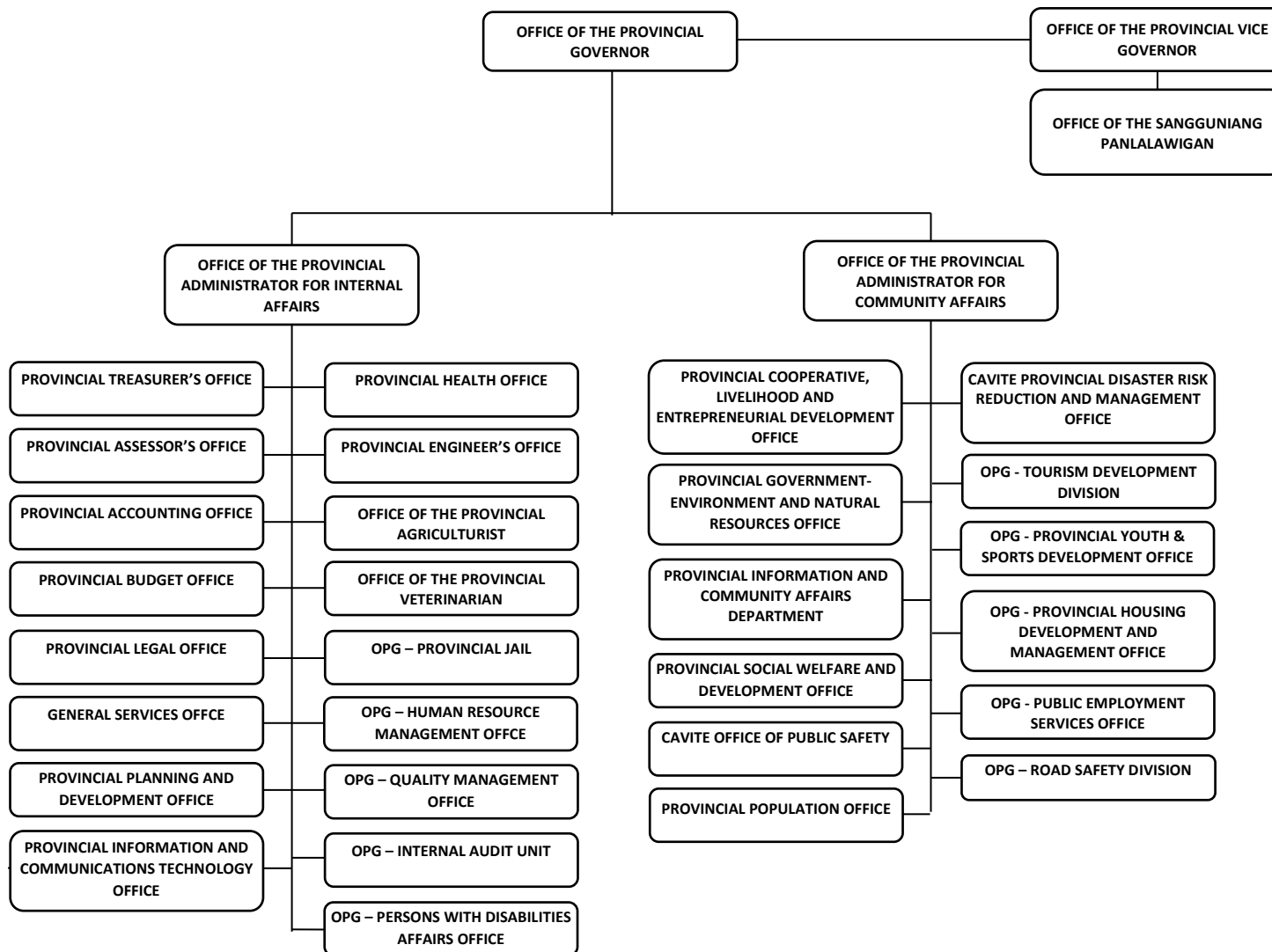




Annex C.

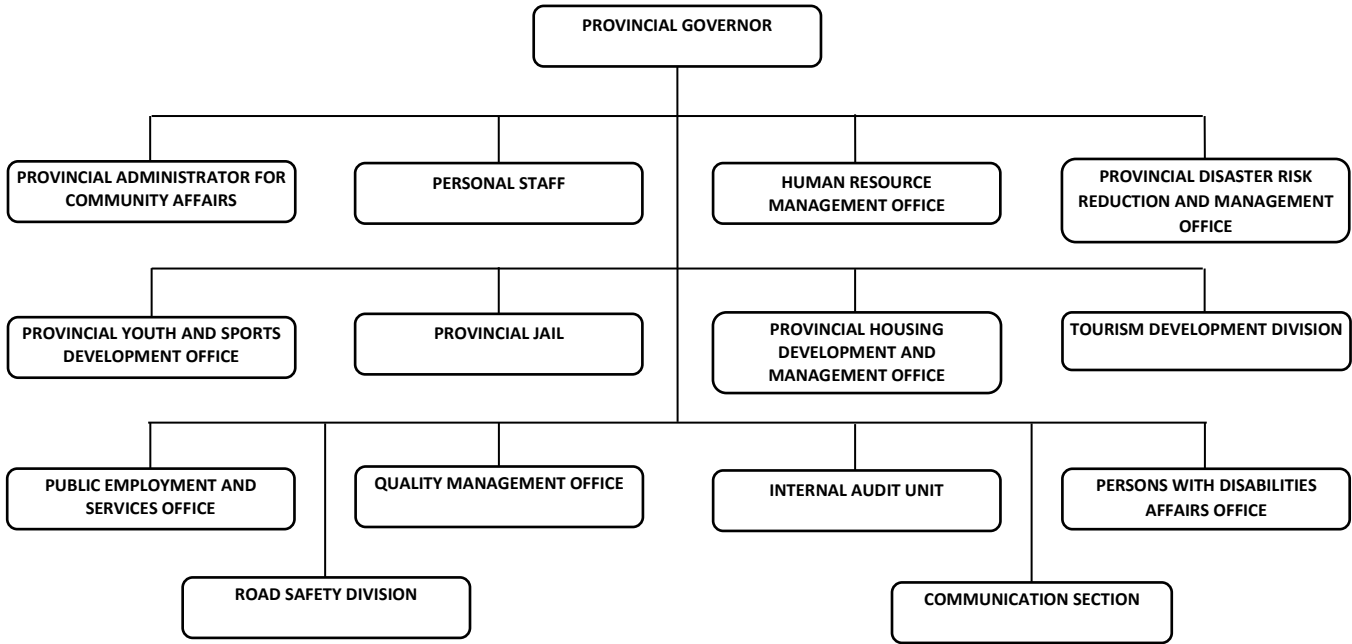
Organization and Management

PROVINCIAL GOVERNMENT OF CAVITE ORGANIZATIONAL CHART

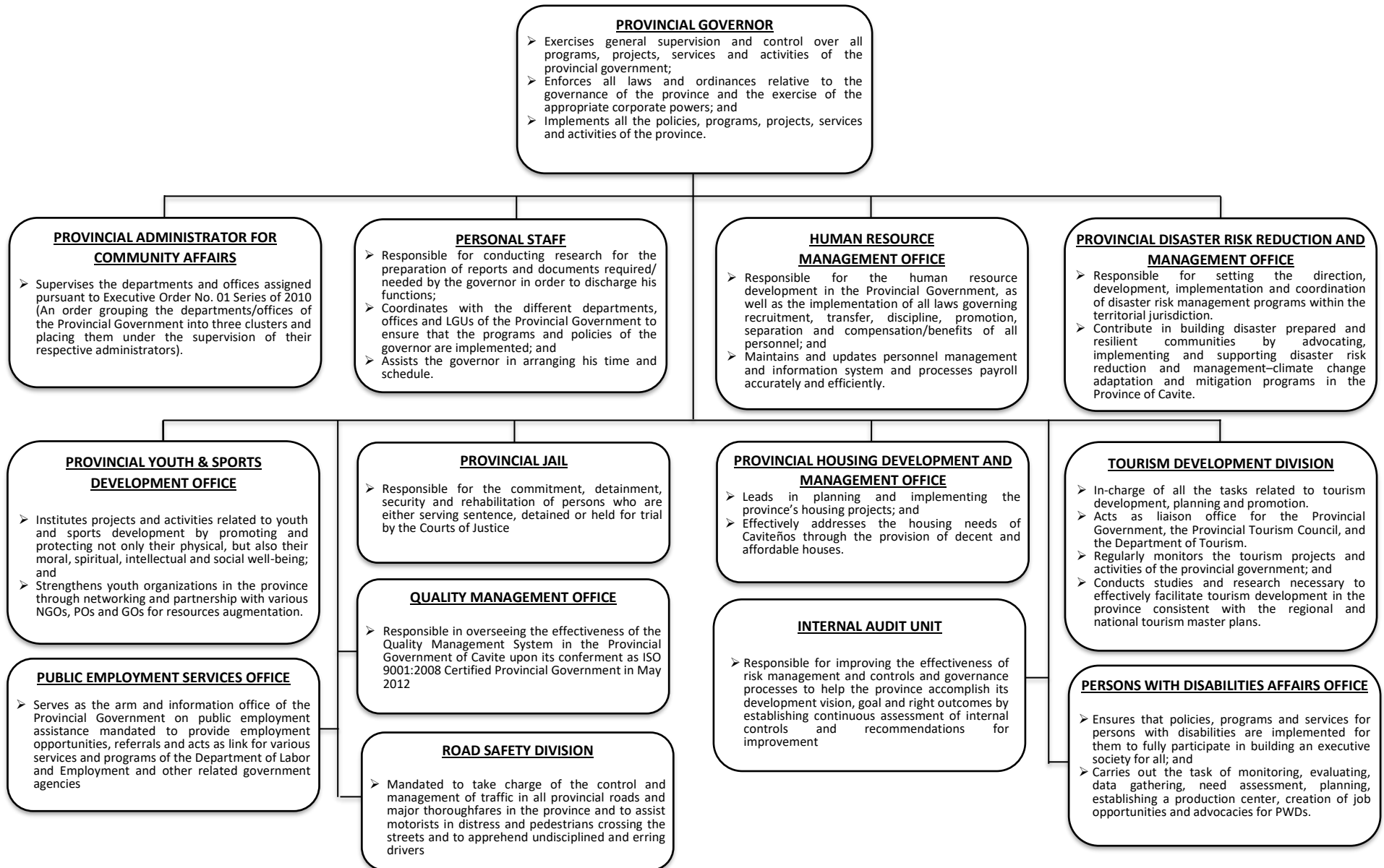


OFFICE OF THE PROVINCIAL GOVERNOR

ORGANIZATIONAL CHART

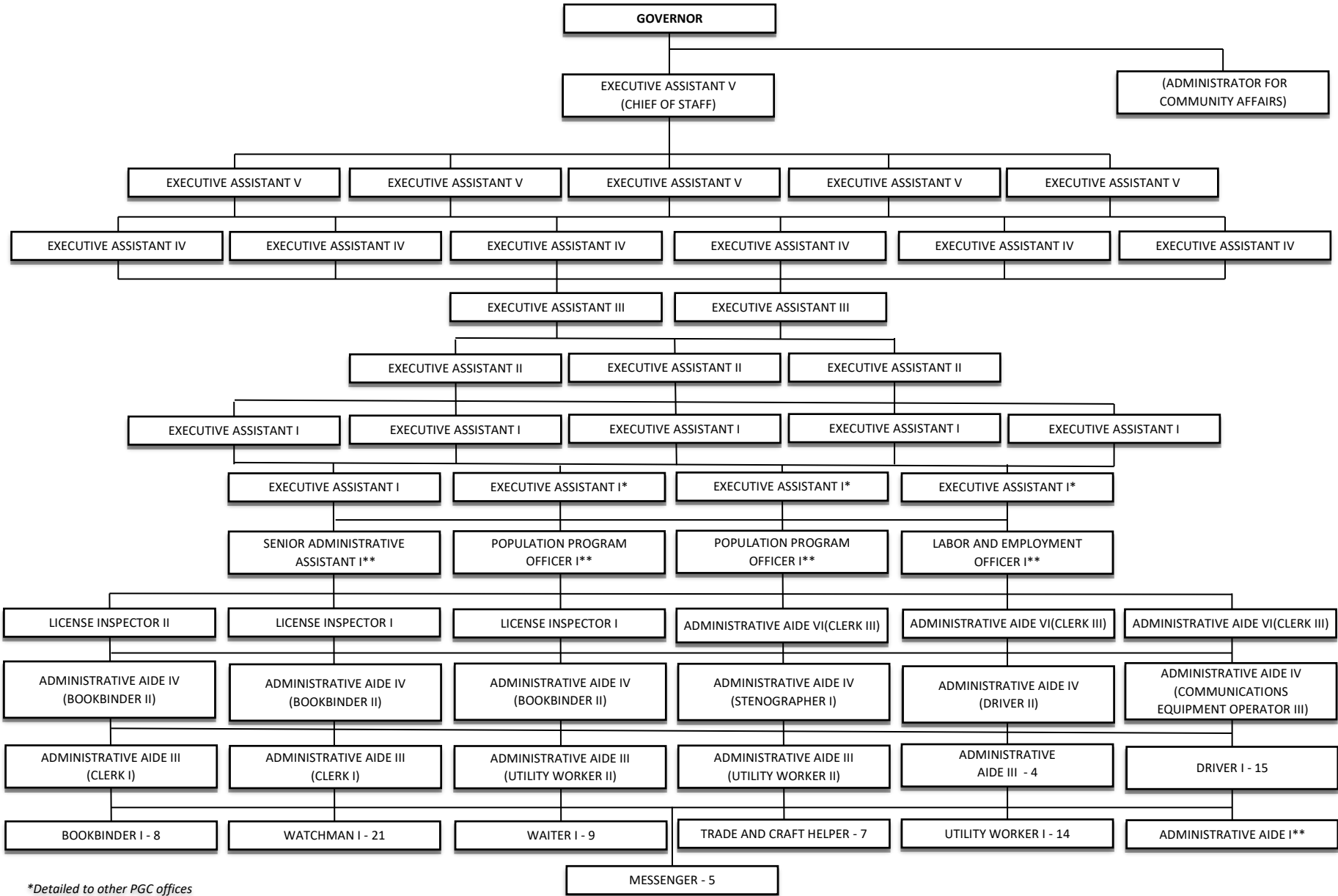


FUNCTIONAL CHART



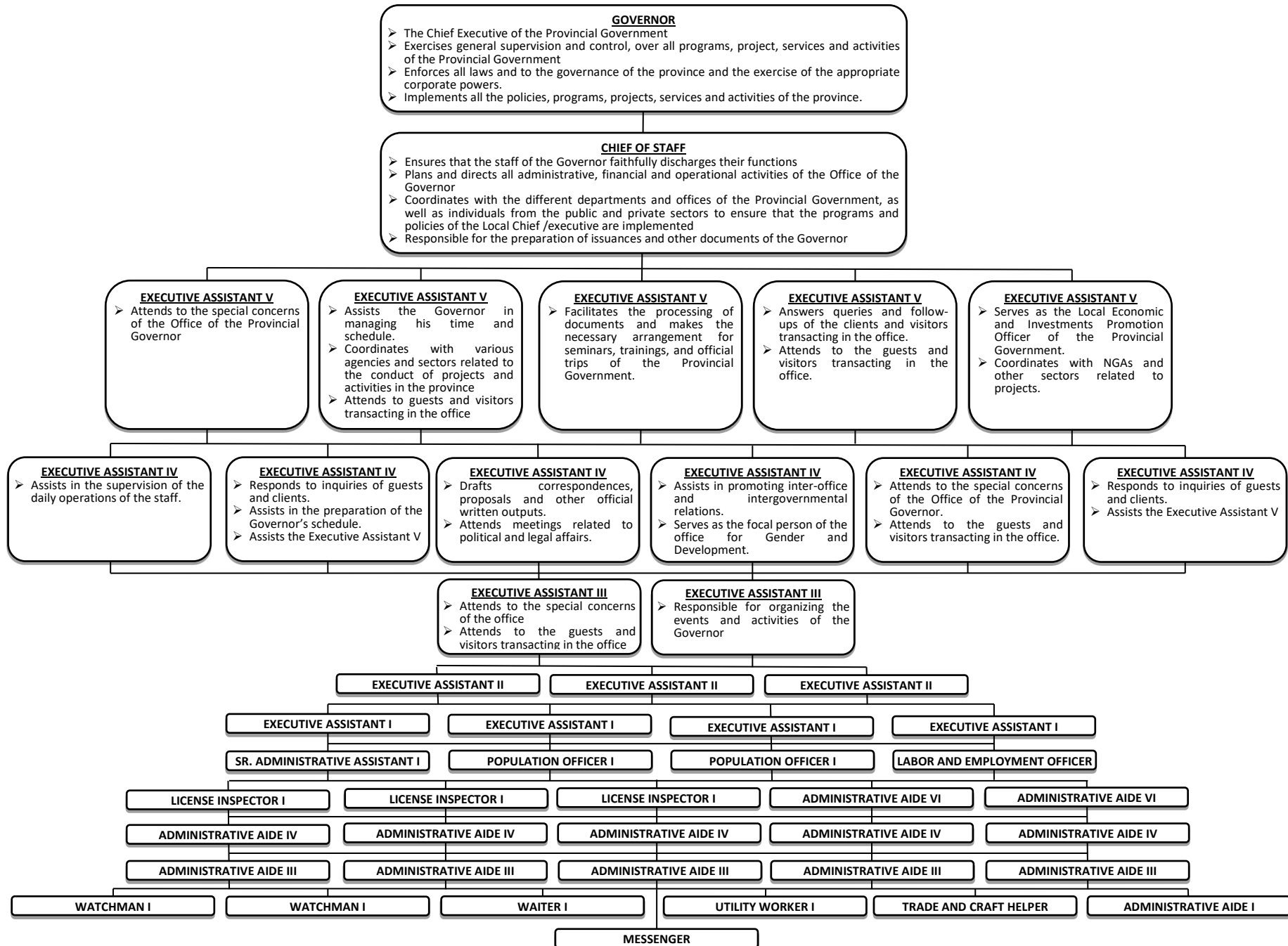
OFFICE OF THE PROVINCIAL GOVERNOR

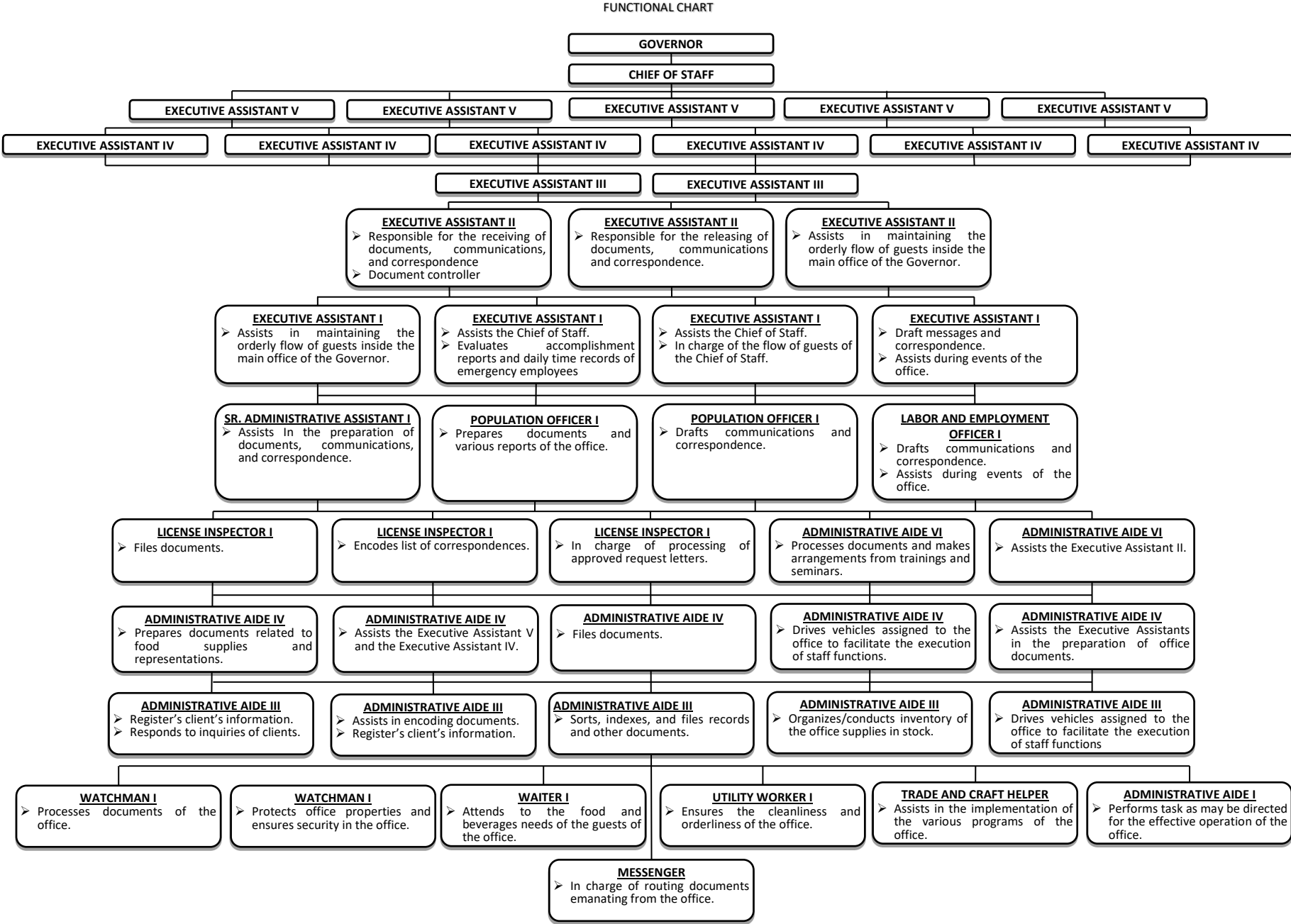
ORGANIZATIONAL CHART



*Detailed to other PGC offices
** Detailed form other PGC offices

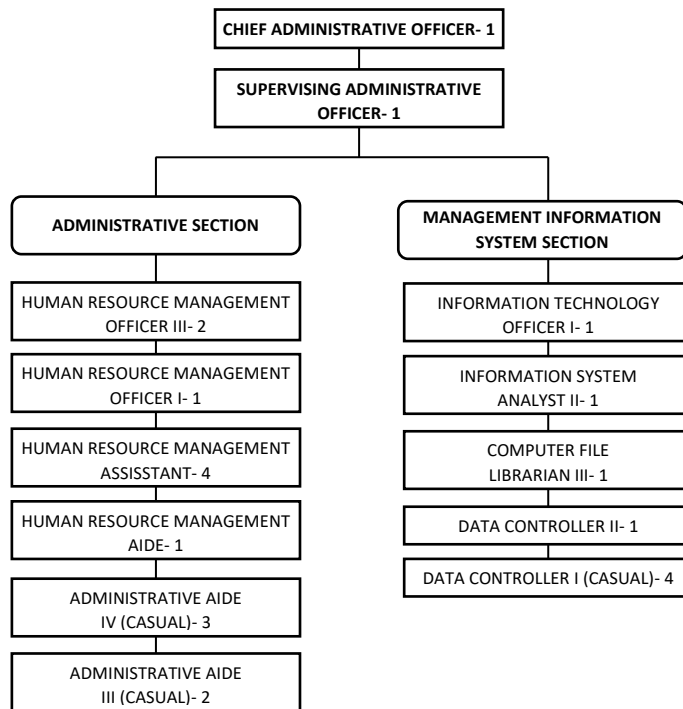
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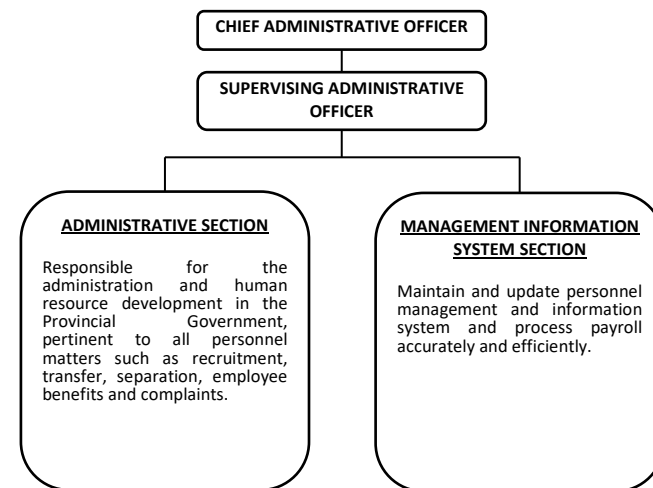


HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT

ORGANIZATIONAL CHART

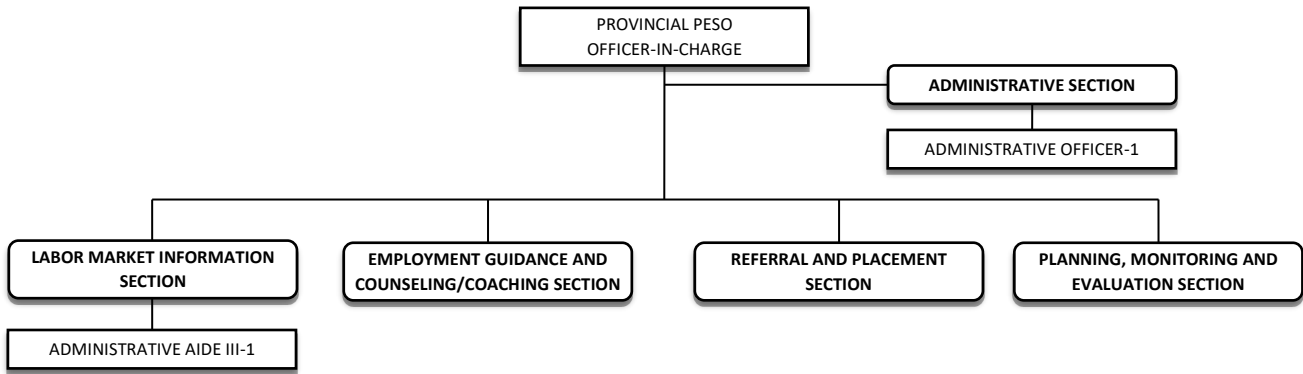


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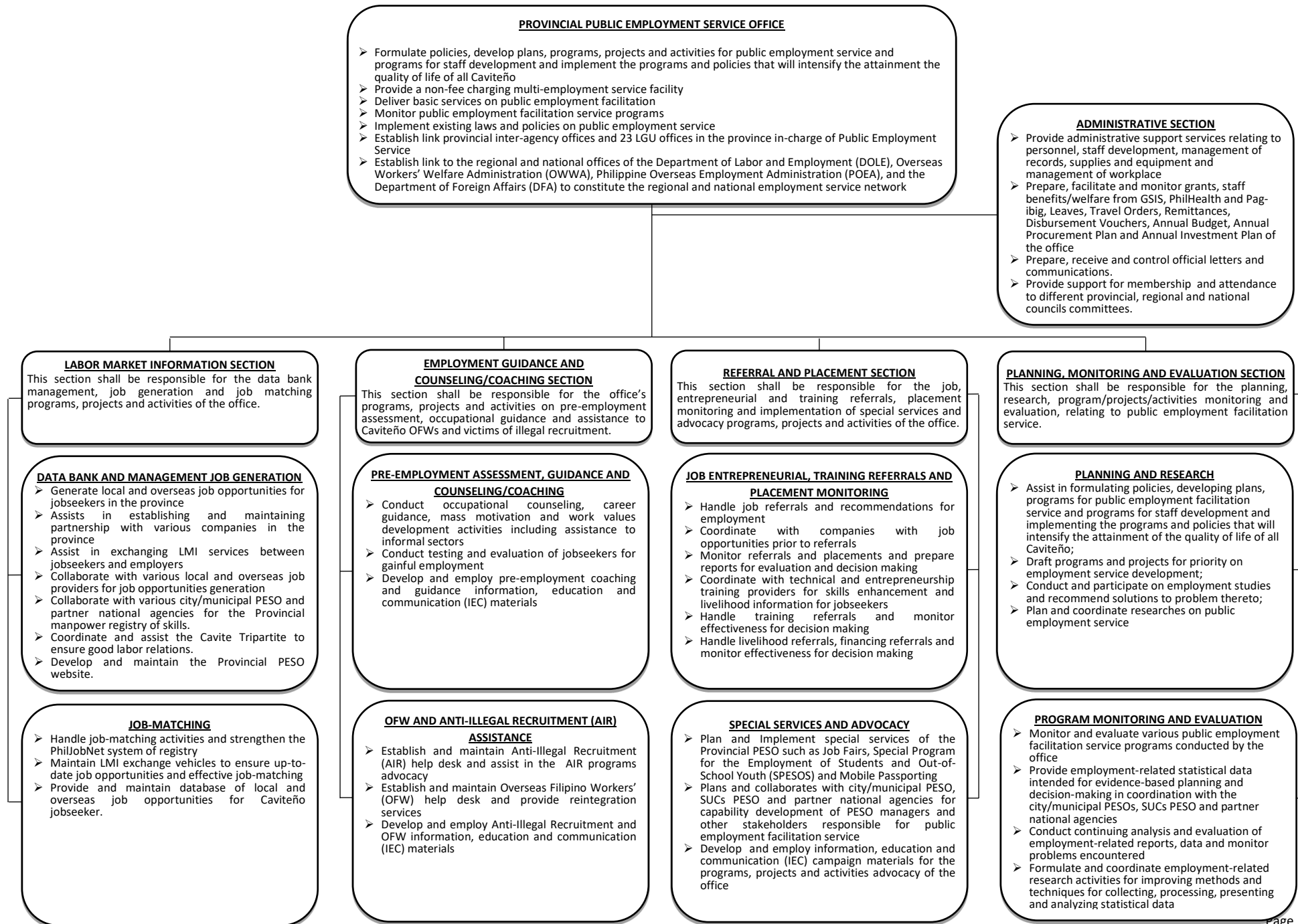


PROVINCIAL PUBLIC EMPLOYMENT SERVICE OFFICE

ORGANIZATIONAL CHART

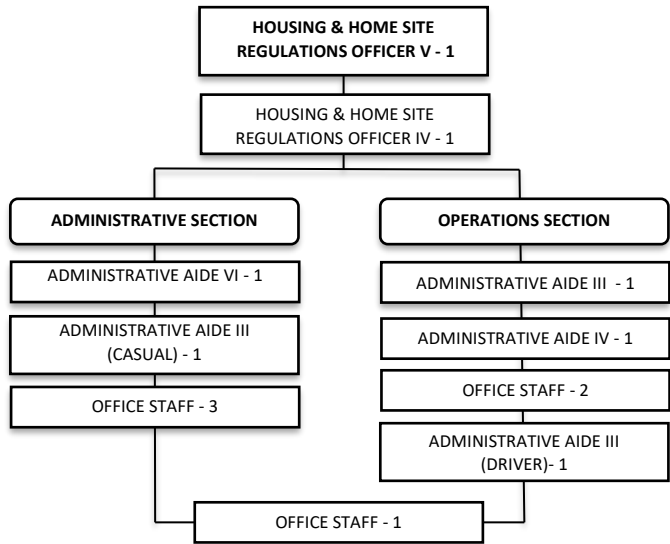


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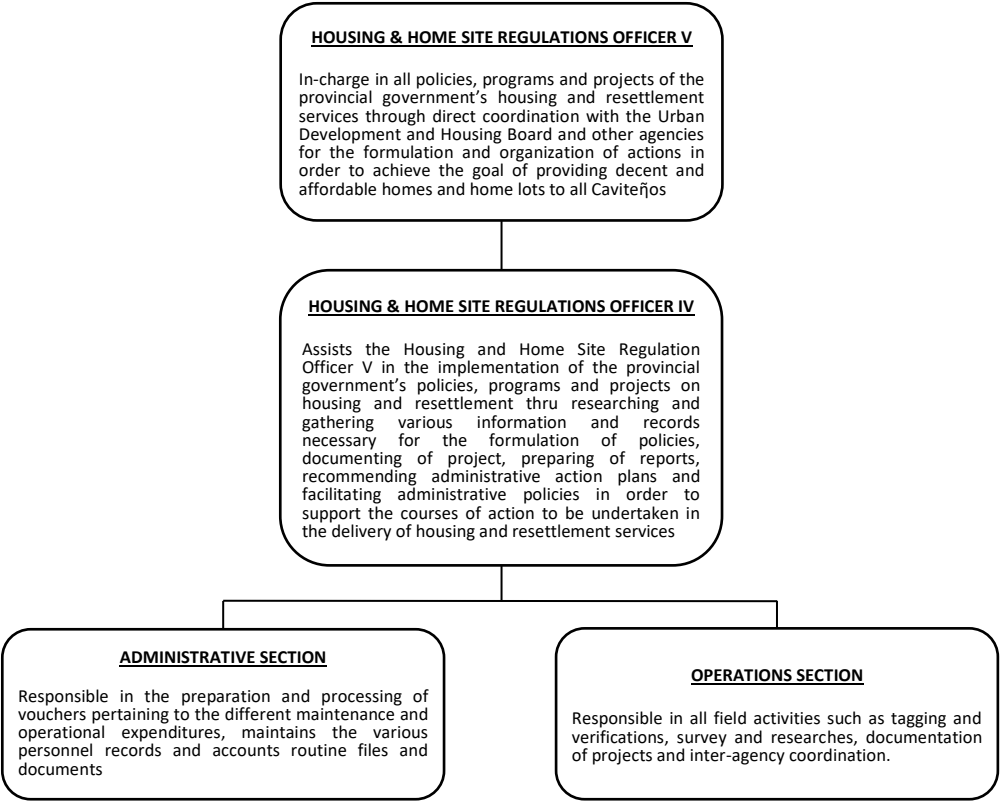


PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE

ORGANIZATIONAL CHART

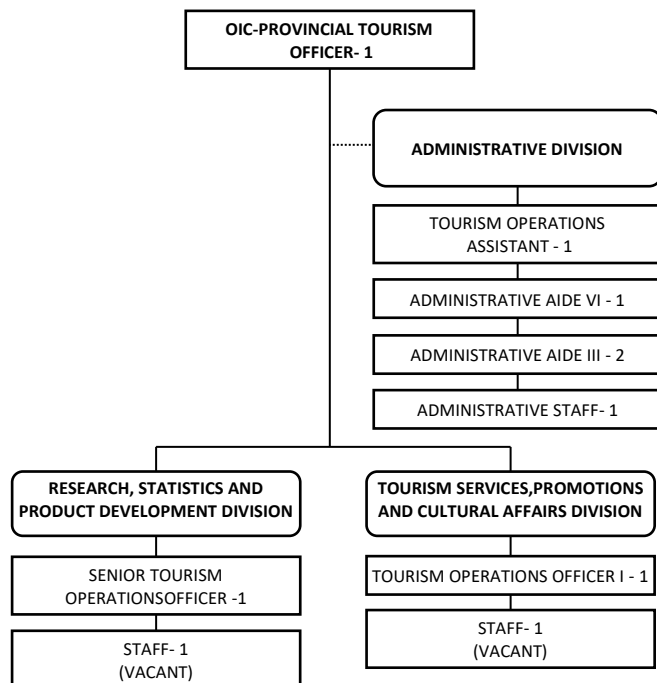


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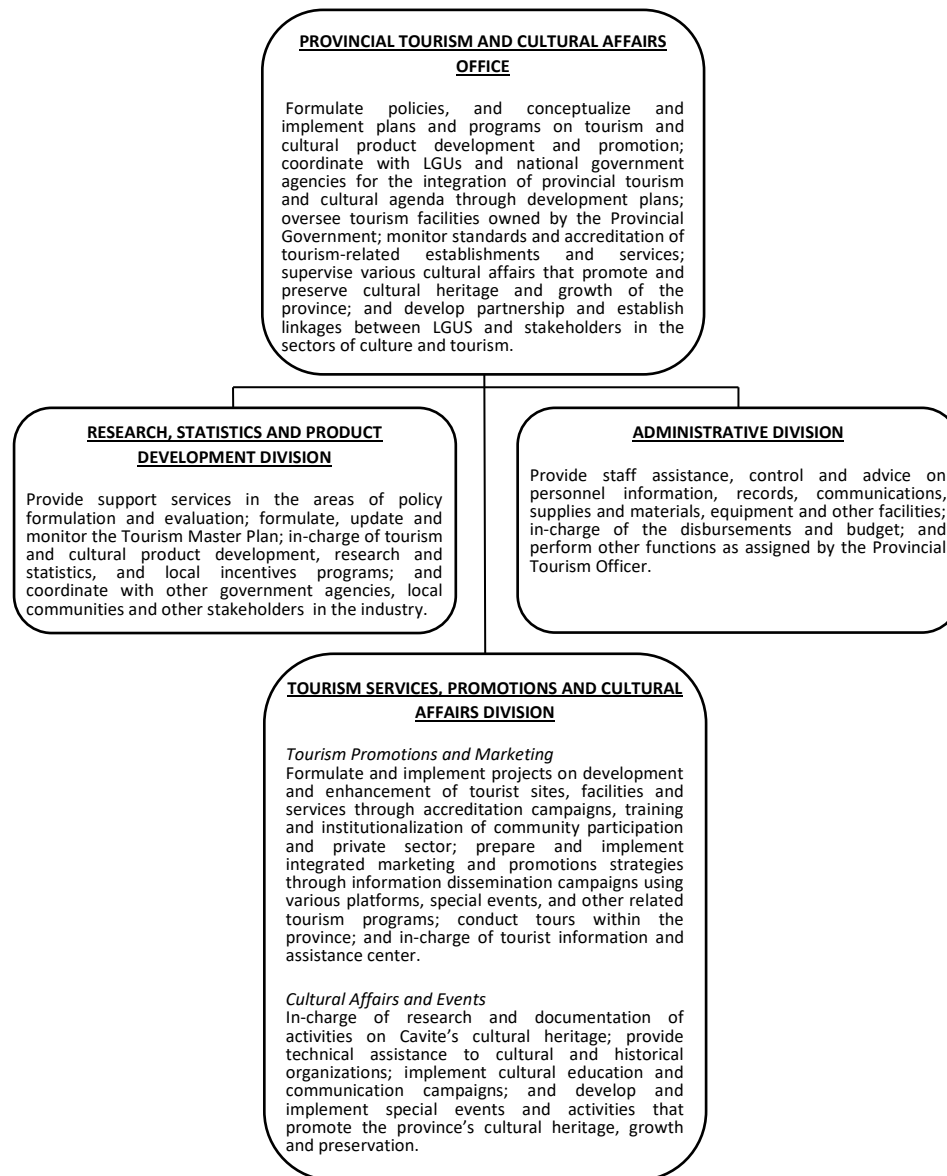


TOURISM DEVELOPMENT DIVISION

ORGANIZATIONAL CHART

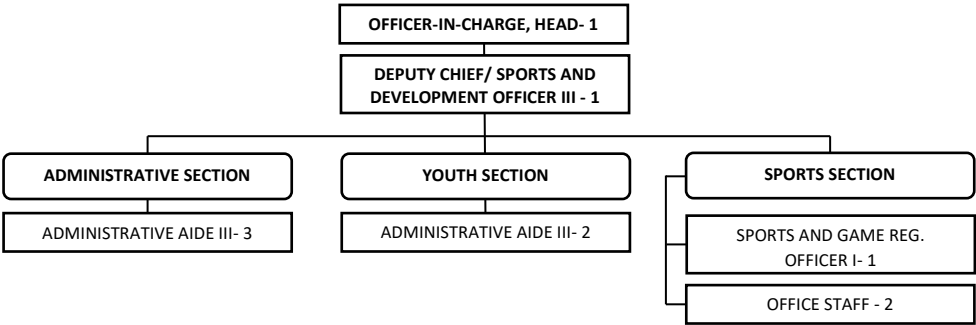


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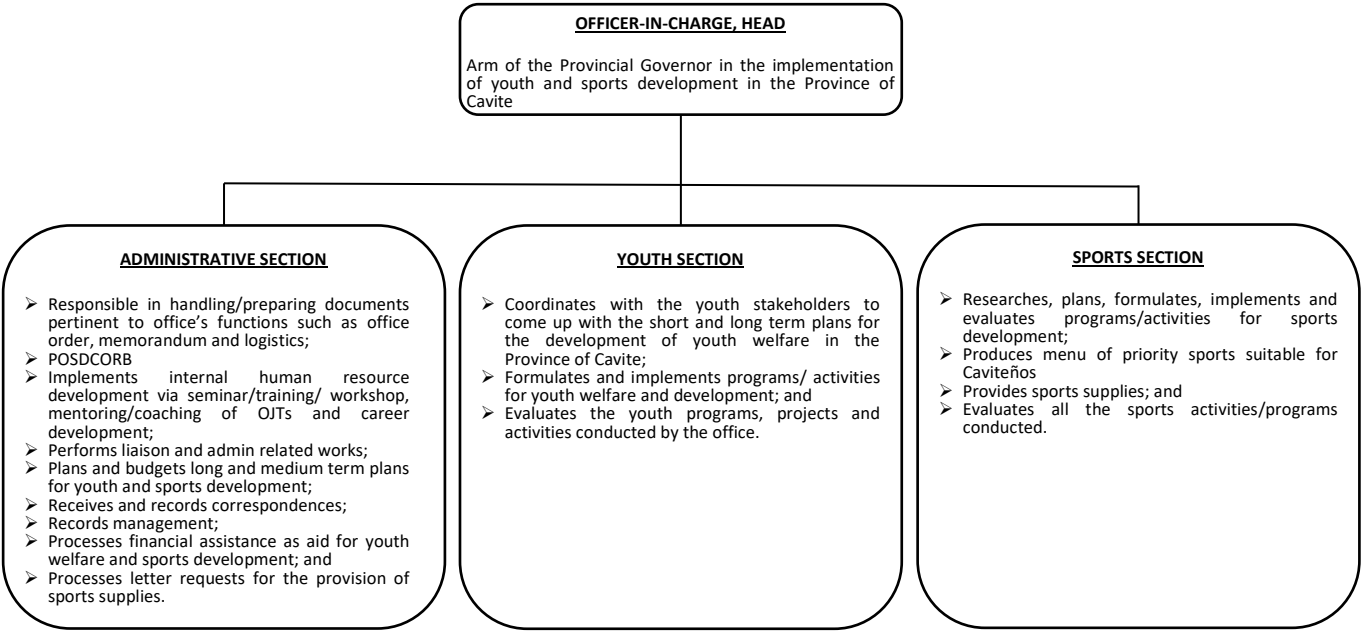


PROVINCIAL YOUTH WELFARE AND DEVELOPMENT OFFICE

ORGANIZATIONAL CHART

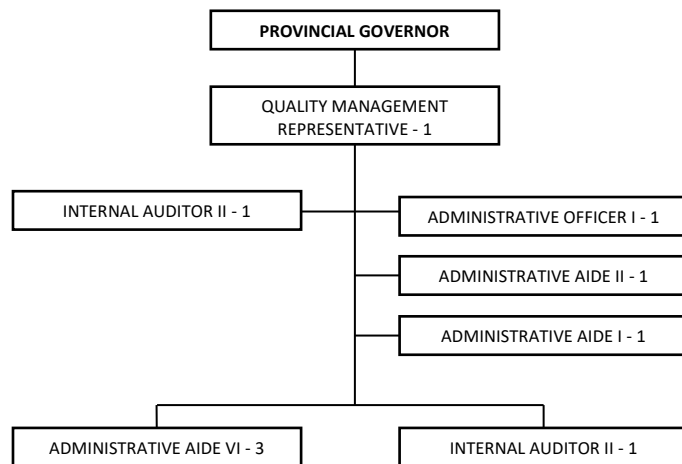


FUNCTIONAL CHART



CAVITE QUALITY MANAGEMENT OFFICE

ORGANIZATIONAL CHART



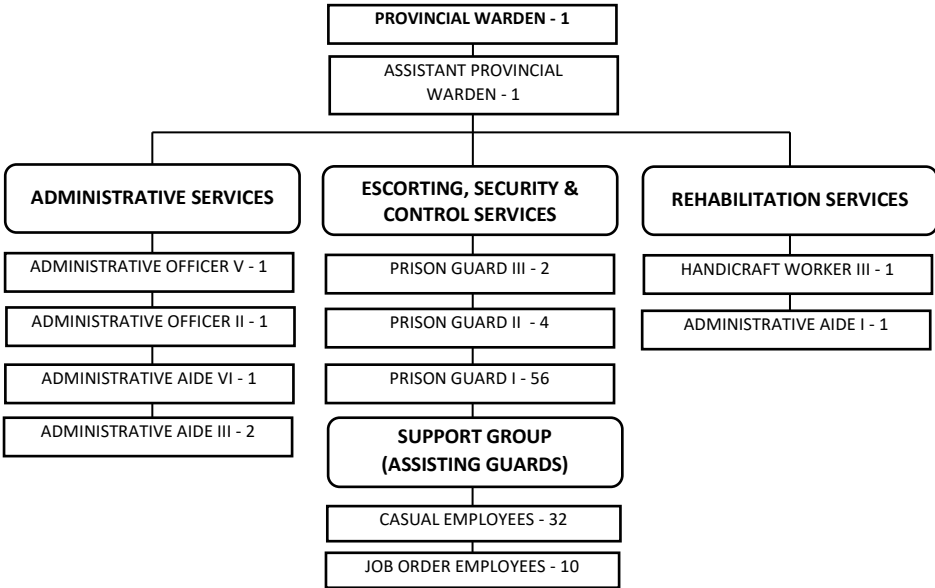
FUNCTIONAL STATEMENT

CAVITE QUALITY MANAGEMENT OFFICE

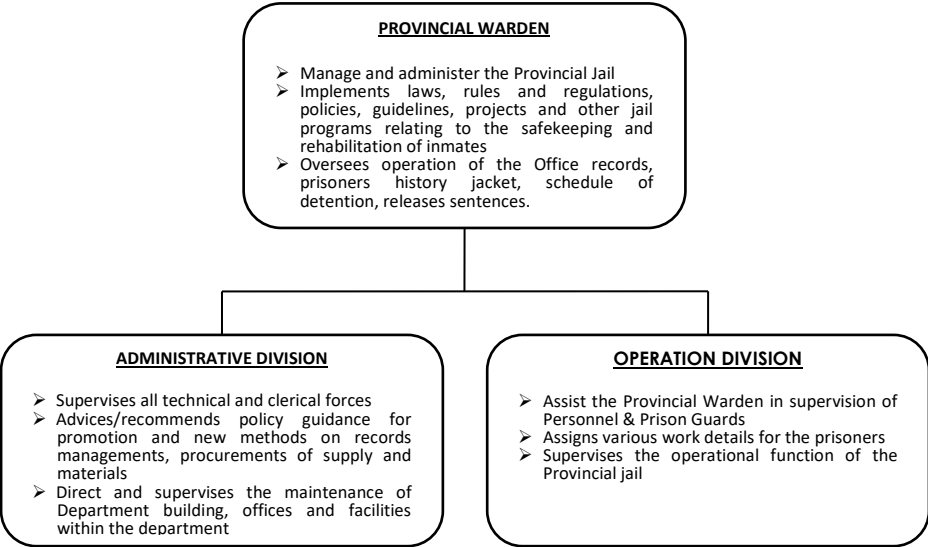
- Facilitates the distribution and retrieval of Audit Findings Report (AFR), Corrective Action Request (CARs) and Correction Request Form (CRF).
- Assist the PGC-QMS Planning Committee in monitoring all PGC Department's Performance of Quality Objectives attainment.
- Acts as a secretariat to all the activities undertaken by the DQMR and all PGC-QMS Committees.
- Liaises with the PGC-QMS Documentation Team during changes and revisions.
- Manages the distribution, collection and filing of Client's Feedback Forms for reference of PGC-QMS IQA Team during audits.
- Prepares Training Design, facilitates documents needed and provides logistical support during the conduct of training.
- Collates and files Workplace Inspection Ratings for reference of PGC-QMS IQA Team during audits.

PROVINCIAL JAIL

ORGANIZATIONAL CHART

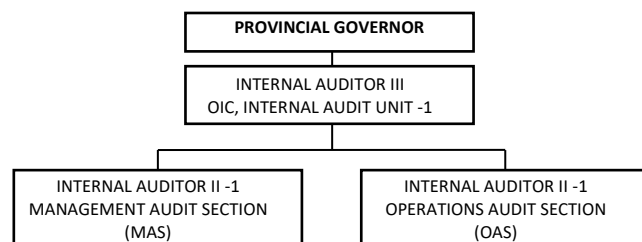


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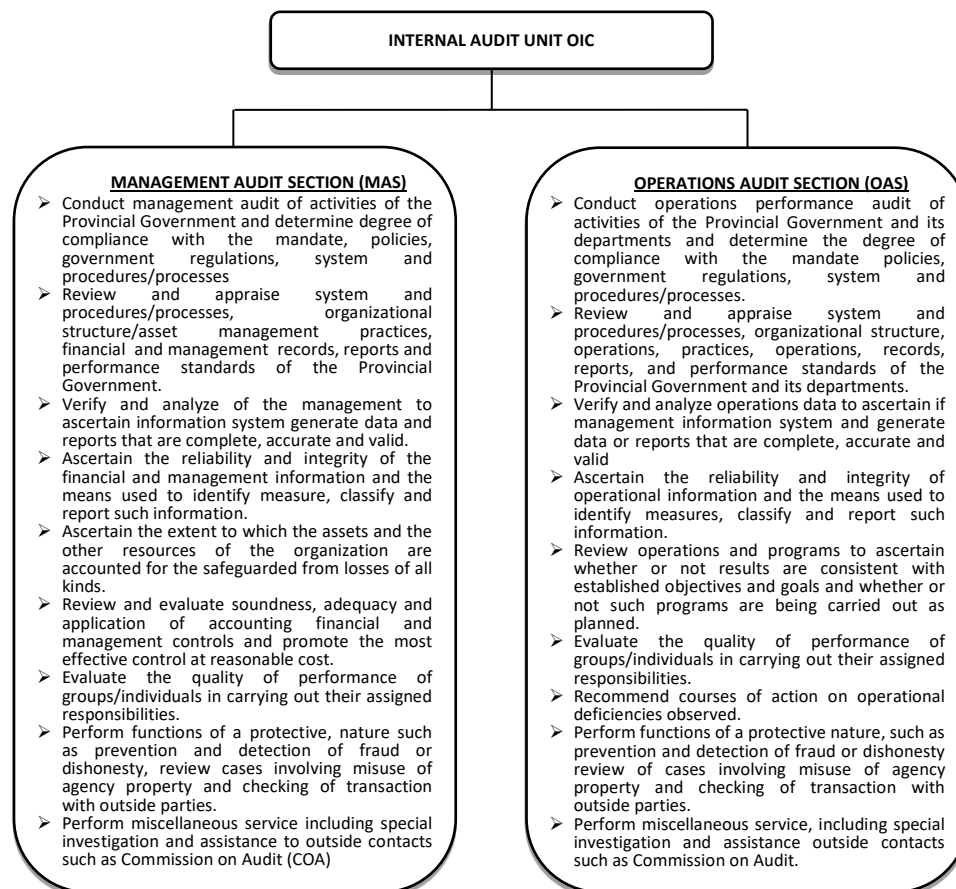


INTERNAL AUDIT DIVISION

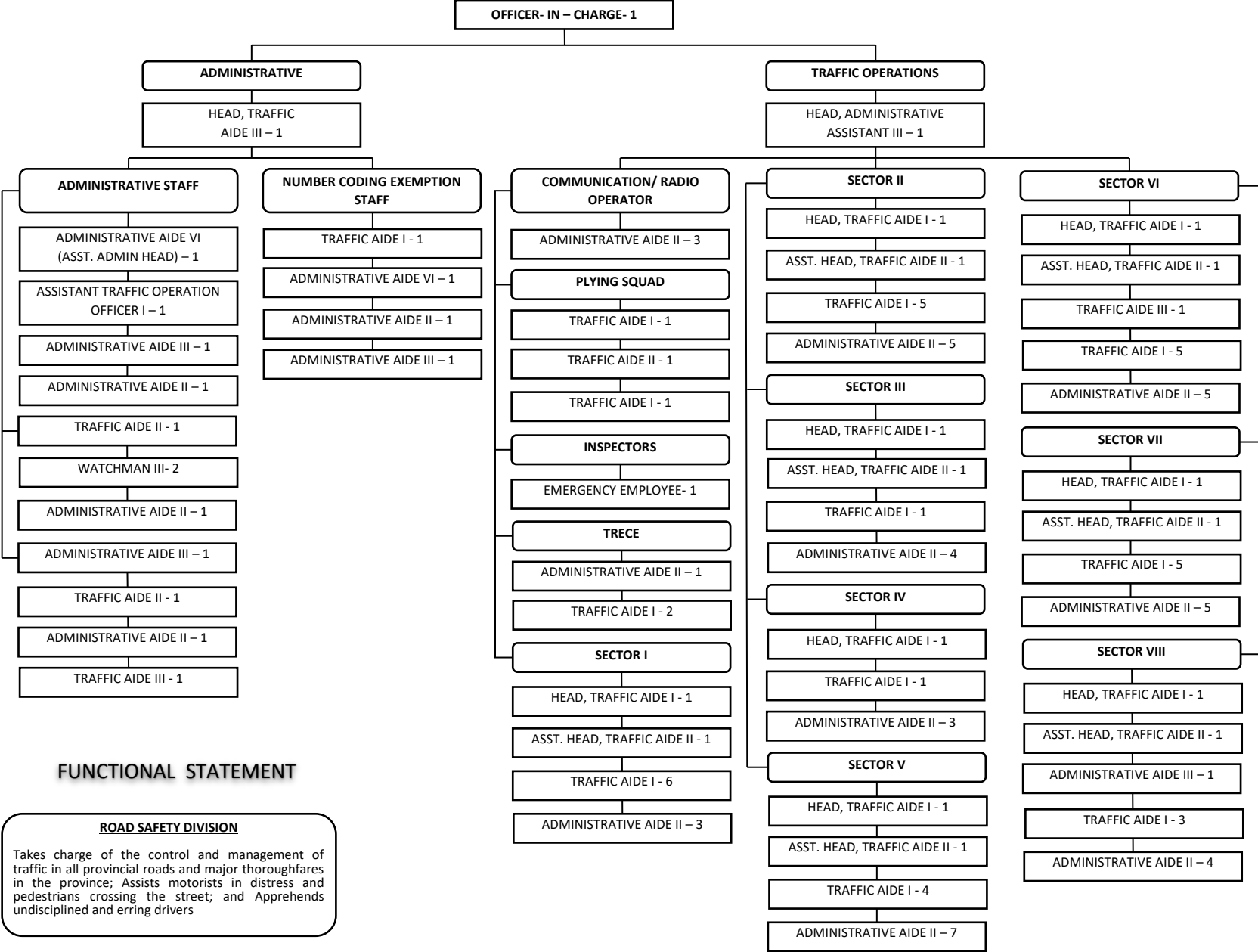
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FUNCTIONAL CHART

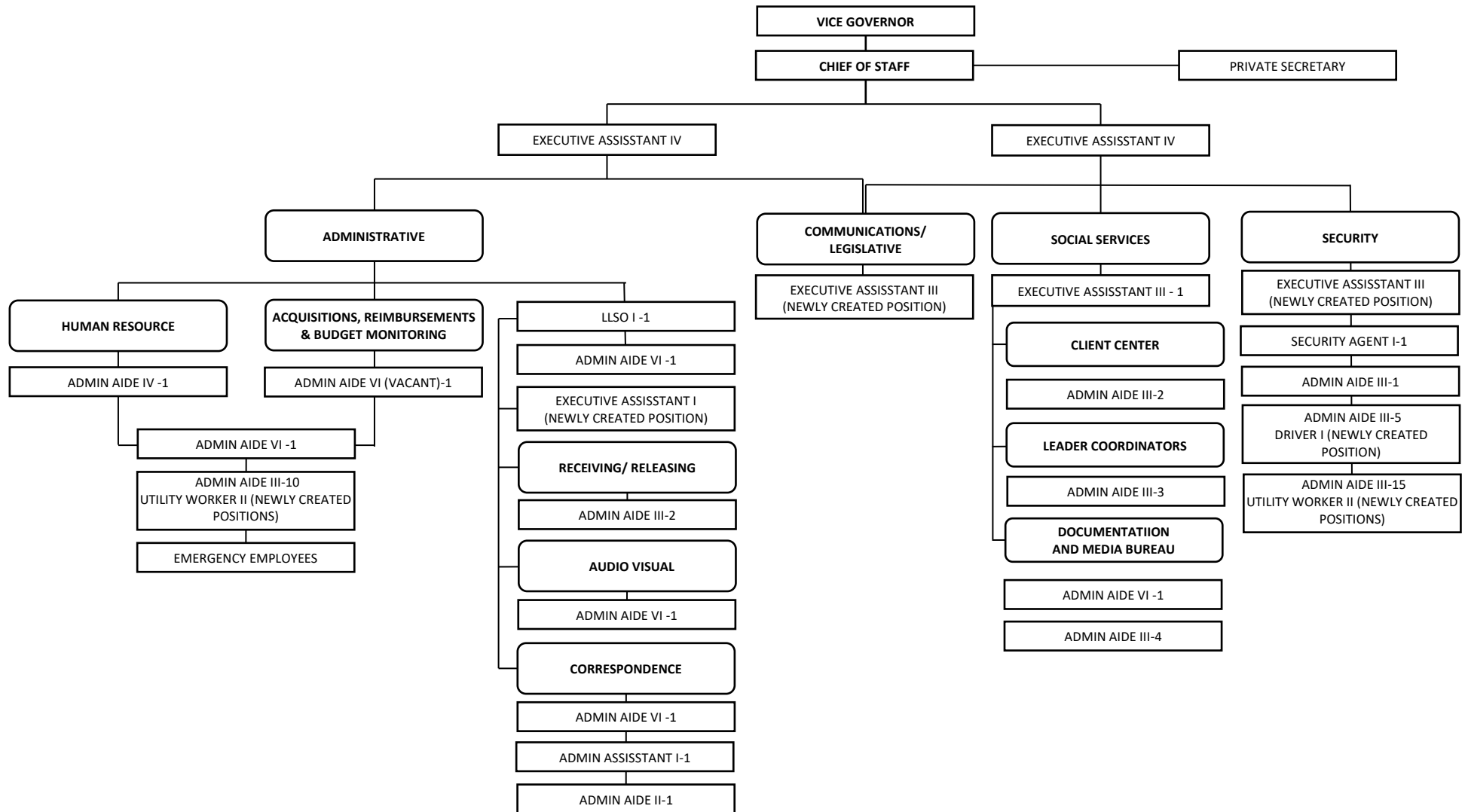


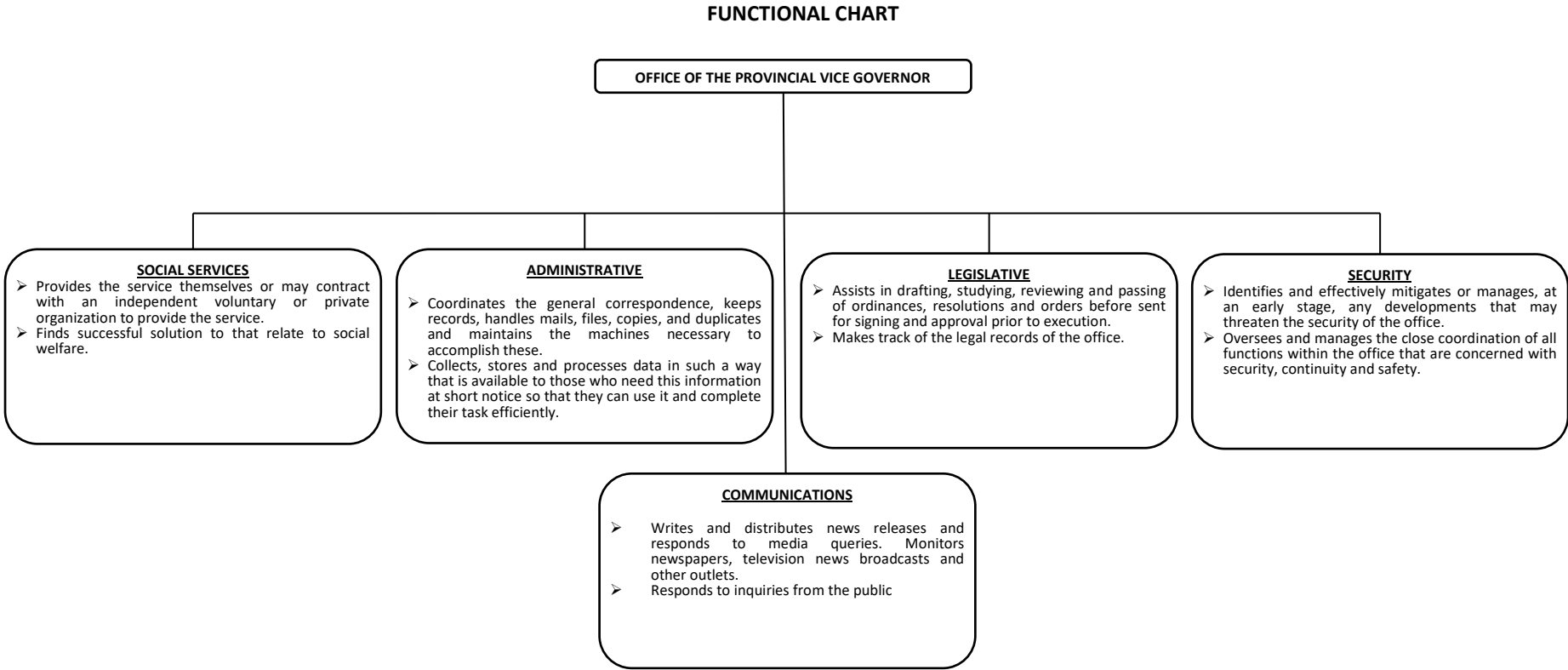
ROAD SAFETY DIVISION
ORGANIZATIONAL CHART



OFFICE OF THE PROVINCIAL VICE GOVERNOR

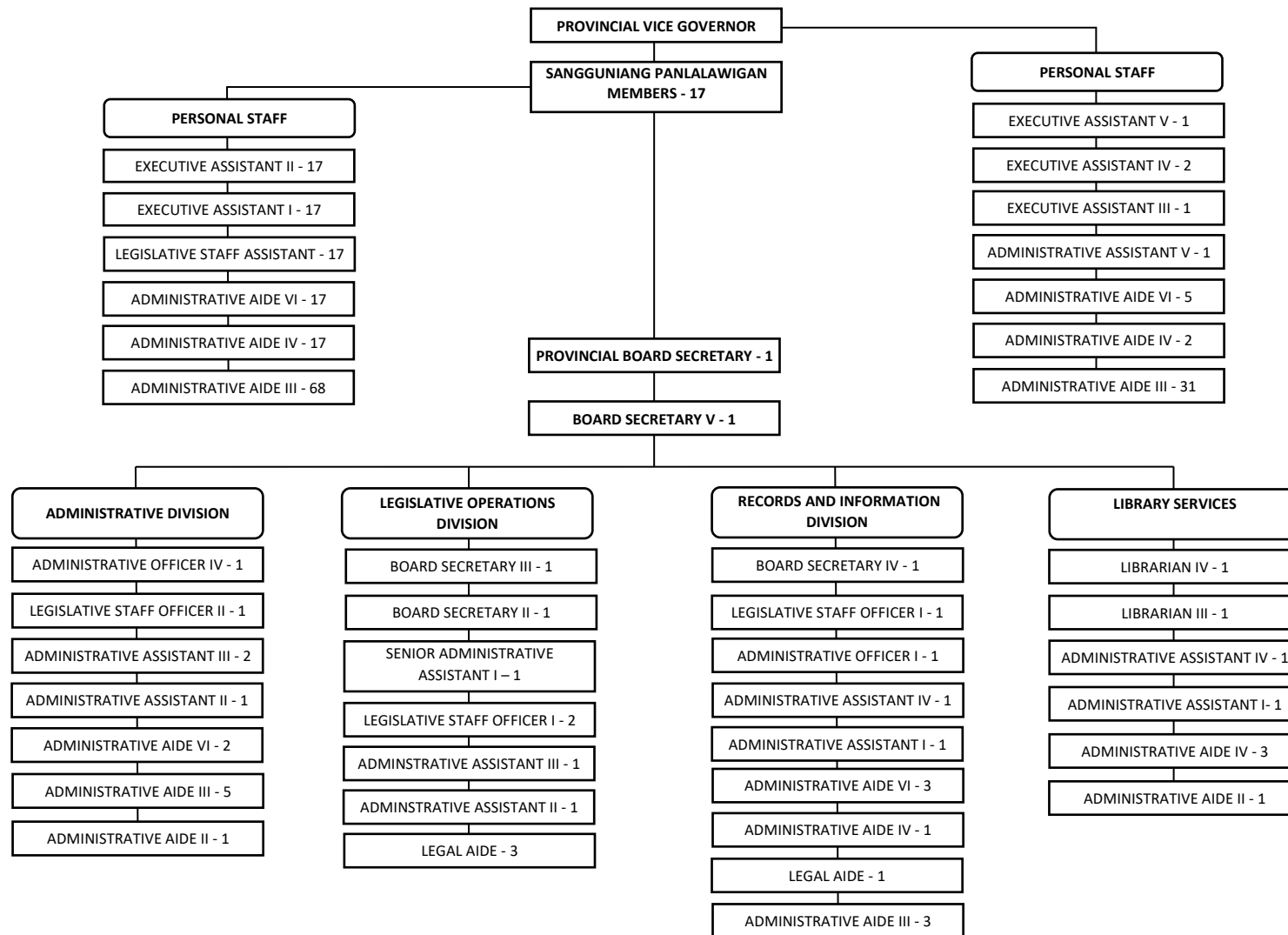
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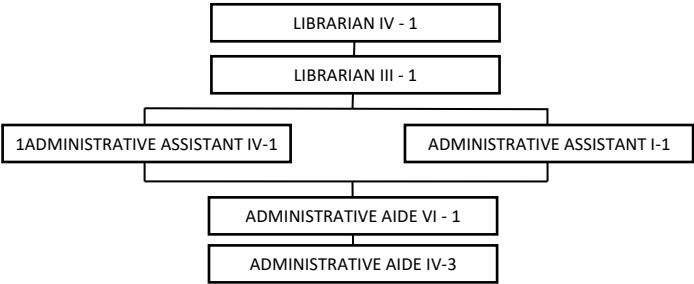
OFFICE OF THE SANGGUNIANG PANLALAWIGAN

ORGANIZATIONAL CHART

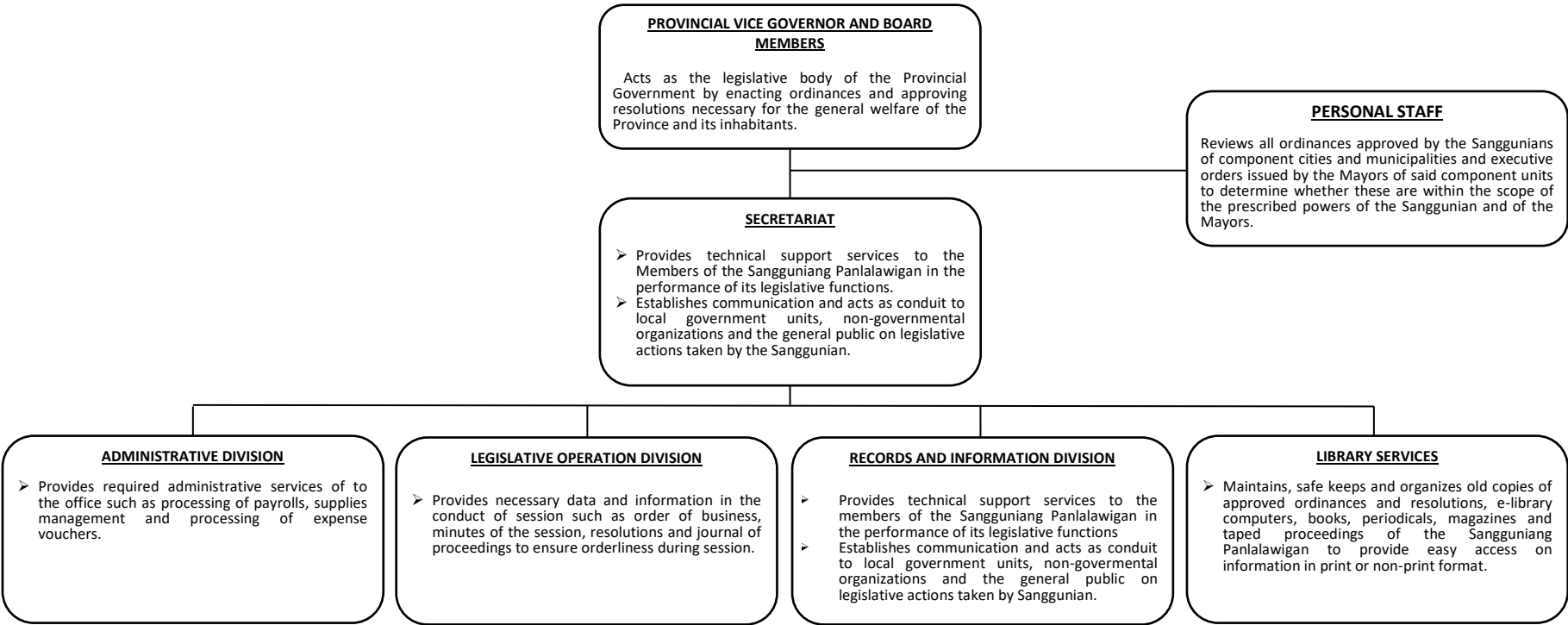


CAVITE PROVINCIAL LIBRARY

ORGANIZATIONAL CHART

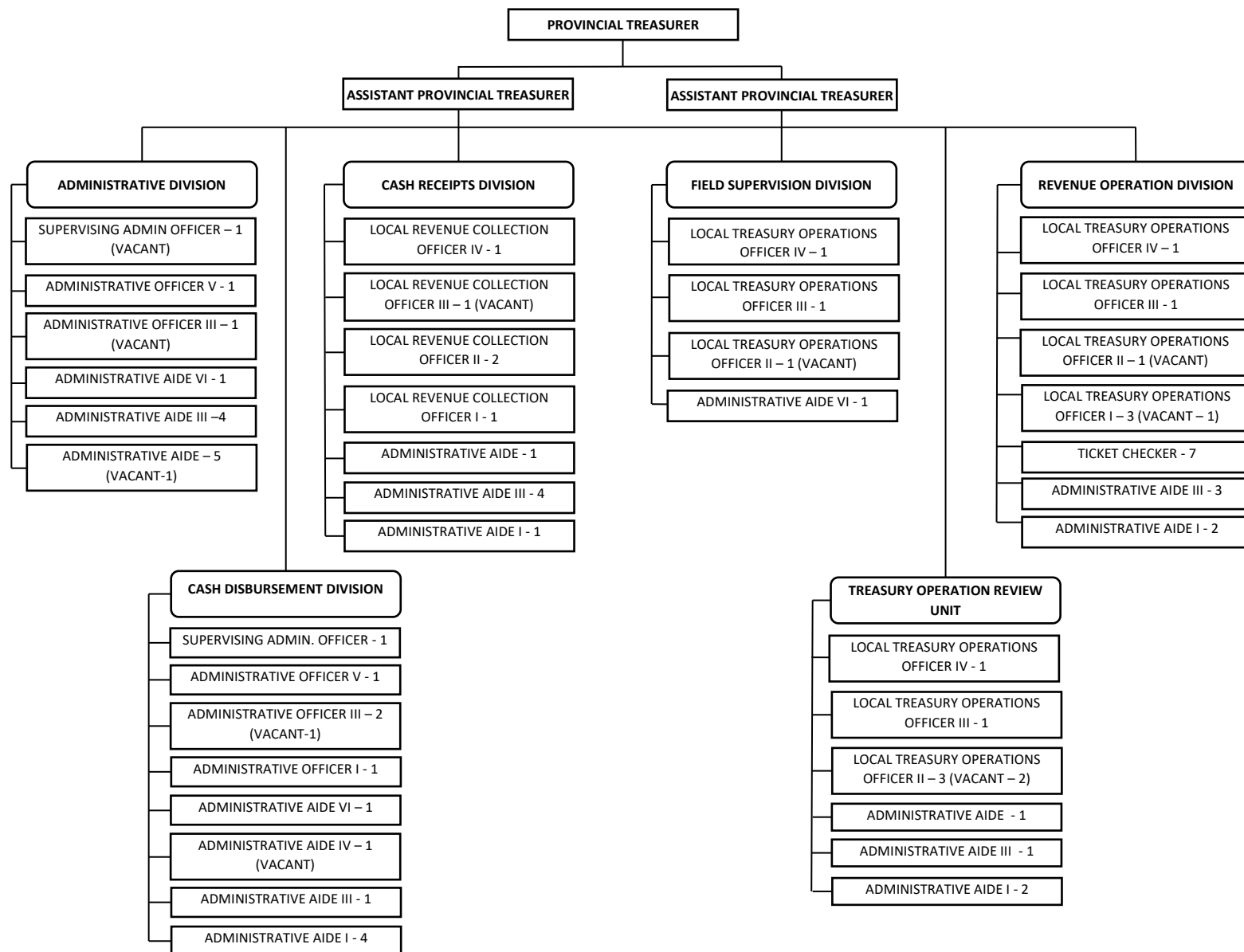


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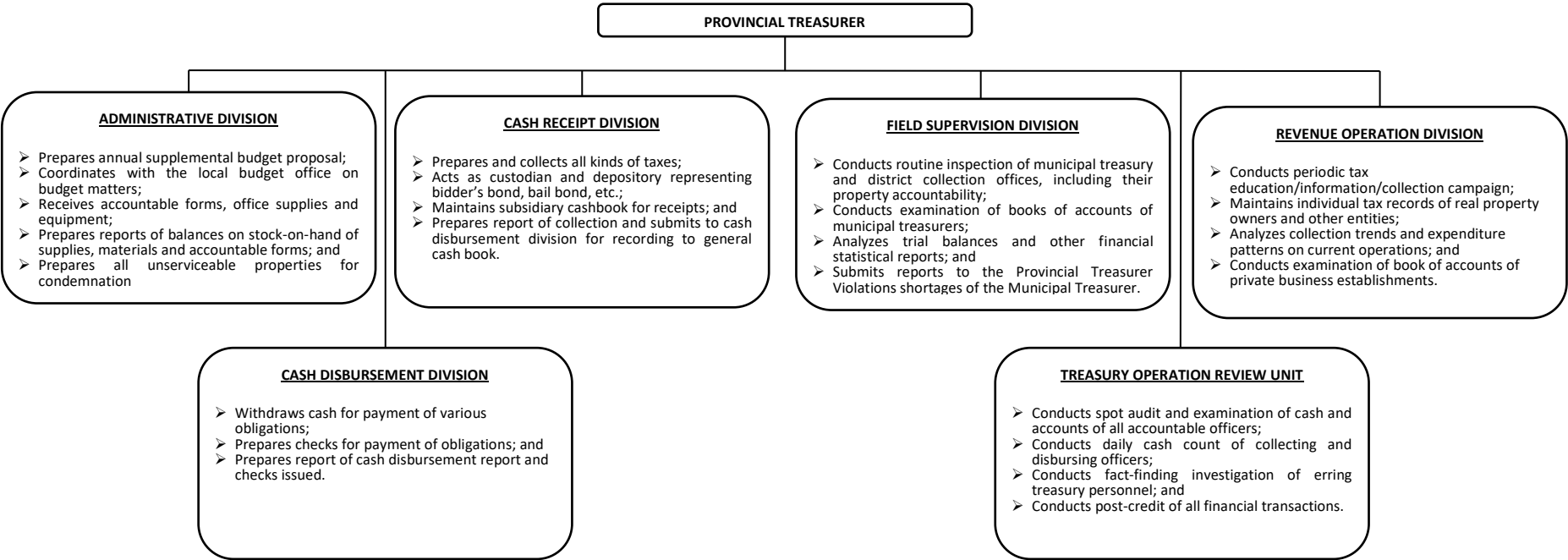


PROVINCIAL TREASURER'S OFFICE

ORGANIZATIONAL CHART

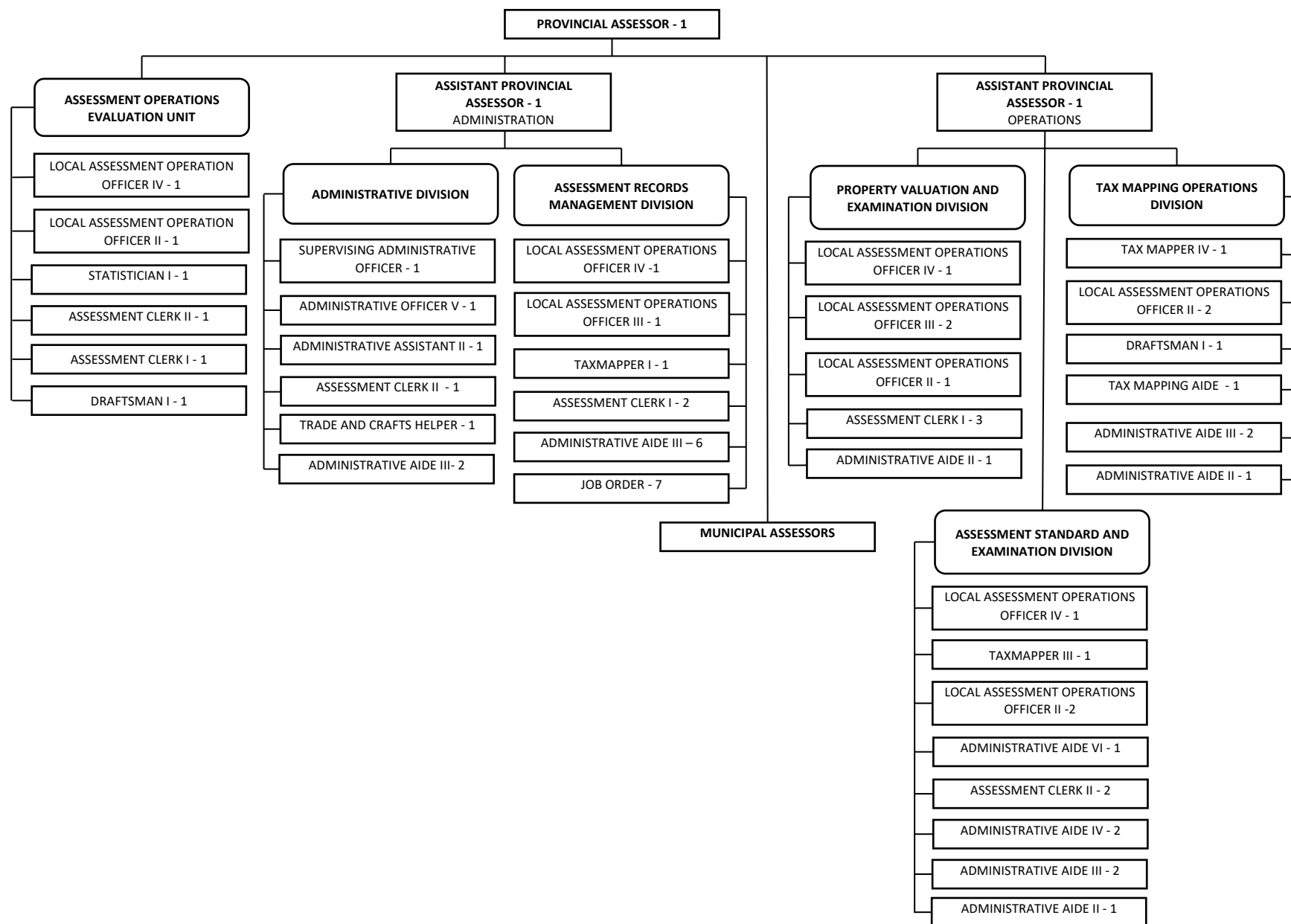


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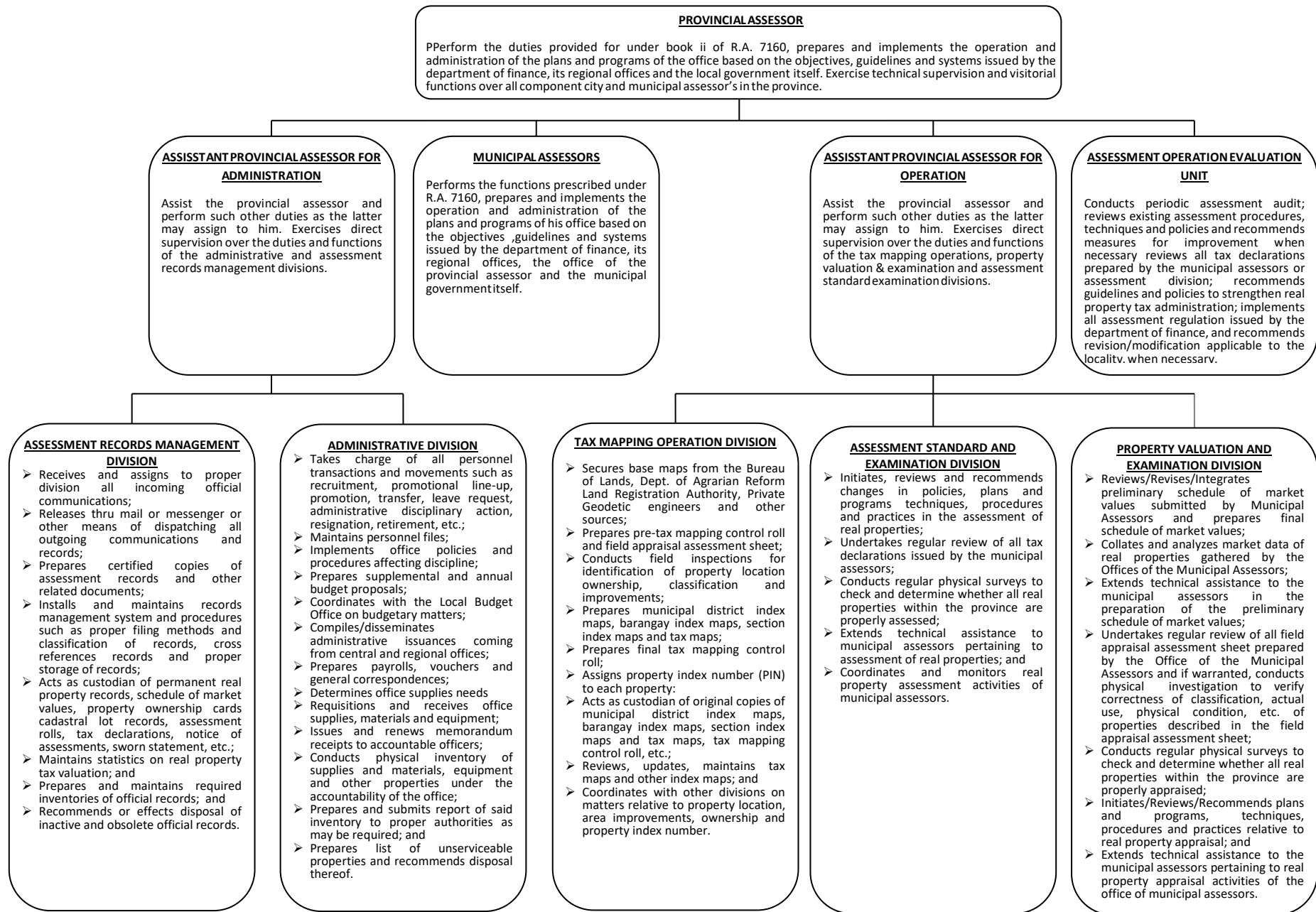


PROVINCIAL ASSESSOR'S OFFICE

ORGANIZATIONAL CHART

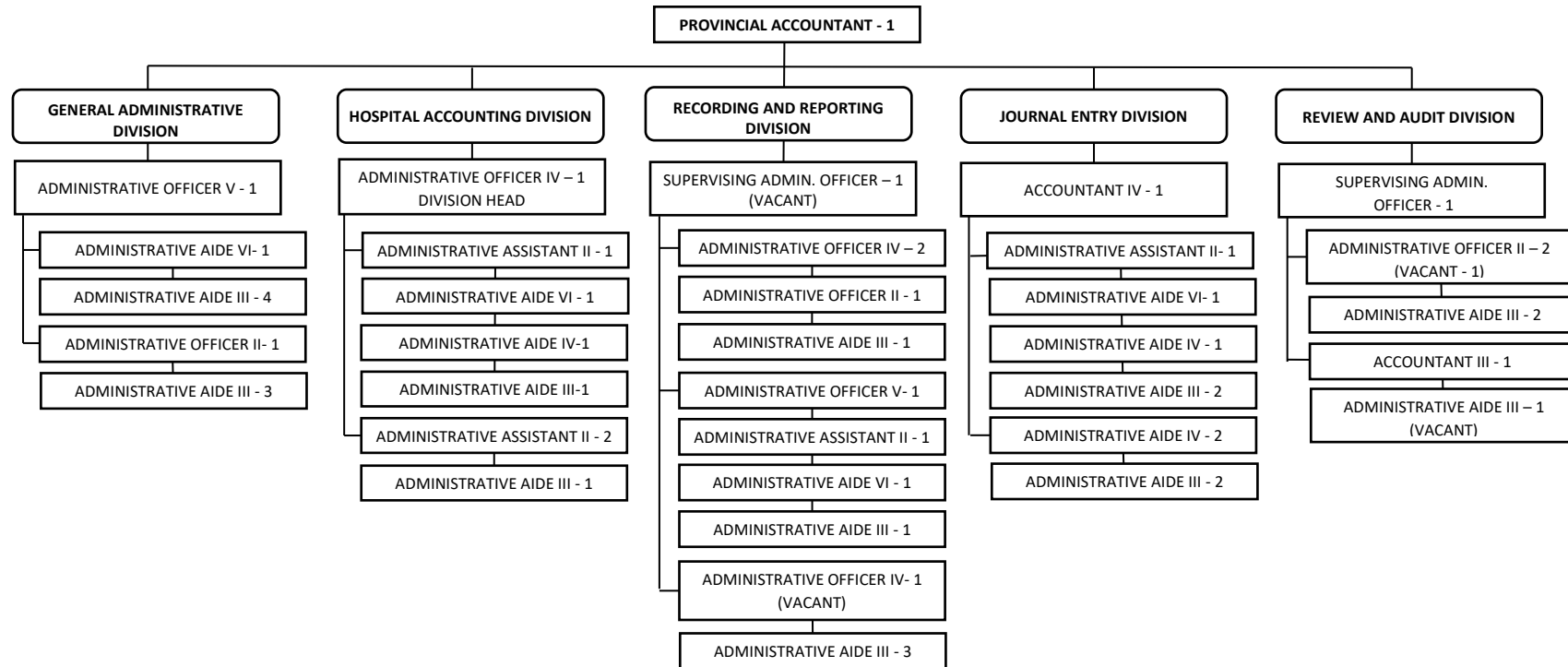


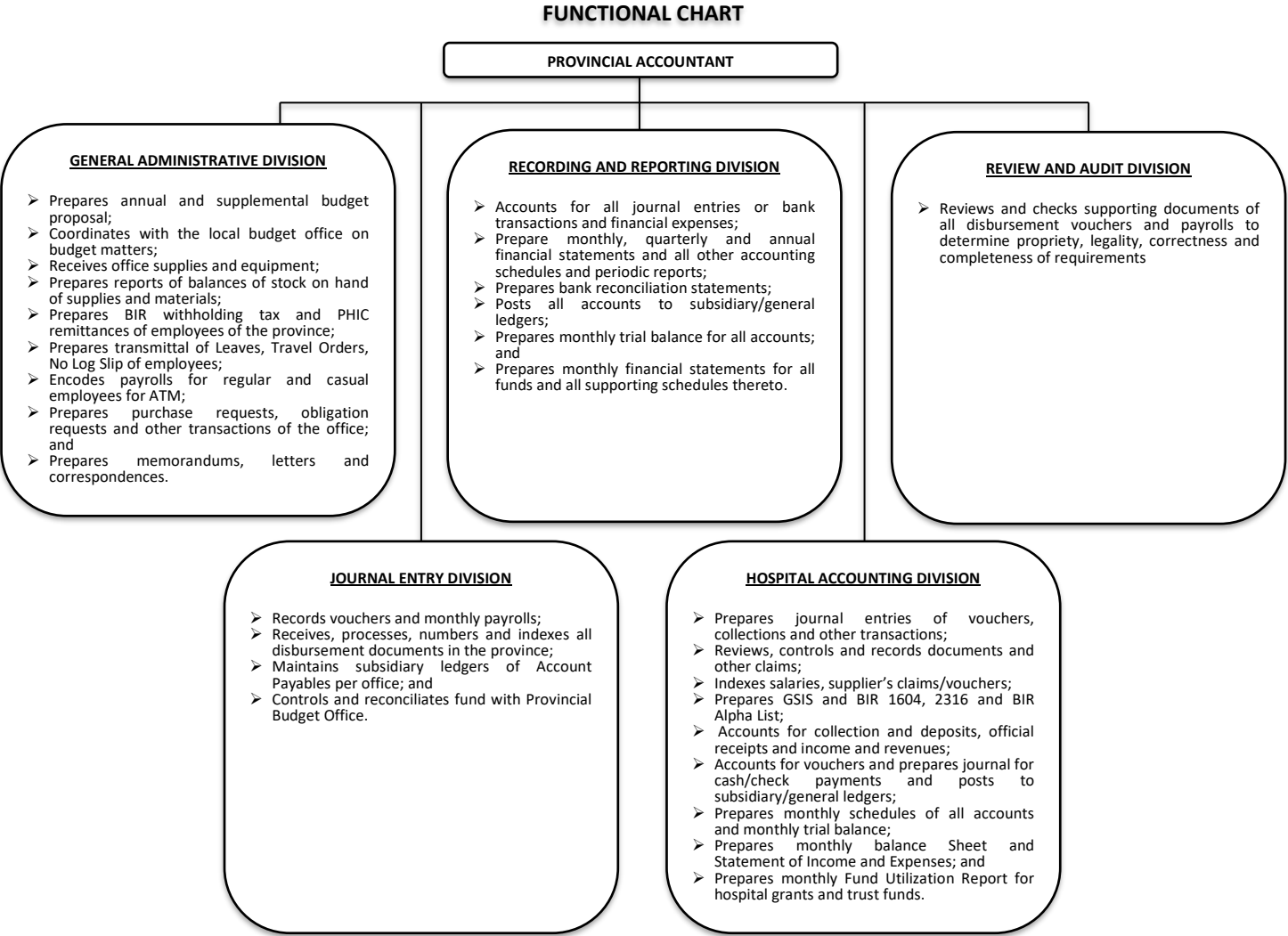
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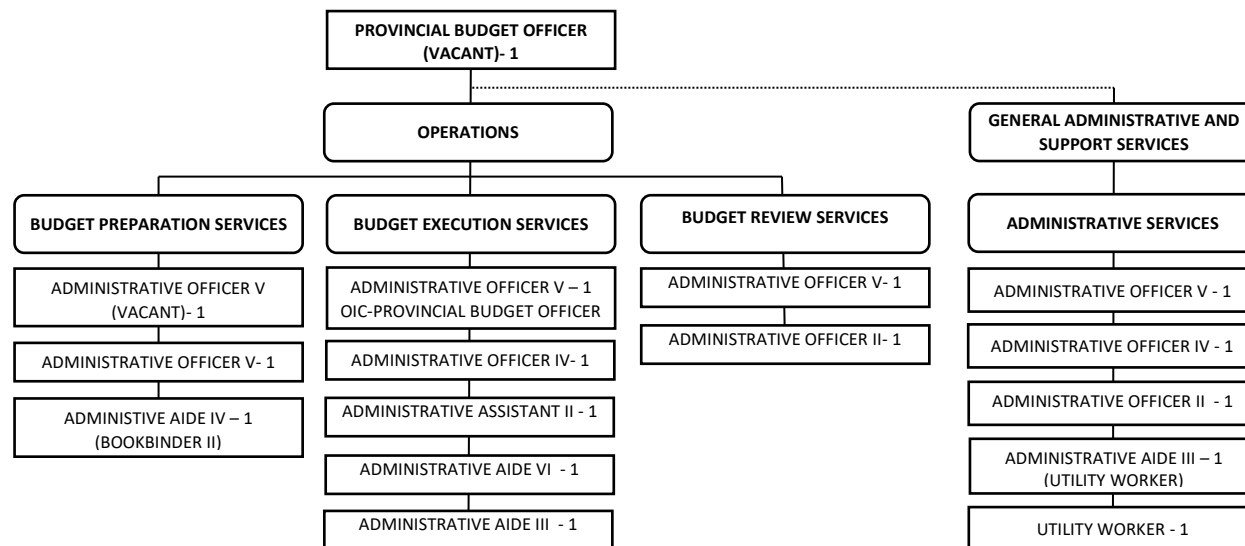
PROVINCIAL ACCOUNTING OFFICE

ORGANIZATIONAL CHART

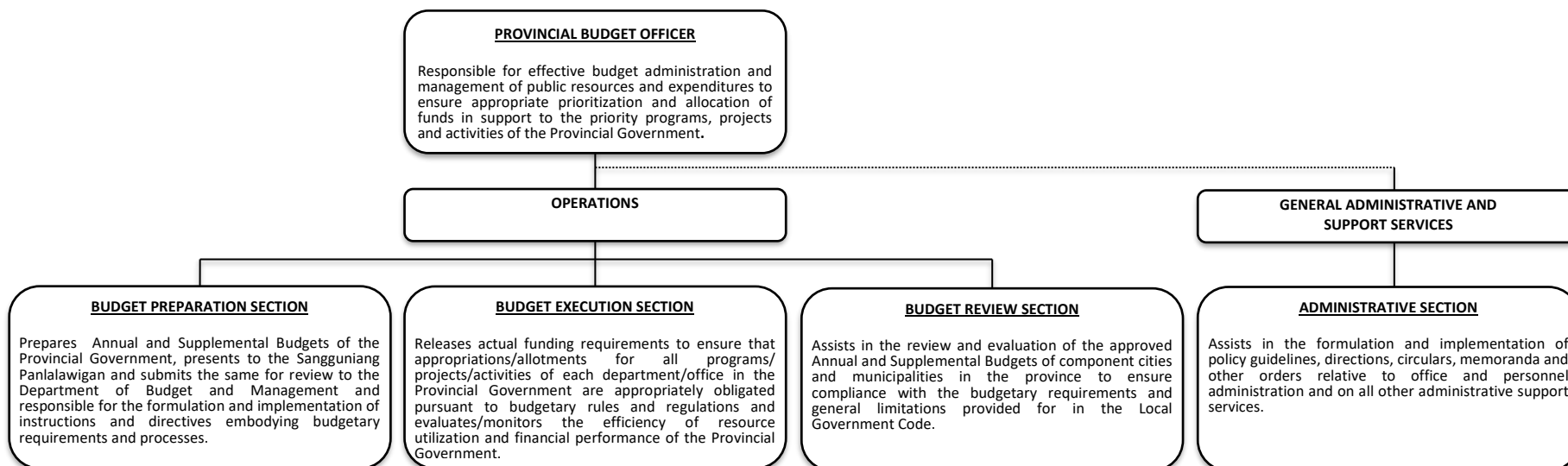




PROVINCIAL BUDGET OFFICE ORGANIZATIONAL CHART

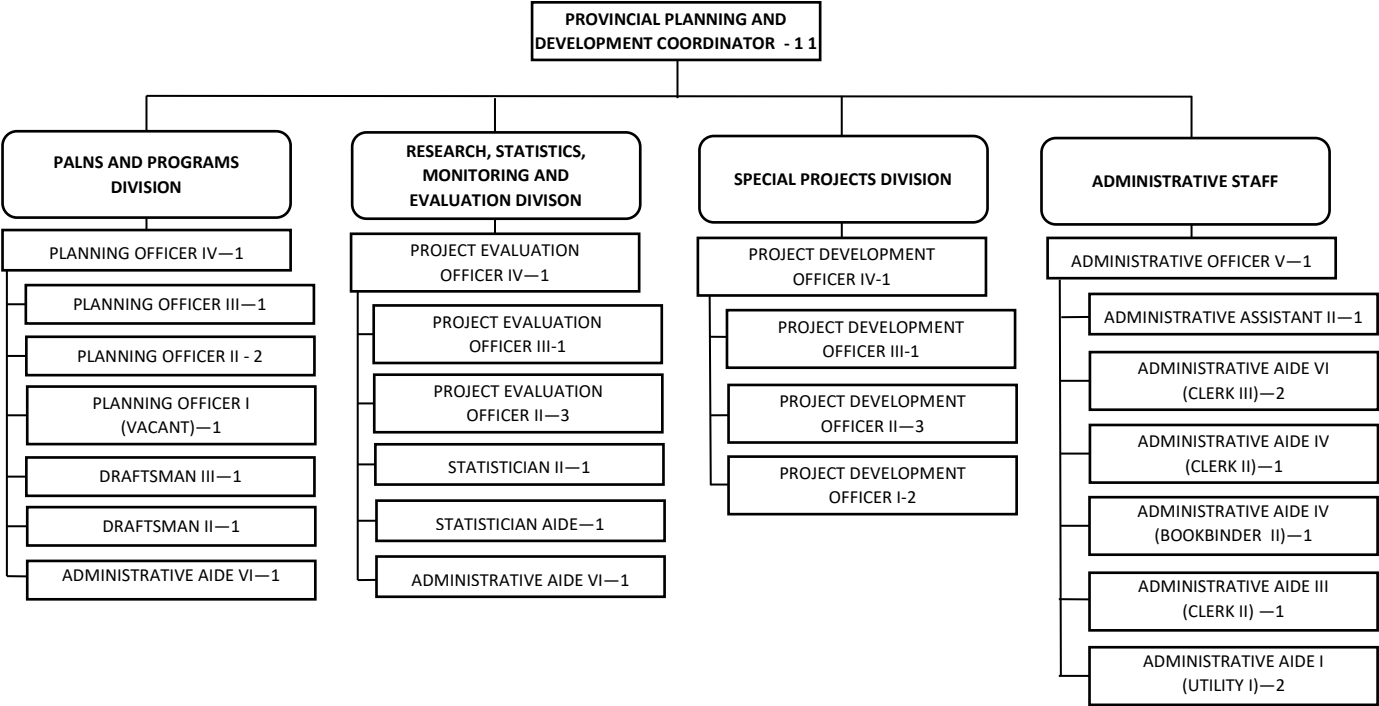


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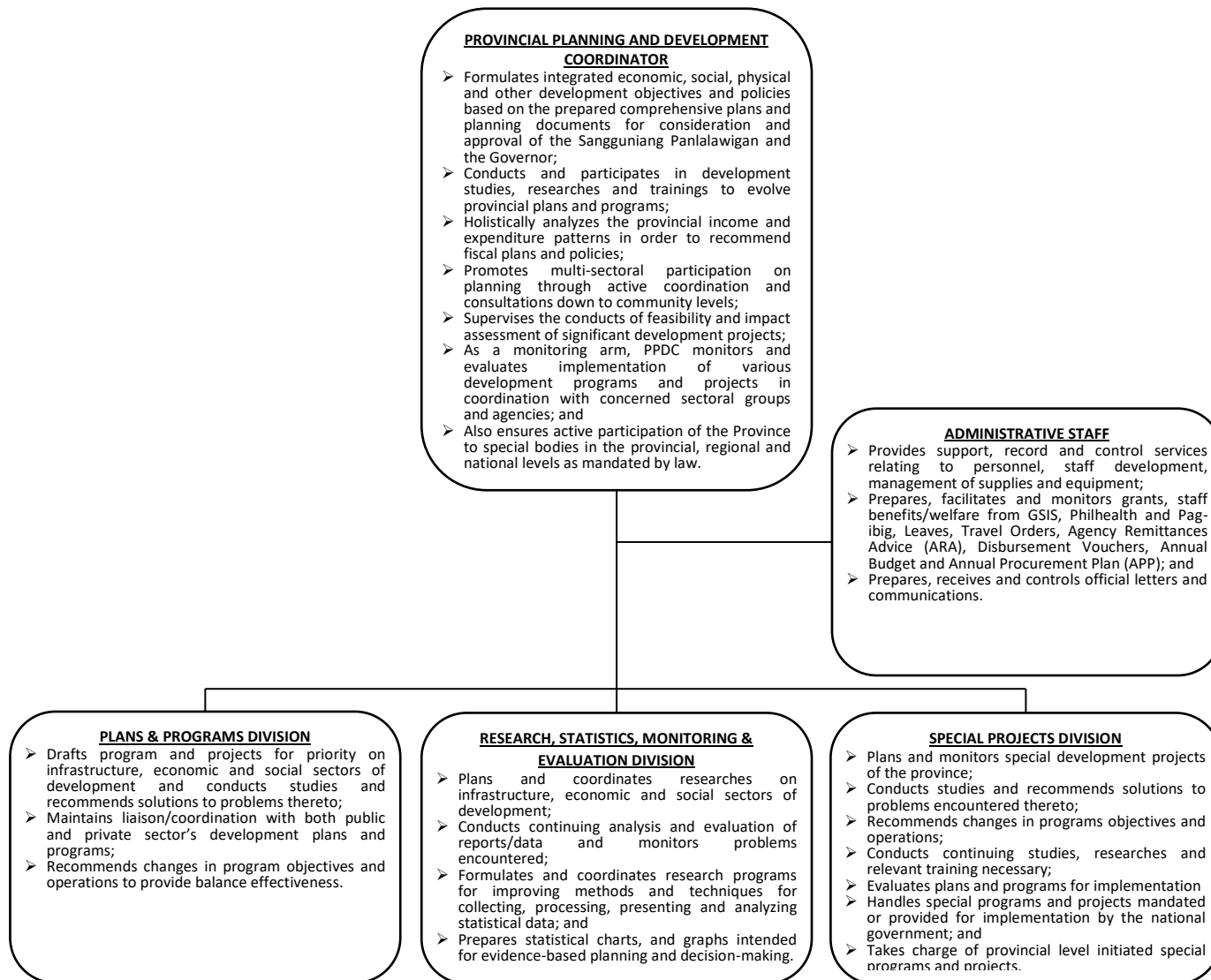


PROVINCIAL PLANNING AND DEVELOPMENT OFFICE

ORGANIZATIONAL CHART

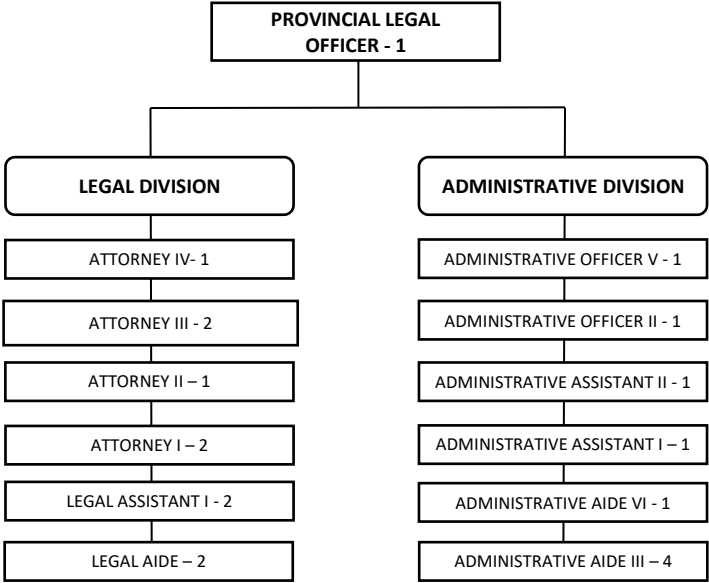


FUNCTIONAL CHART



PROVINCIAL LEGAL OFFICE

ORGANIZATIONAL CHART



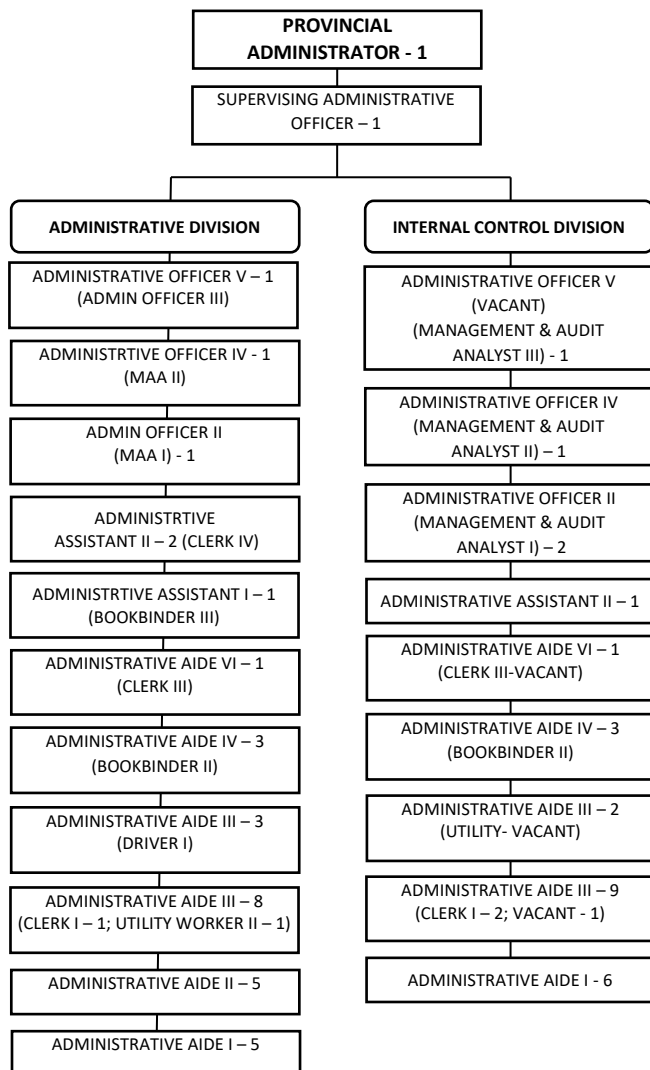
FUNCTIONAL STATEMENT

PROVINCIAL LEGAL OFFICE

This office gives legal opinion and/or dictum in all municipal resolution and ordinance as well as provincial resolution, where there is doubt as to their validity and upon and questions relation to the Province by the Provincial Governor, Sangguniang Panlalawigan or any heads of the provincial offices and agencies.

OFFICE OF THE PROVINCIAL ADMINISTRATOR

ORGANIZATIONAL CHART



FUNCTIONAL CHART

OFFICE OF THE PROVINCIAL ADMINISTRATOR

Coordinates the work of all the officials of the LGU under the supervision, direction and control of the Provincial Governor; mandated to be in the frontline of the delivery of administrative support services, particularly those related to situations during and in the aftermath of man-made and natural disasters and calamities.

SUPERVISING ADMINISTRATIVE OFFICER

- Assists the Provincial Administrator in supervising and monitoring the overall function of the Office of the Provincial Administrator in order to effectively and efficiently deliver administrative services to the public;
- Supervises all admin personnel in carrying out their tasks and work assignments;
- Oversees the processing of all Departmental Vouchers and documents being submitted to the office
- Review and audit of Departmental Vouchers, Travel Orders and Application for Leave; and
- Examines and assesses all letters of requests from different offices and constituents prior to the approval of the Provincial Administrator.

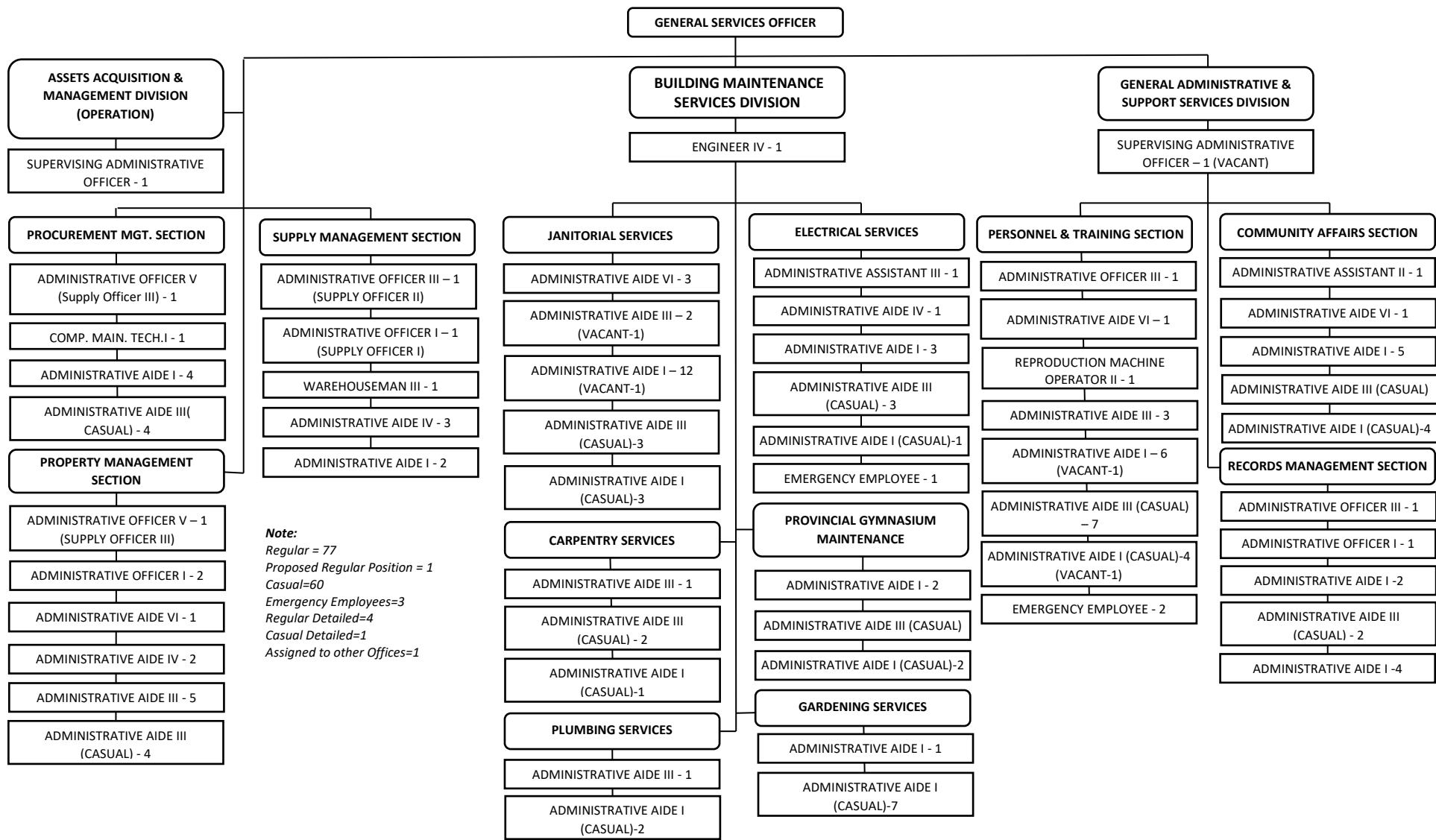
ADMINISTRATIVE DIVISION

- Carries out administrative task such as review and audit of Disbursement Voucher, Payroll, Accomplishment Reports, Daily Time Record, and Application for Leave;
- Prepares office reports and correspondence;
- Responsible in the preparation and monitoring of all payments under the Office of the Provincial Administrator;
- Records and releases Quotation and Abstract of Canvass;
- Carries out the task of recording and releasing of Purchase Order;
- Prepares Gas Trip Tickets, PR/OBR/Voucher for gasoline (Jetron);
- Responsible in the issuance of gas coupons (Jetron);
- Records and releases Accomplishment Reports, DTR (consultant), Travel Order, payroll, cheques;
- Carries out administrative task such as preparation and compilation of personnel documents, correspondence, and maintenance of filing system of office records;
- Responsible in receiving/recording/encoding of ISO process;
- Prepares payroll for casual employees under this office;
- Records and releases Application for Leave, Clearance, SALN, Oath of Office;
- Maintains a conducive and clean working environment;
- Acts as reliever in receiving and recording of documents; and
- Responsible in recording and releasing of MR, RIS, Notice of Award, Work Accomplishment Plans, Turn Over, Contract of Agreements.
- Provide transportation services that will address the needs of all offices under PGC as well as those request received from LGU, Non-Governmental Organizations (NGOs) and Constituents.

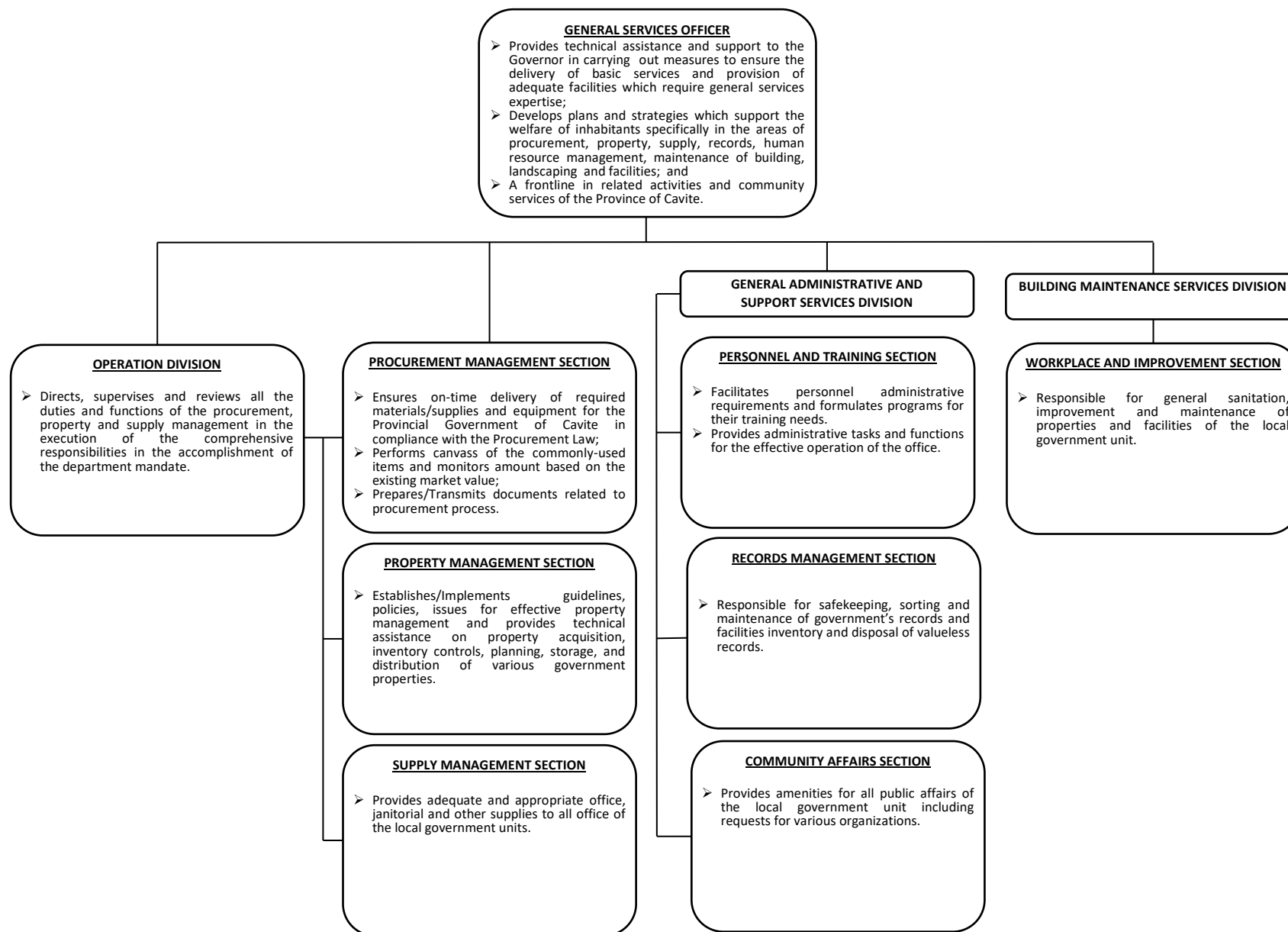
INTERNAL CONTROL DIVISION

- Carries out administrative task such as review and audit of Disbursement Voucher and Accomplishment Reports;
- Responsible in reviewing and auditing of Purchase Order, Payroll, Accomplishment Reports, Daily Time Record; Abstract of Canvass, Quotation, Requisition and Issue Slip, MR;
- Reviews and audits Obligation Request and Purchase Request;
- Responsible in receiving and recording of Disbursement Vouchers;
- Receives request for schedule of Provincial Shuttle Bus, Gymnasium, Stage and Ceremonial Hall;
- Manages and oversees gasoline allocation under Pilipinas Shell;
- Responsible in preparation of Gas Trip Tickets/PR/OBR/ Voucher for Gasoline (Pilipinas Shell); and
- Records and releases Disbursement Vouchers for remittances, monetization, maternity, terminal leave, honorarium and cash advance.

GENERAL SERVICES OFFICE
ORGANIZATIONAL CHART

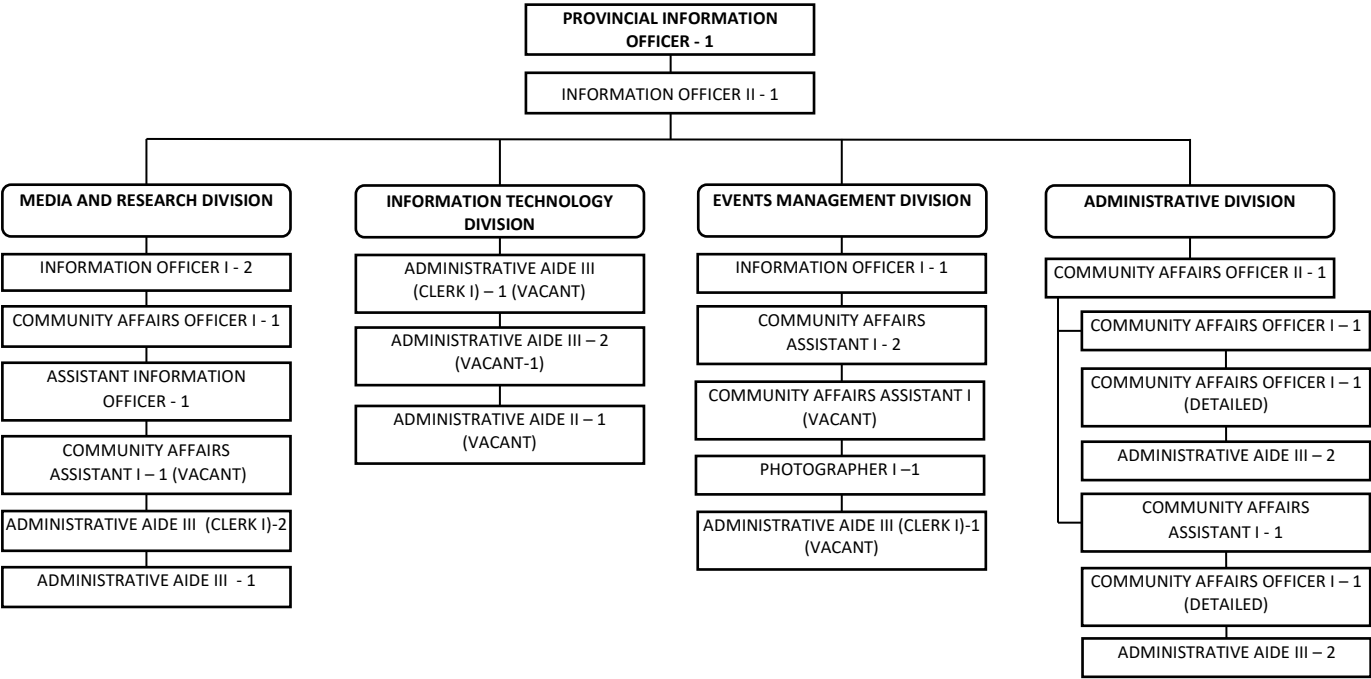


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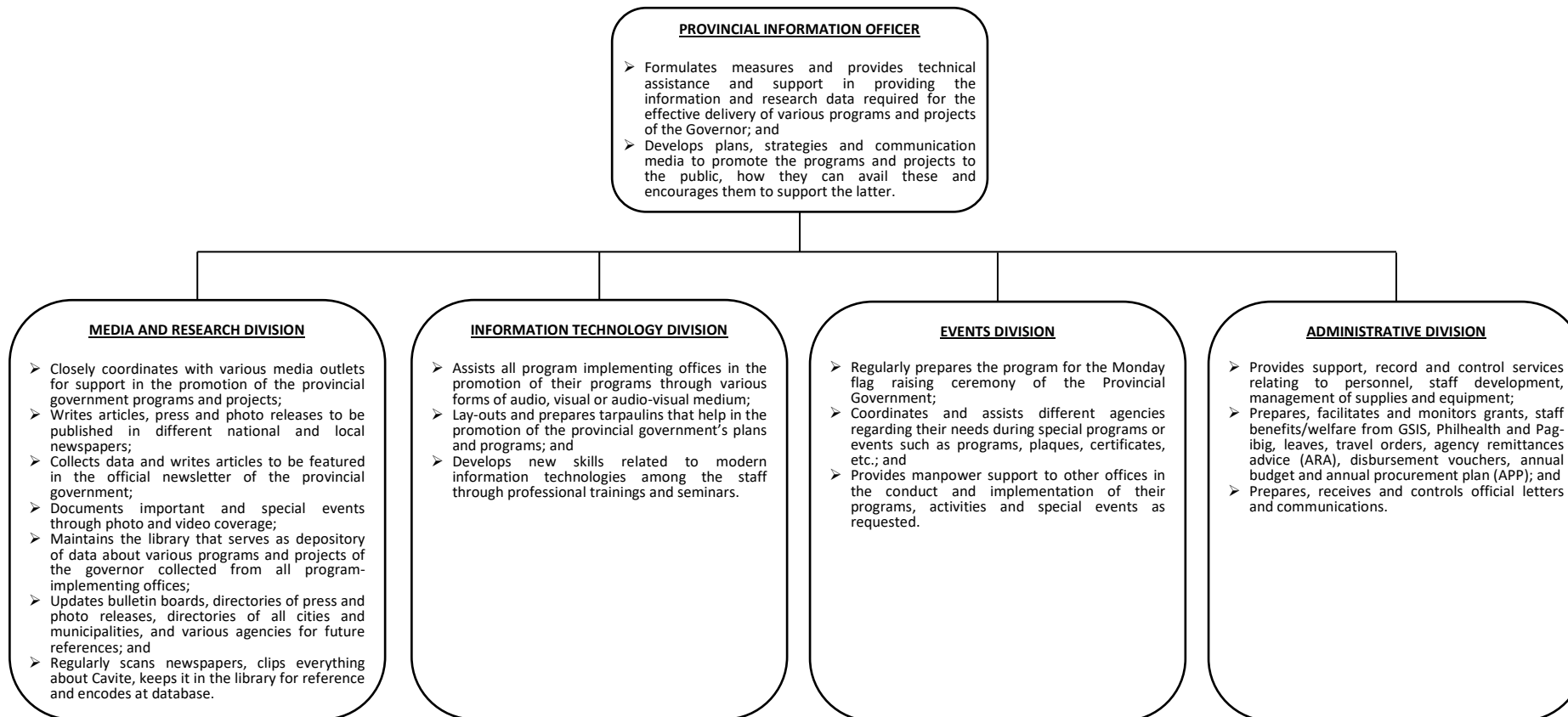


PROVINCIAL INFORMATION AND COMMUNITY AFFAIRS

ORGANIZATIONAL CHART

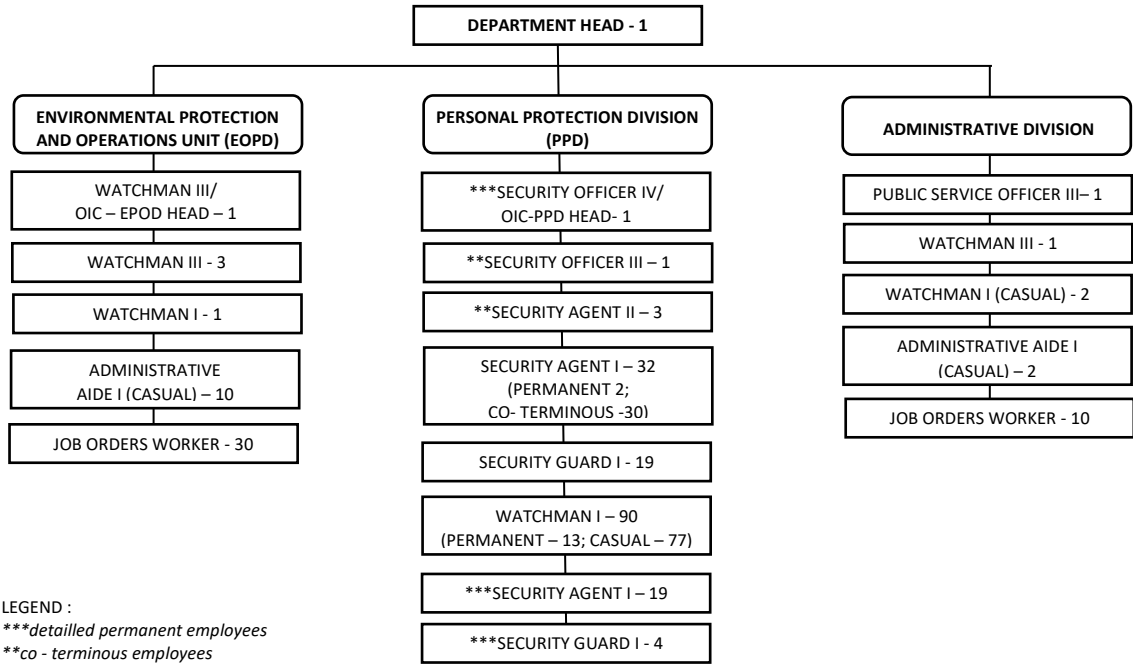


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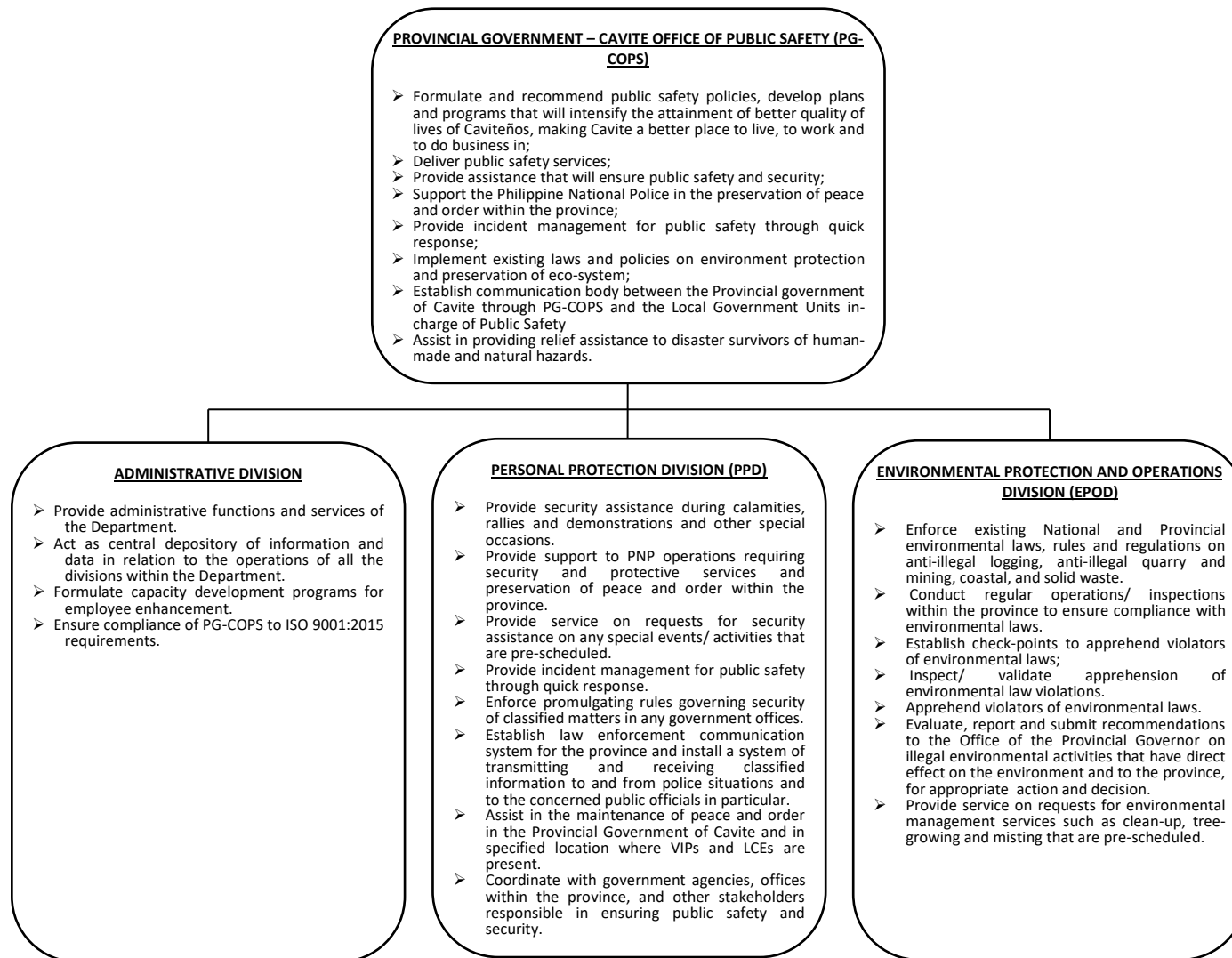


CAVITE OFFICE OF PUBLIC SAFETY

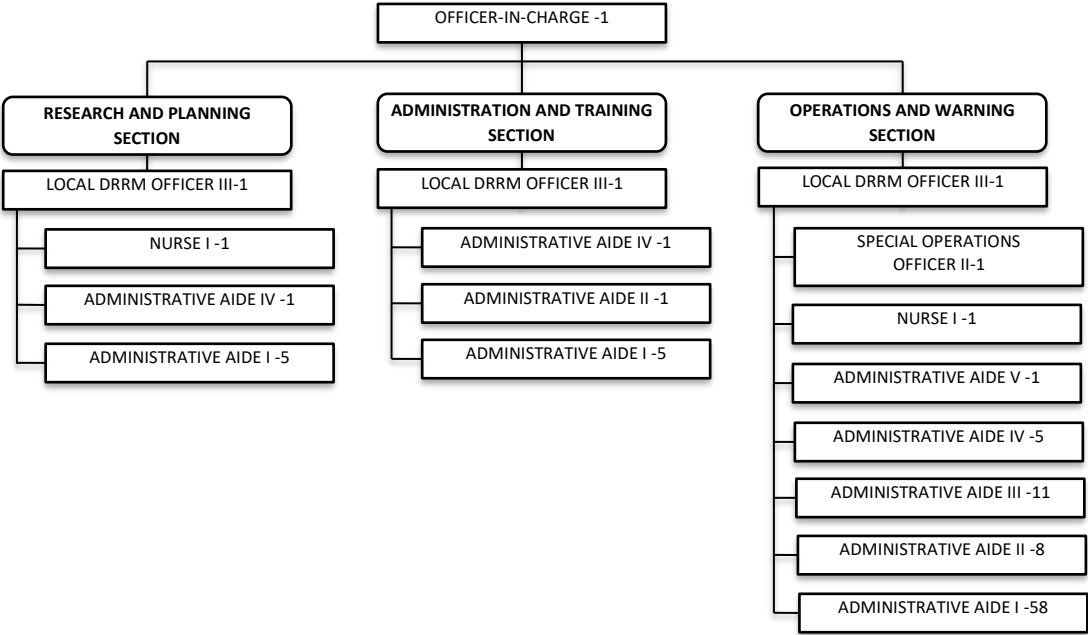
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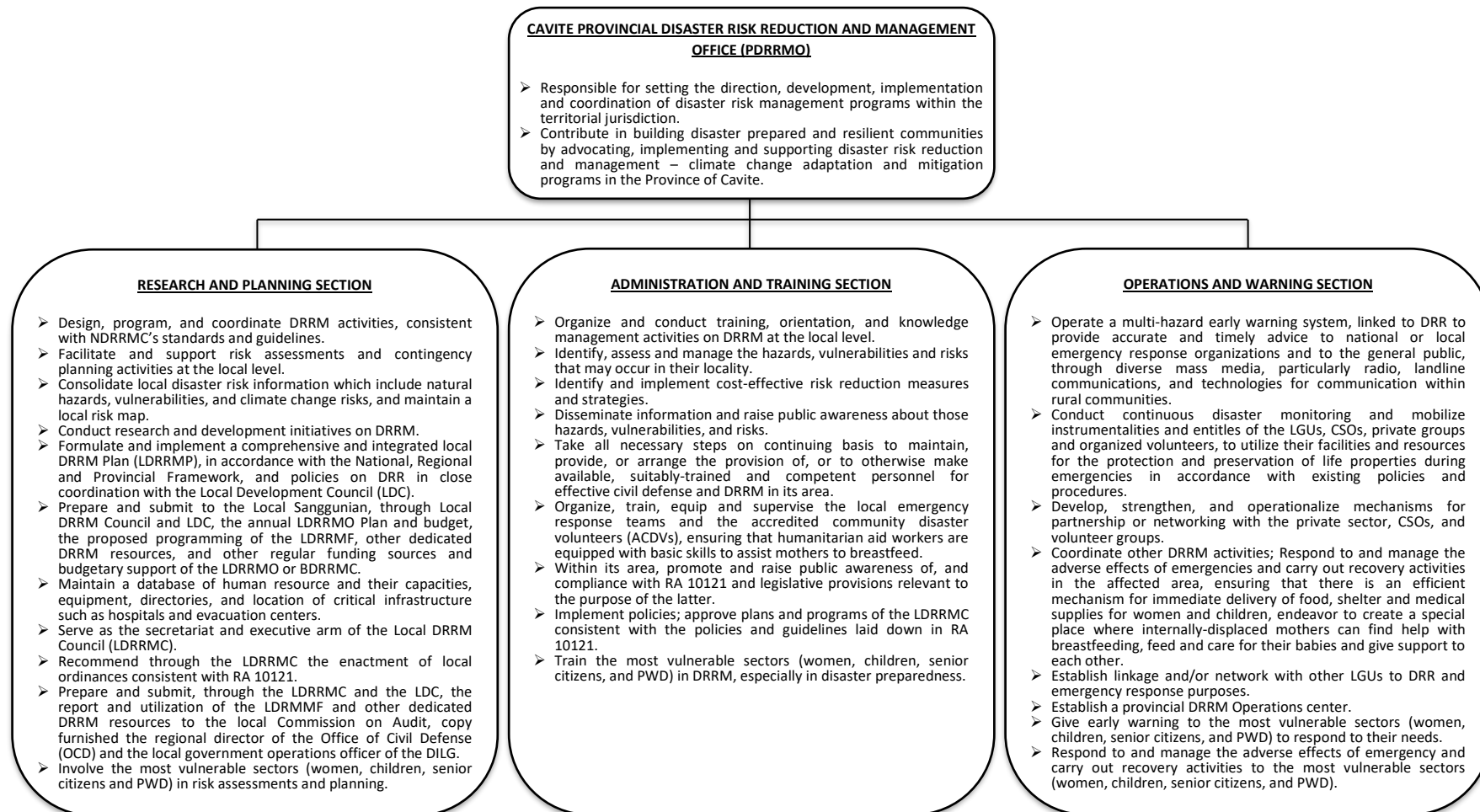
FUNCTIONAL CHART



CAVITE PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT OFFICE (PDRMO)
ORGANIZATIONAL CHART

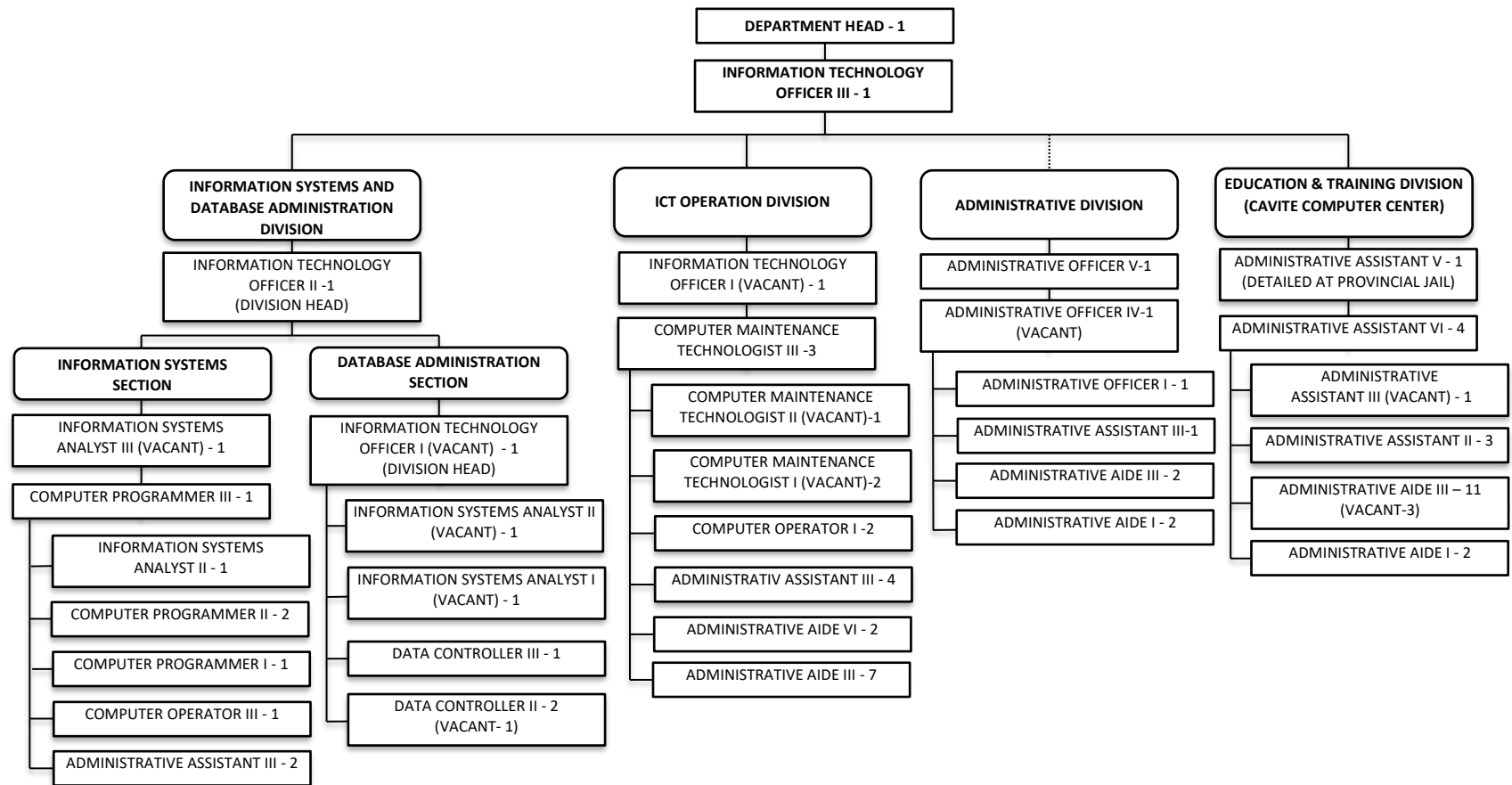


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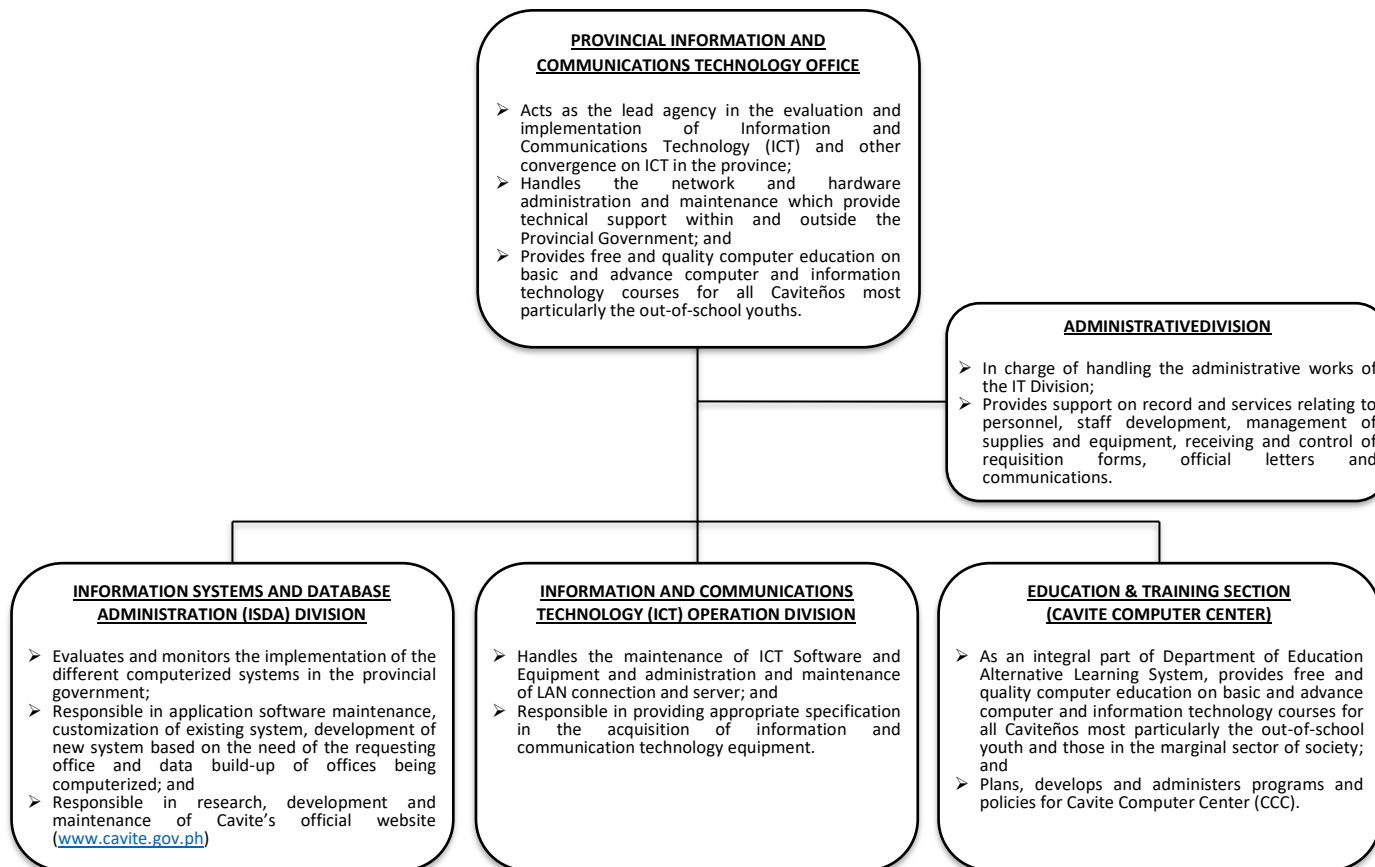


PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

ORGANIZATIONAL CHART

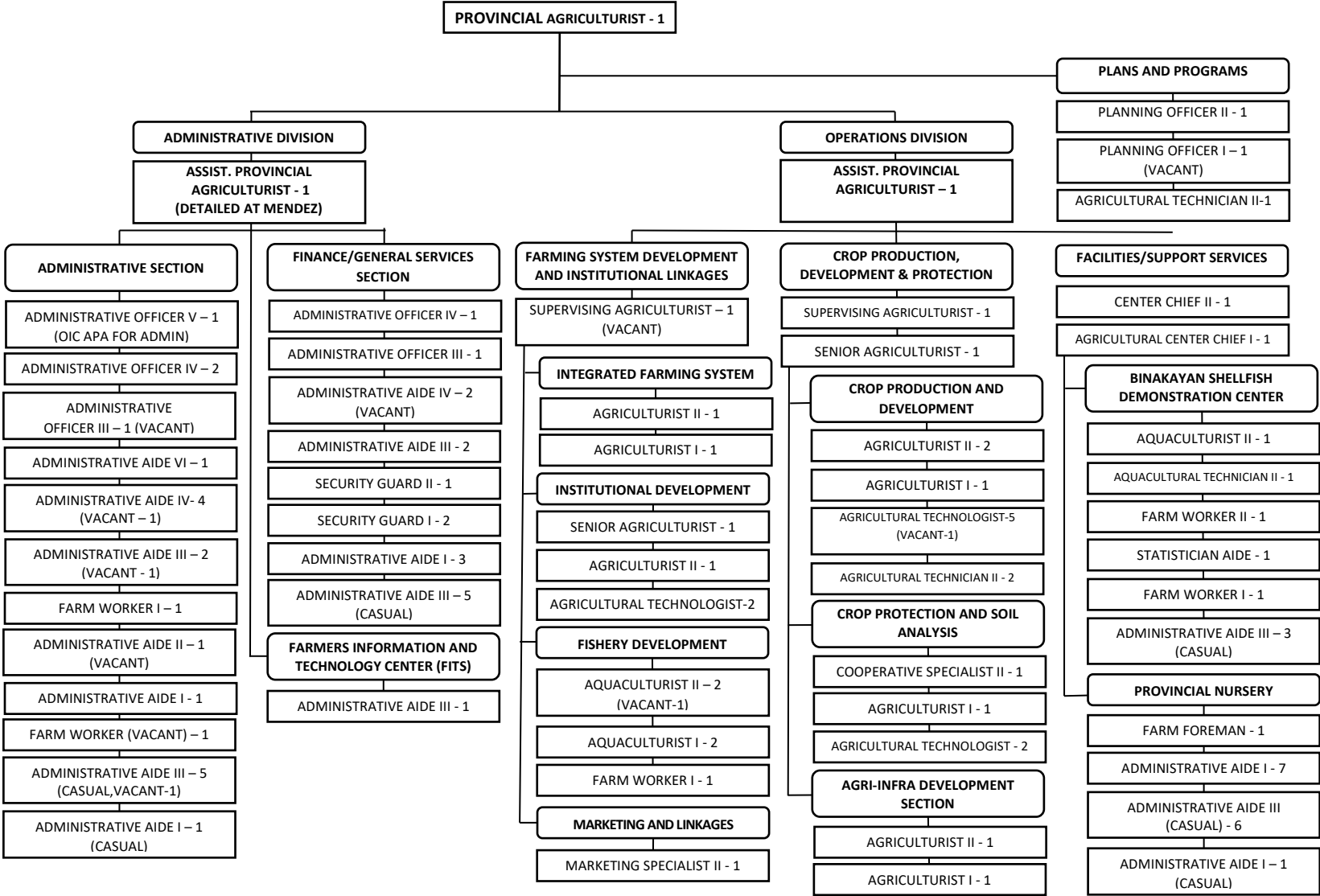


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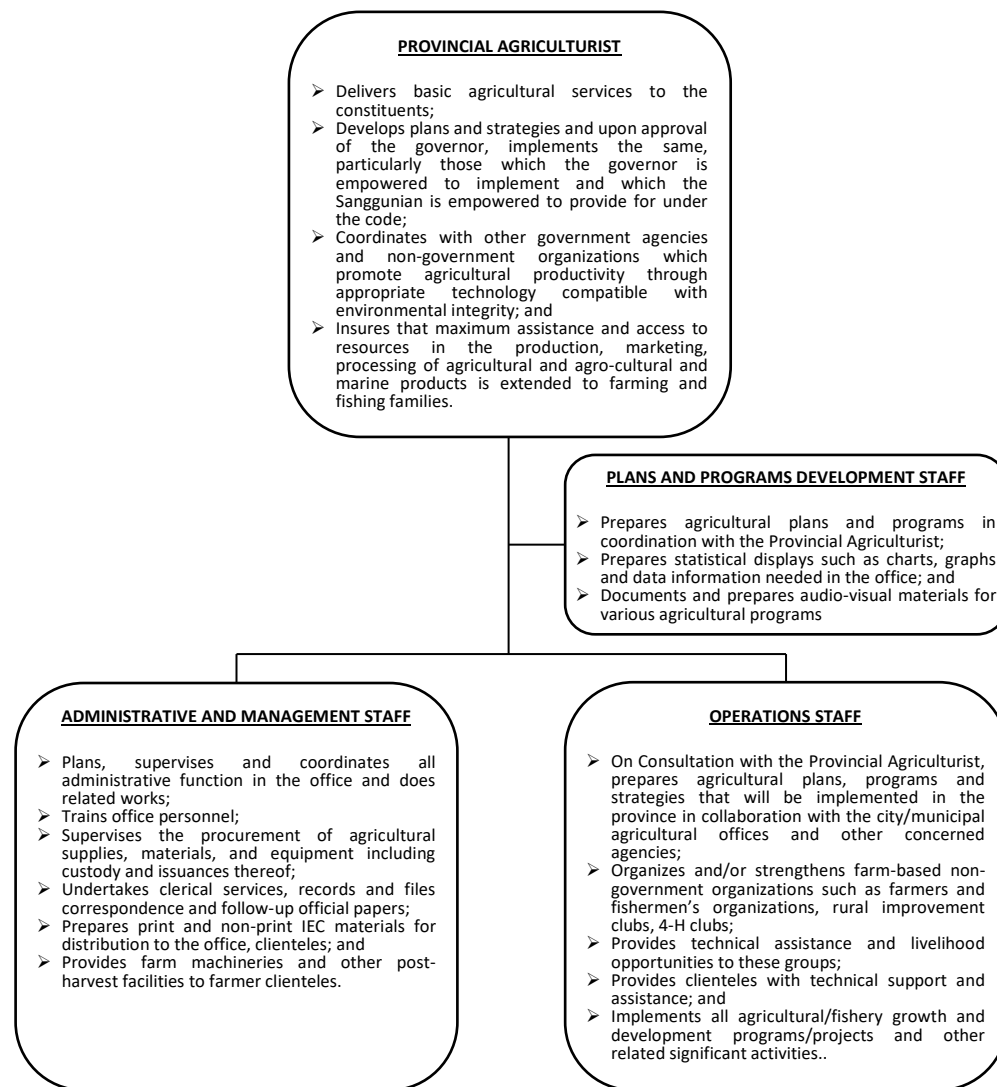


OFFICE OF THE PROVINCIAL AGRICULTURIST

ORGANIZATIONAL CHART

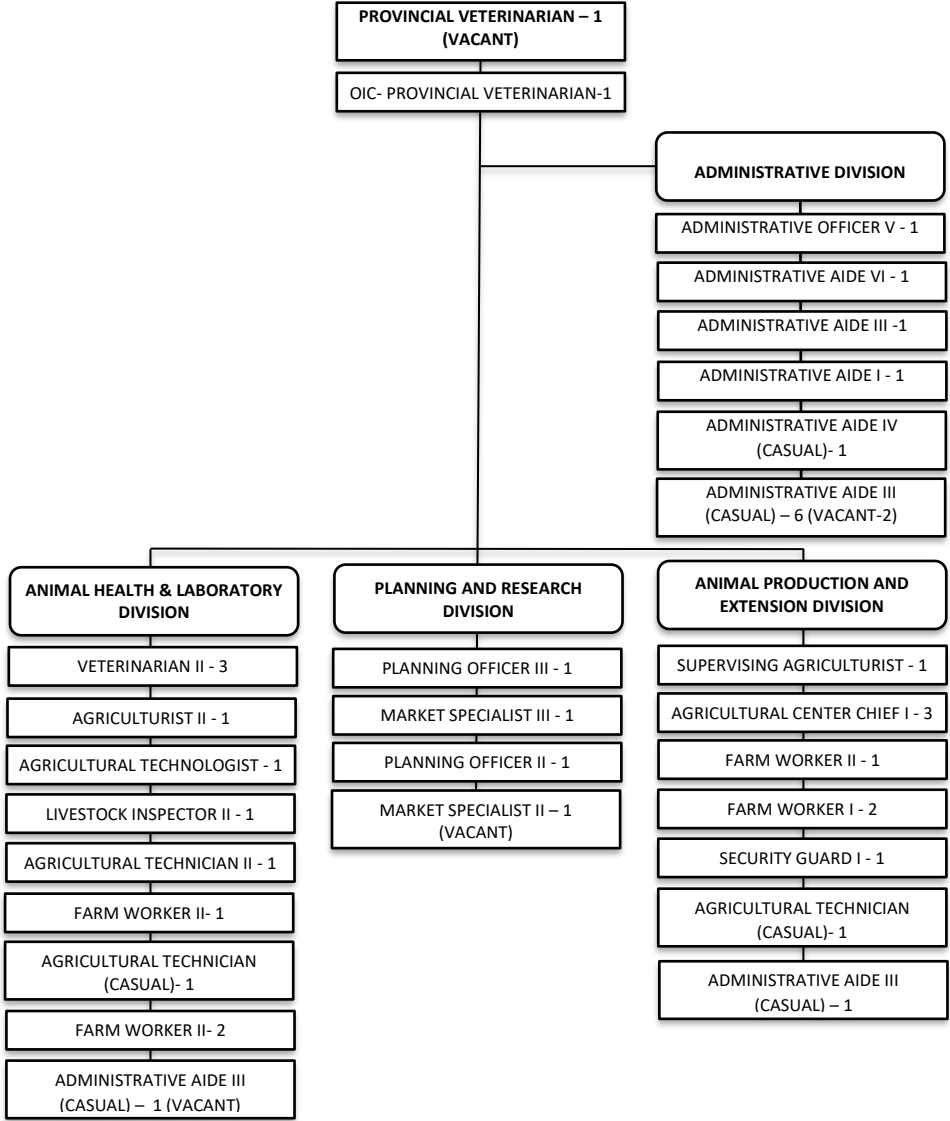


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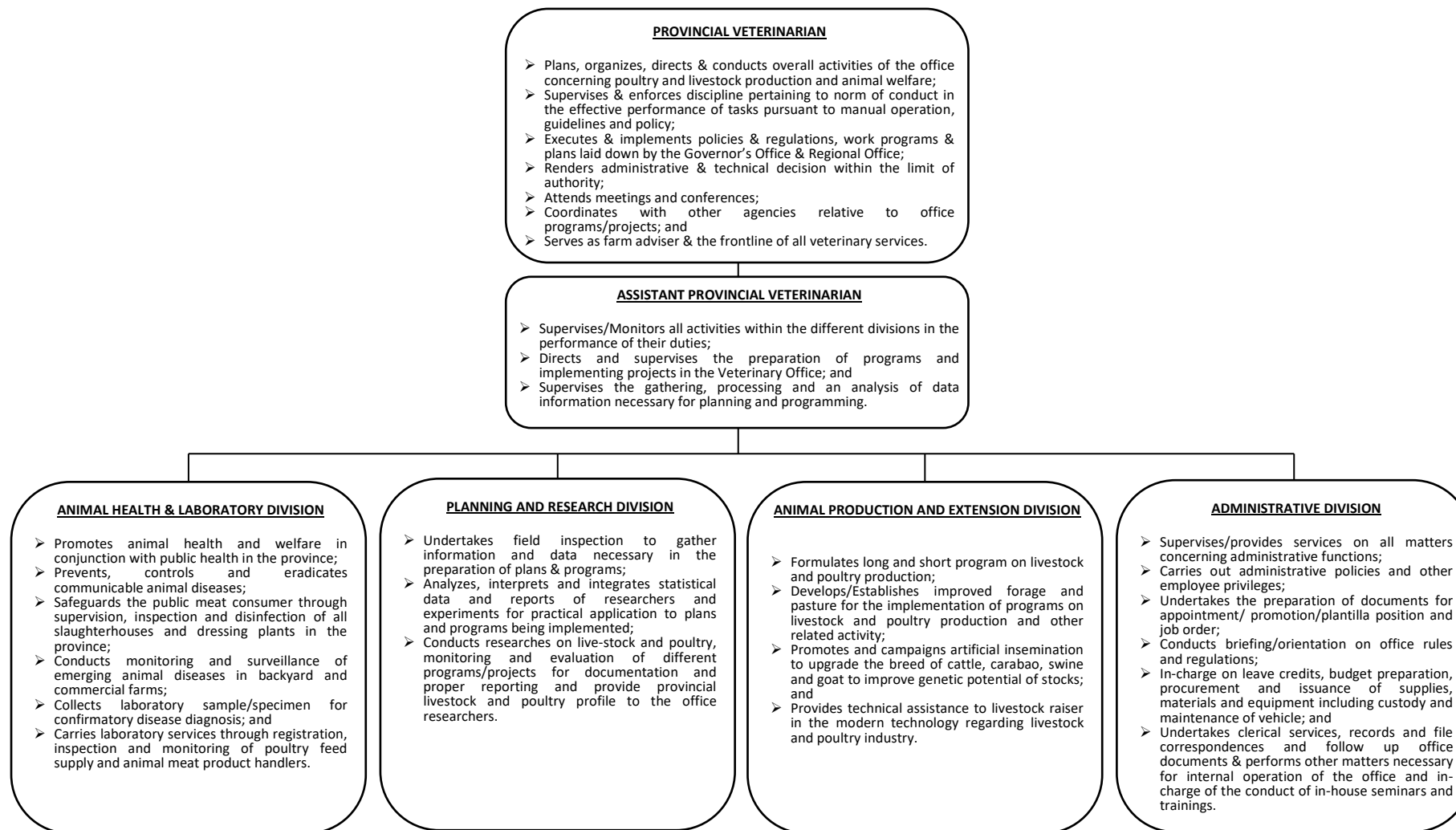


OFFICE OF THE PROVINCIAL VETERINARIAN

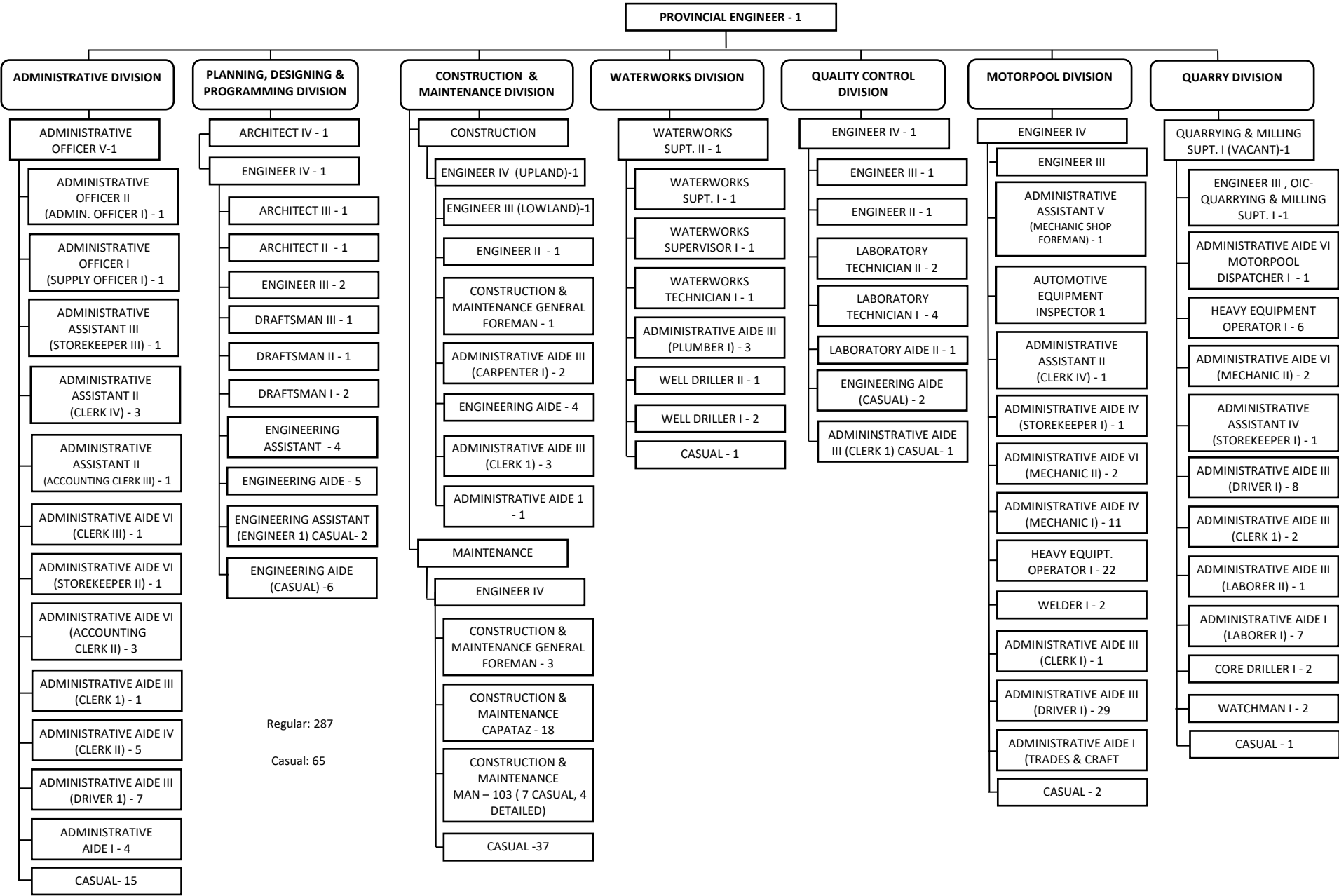
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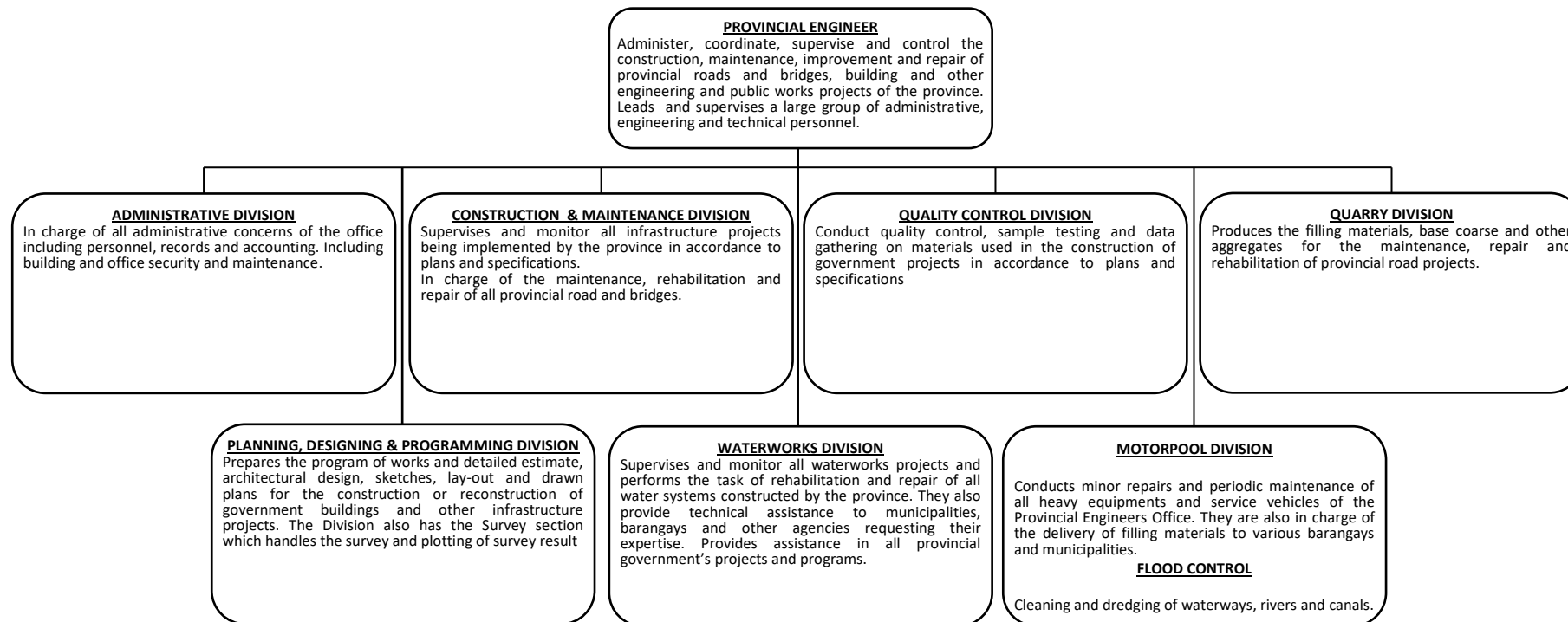
FUNCTIONAL CHART



PROVINCIAL ENGINEER'S OFFICE
ORGANIZATIONAL CHART

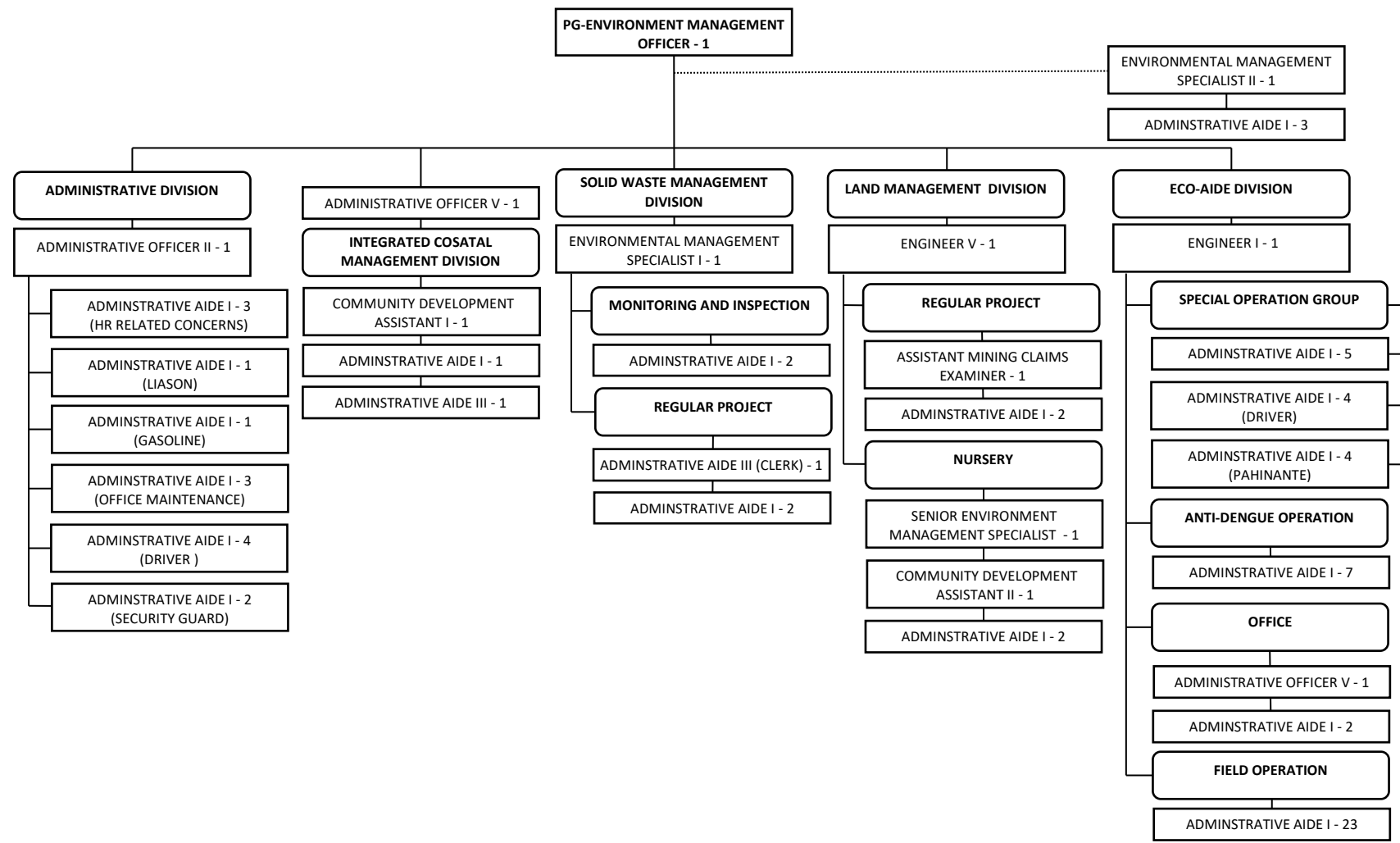


FUNCTIONAL CHART



PROVINCIAL GOVERNMENT – ENVIRONMENT AND NATURAL RESOURCES OFFICE

ORGANIZATIONAL CHART



FUNCTIONAL CHART

PROVINCIAL GOVERNMENT – ENVIRONMENT AND NATURAL RESOURCES OFFICE

The Provincial Government-Environment and Natural Resources Office (PG-ENRO) shall perform the following based on RA 7160:

- Formulate measures for the consideration of the sanggunian and provide technical assistance and support to the governor as the case may be, in carrying out measures to ensure the delivery of basic services and provision of adequate facilities relative to environment and natural resources services as provided for under RA 7160.
- Develop plans and strategies and upon approval thereof by the governor as the case may be, implement the same, particularly those which have to do with environment and natural resources programs and projects which the governor is empowered to implement and which the sanggunian is empowered under the RA 7160.
- Establish, maintain, protect and preserve watersheds, mangroves, greenbelts and agro-forestry projects;
- Manage and maintain the PG-ENRO Nursery for Cavite Greening Program.
- Coordinate with government agencies and non-governmental organizations in the implementation of measures to prevent and control land, air, and water pollution.
- Be in the frontline of the delivery of services concerning the environmental and natural resources, particularly in the renewal and rehabilitation of the environment.
- Recommend to the sanggunian and advise the governor as the case may be, on all matters relative to the protection, conservation, maximum utilization, application of appropriate technology and other matters related to the environment and natural resources; and
- Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

ADMINISTRATIVE DIVISION

As the administrative arm of the department, the Administrative support division is tasked with the formulation of office policies and guidelines, records management, basic resource management (personnel, training, travel, payroll, requisition and purchase, security, and other essential resources related needs), and the maintenance of the office and of government-issued vehicles. The administrative division is also responsible for the management and monitoring of the department's financial system to ensure that its finances are maintained in an accurate and timely manner. These include oversight over accounts payable and accounts receivable, payment of utilities expenses and collection of accounts.

INTEGRATED COASTAL MANAGEMENT DIVISION

Integrated Coastal Management (ICM) is paradigm for coastal and marine governance which requires the coordination and active involvement of all sectors of the society – local government units, national government agencies, the private sector, civil society groups and other concerned sectors, to address the management of human activities affecting the sustainable use of goods and services produced by coastal and marine ecosystems. Through ICM initiatives in various areas – habitat protection, restoration and management, water use and supply management, and pollution reduction and waste management along coastal areas, the ICM Division commits to use the ICM approach as a management tool to resolve issues related to environmental sustainability.

LAND MANAGEMENT DIVISION

The Land Management Division is responsible for the development, implementation and monitoring of plans and strategies for the conservation of watersheds, wildlife, and forest resources in Cavite. This division also aims to conduct activities in support of the programs of the National Government in stream bank stabilization and tree planting activities to mitigate the impacts of land – based activities. The conduct of regular tree planting activities, the management and operation of the PG-ENRO Nursery, and the strengthening stakeholder participation in watershed management through Information and Education Campaigns (IEC) also falls within the duties of this division.

ECO-AIDE DIVISION

The Eco- Aide Division is responsible for the maintenance of Provincial roads and other areas upon request, as well as to assist in clean-up drives and other environmental management activities. As such, personnel under this division conduct street sweeping, waste segregation, recycling and proper disposal of collected wastes. Eco-Aide personnel are also tasked to provide manpower and logistical support to various Provincial Government departments and units, local government offices and other institutions. To ensure compliance to this mandate, monitoring through field inspection is also conducted. In support to the Provincial Government's priorities, the Eco-Aide Division also conducts Anti-Dengue Misting Programs for local government units upon request.

ISO UNIT

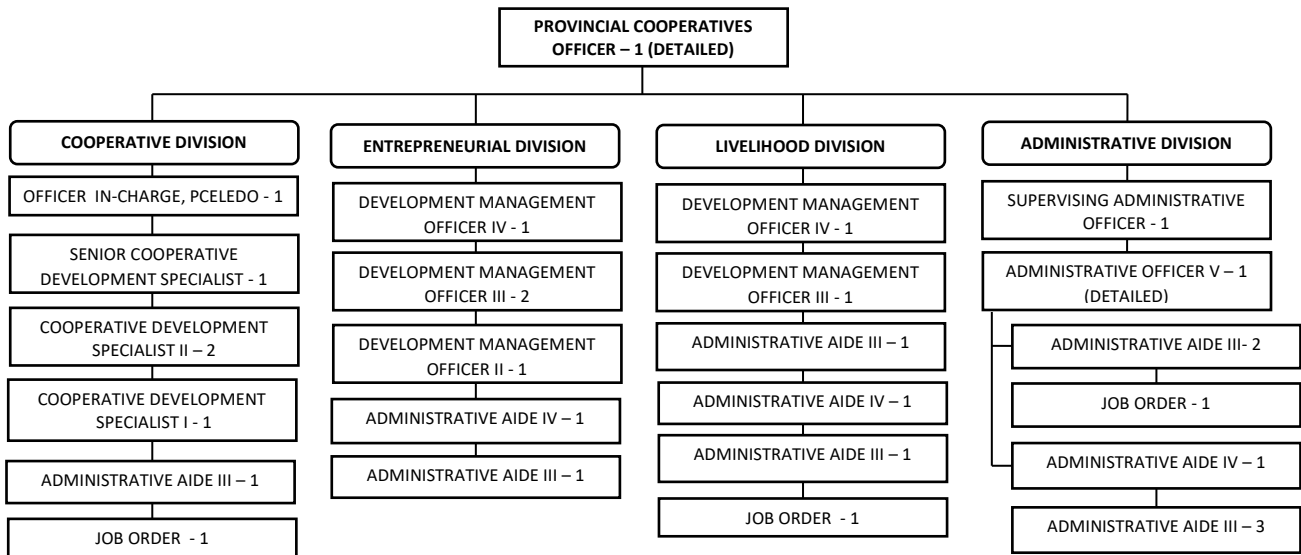
The ISO unit of the PG-ENRO is assigned to assure the department's full compliance to the ISO 9001:2015 Quality Management System Standards. As such, the unit is tasked to monitor the accomplishment of the IPCR Tracking Tool of each employee, to monitor customer/client satisfaction through the collection, encoding and analysis of the office's feedback mechanism forms, and to consolidate the AIP, CapDev-ELA, LBAC and Accomplishment Reports of each division.

SOLID WASTE MANAGEMENT DIVISION

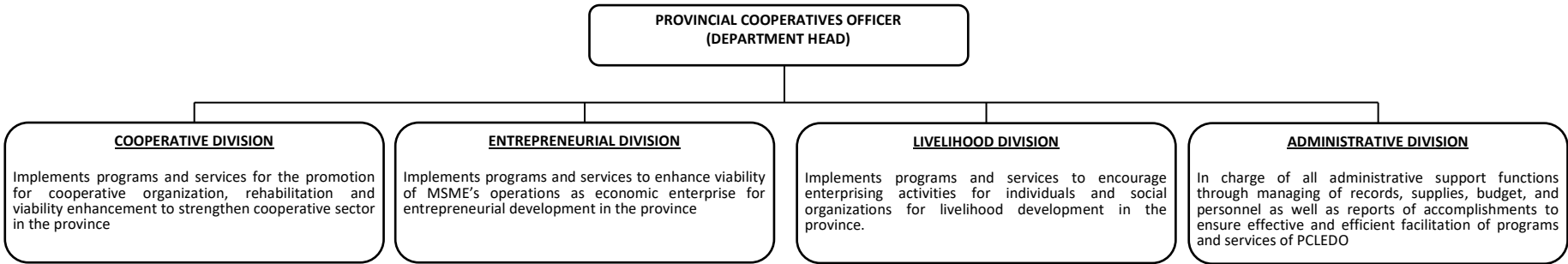
To ensure the effective implementation of existing solid waste management policies, the PG-ENRO's Solid Waste Management (SWM) Division is responsible for the development, implementation, and regular reviews of the Provincial SWM Plan. The division is also tasked with the setting of guidelines and targets for waste avoidance and volume reduction, the conduct of or promotion of research and programs for improved methods of waste, reduction, collection, segregation and recovery, and for the provision of logistical and operational support to Cavite's cities and municipalities in support of their respective SWM programs. The SWM Division is also responsible for the rollout to stakeholders of proper waste segregation, source reduction and waste minimization through IECs and livelihood trainings and programs.

PROVINCIAL COOPERATIVE, LIVELIHOOD & ENTREPRENEURIAL DEVELOPMENT OFFICE

ORGANIZATIONAL CHART

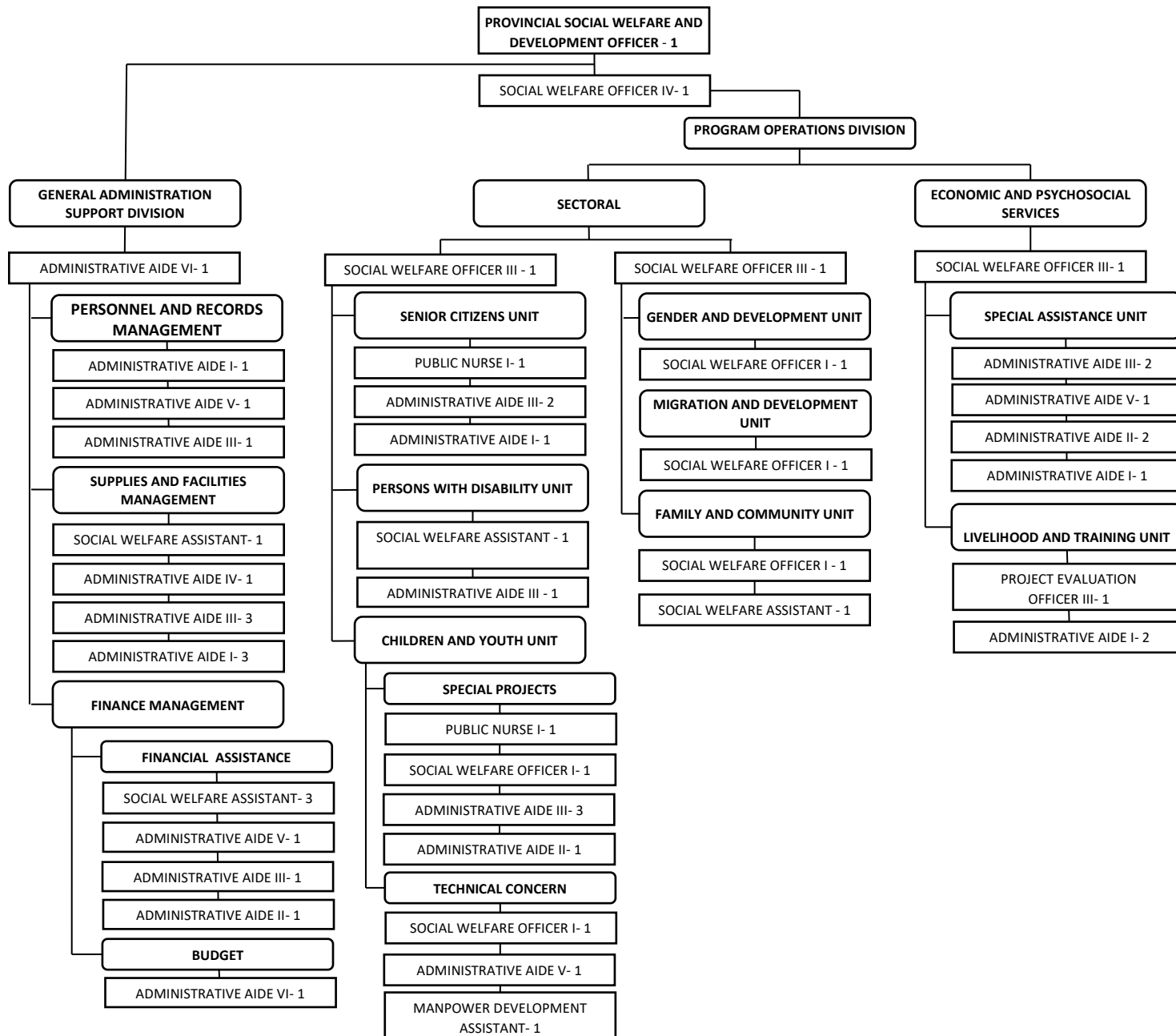


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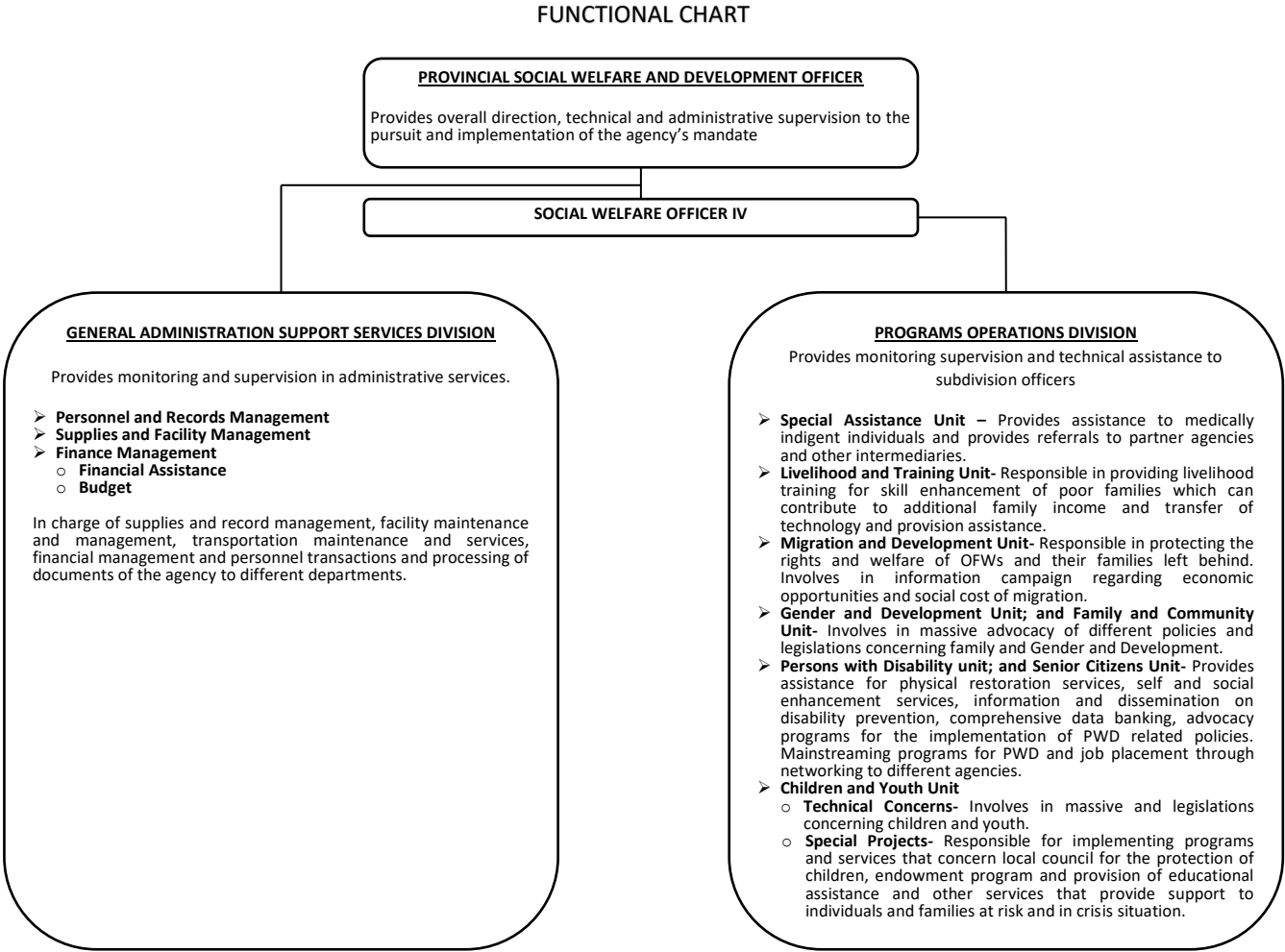


PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE

ORGANIZATIONAL CHART

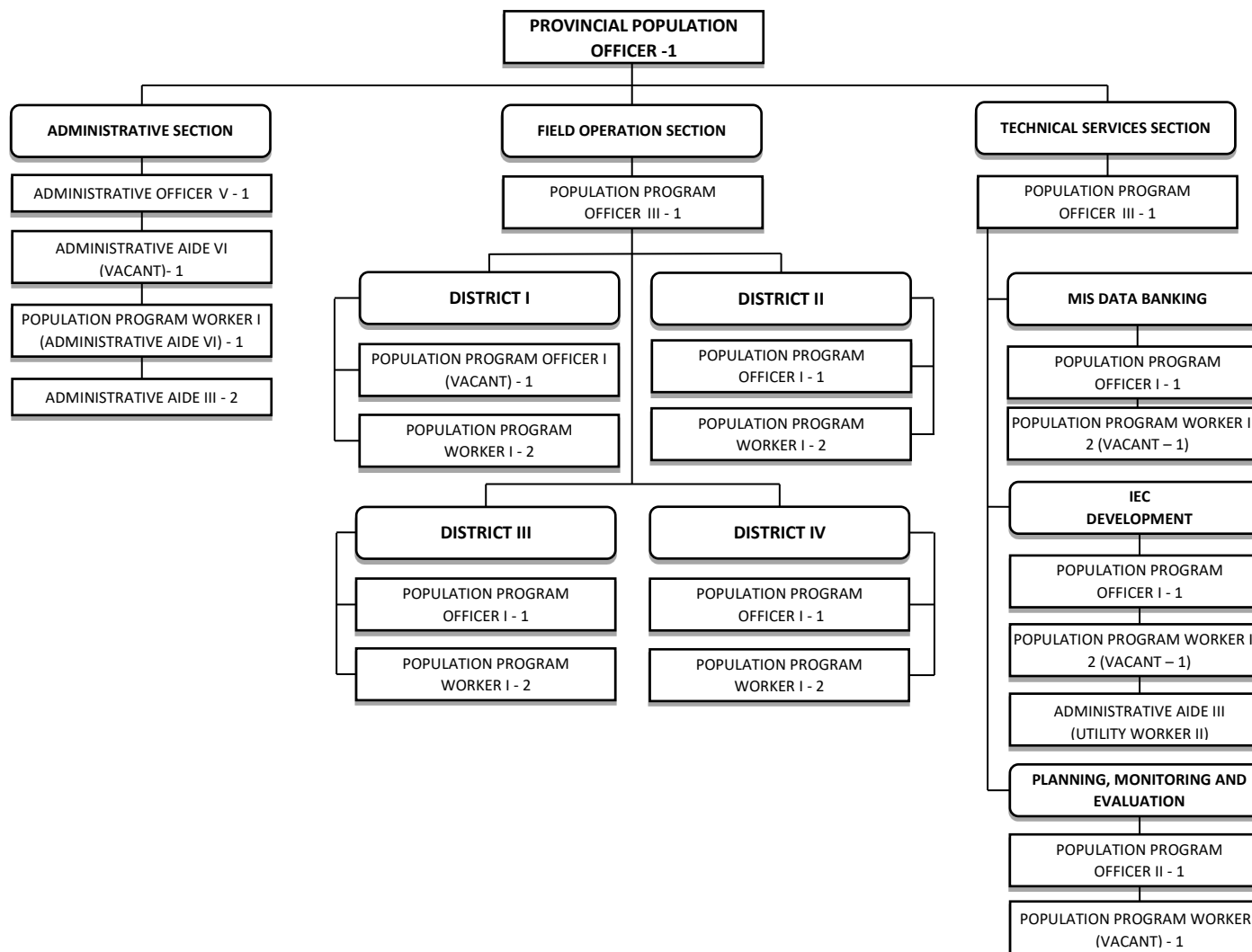


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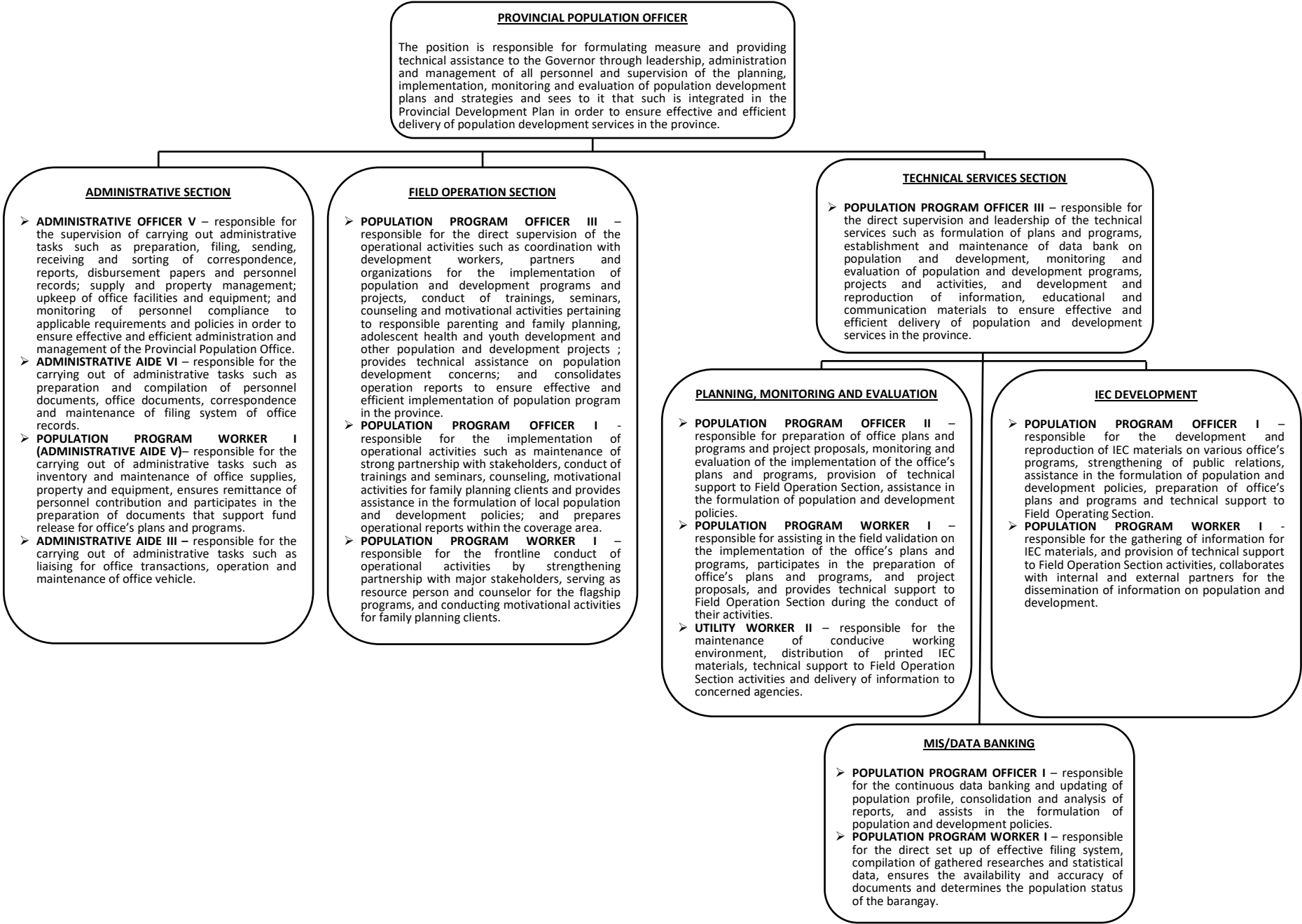


PROVINCIAL POPULATION OFFICE

ORGANIZATIONAL CHART

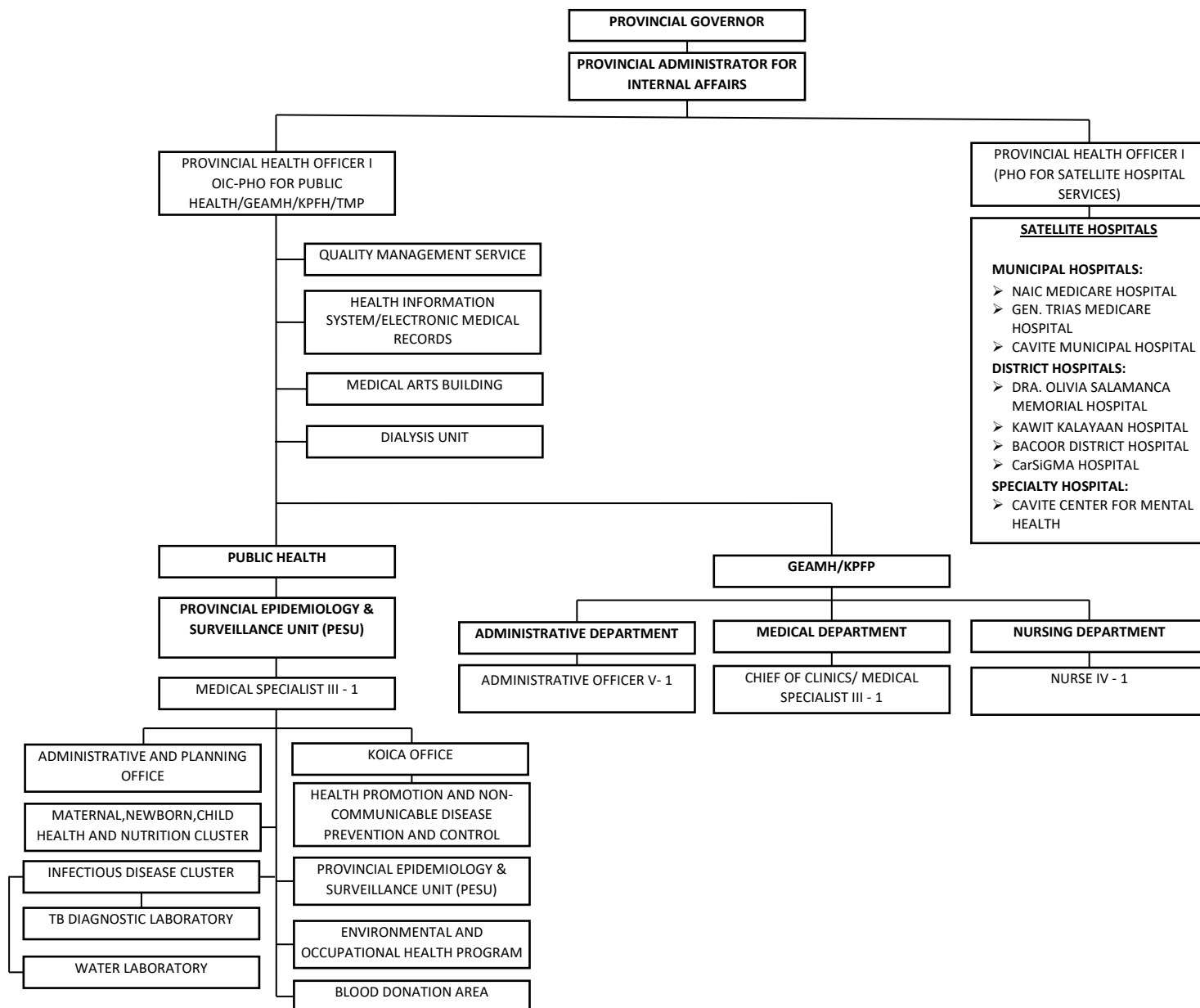


FUNCTIONAL CHART

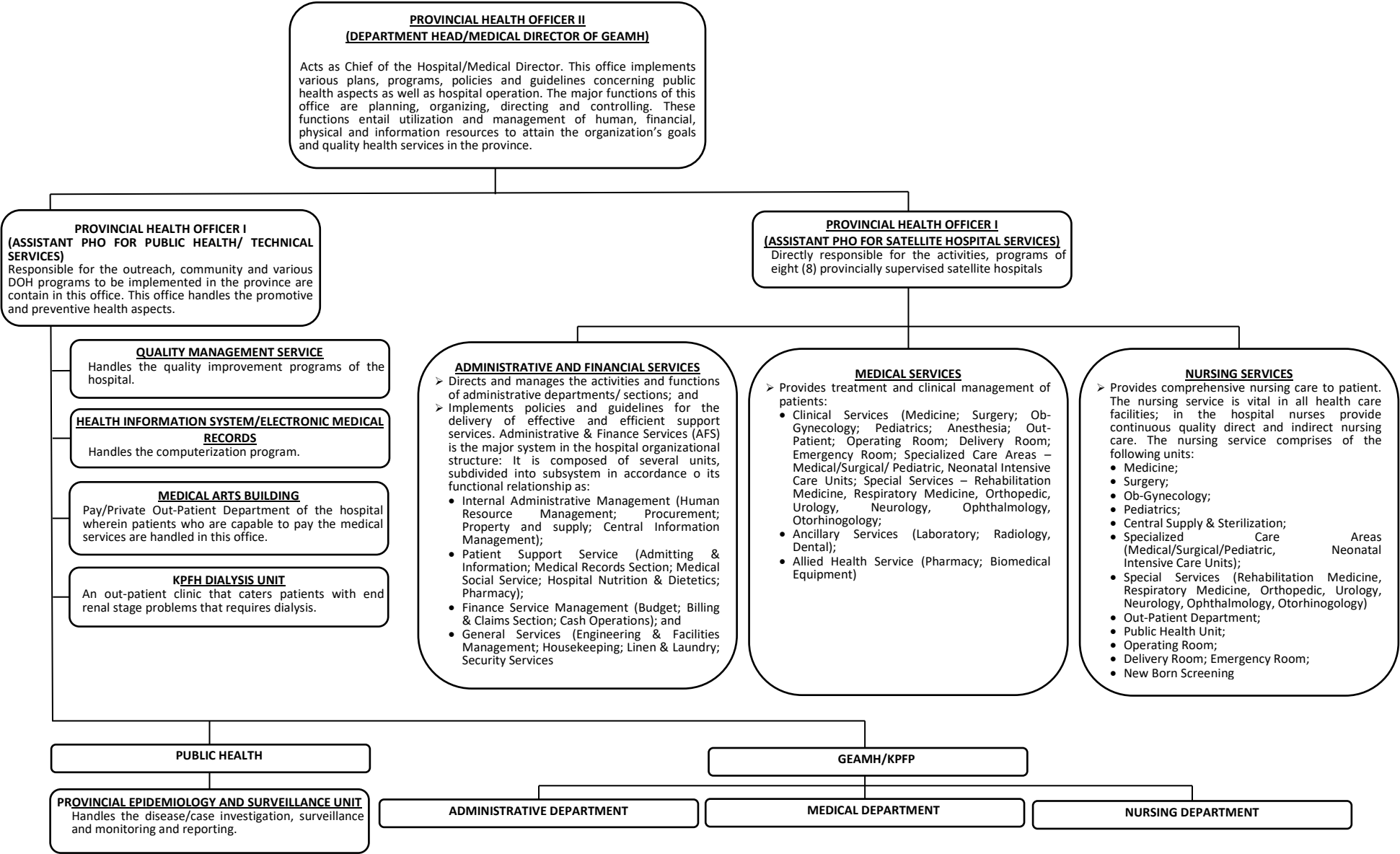


PROVINCIAL HEALTH OFFICE

ORGANIZATIONAL CHART

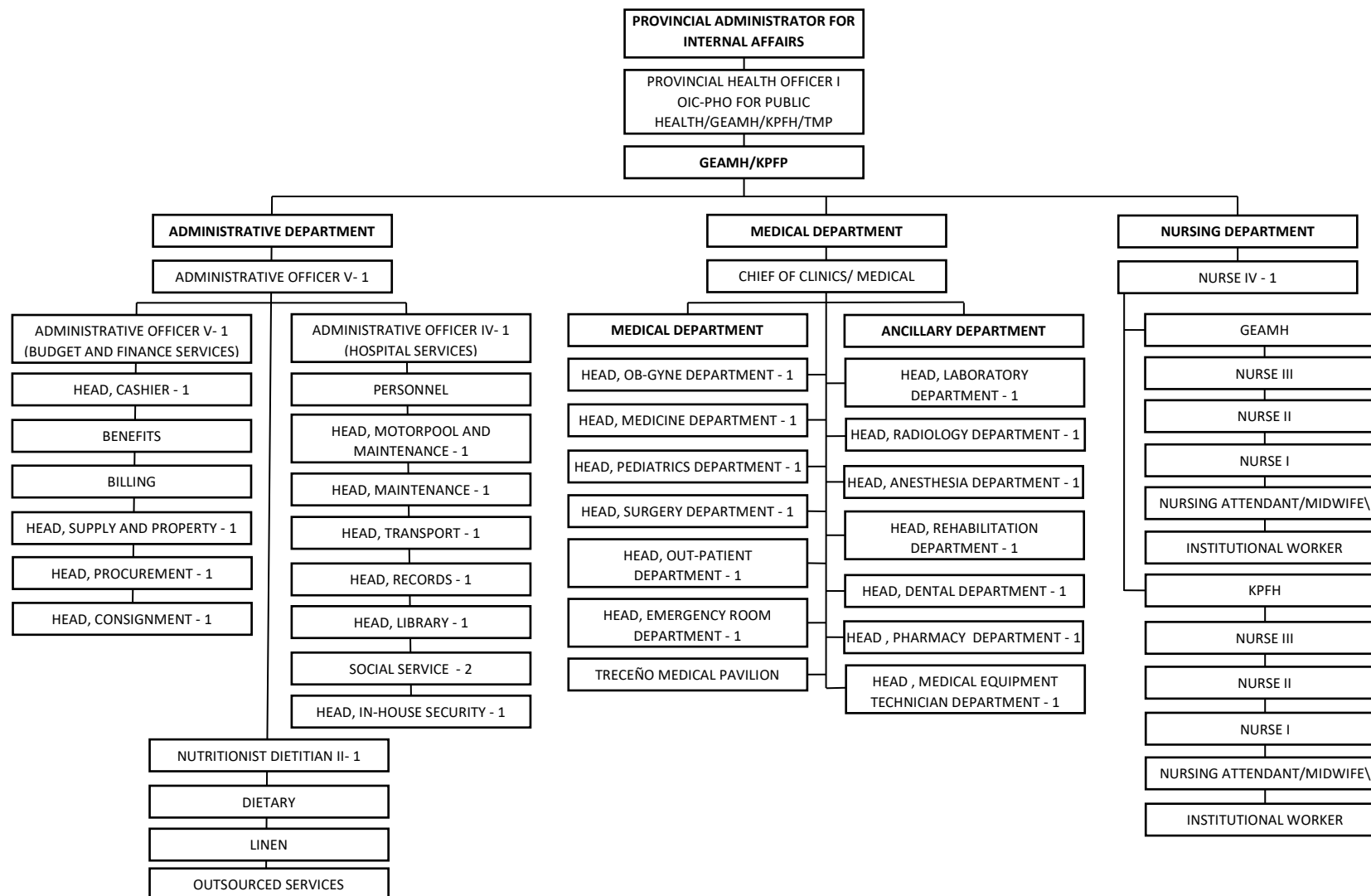


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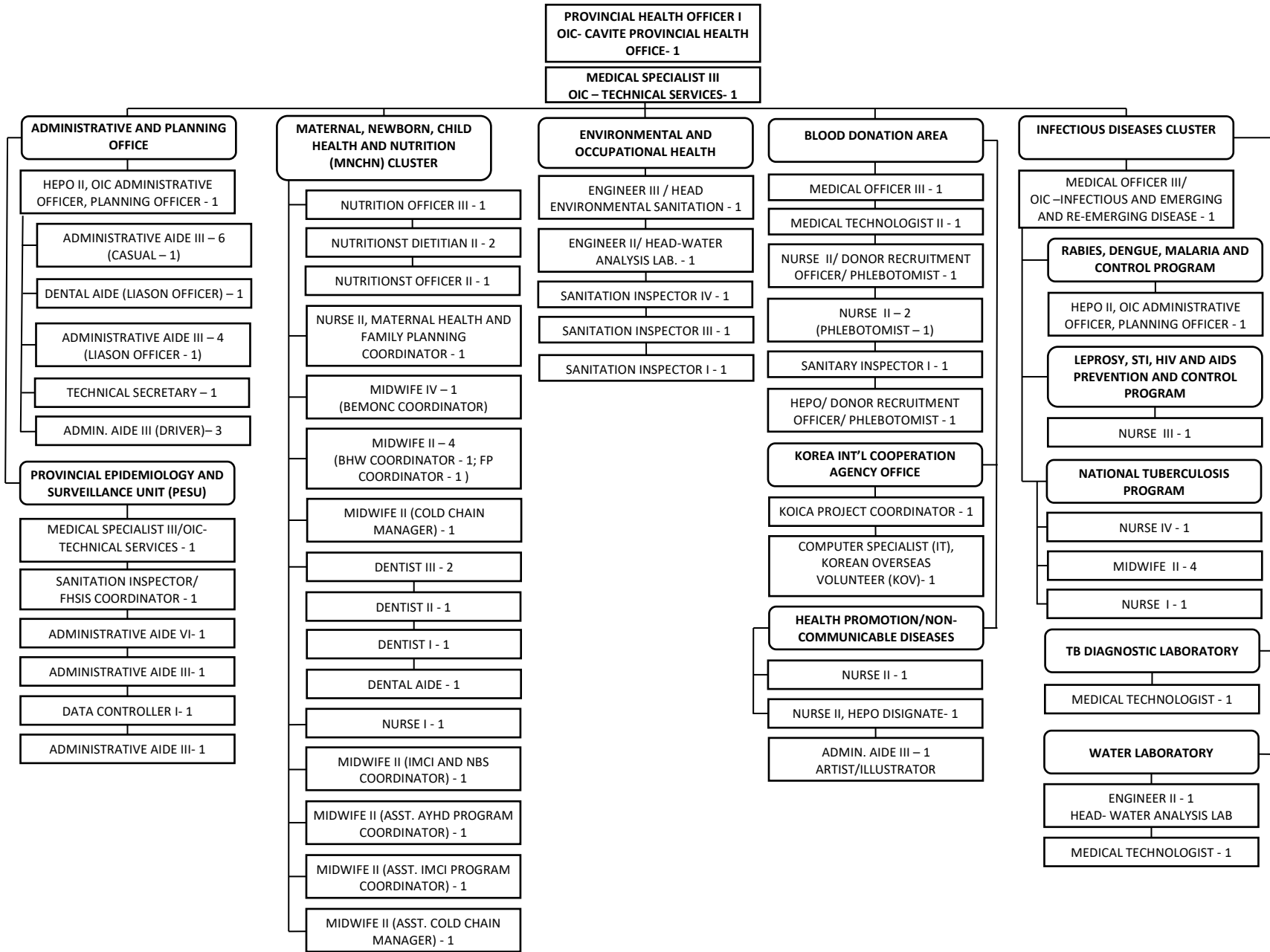


**GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL
KOREA-PHILIPPINES FRIENDSHIP PROJECT**

ORGANIZATIONAL CHART

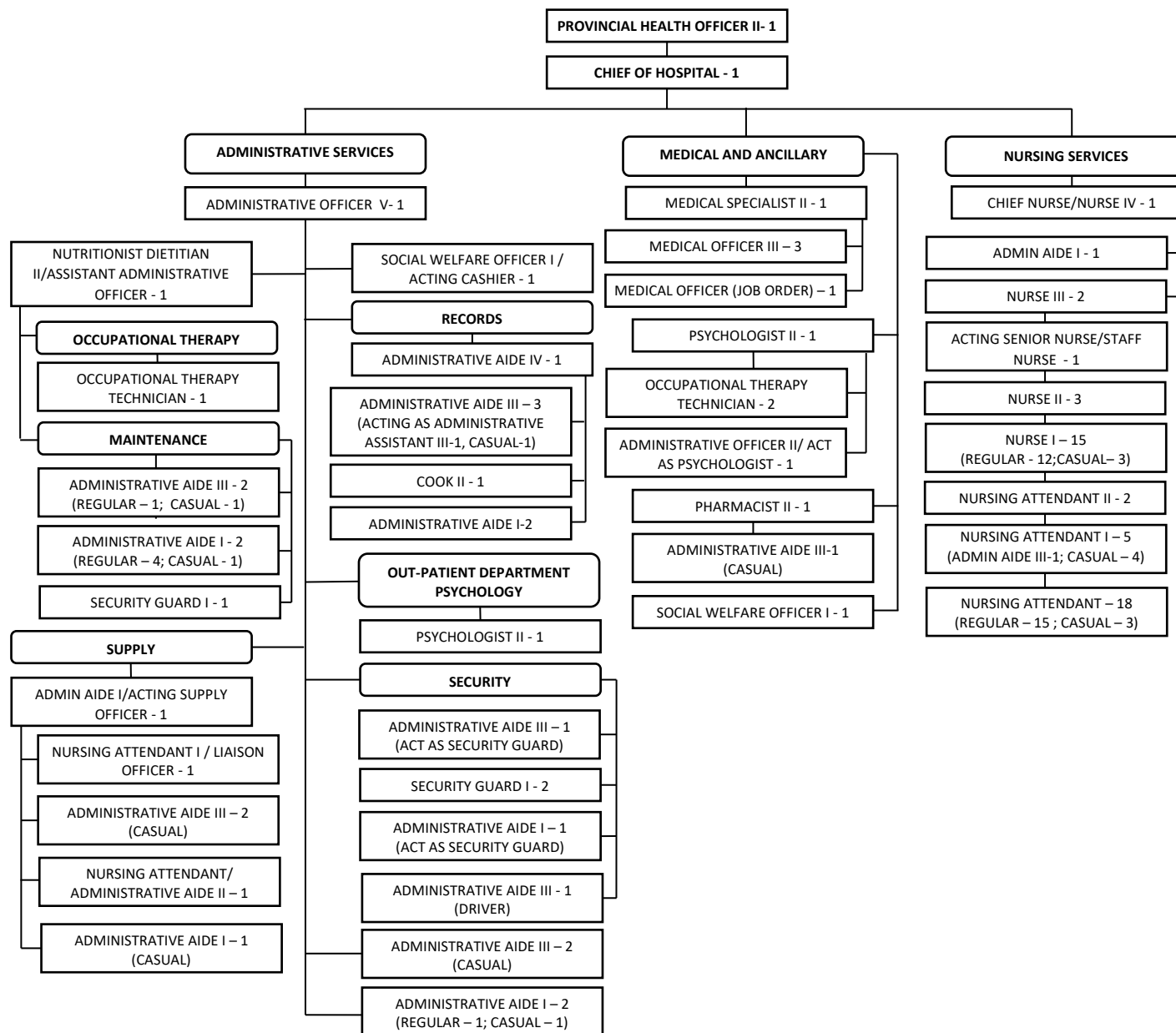


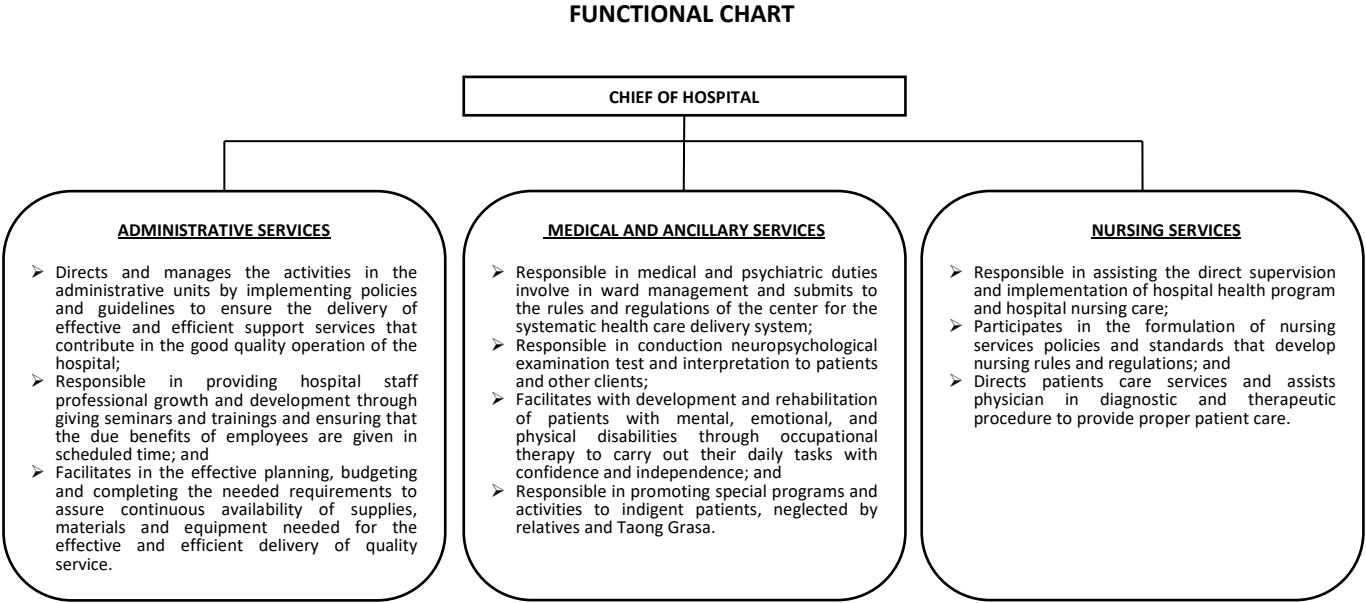
PROVINCIAL HEALTH OFFICE
CAVITE COLLABORATION CENTER FOR PUBLIC HEALTH
ORGANIZATIONAL STRUCTURE



CAVITE CENTER FOR MENTAL HEALTH

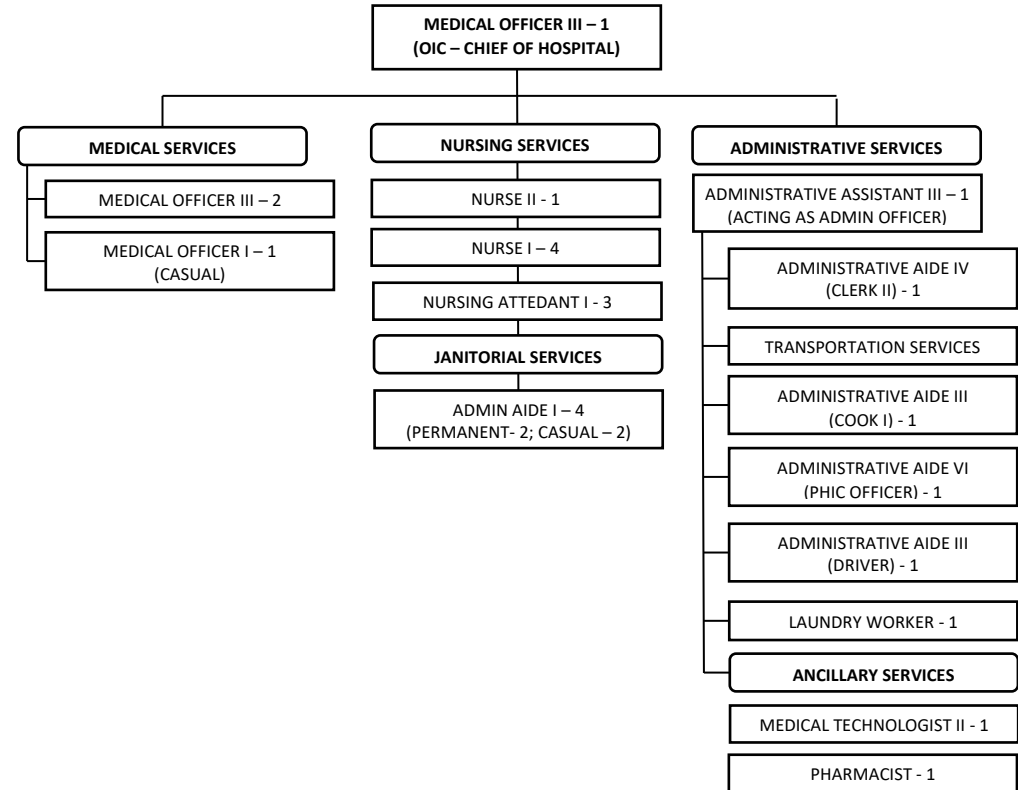
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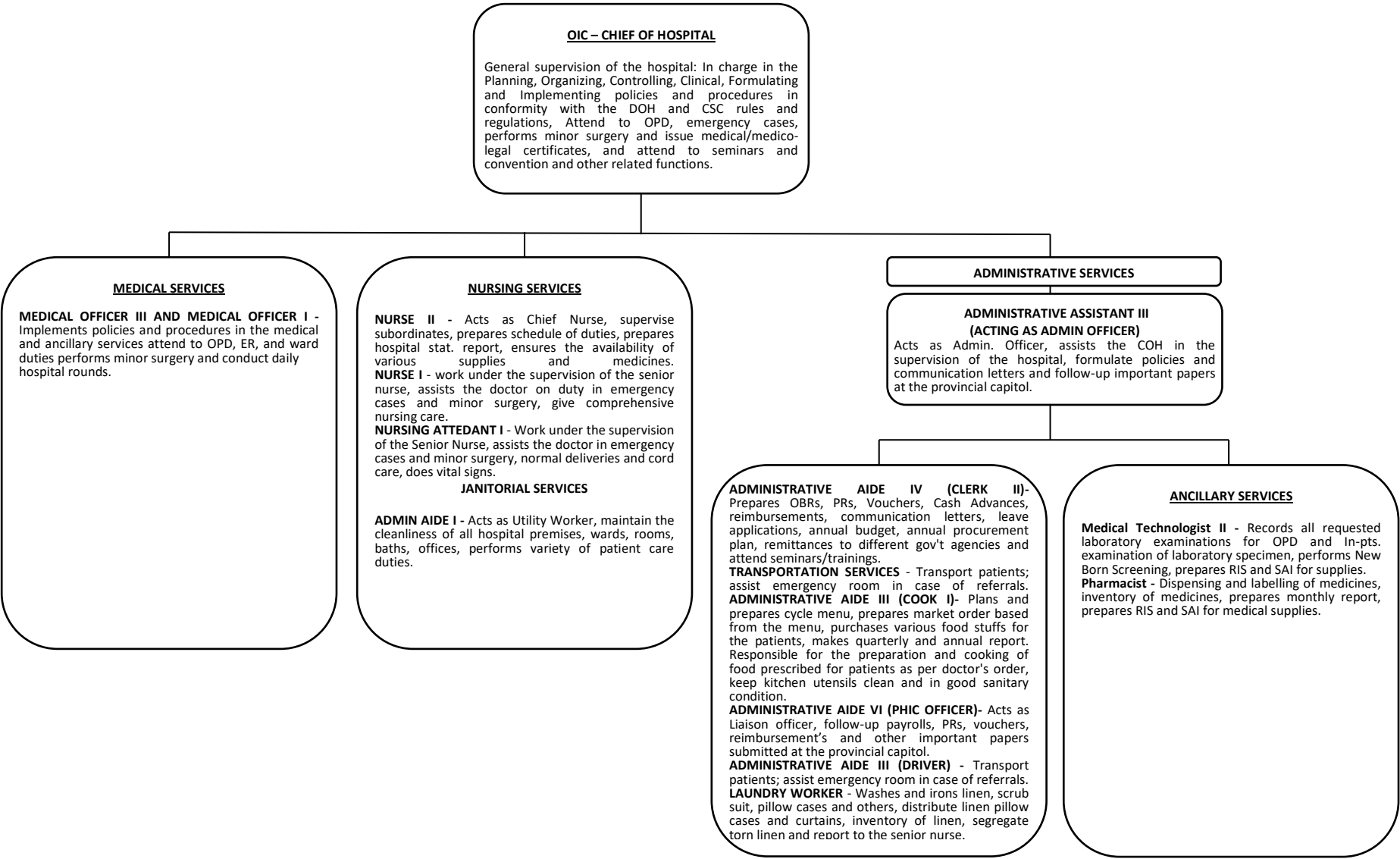
GENERAL TRIAS MEDICARE HOSPITAL

ORGANIZATIONAL CHART



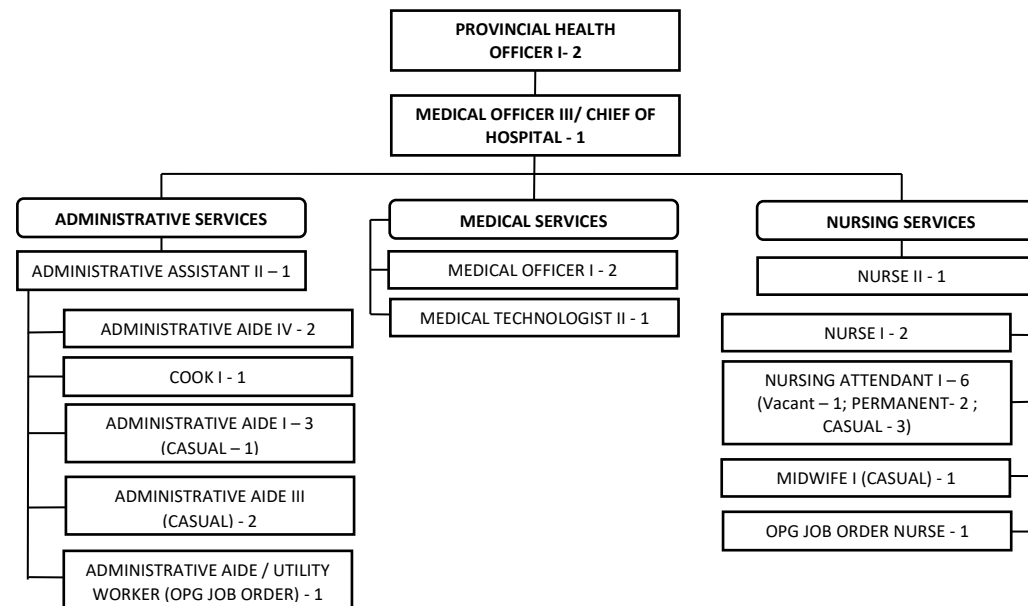
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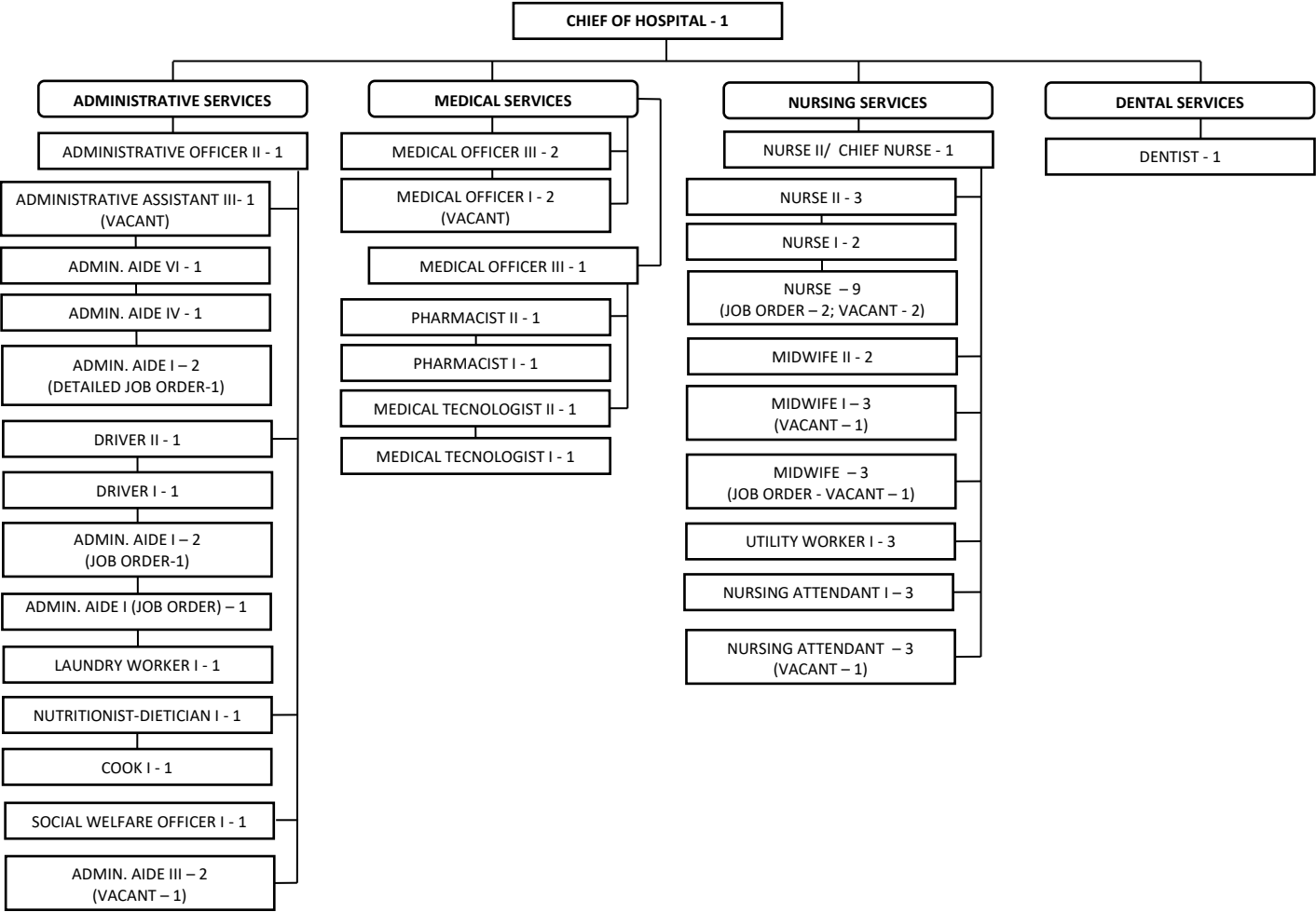
NAIC MEDICARE HOSPITAL

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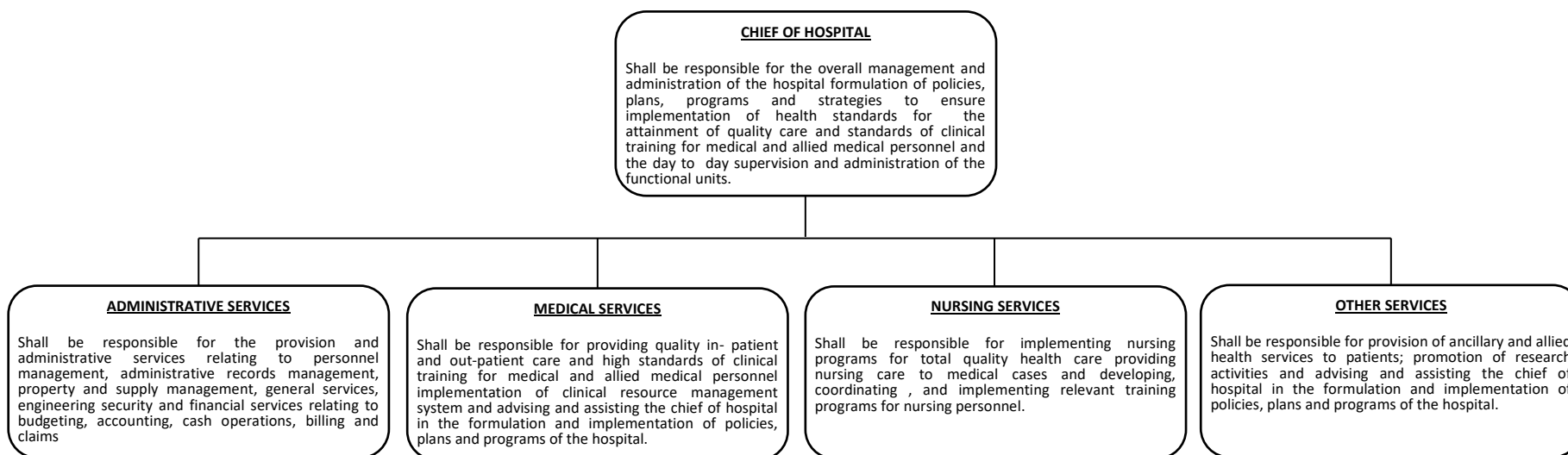
CARSIGMA DISTRICT HOSPITAL

ORGANIZATIONAL CHART



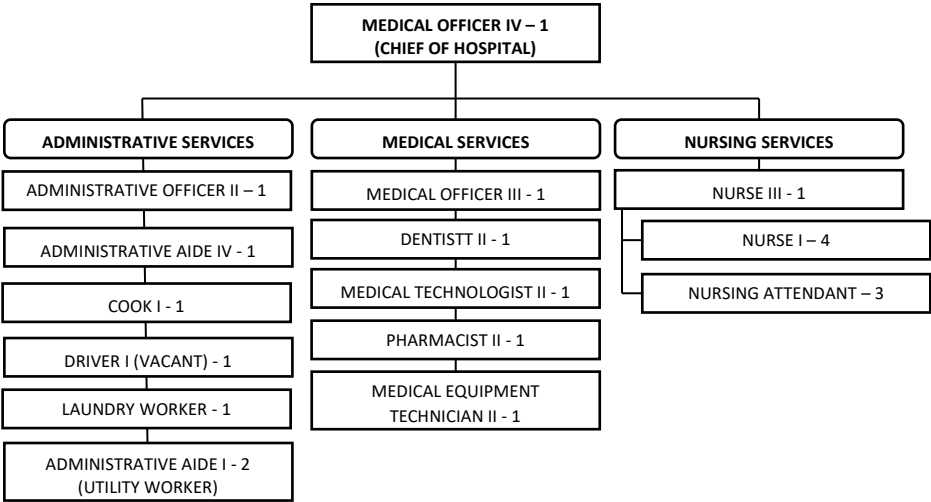
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FUNCTIONAL CHART

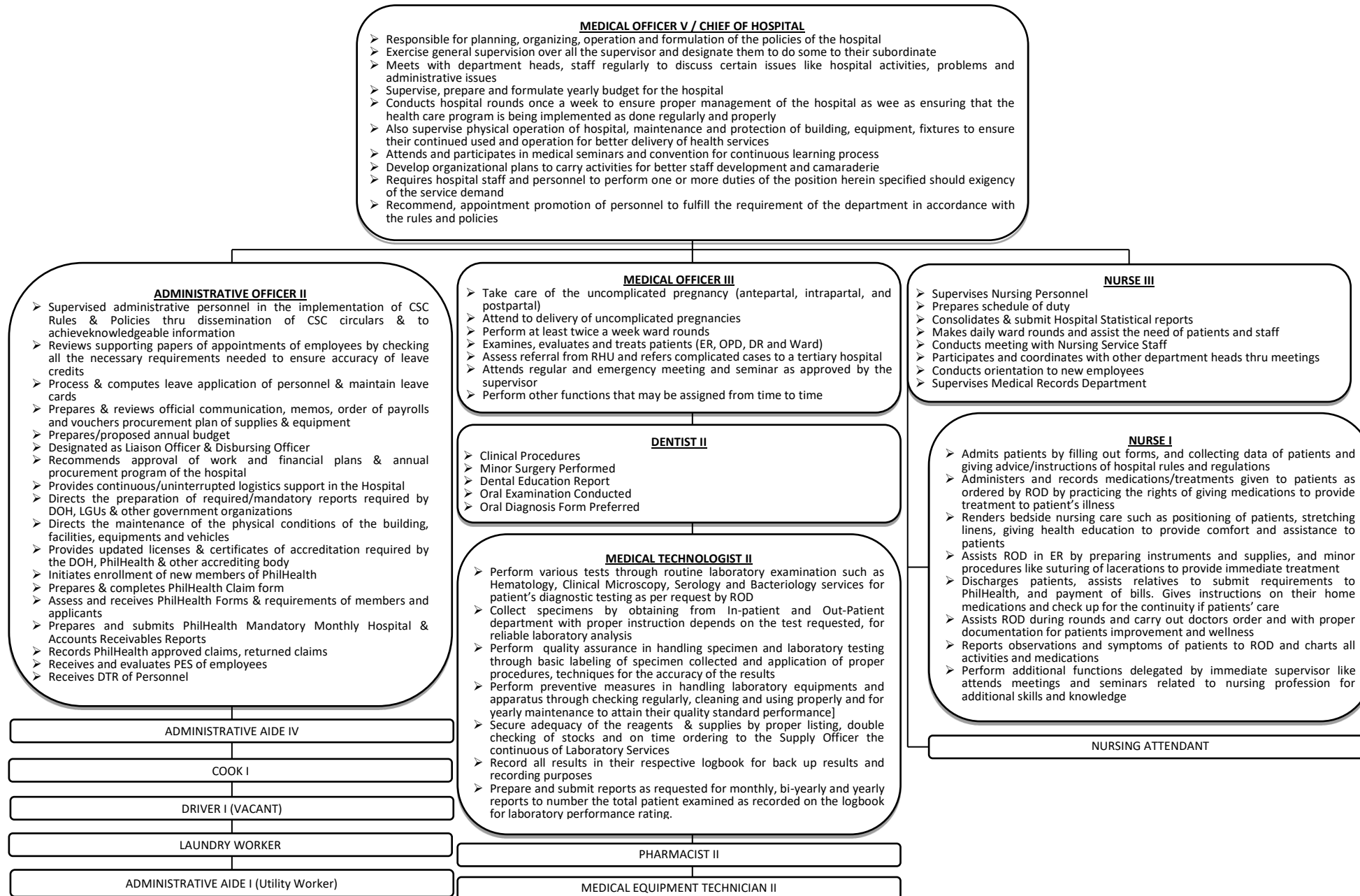


CAVITE MUNICIPAL HOSPITAL

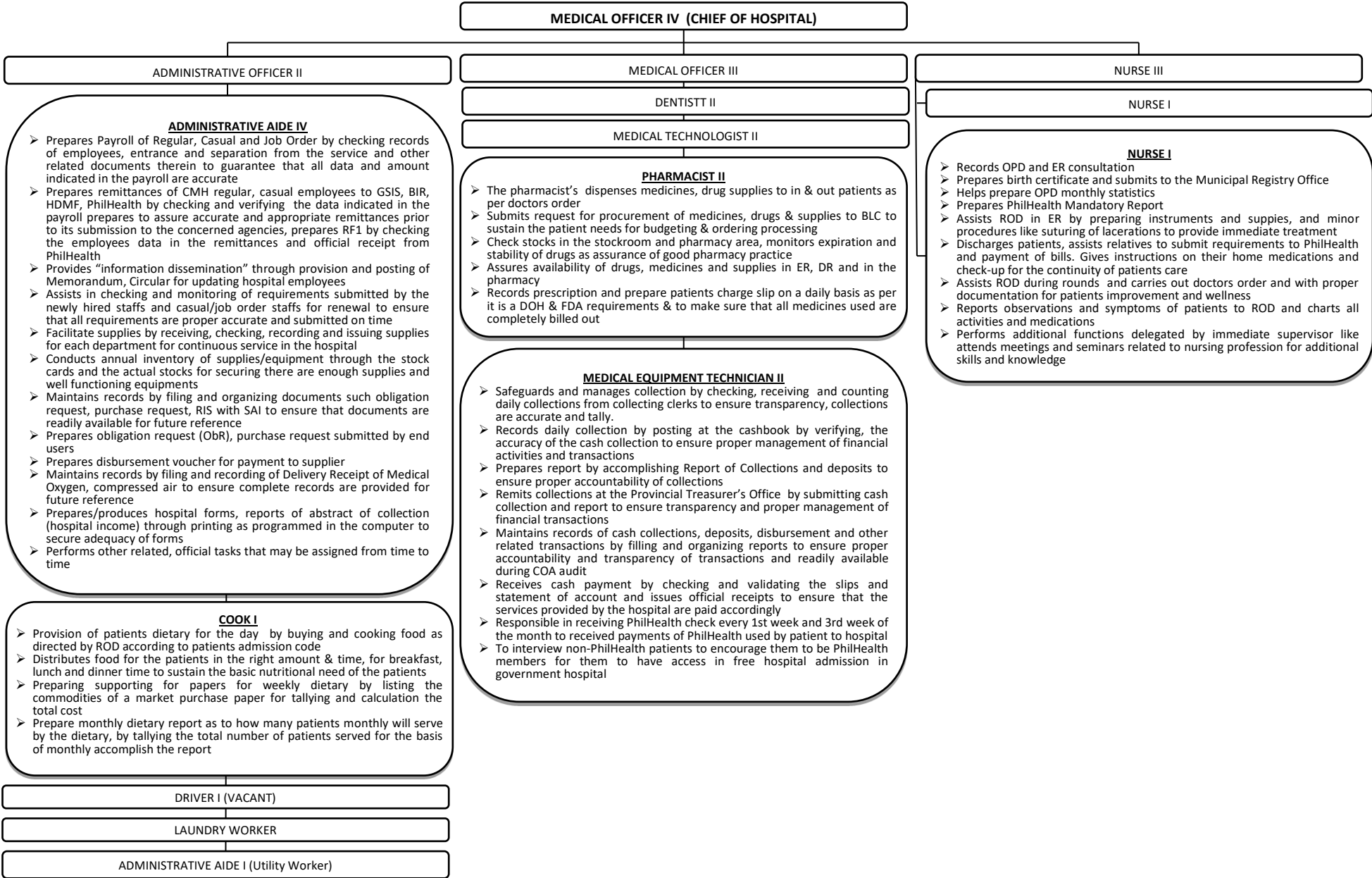
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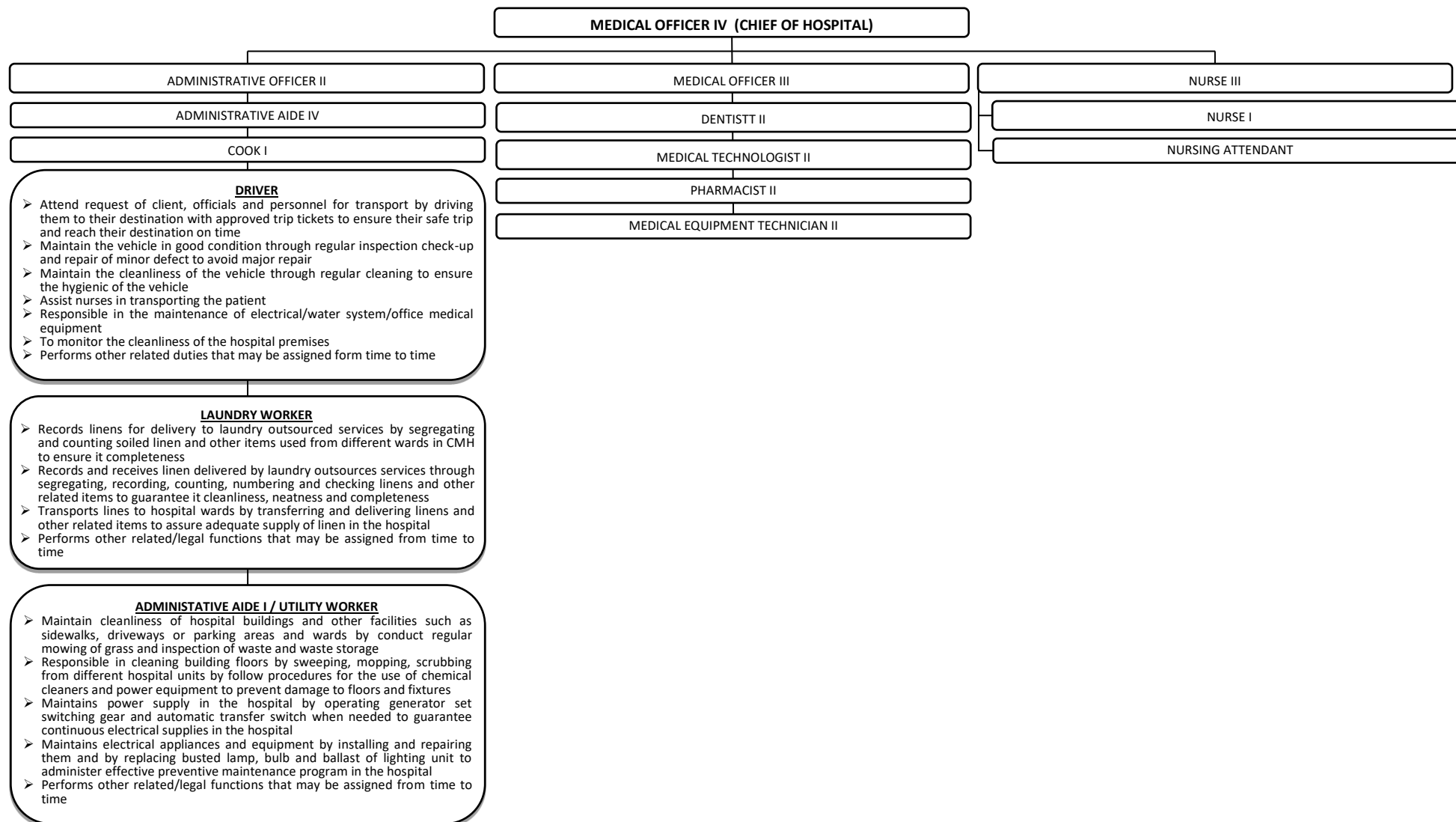
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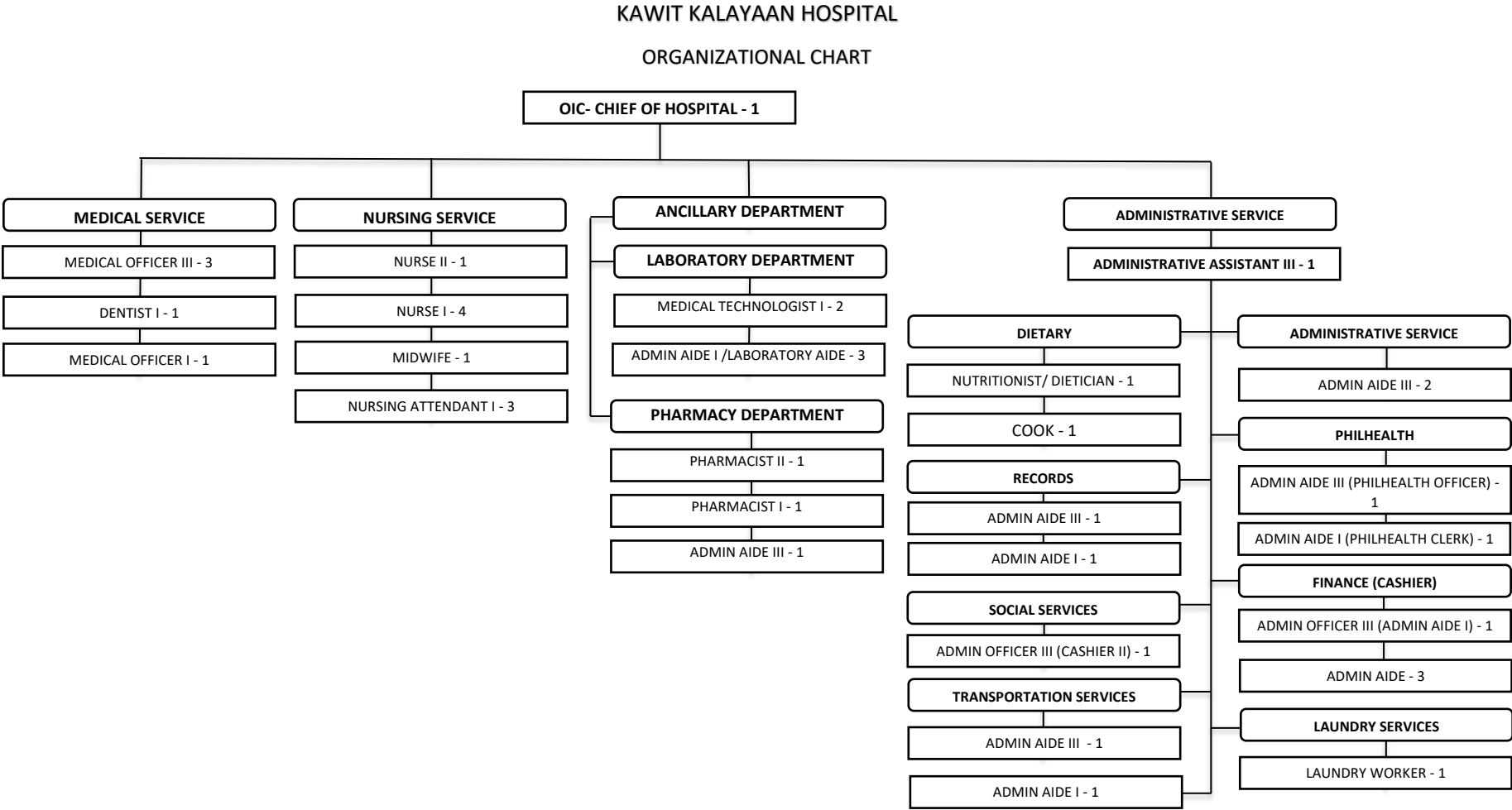


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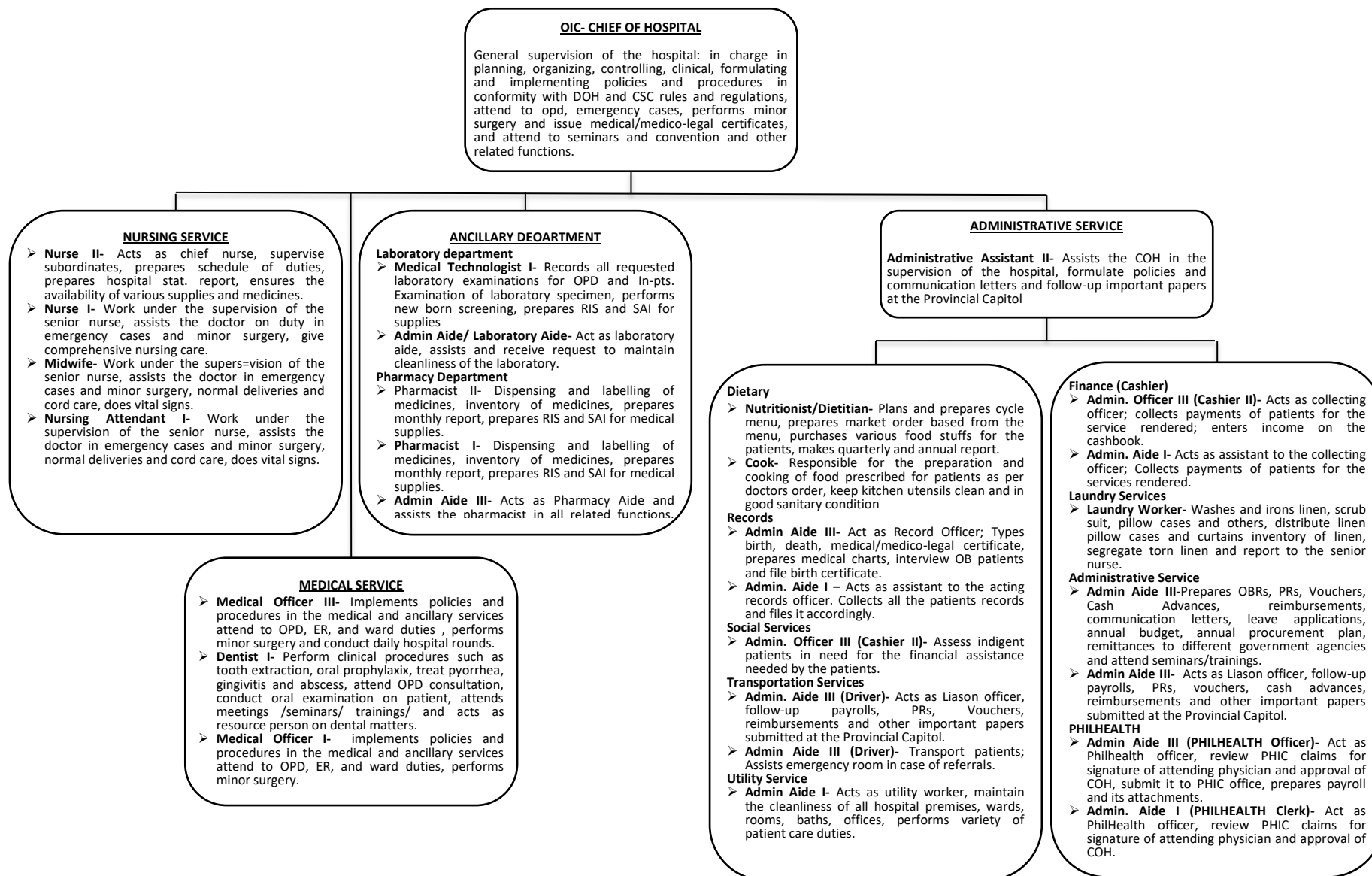


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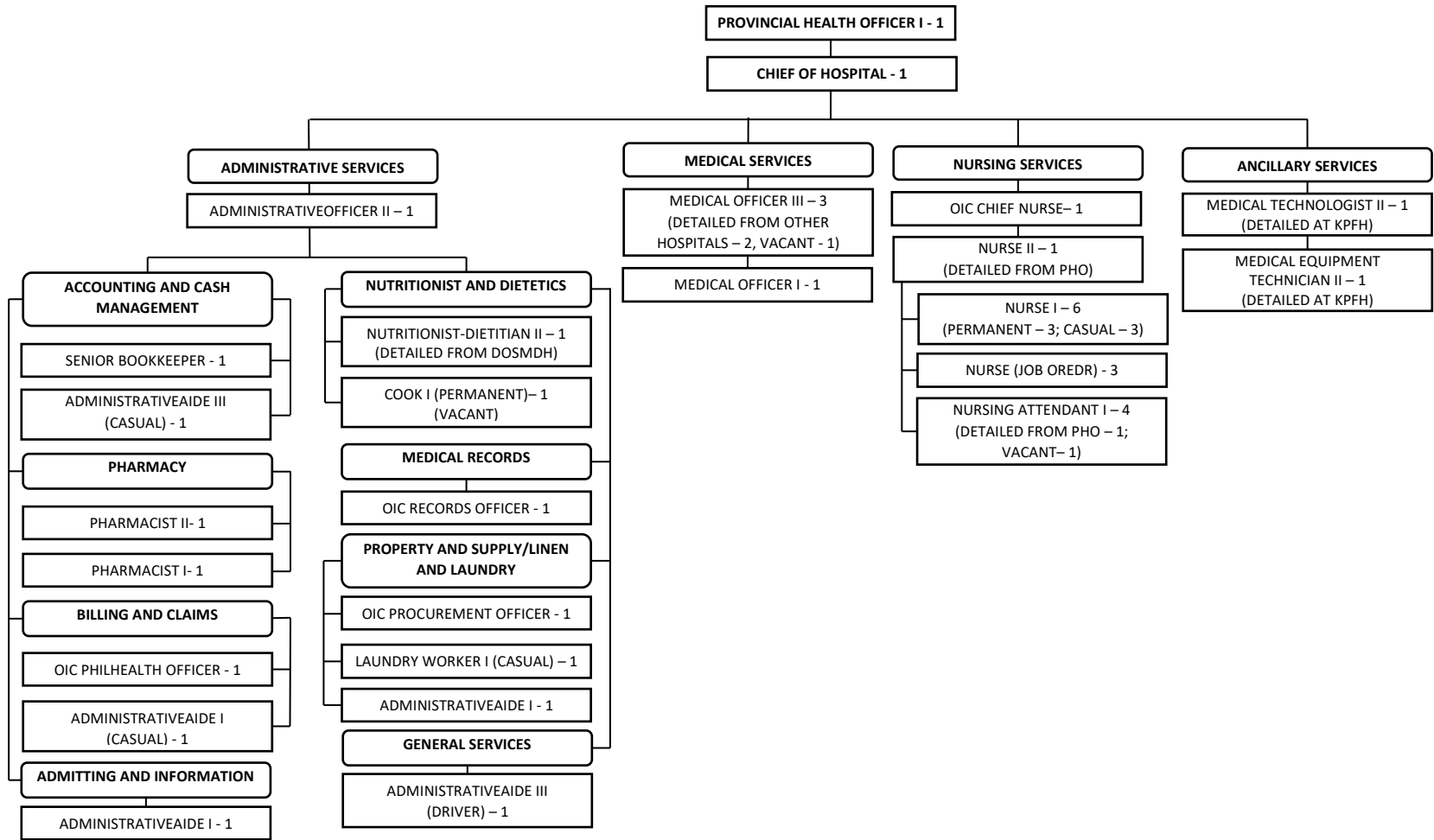


FUNCTIONAL CHART



BACOR DISTRICT HOSPITAL

ORGANIZATIONAL CHART



FUNCTIONAL CHART

