals	255
2.3.3 Prepares journal of cash disbursements for all transactions	Number of Journal Entry Vouchers paid in cash	5,784
	Number of Cash Journals	306
2.3.4 Prepares journal of check disbursements for all transactions	Number of Journal Entry Vouchers paid in check	14,474
	Number of Check Journals	855
2.3.5 Prepares subsidiary ledgers and aging of all accounts for all transactions	Number of Subsidiary Ledgers	3,903
	Number of General Ledger Accounts	362
2.3.6 Prepares bank reconciliation statement for all bank deposits maintained	Number of Bank Statements/Cash Book	204
2.3.7 Account for all disbursement vouchers paid for the procurement of property, plant and equipment	Number of disbursement vouchers	374
2.3.8 Prepares various schedules required for submission to different agencies (DILG, DPWH, DA, ECCD).	Number of disbursement vouchers	48
2.3.9 Accounts for all checks issued by the Provincial Treasurer's Office against the Accountants Advice of Checks issued	Number of Advice of Check Issued	3,068
2.3.10 Prepares Certificates of Creditable Tax and Certificate of Final Tax Withheld at Source for all employees suppliers, contractors of the Province	Number of BIR Forms 2306 and 2307 prepared and issued	7,375
2.3.11 Prepares Monthly Alphalist of all Taxpayer Remitted through E-Filing - Final and Creditable Taxes deducted from suppliers and contractors of the Province	Number of MAP prepared, BIR form 1600, 1601-E and 1601-C	648
2.3.12 Prepares Quarterly Schedule of Due from NGAs (PDAF) of the Province submitted to Provincial Planning and Development Office	BIR Alphalist	24
2.3.13 Prepares monthly financial statements of LGUs	Number of Disbursement Vouchers	8
2.3.13.1 Trial Balance	Number of Journals	1,301
2.3.13.2 Balance Sheet	Number of Trial Balance	103
2.3.13.3 Statement of Income and Expenses	Number of Trial Balance	27
2.3.13.4 Statement of Cash Flows	Number of Collection and Disbursement Vouchers and General Journals	75,856
2.4 Hospital Accounting Division		
2.4.1 Records vouchers, payrolls and other claims.	Number of vouchers /payrolls	5,642
2.4.2 Prepares journal entry to vouchers and payrolls.	Number of vouchers /payrolls	5,644
2.4.3 Index all claims	Number of vouchers /payrolls	5,960
2.4.4 Encoding ATM payroll		624
2.4.5 Collection Remittance	Summary of collections	26
2.4.6 Review attached documents to vouchers and other claims	Number of vouchers /payrolls	7,076
2.4.7 Review, controls, records documents and other claims	Number of vouchers /payrolls	5,150
2.4.8 Prepares GSIS ERF monthly remittances	Number of remittances (ERF)	18
2.4.9 Prepares disbursement report	Number of disbursement reports	34
2.4.10 Prepares Financial Reports		
2.4.10.1 Receives cash and check disbursement vouchers	Number of vouchers	5,076



Program/Project/Activity Description	Performance Indicator	Accomplishment
2.4.10.2 Receives liquidation vouchers and payrolls	Number of liquidation vouchers, payrolls	938
2.4.10.3 Receives collection and deposit vouchers.	Number of collection and deposit vouchers	498
2.4.10.4 Accounts for all collections and deposits, official receipts and all income and revenues of all hospitals	Number of cash receipts journal	34
2.4.10.5 Accounts for all disbursement vouchers and prepares journal for cash/check payments by all hospitals	Number of cash and check journal	78
2.4.10.5 Prepares Trial Balance, Statement of Income and Expenditure, Balance Sheet	Trial Balance, Statement of Income and Expenditure, Balance Sheet	66
2.4.11 Prepares Subsidiary ledger		
2.4.11.1 Posting to Subsidiary Ledger all current asset account and reconcile all totals and balances with General Ledger	Number of subsidiary ledgers	144
2.4.11.2 Posting to SL all PPE accounts and reconcile all totals and balances with the General Ledger	Number of subsidiary ledgers	216
2.4.11.3 Posting to SL all liability accounts and reconcile totals and balances with the General Ledger	Number of subsidiary ledgers	590
2.4.11.4 Posting to SL all income and revenue accounts and reconcile totals and balances with General Ledger	Number of subsidiary ledgers	46
2.4.11.5 Posting to SL all expense accounts and reconcile all totals and balances with the General Ledger	Number of subsidiary ledgers	100
2.4.11.6 Prepares Fund Utilization Report for all Grants, Endowment Fund and Trust Fund	Fund Utilization Report	96
Provincial Budget Office		
1. General Administrative and Support Services		
1.1 General Administrative Services		
1.1.1 Human Resource Management Support		
1.1.1.1 Other Professional Services		
1.1.2 Administrative Support Services		
Number of employees compensated		
Number of job orders contracted		
Number of policy guidelines /programs/activities formulated/implemented		
Number of Performance Evaluation System (PES) Report prepared/facilitated		
Number of Statement of Assets, Liabilities and Networks (SALN) prepared/facilitated		
Number of Leave Applications prepared/facilitated		
Number of No Log Slips prepared/facilitated		
Number of incoming documents received/reviewed		
Number of outgoing communications prepared		
PR/OBRs prepared/processed		
Number of disbursement vouchers prepared/processed		
Number of Annual Procurement Program (APP) reviewed		
Number of Trainings/Seminars attended		
Number of Team Building activity conducted		
2. Operations		
2.1 Budget Preparation Services		

Program/Project/Activity Description	Performance Indicator	Accomplishment
2.1.1 Preparation of the Annual Budget of the province	Number of budget proposals received/reviewed/consolidated Number of annual budget prepared Local Expenditure Program Prepared	44 1 1
2.1.2 Preparation of Supplemental Budgets	Number of supplemental budgets prepared	5
2.1.3 Preparation and issuance of Budget Memorandum Orders	Number of Budget Memorandum Orders prepared/issued	85
2.2 Budget Review Services		
2.2.1 Review/Validation of approved annual and supplemental budgets of component cities/municipalities of the province	Number of annual budgets reviewed Number of supplemental budgets reviewed Number of review action letters prepared/transmitted	23 15 23
2.2.2 Consolidation of SREs of all cities and municipalities and preparation of a consolidated report thereat	Number of Statement of Receipts and Expenditures (SREs) consolidated Number of consolidated report prepared/submitted	23 1
2.3 Budget Execution and Accountability Services		
2.3.1 Actual release/obligation of existing appropriations	Number of obligation requests (OBRs) received/reviewed/obligated	18,362
2.3.2 Preparation/Submission of accountability reports	Number of Registry of Appropriations, Allotments and Obligations (RAAOs) prepared RAAO-PS RAAO-MOOE RAAO-CO Number of Statement of Appropriations, Allotments and Obligations (SAAO) prepared/submitted	12 12 12 12 12
Provincial Legal Office		
1. General Administrative and Support Services		
1.1 General Administrative and Support Services		
1.1.1 Human Resource Support	Number of policies/guidelines implemented	6
1.1.2 Staff Development Training Programs	Number of trainings attended	10
2. Operations		0
2.1 Free Legal Assistance	Number of ordinances/resolutions contracts handled/served	117
2.2 Litigation Services	Number of public/court hearing	35
2.3 Investigation Services	Number of complaint letters handled	14
2.4 Legal Counselling Services	Number of legal opinion handled/served	200
3. Special Programs		
3.1 Public Awareness Program (Basic Legal Education)	Number of legal investigations conducted	33
3.2 Legal Aid Programs	Number of seminars/symposia conducted	2
3.3 Support Legal Services	Number of seminars/symposia conducted	2



Program/Project/Activity Description	Performance Indicator	Accomplishment
Provincial Information and Communications Technology Office		
1. General Administrative and Support Services 1.1 General Administrative Services 1.1.1 Human Resource Support 1.1.1.1 Other Professional Services 1.1.1.2 Trainings and Seminars 2. Operations 2.1 Free Computer Education Modular Programs 2.2 IT Solutions for Capitol Departments/Offices 2.2.1 Real Property Tax System (Provincewide) 2.2.2 Financial Management System (Accounting, Budget, Treasury) 2.2.3 Sanggunian Resolution Dashboard 2.2.4 Document Tracking System 2.3 Centralized Maintenance of IT Equipment of all Provincial Departments/Offices 2.3.1 IT Repairs and Maintenance/Trouble Shooting 2.3.2 Internet/Intranet/LAN/IPMsg System Maintenance 2.3.3 AppFarm (Document Management System) 2.4 Cavite Official Website	Number of employees compensated Number of job orders contracted: 17 Number of trainings conducted IT modular programs provided system implemented system implemented system implemented system implemented IT equipment maintained IT equipment connected to network AppFarm installed/maintained website updated/maintained	19 17 13 8 95% developed 50% developed 1 75% developed 600 213 2 1
General Services Office		
1. General Administrative and Support Services 1.1 General Administrative Services 1.1.1 Records Management 2. Operations 2.1 Asset Acquisition and Management Services 2.1.1 Property Management 2.1.1.1 Property Acquisition, Control and Disposal 2.1.1.2 Registration/ Insurance of provincial govt. vehicles/buildings 2.1.2 Procurement Management 2.1.3 Supply Management 2.1.4 Maintenance and Janitorial Services 2.1.5 Community Services	Number of policies/guidelines formulated Number of documents recorded/ controlled Property Accountability Receipt (PAR) issued Invoice Receipt for Property (IRP) prepared Property Return Slip (PRS) prepared Vehicles insured (Comprehensive) Buildings insured Purchase Request (PR) canvassed/controlled Purchase Order (PO) prepared/controlled Acceptance and Inspection Report (AIR) facilitated Requisition Issue Slip (RIS) issued/encoded Job Order/Repair and Maintenance Requests Slip (RMRS) accomplished Number of Requests provided	13 11,748 1,506 177 97 188 20 4,169 3,711 2,435 248 240 692
OPG-Human Resource and Management Office		
1. General Administrative and Support Services 1.1 General Administrative Services 1.1.1 Trainings and Seminars 1.1.1.1 Regular Training Program	Number of trainings/seminars attended	3

Program/Project/Activity Description	Performance Indicator	Accomplishment
1.1.1.2 Staff Development Programs	Number of seminars/trainings conducted	8
1.1.2 Personnel Transaction		
1.1.2.1 Appointments	Number of appointments prepared	961
	Number of report on appointments prepared	133
	Number of report on appointments reviewed	94
1.1.2.2 Certifications	Number of service record/certificate of employment prepared	2,408
1.1.2.3 Notice of Salary Adjustments and Notice of Salary Increment	Number of Notice of Salary Adjustments and Notice of Salary Increment prepared/reviewed	2,105
2. Operations		
2.1 Personnel Management Information and Payroll System (PMIPS)		
2.1.1 Payroll Processing	Number of payrolls prepared	3,408
	Number of overtime and other payrolls prepared	115
2.1.2 Remittance		79 premiums/loan payments remitted and submitted the loan application of employees of the provincial government to GSIS, Pag-ibig and Philhealth
		93 Agency Remittance Advice (ARA) Report prepared and submitted through email to GSIS
2.1.3 BIR W2316	Number of BIR Form 2316 prepared	203
	BIR Alpha List prepared	12
2.1.4 Leave Applications	Number of leave applications encoded	23,342
2.1.4.1 Encoded leave balances of the employees of the Provincial Government	Number of employees' leave balance encoded on the system and updated on leave ledger	Leave balances of 1,936 employees encoded on the system and 2,629 employees' leave balances updated on leave ledger
2.1.5 Job Order	Number of Job Order/Emergency employees	2,329
2.1.6 PIMPS Database and Payroll Back up		Updated 125 data base and backups;
2.1.7 Daily time Record		
2.1.7.1 Updated daily time record of the employees of the Provincial Government	Number of daily time record updated	15,298
2.1.7.2 Monitored/evaluated monthly daily time record of employees for notification of tardiness/undertime	Number of notifications made	107
2.1.7.3 Daily time record downloading/uploading	Daily time record	120
2.2 Company ID		
2.2.1 ID Processing	Number of IDs prepared/printed	140
2.3 Job Application/ Job Hiring		
2.3.1 Prepared publication on vacant job position	Publication letter	674
2.3.2 Received/encoded applicants' application letter/resume	Number of application letter/resume received and encoded	329
2.3.3 Prepared set of test questionnaires and answer keys needed for the conduct of examination	Number of test questionnaires/answer keys prepared	85
2.3.4 Encoded/checked the applicants/employees' examination papers	Number of examination papers checked	499
2.3.5 Encoded the applicants and OJTs interview questionnaire with rating	Number of applicants/OJTs interview questionnaire encoded	2,740
2.3.6 Prepared evaluation/set of assessment report of the applicants	Evaluation form prepared/transmitted	26
2.3.7 Conducted job interview to qualified applicants of the Provincial Government	Number of applicants interviewed	98



Program/Project/Activity Description	Performance Indicator	Accomplishment
2.3.8 Prepared transmittal letter regarding the result of examination and interview	Number of letter prepared/transmitted	86
2.4 Other Tasks Performed		
2.4.1 Encoded No Log Slips, Travel Orders, overtime schedule of employees of the Provincial Government	Number of log slips/travel orders/overtime schedules encoded	26,892 log slips, 22,573 travel orders and 235 overtime schedules encoded
2.4.2 Encoded monthly schedule/change of schedule of employees of the Provincial Health Office		Encoded 3,317 monthly schedule and 2,560 change of schedule of employees of the Provincial Health Office
2.4.3 Maintained/organized ISO files	Number of files/folder maintained	115
2.4.4 Prepared purchase request	Number of purchase request prepared	10
2.4.5 Prepared consultancy contract, obligation request and disbursement vouchers of the consultants of the province		Prepared 41 consultancy contracts, 111 consultant's voucher, 44 obligation request/disbursement vouchers
2.4.6 Registered new employees in PMIS	Number of new employees registered	165
2.4.7 Prepared office's 2013 annual budget and supplies procurement program		1 annual budget and 1 annual supplies procurement program prepared
2.4.8 Evaluated/approved GSIS loan application of the employees of the Provincial Government	Number of loan application approved	1,947
Provincial Information and Community Affairs Department		
1. General Administrative and Support Services		
1.1 General Administrative Services	Number of events effectively coordinated	17
	Number of documents immediately processed	120
	Number of policies and guidelines formulated	1
1.1.1 Professional Development Program	Number of trainings participated	8
2. Operations		
2.1 Regular Operational Services		
2.1.1 Publication of quarterly newsletter and Special Edition Magazine	Number of newsletter issued	3
	Number of copies of newsletter published	80,000
2.1.2 Publication of different advertising media for the promotion of various programs/projects of the Provincial Governor	Number of tarpaulins printed	271
	Number of banners installed	1,456
2.1.2.1 Gathering of information and research data	Number of reports/documents furnished to concerned agencies	10
2.1.3 Documentation of activities and Media Library filing	Documentation made, clippings, audio/video clips collected and filed	333 photo documentation, 30 clippings, 85 AV files
2.2 Special Operational Services		
2.2.1 Conceptualization/Implementation of programs/projects/events promoting investment in Cavite	Number of special events conceptualized	6
	Number of events/activities conducted	20
	Number of audio-visual/print media collaterals produced	9
	Number of programs/projects implemented	4
2.2.2 Production of collaterals as reference for potential investors	Number of collaterals	2 AVP