

ACCOMPLISHMENT REPORT 2011

ADMINISTRATIVE GOVERNANCE

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
<i>Office of the Governor- Executive Management Staff</i>			
1	General Administrative and Support Services		
	1.1 General Administrative Services		
	1.1.1 Executive Management Services	Number of programs/projects/activities approved and implemented	
	1.1.2 Communication Services	Number of memos prepared	63
		Number of executive orders prepared	29
		Other communications prepared	188
	1.1.3 Professional Development Training Programs	Number of seminars/trainings/workshops conducted	8
	1.1.4 Consultancy and other Professional Services	Number of consultancy and professional services rendered	45
2	Operations		
	2.1 Support to National Government Agencies (NGAs)	Number of national government agencies supported	
	2.1.1 Department of the Interior and Local Government (DILG)		
	2.1.2 Commission on Audit (COA)		
	2.1.3 Regional Trial Court (RTC)		54
	2.1.4 Parole and Probation		
	2.1.5 Clerks of Court		
	2.1.6 Commission on Election (COMELEC)		20
	2.1.7 Department of Education (DepEd)		119
	2.2 Support to Barangay Health Workers (BHWs)	Number of BHWs supported	1,946
	2.3 Support to Barangay Nutrition Scholars (BNS)	Number of BNS supported	234

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
<i>Office of the Sangguniang Panlalawigan</i>			
1	General Administrative and Support Services		
1.1	Vice-Governor		
1.1.1	Acts as the Presiding Officer at Sangguniang Panlalawigan	Number of regular sessions	41
		Number of special sessions	4
1.1.2	Functions as the head of the Sangguniang Panlalawigan	Number of policies and guidelines formulated	12
2	Operations		
2.1	Legislative Services		
2.1.1	Enactment of ordinances and approval of resolutions for efficient and effective provincial government	Number of ordinances enacted	7
		Number of resolutions approved	484
2.1.2	Generation and maximization on the use of resources and revenues for the development plans of the province/municipalities	Number of Annual Budgets approved/reviewed	22
		Number of Supplemental Budgets approved/reviewed	16
2.1.3	Approval of ordinances which shall ensure efficient and effective delivery of basic services	Number of ordinances enacted	17
		Number of ordinances approved	4
2.1.4	Committee hearings/meetings	Number of committee hearings conducted	32
2.2	Records Management Services		
2.2.1	Provincial Board Secretariat		
2.2.1.1	Publication of approved ordinances	Number of ordinances published	1
2.2.1.2	Transmittal of all duly approved ordinances of all concerned municipalities and cities	Number of approved resolutions and ordinances transmitted	484
2.2.2	Ordinance and Resolution Division	Number of ordinances and resolutions prepared/distributed	488
		resolutions prepared/distributed	21
2.2.3	Journal and Minutes Preparation Division		
2.2.3.1	Keeps the journal and minutes of the sessions and committee hearings	Number of minutes of the sessions compiled and distributed	45
		Number of committee hearings and sessions participated	33
2.2.4	Library Services		
2.2.4.1	Library Orientation	Number of schools visited and oriented	29

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
2.2.4.1.1 Conduct of trainings to barangay reading centers and municipal libraries	Number of barangays given lecture/orientation	100
	Number of municipal libraries given lecture/orientation	7
2.2.4.1.2 Conduct of on-the-job training (OJT)	Number of OJT's	7
2.2.4.2 Outreach Program	Number of outreach program conducted	
	Number of film showing conducted	2
2.2.5.2.1 Book Donation	Number of barangays	829
2.2.4.3 Conduct of exhibits	Number of exhibit conducted	1
2.2.4.4 Library visits	Number of municipal libraries visited	9
2.2.4.5 Circulation and reference services	Number of clients/users served and assisted	4,404
2.2.4.6 Classification and Cataloguing		
2.2.5.6.1 Archiving of SP Resolutions and Ordinances using KOHA (an integrated library system)	Number of resolutions and ordinances encoded	365
2.2.5.6.2 Rehabilitation of worn-out books	Number of books repaired/rehabilitated	135
2.2.5.7 Professional Growth and Development		
2.2.5.7.1 Attendance to meetings, trainings, seminars and conferences	Number of trainings, seminars attended/conducted	20
2.2.5.8 Subscription to periodicals	Number of subscribed periodicals	
	broadsheet	1,086
	- tabloids	724
	- local magazine	115
	- foreign magazine	206
2.2.5.9 Electronic Resources Services	Number of e-library users/served and assisted	5,433
2.2.5.10 Library Exhibits and other significant events	Number of exhibits/bulletin board display	12
2.2.5.11 Vertical Files/Clipping	Number of files/clippings	1,064

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
<i>Provincial Planning and Development Office</i>			
1	General Administrative and Support Services		
	1.1 General Administrative Services		
	1.1.1 Records keeping, organizing and filing of provincial plans and documents	Number of documents	2,019
	1.1.2 Communication services	Number of office administrative reports prepared and submitted/communication coordinated	2,014
	1.2 Support Services		
	1.2.1 Attendance to meetings/conventions/ seminars/trainings/fora/workshops and other related activities	Number of conventions attended; Number of trainings/seminars attended	124
	1.2.2 Provision of Lead/Secretariat Support to organizations	Number of organizations technically supported	
	1.2.2.1 Cavite Coffee Development Board (CCDB)	Invitation letters/notices of meeting prepared	15
		Meeting attended	1
		Minutes of meeting prepared	1
	1.2.2.2 Provincial Therapeutic Committee (PTC)	Invitation letters/notices of meeting prepared	80
		Meetings attended	4
		Minutes of meetings prepared	4
	1.2.2.3 Botika ng Lalawigan ng Cavite (BLC) Board of Directors	Invitation letters/notices of meeting prepared	100
		Meetings attended	22
		Minutes of meetings prepared	10
	1.2.2.4 Provincial Council for the Protection of Children (PCPC)	Meetings attended	7
		Activities participated	5
	1.2.2.5 Protected Area Management Board (PAMB)	Meetings/activities attended/participated	2
	1.2.2.6 Cavite Small and Medium Enterprise Development Council (CASMEDC)	Meetings attended/participated	5
		Activities attended/participated	2
	1.2.2.7 Cavite Youth and Sports Development Council (CYSDC)	Meetings attended/participated	4
		Activities attended/participated	2
	1.2.2.8 Bids and Awards Committee C (BAC-C)	Meetings attended	5
		Biddings conducted	5

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
		Consignors evaluated	81
		Consignors applicants	16
		Eligible consignors/suppliers evaluated after the bidding	14
		Certificate of Accreditation prepared	24
		Agenda folder prepared	18
		Minutes of Meeting	3
1.2.2.9	Provincial Development Council (PDC)	Attendance Report	1
1.2.2.10	Regional Statistical Coordination Committee (RSCC)	Number of meetings/seminars	7
1.2.2.11	Provincial Disaster Risk Reduction and Management Council (PDRRMC)	Number of meetings/seminars	13
1.2.2.12	Regional Development Council (RDC)	Number of meetings/seminars	2
1.2.2.13	Regional Land Use Committee (RLUC)	Number of meetings	40
1.2.2.14	Bids and Awards Committee A and B (BAC A and BAC B)	Number of meetings/seminars	20
1.2.2.15	Cavite Association of Planning and Development Coordinators (CAPDC)	Number of meetings	2
1.2.2.16	Provincial Nutrition Council (PNC)	Number of meetings	2
1.2.2.17	Provincial Council for Elderly	Number of secretariat support	1
1.2.2.18	Local Governance Performance Management System (LGPMS) Core Team	Number of meetings	3
1.2.2.19	Provincial Cooperative and Development Council (PCDC)	Number of meetings/seminars	11
1.2.2.20	Provincial Committee on Public Auction	Number of meeting	1
1.2.2.21	Provincial Finance Committee	Number of meetings	2
1.2.2.22	Cavite Information and Communication Technology Council (CICTC)	Number of meeting attendance and activities participation	10
2	Operations		
2.1	Research, Collection, Statistics, Monitoring and Evaluation		
2.1.1	Preparation of reports and Socio-Economic Profiles	Local Government Report prepared and submitted	1
		Socio-Economic Profile sectoral/sub-sectoral data collected	19
2.1.2	Updating of various directories	Number of directories prepared and updated	14
2.1.3	Preparation of inventory of government-owned water supply system	Water Service Provider with updated water source information	17
2.1.4	Updating of inventory of roads and bridges	Updated Inventory of Roads and Bridges (municipal and barangay roads and bridges)	23
		Provincial/ National Roads and Bridges Inventory	1

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
2.1.5	Collection/Encoding of Accomplishment Reports of provincial offices for third quarter of 2011	Number of Accomplishment Reports collected/encoded	19
2.1.6	Monitoring and evaluation of provincial development projects funded out from 20% Development Fund (DF), Special Education Fund(SEF) and PAGCOR, national fund and foreign-assisted projects by city/municipality and by project category	Number of annual report prepared (by source of funds by city/municipality and by project category)	1
		Number of Annual Reports	3
		Semi-Annual Reports	3
2.1.7	Preparation of Utilization Reports for 20% Development Fund, Special Education Fund and PAGCOR Fund	Utilization Reports prepared	3
2.1.8	Monitoring and evaluation on the status of the implementation of Gender and Development (GAD) Plan	Number of status report prepared	1
2.1.9	Updating status of major infrastructure projects	Updated infrastructure projects	3
2.1.10	Monitoring of Early Child Care Development (ECCD) Projects	ECCD projects monitored	5
2.2	Library Management	Library materials catalogued	
2.3	Participation in the implementation of Local Governance Measurement System (LGPMS)	1 report prepared/submitted	3
		Consultative meetings	5
		Planning workshop conducted	1
		Exit conference	1
2.4	Development Planning		
2.4.1	Preparation of the Annual Investment Program (AIP)	Number of 2011 SBs prepared	5
		Number of 2012 AIP prepared	1
2.4.2	Preparation of the 2011 Annual Procurement Program (APP) for 20% Development Fund, Special Education Fund	APP for 20% Development Fund prepared	5
			1
2.4.3	Technical assistance to Local Government Units (LGUs) in the review of resolutions re land use	Number of resolutions reviewed	22
2.4.4	Provision of technical support to different barangays on preparation of Barangay Development Plans	Number of barangays assisted	4
2.4.5	Preparation of AIP for the 2011 5% Provincial Disaster Risk Reduction and Management Fund	Number of AIP prepared	1
2.4.6	Updating of Provincial Development and Physical Framework Plan 2011-2020	Sectoral/subsectoral draft plan	1
2.4.7	Preparation of 2012 Gender and Development (GAD) Plan	Number of plan prepared	1
		Number of copies prepared	5

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2.4.8	Geographic Information System (GIS) Mapping	Number of maps prepared	56
2.4.9	Preparation of maps integrating the use of Geographic Information System (GIS) and Global Positioning System (GPS)	Biking route maps	8
		Thematic map	1
		National road map prepared	1
2.4.10	Preparation of Disaster Risk Assessment report integrating (Geographic Information System)GIS	Disaster Risk Assessment Report	1
2.4.11	Provision of Technical Assistance in the preparation of Project Evaluation and Development (PED) Project	PED Project Assisted	1
2.4.12	Preparation of Zoning Maps	Coastal zoning maps prepared	1
		Draft zoning map prepared	4
2.5	Information and Communication Technology		
2.5.1	Local Area Network (LAN) Maintenance	Number of Computers connected to the network	138
2.5.2	Internet Connection	Number of computer units connected	120
2.5.3	System Maintenance	Number of biometric units maintained	18
2.5.4.	Website Updating	Weekly basis website updating	
2.5.4.1	Create/update articles	Updated articles	111
2.5.4.2	Edit/Create/Modify Pictures and Flash files	Number of created design	184
2.5.4.3	Others (create new modules, uploaded PDF files, and create banners)	Number of graphics designed	34
2.5.5	Personal Computer (PC) Repairs and Troubleshooting	Number of PC repaired and trouble-shoot	154
2.5.6	Participation in Information Technology (IT) Projects Development		
2.5.6.1	Emergency Response Solution (ERS)	Number of system for development	1
2.5.6.2	Real Property Tax System (RPTS)/Participation in the planning phase/coordination at Provincial Assessor's Office	Number of system for development	1
2.5.6.2.1	Set-up PC to be used for encoding	Number of PC	110
2.5.6.2.2	Trained/Assisted Encoders	Number of encoders	100
2.5.6.3	Information System Strategic Plan (ISSP)	Draft Plan	1
2.5.6.4	Cavite Information and Communications Technology Council (CICTC)		
2.5.6.4.1	Participated in the meetings (acted as Secretariat)	Number of meetings attended	10
2.5.6.4.2	Participated in the ICT Summit/Conferences	Number of activities participated	4
3.	Special Projects and Programs		
3.1	Provision of provincial data/information to walk-in researchers	Number of researchers	203

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
<i>Provincial Administrator's Office</i>		
1. General Administrative and Support Services		
1.1 General Administrative Services	Policy guidelines implemented	12 Instituted reforms in the procurement system at the province as mandated under existing auditing rules and regulations Took particular attention to the cleanliness and improvement of the capitol premises and all other facilities owned by the Provincial Government
1.2 Provision of all forms of public service assistance	Clients provided with public assistance	3,650
1.3 Coordination/Assistance for local/foreign visitors of the province	Local and foreign guests/visitors assisted	Assists in the preparation, coordination and receiving of local/foreign guests of the province
1.4 Manage and oversee fleet card transactions for the gasoline expenses of the provincial government	Fleet cards	720
1.5 Receives/records/indexes and audits all government transactions within the province	Number of transactions recorded/received/indexed/audited	1,836 3,468 1,079 1,875 695 294 94 284 9,394 5,985 1,116 4,656
1.5.1 Purchase Request		
1.5.2 Purchase Order		
1.5.3 Abstract of Canvass		
1.5.4 Obligation Request		
1.5.5 Quotations		
1.5.6 Notice to Proceed		
1.5.7 Turn Over Certificate		
1.5.8 Contract of Agreement		
1.5.9 Financial Assistance Payroll		
1.5.10 Vouchers		
1.5.11 Memorandum Receipt		
1.5.12 Payroll		

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
1.5.13 Checks		14,226
1.5.14 Letter Request		562
1.5.15 Requisition and Issue Slip		184
1.5.16 Clearance		423
1.5.17 Accomplishment Report		10,389
1.5.18 Leave Application		22,275
1.5.19 Travel Order		9,715
1.5.20 No Log Slip		196
1.5.21 Inspection Report		3,824
1.6 Human Resource Management Support		
1.6.1 Prepares payrolls for casual employees	Payroll list	28
1.6.2 Prepares monthly report of absences of personnel and checks time records	Monthly report	12
1.6.3 Prepares and issue endorsement letter for the ATM application of new employees	Number of Endorsement Letter	283
1.6.4 Provides shuttle bus service as requested by other municipalities and agencies	Number of trips	3,298
2 Operations		
2.1 Inspection Services		
2.1.1 Pre-inspection of all equipment, furniture and fixtures subject for repair	Number of pre-repair report	586
2.1.2 Inspection of all goods/merchandise/equipment and vehicles delivered	Acceptance and Inspection Reports	
2.1.2.1 Supplies and Materials		1,764
2.1.2.2 Hospital Procurement		1,027
2.1.2.3 Drugs and medicines, medical supplies for BLC		447
2.2 Management and Audit Services		
2.2.1 Pre-audit of all financial transactions/documents subject for approval of the Provincial Administrator/ Governor	Departmental vouchers and all other transactions reviewed	90,903
2.2.2 Act as Chairman of Provincial Bids and Awards Committee (Infra and Goods)	Number of Bidded Projects	470
2.2.3 Oversee and supervise the shuttle bus operation of the Provincial Government	Number of shuttle bus	5
2.3 Other activities undertaken		
2.3.1 Personnel Matters		Instituted measures to foster unity, productivity and discipline among provincial employees

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
<p>2.3.2 Inter-Department Affairs</p> <p>2.3.3 External Affairs</p>		<p>Acted with dispatch on the suggestions, complaints and grievances of employees</p> <p>Coordinated with the activities of the different departments and offices to ensure smooth operation and management of the Provincial Government</p> <p>Recommended programs and policies to the Provincial Governor for his approval/ comment</p> <p>Oversees the overall preparation and implementation of upcoming events</p> <p>Conducted pre-inspection of all government vehicles subject for repair</p> <p>Conducted post-inspection of supplies, medicines, materials and other equipment delivered in the province</p>
<i>Provincial Treasurer's Office</i>		
<p>1 General Administrative and Support Services</p> <p>1.1 General Administrative Services</p> <p>1.1.1 Coordination Activities and Regular Meetings w/ Municipal Treasurers</p> <p>1.1.2 Conference with other LGUs and government agencies regarding taxes and other fees</p> <p>2. Operations</p> <p>2.1 Treasury Operation Review Services</p> <p>2.1.1 Examines, validates daily O.R. and statements of daily collections and deposits made by Cash Receipts Division</p>	<p>Tax measures implemented and policy guidelines formulated based on Local Government Code</p> <p>Number of meetings conducted</p> <p>Number of conferences conducted and attended</p> <p>95% increase in level of revenue collections</p> <p>95% increase in level of collections remitted and deposited daily</p>	<p>100% tax measures implemented and policy guidelines formulated based on Local Government Code</p> <p>12</p> <p>13</p> <p>100% of collections remitted and deposited daily</p>

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
2.2.	Cash Receipts Services		
2.2.1	Receives payments of taxes from taxpayers and issuance of official receipts as proof of payment	95% increase in level of tax collections	110% in level of tax collections
2.3	Cash Disbursement Services		
2.3.1	Payment of salaries, wages and other miscellaneous expenses	Number of disbursement vouchers paid	18,400
2.3.2	Maintains cashbooks for all accounts	Number of cashbooks maintained	54
2.3.3	Safekeep all cash and check collections in the treasury vaults		100% of cash and check collections safekeep in treasury vault
2.4.	Revenue Operations		
2.4.1	Massive tax information campaign	100% increase in level of delinquent taxpayers campaigned	100% of delinquent taxpayers campaigned
2.4.2	Tax Fee Collection	Tax Fees Collection	Php787,796,080.00
		100% increase in level of tax fee collected	115% in level of tax fee collected
2.4.3	Preparation of statements of taxes due to 19 municipalities	Number of statements of taxes due prepared	19 statements of taxes due prepared
2.5	Field Supervision		
2.5.1	Monitoring of daily collections from all government hospitals in the province	Number of government hospitals monitored for collections	9 government hospitals monitored and collected from
<i>Provincial Assessor's Office</i>			
1	General Administrative and Support Services		
1.1	Internal Administrative Services	Number of policy and guidelines formulated	
1.1.1	Prepare the following:		
1.1.1.1	Minutes of Meeting	Minutes of Meeting	11
1.1.1.2	Monthly Electronic Remittance File	Electronic remittance	12
1.1.1.3	Summary of Assets and Liabilities	Report	1
1.1.1.4	Letters and Correspondences	Number of Correspondences	61
1.1.1.5	Payrolls and Wages of casual employees	Payroll/OBRs	33
1.1.1.6	Vouchers/OBRs	Number of Vouchers/OBRs	114
1.1.1.7	ALOBS	ALOBS	20
1.1.1.8	Purchase Requests (PRs)	PRs	42
1.1.1.9	Performance Evaluation Sheet	PES	58
1.1.1.10	Punctuality and Attendance Rating of all Employees	Number of Report	2
1.1.1.11	Certification of Appearance of walk-in clients	Number of Certification	550

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
1.1.2	Recommend approval of application for leave of absences	Leave of Absences	821
1.1.3	Approve travel orders of personnel	Travel Orders approved	1,113
1.1.4	Approve locator slips of personnel	Locator Slips	238
1.1.5	Issue memoranda/office order to personnel	Number of memoranda/office order	13
1.1.6	Human Resource Management		
1.1.6.1	Conduct monthly staff meeting to update policies/management decision and disseminate guidelines/opinions/rulings on assessment	Number of meetings	15
1.2	Capability Building Programs		
1.2.1	Send personnel to conferences/seminars/trainings/lakbay-aral	Number of personnel attended	24
1.2.2	Conduct orientation-seminar to Provincial Assessor's Office (PAO)/Municipal Assessor's Office (MAO) personnel	Number of seminar conducted	5
1.2.3	Conduct Municipal Assessors' conference to disseminate latest issuances	Number of conference	12
1.3	Assessment Accountability and Discipline		
1.3.1	Validation/Approval/Issuance of Tax Declarations (TDs)		
1.3.1.1	Review and approve documents prepared by the Assessment Standard Division and submitted by the Municipal Assessors (MA's)	Field Assessment and Appraisal Sheet (FAAS) Tax Declarations(TDs) and Ownership Record Card (ORC)	47,506
1.3.2	Records Management	Number of comparative data bank report prepared	
1.3.2.1	Issuance of Notice of Cancellation of Assessment on dual, demolished or no longer existing real properties upon discovery	Notice of Cancellation	756
1.3.2.2	Records, file, bind TD's immediately upon approval	TD's	47,506
1.3.2.3	Files supporting documents with corresponding TD number issued	Documents	4,505
1.3.2.4	Annotates liens, real estate mortgage etc on original copy of tax declaration	Annotation	1,032
1.3.2.5	Regular updating of maps, TMCR of tax mapped municipalities (Alfonso, Amadeo, Carmona, Gen. E. Aguinaldo, Gen. Mariano Alvarez, Indang, Magallanes, Maragondon, Mendez, Noveleta, Silang and part of Imus)	Tax Map and Tax Mapping Control Roll (TMCR)	11
1.3.3	Reports Requirements		
1.3.3.1	Reports Required by Bureau of Local Government Finance(BLGF)		
1.3.3.1.1	Provincial Assessor's Monthly Report	Provincial Assessor's Monthly Report (PF No. 145)	12
1.3.3.1.2	Provincial Quarterly Report on Real Property Assessment by Municipality	Quarterly Reports prepared/submitted (BLGF Form No. 3-B)	4

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
	1.3.3.1.3 Plans and Programs	Plans and Programs Report	1
	1.3.3.1.4 Unit Performance Evaluation (UPE) Report	UPE Report (1st and 2nd semester)	2
	1.3.3.1.5 Accomplishment Report	Annual Accomplishment Report	1
1.3.3.2	Monitor the timely submission of reports by MAs together with the original TDs and FAAS		
	1.3.3.2.1 Municipal Quarterly Report on Real Property Assessment	Quarterly Report (BLGF Form No. 3)	76
	1.3.3.2.2 Statement of Validated Assessed Value	Monthly Report	228
	1.3.3.2.3 Plans and Programs	Annual Report	19
	1.3.3.2.4 Unit Performance Evaluation Report	UPE Report (1st and 2nd semester)	38
	1.3.3.2.5 Accomplishment Report	Annual Accomplishment Report	19
1.3.4	Budget, Property and Supply		
	1.3.4.1 Prepare and submit budget for 2012	Budget Proposal	1
	1.3.4.2 Conduct physical inventory of office equipment and furnitures	Inventory	3
	1.3.4.3 Prepare procurement program of supplies and materials	Procurement Program	1
	1.3.4.4 Acquire/purchase sufficient supplies, materials and accountable forms	Purchases	32
1.4	Public Assistance		
	1.4.1 Act on request/queries of real property owner relative to assessment	Request	85
2.	Operations		
2.1	Local Revenue-Resource Mobilization Program		
	2.1.1 Appraisal and Assessment of Real Property	Increase in total assessed value (in peso)	2,655,787,790
	2.1.1.1 Conduct physical survey/ocular inspection to identify property units subject to re-assessment	Land parcels inspected (in assessed value)	432,941,340
		Reassessed improvements; (in assessed value)	136,447,530
		Undeclared structures identified for improvements (in assessed value)	2,401,882,840
		Undeclared parcels of land identified (in assessed value)	5,321,010
	2.1.1.2 Cancellation of superseded tax declarations that resulted from the 4th General Revision of Assessment effective 2011	Tax declarations	681,500
	2.1.1.3 Review statistical data prepared by the Municipal Assessor	Statistical data/municipality	11
2.1.2	National/Local Partnership Programs		
	2.1.2.1 Provincial Appraisal Committee (PAC) Hearings	Number of court hearings attended	
	2.1.2.1.1 Convene PAC for the determination of just compensation/attend court hearings as designated commissioner on the expropriation proceedings	Resolutions	9

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2.1.2.2	Attend MANCOM-EXECOM conferences/meetings	Conference/meeting	31
2.1.3	Assistance to Provincial Treasurer Office on revenue generation programs		
2.1.3.1	Make sure that all assessment transactions shall not be affected without presentation of evidence of correct tax payment	Realty Tax	updated
		Transfer Tax	57,508,358
		Processing Fee	605,025
		Reclassification Fee	1,144,027
		Back Taxes	605,126
2.1.4.2	See to it that the fees be collected from the requesting party	Certification Fee	325,920
		Certification Copy Fee	1,957,595
		Verification Fee	124,855
		Annotation Fee	113,420
2.1.4.3	Require the Municipal Assessor to provide the Municipal Treasurer and Sangguniang Bayan updated list of idle land for the proper collection of Idle Land Tax	List of idle land	5
2.2	Special Projects		
2.2.1	Tax Mapping Project and Post Field Operations		
2.2.1.1	Tax Mapping Project and Post Field Operations in the municipality of Silang	RPU's	94,836
2.2.1.2	Tax Mapping Project and Post Field Operations in the municipality of Indang	RPU's	28,291
Provincial Accounting Office			
1. General Administrative and Support Services			
1.1	Journal Entry Division		
1.1.1	Records vouchers and monthly payrolls	Monthly payrolls, vouchers recorded and numbered	17,099
1.1.2	Receives, processes, numbers, indexes all disbursement documents in the province	OBRs/PRs, disbursement vouchers received, numbered, indexed	12,769
1.1.3	Index of salaries/posts salaries to individual ledger cards	Salaries indexed, posted and maintained	55,424
1.2	General Administrative Division		
1.2.1	Accounts for all withholding tax deductions on compensation of all employees of the province	Statements of BIR Remittances	1,083
		Monthly Alphalist of payee payrolls received, approved and indexed	726

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
1.2.2	Accounts for all checks issued by the Provincial Treasurer's Office against the Advice of Checks issued	Accountant's Advice of Checks issued	2,341
1.2.3	Prepares BIR Certificates	BIR certifications issued	8,003
1.2.4	Prepares BIR deductions for e-filing	BIR Form (1601-C, 1601-E, 1600)	168
1.2.5	Prepares all BIR withholding tax remittances deduction on compensation of all employees of the province	BIR certifications prepared/issued	925
1.2.6	Prepares PHIC Certificate of Remittances for all employees of the province	PHIC certifications prepared/issued	795
1.2.7	Prepares transmittal of leave filed by the employees of the Provincial Accounting Office	Transmittal of leaves prepared	621
1.2.8	Encodes payrolls for regular/permanent employees of the province for ATM	Payrolls encoded/prepared	1,182
1.2.9	Encodes payrolls for casual employees of the province for ATM	Payrolls encoded/prepared	538
1.2.10	Prepares memorandums and requests and other office correspondence	sheets of office memos and requests	680
1.2.11	Prepares PRs, OBRs and other transactions	PRs and OBRs prepared	4,101
1.3	Hospital Accounting Division		
1.3.1	Prepares journal entries to vouchers, collections and other transactions	Vouchers and payrolls Collections/ Vouchers Other transactions	9,859 464 55
1.3.2	Review, controls and records documents and other claims	Vouchers and payrolls	10,973
1.3.3	Prepares GSIS (ERF), BIR-1604, 2316 and BIR Alphalists	GSIS Electronic Remittance Filing(ERF) BIR Alphalists	36 8
1.3.4	Indexes salaries, supplier's claims/vouchers	Index(based on numbers of employees and salaries and other benefits paid) Vouchers of claims	14,600 5,023
1.3.5	Accounts for all collections and deposits, official receipts and all income and revenues of the province	ORs issued and remitted	123,465
1.3.6	Accounts for all disbursement vouchers and prepares journals for cash/check payments by the province	Journal sheets Vouchers paid	56 5,534
1.3.7	Posting of Subsidiary/General Ledgers of all accounts and sees to it that all balances and totals are correct and accurate	Cash and check journals Subsidiary sheets	383 672
1.3.8	Prepares monthly schedules of all accounts and monthly trial balance for all funds and all supporting schedules thereto	Trial Balance	11
1.3.9	Prepares monthly Balance Sheet and Statement of Income and Expense	Balance Sheets	11
1.3.10	Prepares monthly Fund Utilization Report for Hospital Grants and Trust Funds	Trust Fund Department of Health (DOH) grants Endowment Funds	84 18 31

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
2	Operations		
2.1	Internal Audit Division		
2.1.1	Reviews and checks supporting documents of all disbursement vouchers and payrolls to determine propriety, legality and completeness of requirements	Disbursement vouchers/payrolls received, approved and certified	18,903
2.1.2	Approves/Certifies all disbursement vouchers as to allotment obligated and propriety of the supporting documents	Disbursement vouchers received, approved/indexed	18,903
2.2	Recording/Bookkeeping Division		
2.2.1	Accounts for all collections and deposits official receipts, and all income and revenues of the province	Reports of revenues and receipts prepared/accounted for Journal Entry Vouchers (JEV's) prepared ORs/Deposit Slips accounted	49 3,120 247,847
2.2.2	Accounts for all disbursement vouchers and prepares journals for cash/check payments by the province	Cash Receipt Journals Journals of checks issued/cash journals disbursed Disbursement Vouchers	304 905 14,817
2.2.3	Accounts for all journal entries of all bank transactions and financial expenses of the province	General Journals JEV for Financial Expenses JEV for Form 60	245 625 429
2.2.4	Posting to subsidiary/general ledgers of all accounts and see that all balances are correct and accurate	Subsidiary/general ledgers maintained	5,147
2.2.5	Prepares monthly schedules of expense accounts and monthly trial balance for all funds and checks supporting schedules thereat	Trial Balance Reports Report of Revenues and Receipts prepared Aging of Accounts Bank Reconciliation Statements prepared	43 26 385 145
2.2.6	Prepares monthly bank reconciliation statements and see to it that cash/bank balances are reconciled with the cash book and the general ledger	Bank Reconciliation Statements prepared	145
2.2.7	Prepares monthly, quarterly and annual financial statements and all other accounting schedules and periodic reports of the province	Balance Sheets Statement of Income and Expenses Statement of Income Cash Flows prepared	49 26 49
2.2.8	Prepares annual combined financial statements of the province	Balance Sheet Statement of Income and Expenses Statement of Cash Flows	1 1 1
2.2.9	Prepares annual comparative combined financial statements of the province	Balance Sheet Statement of Income and Expenses Statement of Cash Flows	6 3 6
2.2.10	Prepares annual notes to financial statements of the province	Notes to Financial Statements	3

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
<i>Provincial Budget Office</i>		
1 General Administrative and Support Services 1.1 General Administrative Services 1.1.1 Office and Personnel Administration 1.1.1.1 Capability Building Programs 1.1.2 Communications and Records Services 1.1.3 Control and Maintenance of Office Supplies and Equipment	Number of policy guidelines formulated Number of Performance Evaluation System (PES) Report prepared/facilitated; Number of Statement of Assets, Liabilities and Networth (SALN) of personnel prepared and facilitated; Number of leave applications facilitated Number of Travel Orders facilitated Number of No Log Slips facilitated Number of trainings/seminars attended Number of incoming documents received/ reviewed Number of Budget Memorandum Orders prepared/issued Number of outgoing communications prepared Number of Requisition and issue Slips (RIS) prepared/ facilitated Number of PRs/OBRs/DVs prepared/facilitated Number of Annual Procurement Programs reviewed	18 16 16 222 57 173 7 149 117 89 12 79 61
2 Operations 2.1 Budget Preparation Services 2.1.1 Preparation/Validation of the Annual Budget 2.1.1.1 Review/Assessment of the actual obligations/expenditures for the semester of the current year 2.1.1.2 Formulation of budgetary policies and preparation/distribution of budget call	Number of mid-year assessment report prepared Number of Overview Presentation of the annual budget prepared Number of Budget Call prepared	1 1 1

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
	Number of Budget Calls reproduced/distributed	41
2.1.1.3	Review/Consolidation/Validation of budget proposals	Number of Budget Proposals evaluated/consolidated
		41
2.1.1.4	Review/Validation of personnel schedule	Number of Personnel Schedules reviewed
		89
		Number of Wage and Position Classification Certificate (WAPCO) received/validated
		434
2.1.1.5	Preparation of the Local Expenditure Program (LEP)	Number of LEP prepared/facilitated
		1
2.1.1.6	Reproduction of the Local Expenditure Program	Number of LEP reproduced/distributed
		10
2.1.2	Preparation/Validation of Supplemental Budgets	Number of supplemental budgets prepared/facilitated
		5
2.2	Budget Review Services	
2.2.1	Review/Validation of all annual and supplemental budgets of all component cities/municipalities of the province	Number of Annual Budgets received/reviewed
		23
		Number of Budget Review Matrix (BRM) prepared
		23
		Number of review action letters prepared/indorsed
		23
		Number of Supplemental Budgets received/reviewed
		27
		Number of statement of receipts and expenditures (SRE) prepared/submitted
		1
2.3	Budget Execution and Accountability Services	
2.3.1	Actual release/obligation of existing appropriations	Number of OBRs received/reviewed
		16,529
2.3.2	Preparation/processing of accountability reports	Number of Registry of Appropriations and Obligations (RAO) prepared
		36
		Number of RAO - PS
		12
		Number of RAO - MOOE
		12
		Number of RAO - CO
		12
		Number of RAO - SPA
		12
		Number of Statement of Appropriation and Obligation (SAO) prepared/submitted
		12
		Number of local budget matrix
		45
		Number of Utilization Reports
		6

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
<i>Provincial Legal Office</i>		
1 General Administrative and Support Services		
1.1 General Administrative and Support Services	Number of policies/guidelines implemented	12
1.2 Staff Development Training Programs	Number of trainings attended	3
2 Operations		
2.1 Free Legal Assistance	Number of cases/clients handled/served	202
2.2 Litigation Services	Number of legal investigations/cases/clients handled/served	209
2.3 Investigation Services	Number of legal investigations/cases/clients handled/served	253
2.4 Legal Counselling Services	Number of legal investigations/cases/clients handled/served	214
3 Special Programs		
3.1 Public Awareness Program (Basic Legal Education)	Number of legal investigations conducted	209
3.2 Legal Aid Programs	Number of seminars/symposia conducted	2
3.3 Support Legal Services	Number of seminars/symposia conducted	2
<i>OPG-Information Technology Division</i>		
1 General Administrative and Support Services		
1.1 General Administrative Services	Number of plans and programs implemented	
2 Operations		
2.1 Free Computer Education Modular Programs	Number of IT modular programs provided	8
2.2 Information Technology (IT) Solutions for Provincial Capitol Offices	Number of capitol offices	4
2.3 Computer Technology and Trouble Shooting	Number of students benefited	3,174
2.4 Other Programs		
2.4.1 Cavite Computer Center (CCC) Graduation	Number of graduates	700
2.4.2 Domain Controller and File Server Implementation	Number of offices in the provincial capitol building	14
2.4.3 Official Website Reconstruction	Number of revamped Cavite official website	1
<i>General Services Office</i>		
1 General Administrative and Support Services		
1.1 General Administrative Services	Number of policies and guidelines formulated	10
1.1.1 Records Management	Number of travel orders and leave prepared	1,531

Performance Target/Area of Responsibility Program/ Project/Activity Description		Performance Indicator	Accomplishments
1.2	Support Services	Number of documents recorded/controlled/acted upon	2,296
2	Operations	Number of studies conducted	4
2.1	General Services		
2.1.1	Asset Acquisition and Management Services	Number of inventory reports prepared	12
2.1.1.1	Property Management	Number of Property Accountability Receipt issued	1,735
		Number of Return Slips prepared	120
		Number of government vehicles registered/issued	237
2.1.1.2	Procurement Management	Number of Purchase Requests canvassed/controlled	4,024
		Number of Purchase Orders prepared/controlled	4,397
		Number of Acceptance and Inspection Reports facilitated	2,328
2.1.1.3	Supply Management	Number of Requisition Issue Slip issued	205
2.1.2	Maintenance and Janitorial Services	Number of Areas maintained and cleaned	52
3.	Other Services		
3.1	Community Services	Number of LGUs, government organizations and agencies provided with general services	533
<i>Human Resource and Management Office</i>			
1	General Administrative and Support Services		
1.1	General Administrative Services		
1.1.1	Human Resource Management Programs	Number of policy guidelines and programs implemented	
1.1.1.1	Staff Development Programs	Number of trainings conducted	2
1.1.1.2	Appointments Issued	Number of Appointment issued	1,138
1.1.1.3	Service Record	Number of Service Record issued	22,960
1.1.1.4	Certificate of Employment	Number of Certificate of Employment issued	31,100
1.1.1.5	Other Certification	Number of Certificate issued	3,980
1.1.1.6	Leave Maintenance	Number of Leave Card maintained	12,411

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
2 Operations		
2.1 Management Information System (MIS) Programs	Number of systems/programs implemented	
2.1.1 Maintenance of Personnel Management Inventory and Payroll System (PMIPS)	Number of biometric systems maintained/ upgraded	37
2.1.1.1 Centralized Payroll System	Number of payrolls prepared/processed	364
2.1.1.2 Centralized Remittance Program	Number of remittance reports prepared/ submitted	2,688
2.1.1.3 Computer Repair and Local Area Network (LAN) Maintenance (Hardware and Software)	Number of Personal Computers maintained	22
2.1.1.4 PMIP's Database Backup and Updates	Number of Database Backup and Updates	137
2.1.1.5 PIMP's Module Troubleshooting and Testing	Number of Modifications request	24
2.1.1.6 Office Identification Card (ID) Issuance	Number of IDs	1,551
2.1.1.7 Overtime Payroll	Number of Overtime Payroll	49
2.1.1.8 Productivity Payroll	Number of Productivity Payroll	38
2.1.1.9 Clothing Allowance Payroll	Number of Clothing Allowance Payroll	38
2.1.1.10 Vouchers	Number of Vouchers	837
2.1.1.11 Government Service Insurance System (GSIS) Loan Approval	Number of Approved Loans	3,086
2.1.1.12 Job Order Appointments	Number of Job Order Appointments	5,805
2.1.1.13 CSC Report on Appointments Issued (RAI)	Number of RAI	359
2.1.1.14 No Log Slip Encoding	Number of No Log Slip	42,937
2.1.1.15 Encoding of Employee Schedule	Number of Employee Schedule	5,673
2.1.1.16 Employee Schedule Maintenance	Number of Employee Schedule	3,745
2.1.1.17 Encoding Compensatory Time Off (CTO)	Number of CTO	2,681
2.1.1.18 GSIS Agency Remittance	Number of Agency Remittance	203
2.1.1.19 Pag-IBIG Agency Remittance	Number of Agency Remittance	422
2.1.1.20 PhilHealth Agency Remittance	Agency Remittance	311
2.1.1.21 Mid-year Payroll	Mid-year Payroll	38
2.1.1.22 Travel Order	Number of Travel Order prepared	18,090
2.1.1.23 Leave Administration	Number of Leave application administered	17,967
2.1.1.24 Job Order Payroll	Number of Job Order Payroll	1,356
2.1.1.25 Casual Appointments	Number of Plantilla Appointments	359
2.1.1.26 Year-End Payroll	Number of Year-end bonus payroll	38
2.1.1.27 Productivity Enhancement Incentive Payroll	Number of Productivity Enhancement Incentive Payroll	38

Performance Target/Area of Responsibility Program/ Project/Activity Description	Performance Indicator	Accomplishments
<i>Provincial Information and Community Affairs Department</i>		
1 General Administrative and Support Services		
1.1 General Administrative and Support Services	Number of events effectively coordinated	13
	Number of documents immediately processed	145
	Number of policies and guidelines formulated	1
1.1.1 Professional Development Program	Number of trainings participated	5
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	140,000
2.1.2 Production of different advertising media for the promotion of various programs/ projects of the Provincial Governor	Tarpaulins printed	937
	Banners installed	1,429
	Collaterals printed	2,000
2.1.2.1 Gathering of information and research data	Number of reports/documents furnished to concerned agencies	14
2.1.4 Documentation of activities and Media Library filing	Documentations made	6
	Photo	259
	Clippings collected and filed	176
	audio/video clips	84
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	12
	Number of audio-visual/print media collaterals produced	11