

# Chapter 9. Local Administration

## Organization and Management

The latest election was conducted last May 2013 and their term would last until June 30, 2016. The following table shows the current elected officials of the Province of Cavite.

**Table 9A** List of Elected Provincial Officials, Province of Cavite, July 1, 2013 – June 30, 2016

Position	Name
Governor	Hon. Juanito Victor C. Remulla, Jr.
Vice Governor	Hon. Ramon Jolo B. Revilla, III
<b>Sangguniang Panlalawigan Members:</b>	
First District	Hon. Dino Carlo R. Chua Hon. Ryan R. Enriquez
Second District	Hon. Edralin G. Gawaran Hon. Rolando S. Remulla
Third District	Hon. Arnel M. Cantimbuhan Hon. Larry Boy S. Nato
Fourth District	Hon. Raul Rex D. Mangubat Hon. Teofilo B. Lara
Fifth District	Hon. Marcos C. Amutan Hon. Ivey Jayne A. Reyes
Sixth District	Hon. Hermogenes C. Arayata III Hon. Felix A. Grepo
Seventh District	Hon. Irene D. Bencito Hon. Eileen B. Cocos
President, Liga ng mga Barangay	Hon. Conrado A. Viado
President, Cavite Councilors' League	Hon. Armando Bernal

Source: Office of the Sangguniang Panlalawigan



## Provincial Government Employees

The human resource or workforce of the provincial government is composed of 2,650 individuals holding the status of elected officials, permanent employees, temporary employees, co-terminus, contractual employees, casual and the job orders. Still, majority of the provincial government employees holds a permanent status of employment. This is an advantage for the provincial government in order to ensure a stable resource of highly equipped and functional manpower despite the change of administrations.

In 2012, the Provincial Government of Cavite has a total human resource workforce of 5,004 employees. This however decreased until 2015.

There are nineteen elected officials that serve as the core of governance. The Local Chief Executive serves as the guide on the development track of the province. He is being supported by the Vice-Governor along with a set of legislative body that creates various ordinances and resolutions in support of the development direction of the Governor. There are also positions that are classified as co-terminus or those that has tenure that ends along with the end of political terms of certain politicians such as executive assistants, among others. Currently, 141 employees hold the status of co-terminus. Around 841 are casual employees, and 22 are contractual (Table 9B). The data however does not reflect the job orders which are hired for special time-bounded employment.

**Table 9B** Number of Provincial Government Employees by Status of Employment, Province of Cavite: 2010-2015

Status of Employment	2010	2011	2012	2013	2014	2015
Elected	19	19	19	19	18	18
Permanent	1,512	1,562	1,565	1,580	1,594	1,629
Temporary	27	27	33	48	3	0
Co-terminus	99	172	153	112	139	141
Contractual	22	24	24	23	22	22
Casual	948	877	915	867	870	841
Job Orders	1,285	1,905	2,295	1,811		
<b>Total</b>	<b>3,912</b>	<b>4,586</b>	<b>5,004</b>	<b>4,460</b>	<b>2,646</b>	<b>2,650</b>

Source: Human Resource Management Office, Trece Martires City



## Provincial Government Offices

The Provincial Government of Cavite has been very innovative in its organizational structure, creating new offices in order to cope up with the current needs of the province. Currently, there are 21 provincial offices headed by department heads, nine of which are considered as units and nine (9) provincial satellite hospitals. These satellite hospitals have designated Chiefs of Hospital.

The Administration Office is divided into three areas such as, internal affairs, external affairs and community affairs. Each department was assigned to a group according to the nature of their operation. This system made the monitoring easier. The PGC also established optional departments which are not existent in other provinces such as the Provincial Cooperative, Livelihood and Entrepreneurial Department, the Cavite Office of Public Safety, the Provincial Information and Communications Technology Office and the Cavite Quality Management Office (Tables 9C and 9D).



**Table 9C** Functions of Provincial Government Offices, Province of Cavite

Office	Functions
<b>Administrative Governance</b>	
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; inspect 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.
Provincial Planning and Development Office (PPDO)	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

<p>Office of the Sangguniang Panlalawigan</p>	<p>office is composed of five (5) divisions to wit: Administrative Staff; Plans and Programs Division; Research, Statistics, Monitoring and Evaluation Division and Special Projects 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> <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>
<p>Provincial Treasurer's Office (PTO)</p>	<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>
<p>OPG- Human Resource and Management Office</p>	<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>
<p>Provincial Information and Communications Technology Office</p>	<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 PICTO that 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>
<p><b>Social Governance</b></p>	
<p>Provincial Health Office (PHO)</p>	<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>
<p>Provincial Population Office</p>	<p>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.</p>

*A testament of good governance.*

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.
<b>Economic Governance</b>	
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 or 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 Engineer's 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)	
<b>Environmental Governance</b>	
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 geosciences 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.

**Table 9D** Provincial Department Heads, Province of Cavite: 2015

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
Engr. Redel John B. Dionisio	Provincial Administrator - Community Affairs	Ground Floor, Capitol Building
Mr. Lauro D. Monzon	Provincial Accounting Office	Provincial Finance Building
Ms. Lolita C. Pereña	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. Alvin S. Mojica	Provincial Cooperative, Livelihood and Entrepreneurial Development Office	CaCoDec Building
Engr. George B. Fojas	Provincial Engineering Office	PEO Compound
Mr. Ernesto C. Cenizal, Jr.	PG-Environment and Natural Resources Office	PEO Compound
Engr. Leopoldo G. Talatala, Jr.	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 <sup>nd</sup> Floor, Capitol Building
Atty. Gerardo P. Sirios	Provincial Legal Office	Ground Floor, Capitol Building
Mr. Jesus I. Barrera	Provincial Planning and Development Office	2 <sup>nd</sup> Floor, Capitol Building
Ms. Lorena R. Cron	Provincial Population Office	Capitol Compound
Ms. Cecilia D. Miranda	Cavite Office of Public Safety	3 <sup>rd</sup> Floor, Capitol Building
Ms. Michelle F. Alcid	Provincial Board Secretary – Sangguniang Panlalawigan	Legislative Building
Mr. Alvin Mojica	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 Planning and Development Office



## 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 (Table 9E). 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 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 Dasmariñas . The next election shall be held on May of 2016.

**Table 9E** Representatives by Legislative District, Province of Cavite: 2015

Legislative District	Representative
1 <sup>st</sup> District	Hon. Francis Gerald A. Abaya
2 <sup>nd</sup> District	Hon. Lani Mercado-Revilla
3 <sup>rd</sup> District	Hon. Alex L. Advincula
4 <sup>th</sup> District	Hon. Elpidio F. Barzaga, Jr.
5 <sup>th</sup> District	Hon. Roy M. Loyola
6 <sup>th</sup> District	Hon. Luis A. Ferrer IV
7 <sup>th</sup> District	Hon. Abraham N. Tolentino

## Registered Voters

The voters information herein are based on the data submitted to the Office of the Election Officers as of November 16, 2015 ERB Hearing.

The total number of voters in Cavite is 1,843,163. That is 50.10% of the province total population. The highest number of voters can be found in the City of Dasmariñas (326,070). This corresponds to 17.69% of the total voters in Cavite. It is followed by City of Dasmariñas with 260,156 or 14.11% of the total voters. The third largest number of voters can be found in the City of Imus (183,960 or 9.98%) (Table 9F).

**Table 9F** Registered Voters by City/Municipality: as of November 16, 2105

City/Municipality	Registered Voters
<b>1<sup>st</sup> District</b>	
Cavite City	63,012
Kawit	47,116
Noveleta	25,565
Rosario	77,129
<b>2<sup>nd</sup> District</b>	
City of Bacoor	260,156
<b>3<sup>rd</sup> District</b>	
City of Imus	183,960
<b>4<sup>th</sup> District</b>	
City of Dasmariñas	326,070
<b>5<sup>th</sup> District</b>	
Carmona	47,676
Silang	118,959
Gen. M. Alvarez	83,160
<b>6<sup>th</sup> District</b>	
Trece Martires City	63,378
Amadeo	23,914
Gen. Trias City	138,484
Tanza	110,892
<b>7<sup>th</sup> District</b>	
Tagaytay City	47,014
Alfonso	32,071
Gen. Emilio Aguinaldo	13,579
Indang	43,357
Magallanes	13,648
Maragondon	26,508
Mendez	20,285
Naic	63,044
Ternate	14,186
<b>TOTAL</b>	<b>1,843,163</b>

Source: Commission on Elections