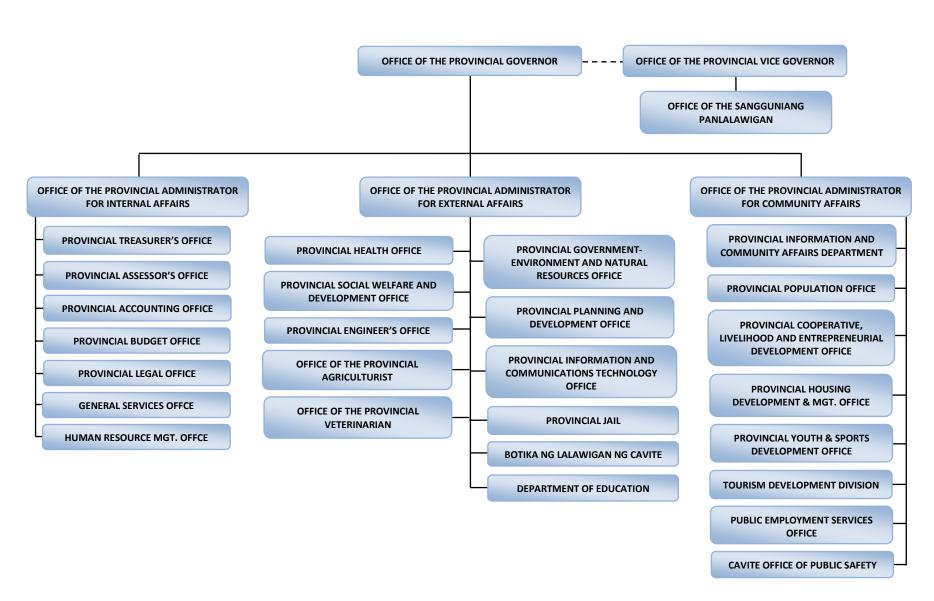
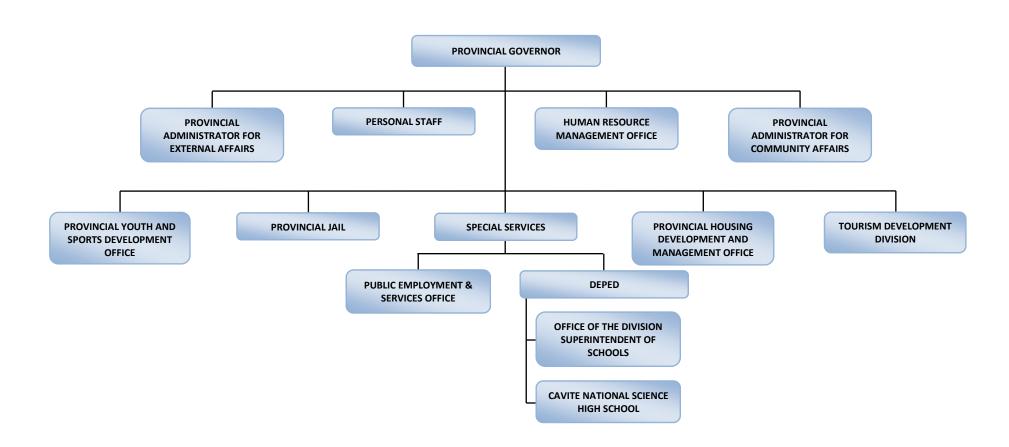
Attachment 6. Organization and Management

PROVINCIAL GOVERNMENT OF CAVITE ORGANIZATIONAL CHART



CAV9TE Local Government Report 2012

OFFICE OF THE PROVINCIAL GOVERNOR



PROVINCIAL GOVERNOR

- Exercises general supervision and controlsover all programs, projects, services and activities of the provincial government;
- Enforces all laws and ordinances relative to the governance of the province and the exercise of the appropriate corporate powers;
- Implements the policies, programs, projects, services and activities of the province.

PROVINCIAL ADMINISTRATOR FOR EXTERNAL AFFAIRS

Supervises the departments and offices assigned pursuant to Executive Order No. 01 Series of 2010 (An order grouping the departments/offices of the Provincial Government into three clusters and placing them under the supervision of their respective administrators).

PERSONAL STAFF

- Responsible for conducting research for the preparation of reports and documents required/ needed by the governor in order to discharge his functions;
- Coordinates with the different departments, offices and LGUs of the Provincial Government to ensure that the programs and policies of the governor are implemented; and
- Assists the governor in arranging his time and schedule.

HUMAN RESOURCE MANAGEMENT OFFICE

- 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
- Maintains and updates personnel management and information system and processes payroll accurately and efficiently.

PROVINCIAL ADMINISTRATOR FOR COMMUNITY AFFAIRS

Supervises the departments and offices assigned pursuant to Executive Order No. 01 Series of 2010 (An order grouping the departments/offices of the Provincial Government into three clusters and placing them under the supervision of their respective administrators).

YOUTH & SPORTS DEVELOPMENT DIVISION

- Institutes projects and activities related to youth and sports development by promoting and protecting not only their physical, but also their moral, spiritual, intellectual and social well-being; and
- Strengthens youth organizations in the province through networking and partnership with various NGOs, POs and GOs for resources augmentation.

PROVINCIAL JAIL

 Responsible for the commitment, detainment, security and rehabilitation of persons who are either serving sentence, detained or held for trial by the Courts of Justice

URBAN DEVELOPMENT & HOUSING BOARD DIVISION

- Leads in planning and implementing the province's housing projects; and
- Effectively addresses the housing needs of Caviteños through the provision of decent and affordable houses.

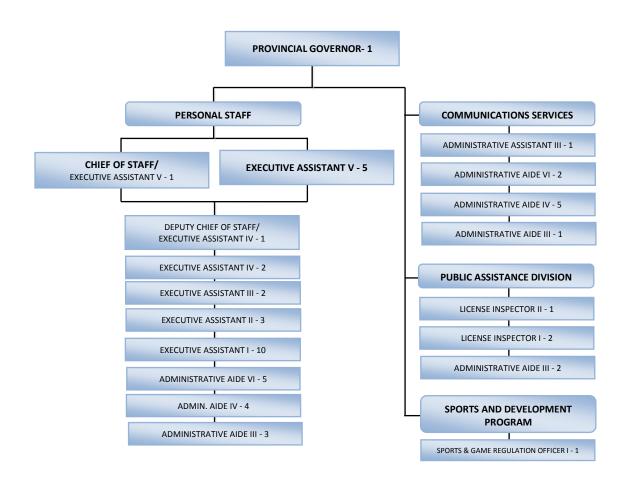
SPECIAL SERVICES

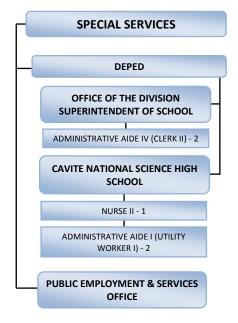
 Selects, trains & prepares students for quality academic excellence & wholesome values development through an enriched and relevant science curriculum.

TOURISM DEVELOPMENT DIVISION

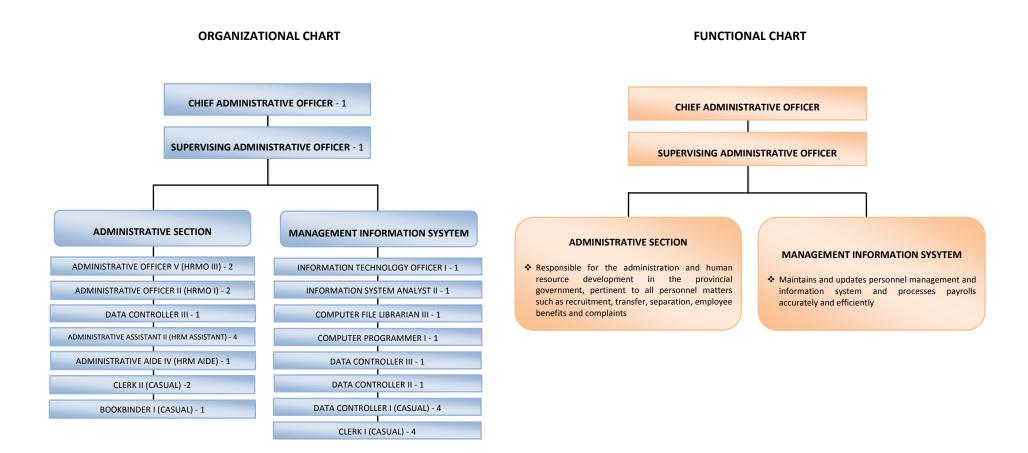
- In-charge of all the tasks related to tourism development, planning and promotion.
- Acts as liaison office for the Provincial Government, the Provincial Tourism Council, and the Department of Tourism
- Regularly monitors the tourism projects and activities of the provincial government; and
- Conducts studies and research necessary to effectively facilitate tourism development in the province consistent with the regional and national tourism master plans.







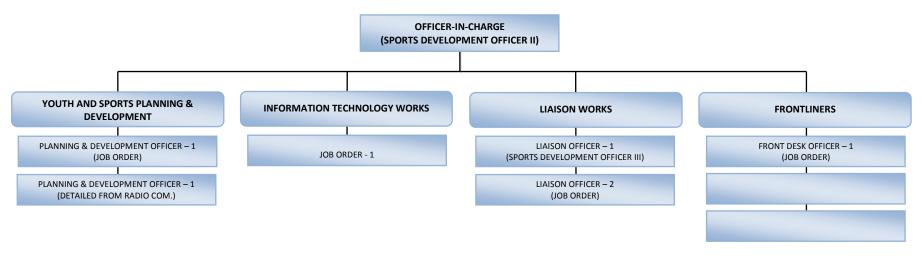
HUMAN RESOURCE MANAGEMENT OFFICE



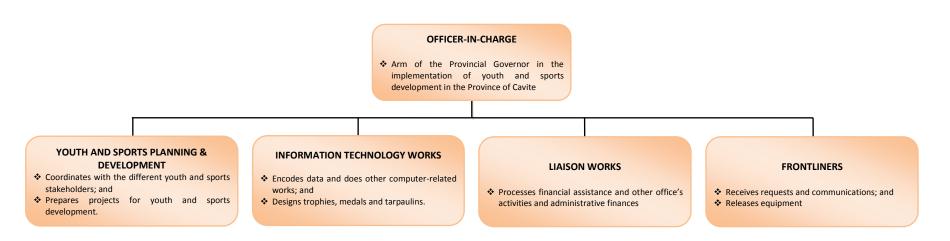
CAVITE Local Government Report 2012

PROVINCIAL YOUTH AND SPORTS DEVELOPMENT OFFICE

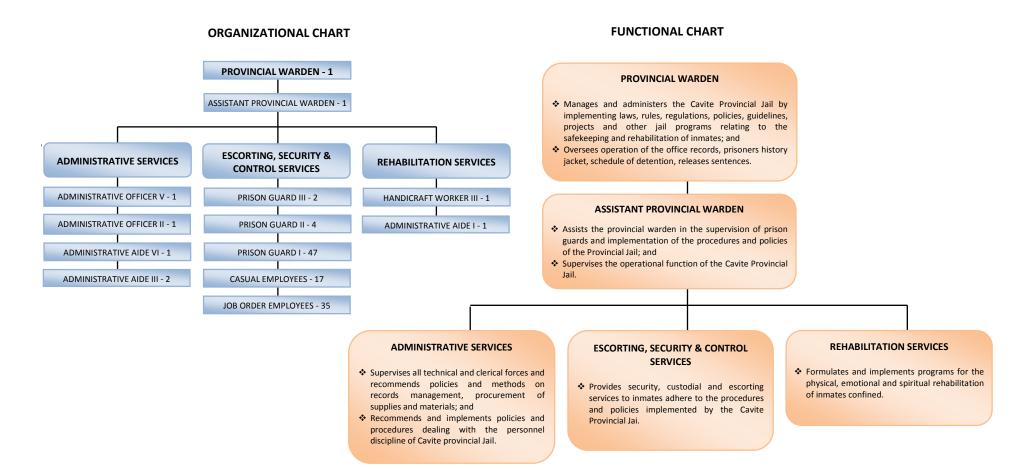
ORGANIZATIONAL CHART



FUNCTIONAL CHART

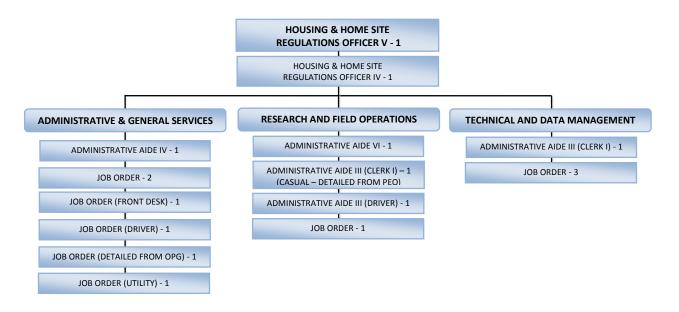


PROVINCIAL JAIL





PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE



HOUSING & HOME SITE REGULATIONS OFFICER

Leads in the planning and implementation of the province's housing projects.

HOUSING & HOME SITE REGULATIONS OFFICER IV

ADMINISTRATIVE AND GENERAL SERVICES

- Prepares and recommends for the approval of the PUDBH the province's specific projects on resettlement and housing to provide affordable housing units to low-income Caviteños:
- Conducts direct consultations/dialogues with would-be beneficiaries to the province's housing and resettlement projects;
- Consistent with the land use plan of the province, identifies areas suitable for the housing projects and also assists in the acquisition thereof;
- Assists the PUDHB in the sourcing of fund to defray the cost of resettlement and housing project implementation;
- Coordinates and/or secures the assistance of other government agencies and private entities in the implementation of the province's resettlement and housing projects;
- Recommends to the PUDHB amendments, which are deemed essential to further improve the policies, plans, programs and operational guidelines covering the implementation of the province' resettlement and housing projects; and
- Administers the distribution and awarding of homelots and land titles to qualified beneficiaries/relocates.

RESEARCH AND FIELD OPERATIONS

- Conducts community surveys in close coordination with the concerned barangay officials and prepares profile of prospective beneficiaries of the province's housing and resettlement projects;
- Conducts direct consultations/dialogues to institutionalize the Municipal Housing Office in Cavite;
- Provides the resettlement/housing beneficiaries with livelihood development assistance such as the conduct of entrepreneurial and skills training and the extension of credit facilities under the province's Livelihood Development Fund, including access to employment opportunities;
- Closely monitors the implementation of the resettlement and housing projects of the provincial government;
- Prepares and submits periodic reports to the PHDMO officers on the progress of implementation of the resettlement and housing projects of the provincial government;
- Supervises and monitors actual housing and land development approved projects according to specifications; and
- Prepares and submits periodic reports on the actual status of relocates and relocation sites.

TECHNICAL AND DATA MANAGEMENT

- Creates and maintains complete records of accounts/files of beneficiaries and sales dispositions;
- Maintains updated records of identified surveyed squatters areas/families;
- Conceptualizes prototyped communication tools (i.e. powerpoint presentations) and strategies for enhancing community participation in the provincial housing program;
- Designs and maintains a continuing organizational development for the department and the provincial housing staff; and
- Pilots new programs, approaches and data base as part of upgrading the social housing service.

TOURISM DEVELOPMENT DIVISION

ORGANIZATIONAL CHART

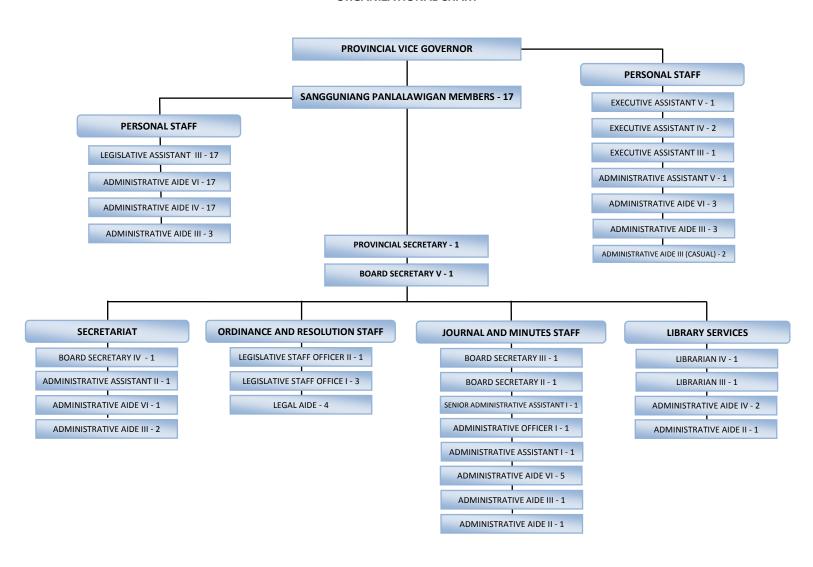
SUPERVISING TOURISM OPERATIONS OFFICER - 1 SENIOR TOURISM OPERATIONS OFFICER - 1 TOURISM OPERATION OFFICER I - 1 **TOURISM OPERATION ASSISTANT - 1** JOB ORDER - 6

FUNCTIONAL CHART

TOURISM DEVELOPMENT DIVISION

- ❖ In charge of all tasks related to tourism development, planning and promotion;
- Acts as liaison office for the provincial government, the Provincial Tourism Council and the Department of Tourism;
- Regularly monitors the provincial tourism projects and activities and conducts studies and researches which are necessary to efficiently facilitate tourism developments in the province consistent with regional and national tourism plans.

OFFICE THE SANGGUNIANG PANLALAWIGAN





OFFICE OF THE SANGGUNIANG PANLALAWIGAN

FUNCTIONAL CHART

THE SANGGUNIANG PANLALAWIGAN

❖ 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

❖ PERSONAL STAFF

Reviews all ordinances approved by the Sanggunians of component cities and municipalities and executive orders issued by the Mayors of said component units to determine whether these are within the scope of the prescribed powers of the Sanggunian and of the Mayors.

PROVINCIAL SECRETARY

BOARD SECRETARY V

❖ SECRETARIAT

Provides required administrative services of the office; and does related works.

ORDINANCE & RESOLUTION STAFF

- Drafts resolution and ordinances for the approval of the SangguniangPanlalawigan; and
- Conducts necessary legal research or matters affecting the resolution/ ordinances to be enacted by the SangguniangPanlalawigan.

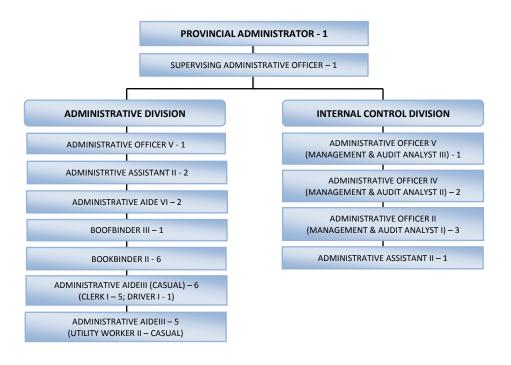
JOURNAL & MINUTES STAFF

- Keeps and maintains all ordinances, resolutions enacted or adopted by the SangguniangPanlalawigan; and
- Does related work.

❖ PROVINCIAL LIBRARY

* Establishes, preserves and organizes books and other materials such as periodicals, magazines, pamphlets, records, charts, films, photographs, documents of the province.

OFFICE OF THE PROVINCIAL ADMINISTRATOR





OFFICE OF THE PROVINCIAL ADMINISTRATOR

* The frontline of the delivery of administrative support services, of the Provincial government particularly those related to the management and administration of all departments/offices, under the supervision, direction and control of the Provincial

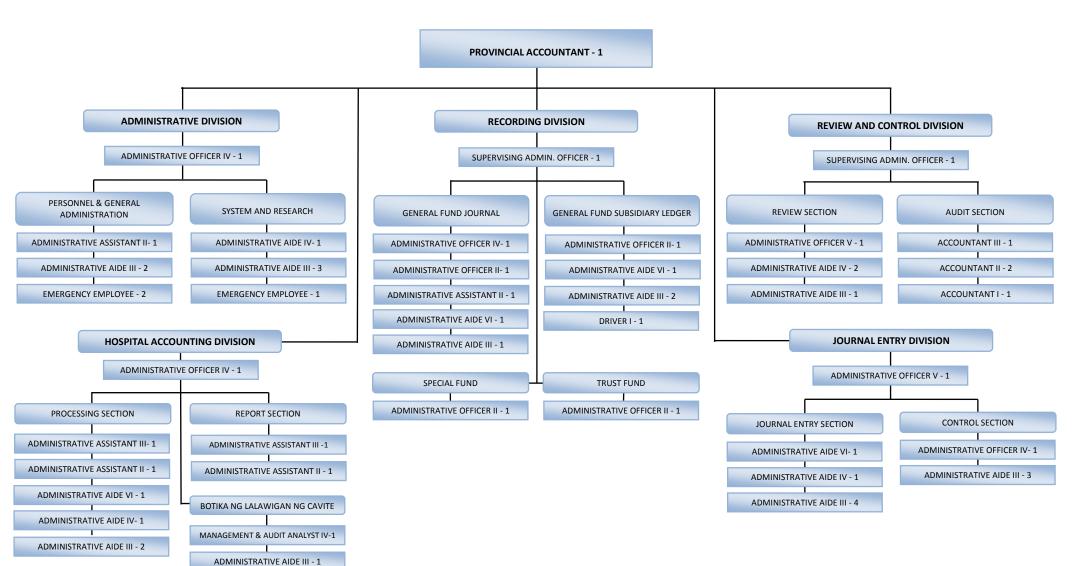
ADMINISTRATIVE DIVISION

- Prepares memorandum, office order to the Provincial Government of Cavite;
- Prepares recommendation on personnel matters relative to recruitment, leave request, retirement, administrative disciplinary action and other personnel matters;
- Prepares and issues endorsement letter for the ATM application of new employees;
- Prepares payroll remittances of casual employees of the Provincial Administrator's Office;
- * Receives, records and releases departmental vouchers, purchase requests, obligation requests, purchase orders, payrolls (i.e. salaries, wages, emergency employees, honorarium & consultants), financial/burial assistance, abstract of canvass, quotations, memorandum receipts, contract of award, notice to proceed, turn-over certificate, accomplishment report of infrastructure projects, travel order, accomplishment report on travel made, clearance, oath, statement of assets, liabilities and net worth, checks, leave applications (i.e. terminal leave, maternity leave), application for monetization, memorandum, request letters prior to the approval of the Provincial Administrator;
- Prepares monthly report of absences of personnel and checks time records;
- Organizes/Coordinates PA's meeting schedules with department heads;
- Manages/Takes charge of the payables and reimbursements of the Provincial Administrator;
- Accommodates guests and visitors of the Provincial Administrator; and
- Acts as liaison officer to different departments.

INTERNAL DIVISION

- * Examines and reviews the legality of disbursement vouchers, payrolls, financial assistance, etc., in accordance with the existing accounting rules and regulations;
- Pre-audits purchase requests, purchase orders, obligation requests, abstracts of canvass, contracts, remittances in accordance with the accounting rules and regulations prior to the final approval of the provincial administrator;
- Oversees the gasoline allocation of the different offices as approved by the Provincial Administrator, handles all Shell fleet cards and Jetron transactions of the province, prepares vouchers and all supporting papers for the gasoline bills of vehicles under the Office of the Governor and all other vehicles under Shell fleet card and Jetron, and issuance of gas allocations;
- Reviews and prepares trip tickets of government vehicles;
- Checks and approves travel orders, accomplishment reports and leave application of provincial
- Manages all departmental youchers and other documents for signature of the Provincial Administrator:
- Conducts final inspection of goods, merchandise, equipment, medicines and vehicles delivered; and
- Conducts pre-inspection of government vehicles and equipment subject for repair.

PROVINCIAL ACCOUNTING OFFICE





PROVINCIAL ACCOUNTANT

Prepares and submits monthly, quarterly and annual financial statements of the province to the Governor, SangguniangPanlalawigan, Commission on Audit, Department of Finance and other National Government agencies concerned.

ADMINISTRATIVE DIVISION

- Prepares BIR withholding tax and PHIC remittances of employees of the province:
- Prepares transmittal of leaves of employees;
- Encodes payrolls for regular and casual employees for
- Prepares purchase requests, obligation requests and other transactions of the office; and
- Prepares memorandum and correspondences.

RECORDING DIVISION

- Accounts all collections, deposit official receipts and all income and revenues of the province;
- Accounts all disbursement vouchers and prepares journals for cash/check payments;
- Accounts all journal entries or bank transactions and financial expenses;
- Prepare monthly, quarterly and annual financial statements and all other accounting schedules and periodic reports;
- Prepares bank reconciliation statements;
- Posts all accounts to subsidiary/general ledgers;
- Prepares monthly trial balance for accounts; and
- Prepares monthly trial balances for all funds and all supporting schedules thereto.

REVIEW AND CONTROL DIVISION

- Reviews and checks supporting documents of all disbursement vouchers and payrolls to determine propriety, legality, correctness and completeness of requirements;
- Approves/Certifies all disbursement youchers as to allotment obligated and propriety of the supporting
- Indexes salaries/post salaries to individual ledger cards;
- Accounts withholding tax deductions on compensation of employees, deductions on payments to suppliers and contractors of the province: and
- Prepares BIR certificates and daily BIR deductions for E-filing and accounts all checks issued by the Provincial Treasurer's Office against advice of checks issued.

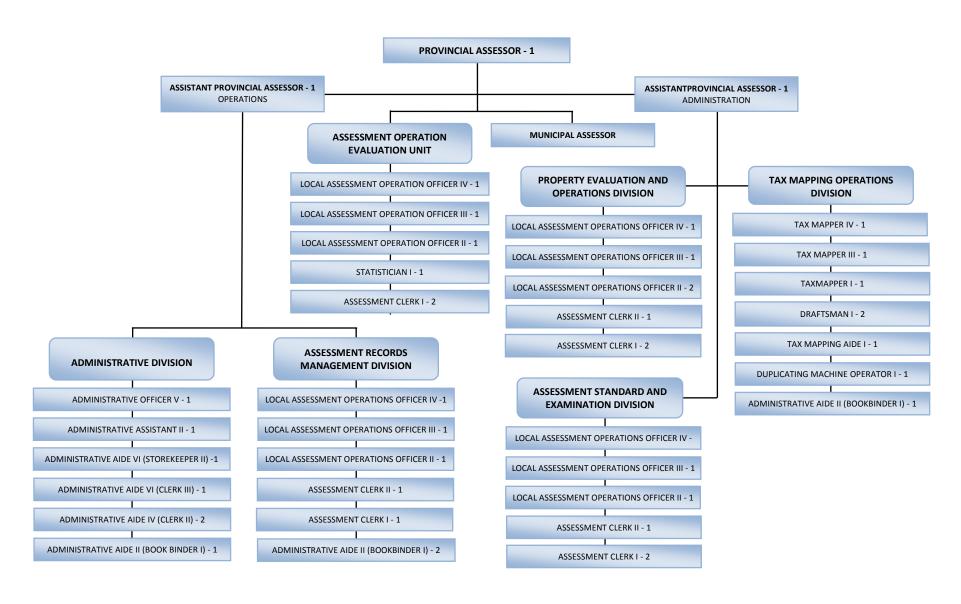
HOSPITAL ACCOUNTING DIVISION

- Prepares journal entries of vouchers, collections and other transactions;
- Reviews controls and records documents and other claims;
- Indexes salaries, supplier's claims/vouchers;
- Prepares GSIS and BIR documents of hospital;
- Accounts collection and deposits, official receipts and income and revenues;
- Accounts vouchers and prepares journal for cash/check payments and posts to subsidiary/general ledgers;
- Prepares monthly schedule of all accounts and monthly trial balance;
- Prepares monthly balance Sheet and Statement of Income and Expenses; and
- Prepares monthly Fund Utilization Report for hospital grants and trust funds.

JOURNAL ENTRY DIVISION

- Records vouchers and monthly payrolls; and
- Receives, processes, numbers and indexes all disbursement documents in the province.

PROVINCIAL ASSESSOR'S OFFICE





PROVINCIAL ASSESSOR

Prepares, implements operation and administration of the plans and programs of the office based on the objectives, guidelines and systems issued.

ASSISTANT PROVINCIAL ASSESSOR ADMINISTRATION

Exercises direct supervision over the duties and functions of the Administrative and Assessment Division

ASSISTANT PROVINCIAL ASSESSOR **OPERATION**

Exercises direct supervision over the duties and functions of the Tax Mapping Operations, Property Evaluation and Assessment Standard and Examination Division.

ASSESSMENT OPERATION EVALUATION UNIT

- Conducts periodic assessment audit;
- Reviews existing assessment procedures, techniques and policies;
- Reviews all tax declarations: and
- * Recommends guidelines and policies to stenographer real property tax declaration.

MUNICIPAL ASSESSOR

Prepares and implements the operation and administration of the plans and programs based on the objectives, guidelines and systems.

ADMINISTRATIVE DIVISION

- Maintains personnel files;
- Prepares supplemental and annual budget proposals;
- Prepares payrolls, vouchers and general correspondences.
- Requests and receives office supplies, materials and equipment;
- Issues and renews memorandum receipts;
- Conducts physical inventory of supplies and materials;and
- Prepares and submits report of said inventory to proper authorities.

ASSESSMENT RECORDS MANAGEMENT DIVISION

- Receives and assigns to proper division all incoming official communications;
- Prepares certified copies of assessment records and other relative documents;
- Installs and maintains records management system and procedures such as proper filing methods and classification of records;
- Maintains statistics on real property valuation; and
- Prepares and maintains required inventories of official records and recommends or effects disposal of inactive and absolute official records.

PROPERTY EVALUATION AND OPERATION DIVISION

- * Reviews, revises, integrates preliminary schedules of market values submitted by Municipal Assessors and prepares final schedule; and
- Conducts regular physical surveys to check and determine whether all real properties are properly

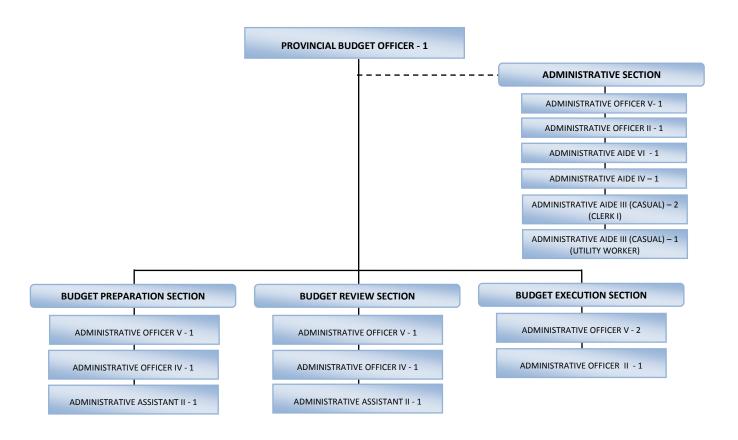
ASSESSMENT STANDARD AND EXAMINATION DIVISION

- Initiates, reviews and recommends changes in policies, plans and programs, techniques and practices;
- Conducts regular physical surveys to check and determine whether all real properties are properly assessed; and
- Coordinates and monitors real property assessment activities of Municipal Assessors.

TAX MAPPING OPERATION DIVISION

- Prepares pre-tax mapping;
- Controls roll and field copies of tax declarations;
- Conducts field inspections for identification of property location and improvements;
- Prepares municipal, district, index maps, barangay index maps;
- Assigns property index number (PIN) to each property: and
- Coordinates property location, area improvements, ownership and property index numbers.

PROVINCIAL BUDGET OFFICE





PROVINCIAL BUDGET OFFICER

Supervises the effective implementation and management of public resources and expenditures to ensure appropriate prioritization and allocation of funds in support to the priority programs, projects and activities of the Provincial Government.

ADMINISTRATIVE SECTION

Assists in the formulation and implementation of policy guidelines, directions, circulars, memoranda and other orders relative to office and personnel administration and on all other administrative support services.

BUDGET PREPARATION SECTION

Assists in the preparation of the Annual and Supplemental Budgets of the Provincial Government, its presentation to the SangguniangPanlalawigan and submission for review to the Department of Budget and Management and responsible for the formulation of instructions and directives embodying budgetary requirements and processes.

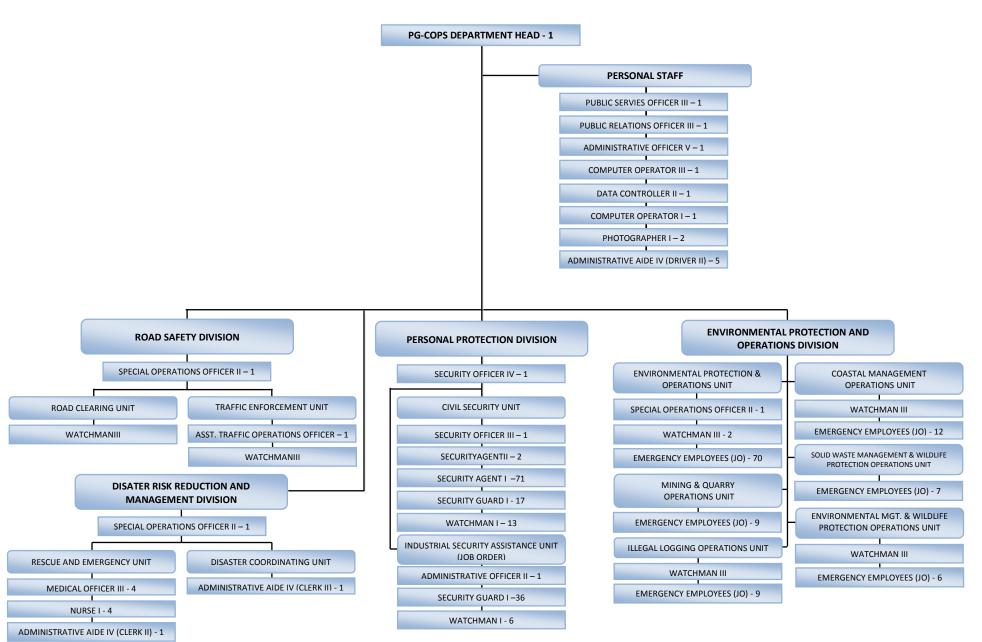
BUDGET REVIEW SECTION

Assists in the review and evaluation of the approved Annual and Supplemental Budgets of component cities and municipalities in the province to ensure compliance with the budgetary requirements and general limitations provided for in the Local Government Code.

BUDGET EXECUTION SECTION

Executes implementation of actual funding disbursement of all programs/projects/activities of each department/office in the Provincial Government and evaluates/monitors the efficiency of fund utilization and financial performance of the Provincial Government.

CAVITE OFFICE OF PUBLIC SAFETY





CAVITE OFFICE OF PUBLIC SAFETY HEAD

PERSONAL STAFF

- * Provides administrative and technical services in the over-all operations of the Department; and
- Acts as central depository of information and data in relation to the operation of all the offices/units within the Department.

PERSONAL PROTECTION DIVISON

- Provides services/assistance such as security details during calamities, rallies and demonstrations, and other special
- Provides support to PNP operations requiring security and protective services;
- Provides security/escort services for any special events;
- * Enforces the promulgating rules governing security of classified matters in any government offices;
- Establishes law enforcement communication system for the province and installs a system of transmitting and receiving classified information to and from police stations and to the concerned public officials in particular;
- Assists in the maintenance of peace and order in the economic and industrial zone:
- Coordinates with national government agencies and other offices within the province and other stakeholders responsible in ensuring public safety and security; and
- Continuously implements staff development programs.

ROAD SAFETY DIVISION

- Formulates policies, develops and implements plans and programs that will ensure road safety of the community;
- Provides assistance in the management and enforcement of traffic rules and regulations in all major thoroughfares;
- Provides free towing services and/or clearing of major thoroughfares for any road accident that may happen or as the need arises;
- In coordination with Municipal Traffic Management Officials, assists in the control and management of traffic within Cavite:
- Apprehends erring and undisciplined drivers:
- Provides on-the-spot support to police or any law enforcement agencies during hot pursuit operations against lawless elements of the society; and
- Coordinates with national government agencies and other offices within the province and other stakeholders responsible in ensuring public road safety.

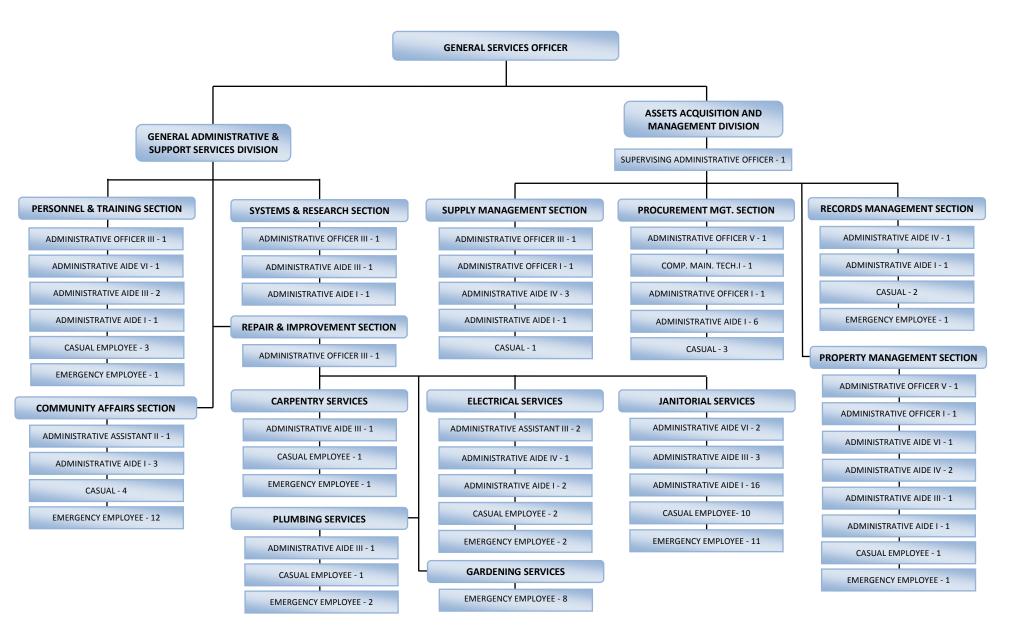
PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT DIVISION (PDRRMD)

- Designs programs, coordinates disaster risk reduction and management activities consistent with national standards;
- * Facilitates and supports risk assessment and contingency planning activities at the local level;
- Consolidates local disaster risk information which includes natural hazards, vulnerabilities and climate change and maintains a local risk map:
- Conducts continuing disaster monitoring and mobilizes instrumentalities and entities of the LGUs and other stakeholders to utilize their facilities and resources for the protection and preservation of life and properties during emergencies in accordance with existing policies and procedures:
- Disseminates information and public awareness on the risk reduction, early warning signs and counter measures;
- Identifies and implements cost-effective risk reduction measures/strategies;
- Maintains database of human resources, equipment, directories and location of critical infrastructures and their capabilities such as hospitals and evacuation centers;
- * Establishes an organized system of communication and operations network o ensure a 24/7 public emergency accessibility for any rescue and emergency assistance;
- Provides free and quick delivery of appropriate public rescue and emergency assistance at all times;
- Regularly conducts basic training on first aid on disaster and calamity preparedness and staff development programs; and
- Serves as Secretariat of the Provincial Disaster Risk Reduction and Management Council.

ENVIRONMENTAL PROTECTION AND OPERATIONS DIVISION

- Enforces environmental laws, rules and regulations as provided for by RA 7160 as well as local legislation and other pertinent laws relative to environmental protection;
- Collects information, investigates, apprehends and prosecutes violators of environmental laws;
- Assesses, evaluates, annotates and submits recommendations on development projects that have direct and collateral effects on the environment to the Office of the Governor;
- Undertakes researches and technology banking on environment protection and recovery as well as indepth studies on rational use of natural asses and recommends the same to the OPG and to the SangguniangPanlalawigan in aid of legislation;
- Implements rules, regulations and resolutions enacted by the Provincial Mining and Regulatory Board;
- Verifies, monitors and ascertains payments of fees (as stated in the Revised Provincial Revenue Code) due to the province, pertinent permits granted and issued by the province in the exploration, use and enjoyment of our natural resources; and
- Submits accomplishment and assessment reports to the governor.

GENERAL SERVICES OFFICE





GENERAL SERVICES OFFICER

- * Performs supply and property procurement and maintenance functions, including nonpersonal service of the provincial government;
- * Takes custody of and be accountable 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;
- * Maintains and supervises janitorial, security landscaping and other related service in all provincial public buildings and other real property whether owned or leased by the provincial government;
- Enforces policies and record management relative to records creation and maintenance;
- Performs disposal action on disposable records of the Provincial Government.

GENERAL ADMINISTRATIVE AND SUPPORT SERVICES DIVISION

ASSETS ACQUISITION AND MANAGEMENT DIVISION

PERSONNEL AND TRAINING SECTION

Facilitates administrative personnel requirements and formulates programs for their training needs

SYSTEMS AND RESEARCH SECTION

Develops systems and conducts studies to ensure efficient and effective delivery of GSO's services

PROPERTY MANAGEMENT SECTION

Processes documents on property acquisition, control and disposal to ensure that government properties are properly managed and accounted for

PROCUREMENT MANAGEMENT SECTION

Processes procurement documents to compliance to the provisions of Procurement

COMMUNITY AFFAIRS SECTION

* Provides for amenities for all public affairs of the local government unit including requests for various organizations

REPAIR AND IMPROVEMENT SECTION

* Responsible for general sanitation and improvement of properties and facilities of the local government unit

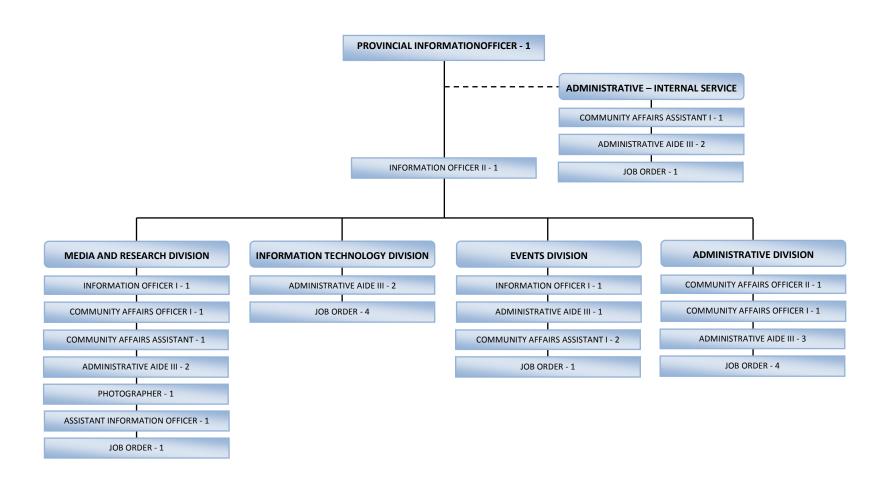
SUPPLY MANAGEMENT SECTION

Provides adequate and appropriate office, janitorial and other supplies to all office of the local government unit

RECORDS MANAGEMENT SECTION

- * Responsible for safekeeping of local government's processed documents and disposal thereof as the case maybe; and
- Indorses and responds to letter requests received by the office.

PROVINCIAL INFORMATION AND COMMUNITY AFFAIRS DEPARTMENT





PROVINCIAL INFORMATION OFFICER

- Formulates measures and provides technical assistance and support in providing the information and research data required for the effective delivery of various programs and projects of the Governor;
- ❖ Develops plans, strategies and communication media to promote the programs and projects to the public, how they can avail these and encourages them to support the latter.

ADMINISTRATIVE DIVISION

- Provides support, record and control services relating to personnel, staff development, management of supplies and equipment;
- Prepares, facilitates and monitors grants, staff benefits/welfare from GSIS, Philhealth and Pag-ibig, leaves, travel orders, agency remittances advice (ARA), disbursement vouchers, annual budget and annual procurement plan (APP); and
- Prepares, receives and controls official letters and communications.

MEDIA AND RESEARCH DIVISION

- Closely coordinates with various media outlets for support in the promotion of the provincial government programs and projects;
- Writes articles, press and photo releases to be published in different national and local newspapers;
- Collects data and writes articles to be featured in the official newsletter of the provincial government;
- Documents important and special events through photo and video coverage;
- Maintains the library that serves as depository of data about various programs and projects of the governor collected from all program-implementing offices;
- Updates bulletin boards, directories of press and photo releases, directories of all cities and municipalities, and various agencies for future references; and
- Regularly scans newspapers, clips everything about Cavite, keeps it in the library for reference and encodes at database.

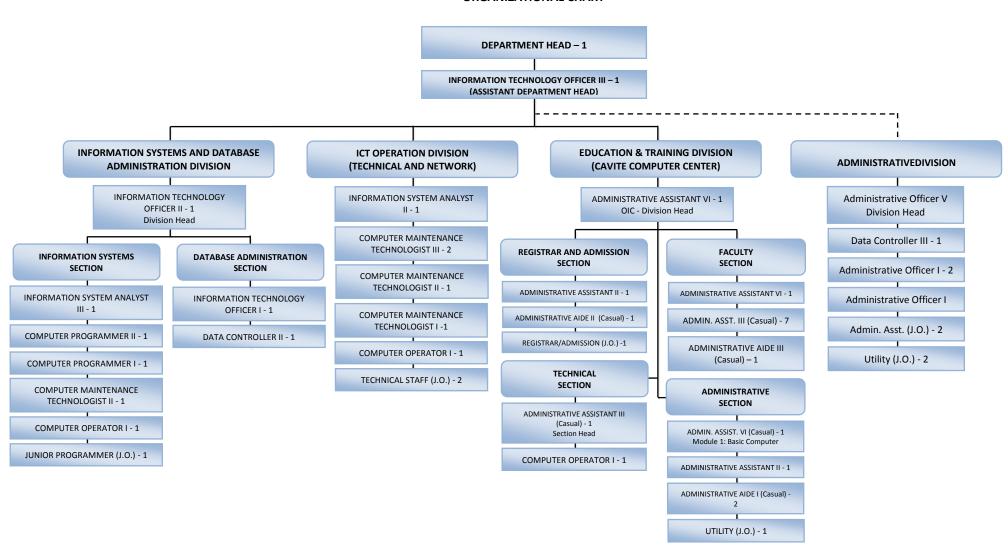
INFORMATION TECHNOLOGY DIVISION

- Assists all program implementing offices in the promotion of their programs through various forms of audio, visual or audio-visual medium;
- Lay-outs and prepares tarpaulins that help in the promotion of the provincial government's plans and programs; and
- Develops new skills related to modern information technologies among the staff through professional trainings and seminars.

EVENTS DIVISION

- * Regularly prepares the program for the Monday flag raising ceremony of the Provincial Government;
- Coordinates and assists different agencies regarding their needs during special programs or events such as programs, plaques, certificates, etc.; and
- * Assists and ushers guests during special events in the promotion of the provincial government plans and programs.

PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE





PROVINCIAL INFORMATION AND COMMUNICATIONS **TECHNOLOGY OFFICE**

- Acts as the lead agency in the evaluation and implementation of Information and Communications Technology (ICT) and other convergence on ICT in the
- Handles the network and hardware administration and maintenance which provide technical support within and outside the Provincial Government; and
- Provides free and quality computer education on basic and advance computer and information technology courses for all Caviteños most particularly the out-of-school youths.

ADMINISTRATIVEDIVISION

- In charge of handling the administrative works of the IT Division;
- Provides support on record and services relating to personnel, staff development, management of supplies and equipment, receiving and control of requisition forms, official letters and communications.

INFORMATION SYSTEMS AND DATABASE ADMINISTRATION (ISDA) DIVISION

- Evaluates and monitors the implementation of the different computerized systems in the provincial government;
- * Responsible in application software maintenance, customization of existing system, development of new system based on the need of the requesting office and data build-up of offices being computerized; and
- * Responsible in research, development and maintenance of Cavite's official website (www.cavite.gov.ph)

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) OPERATION DIVISION

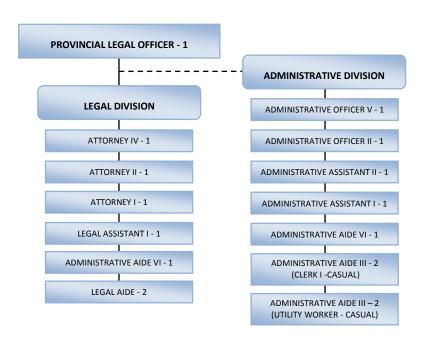
- handles the maintenance of ICT Software and Equipment and administration and maintenance of LAN connection and server:
- Responsible in providing appropriate specification in the acquisition of information and communication technology equipment.

EDUCATION & TRAINING SECTION (CAVITE COMPUTER CENTER)

- 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 and those in the marginal sector of society; and
- Plans, develops and administers programs and policies for Cavite Computer Center (CCC).

PROVINCIAL LEGAL OFFICE

ORGANIZATIONAL CHART

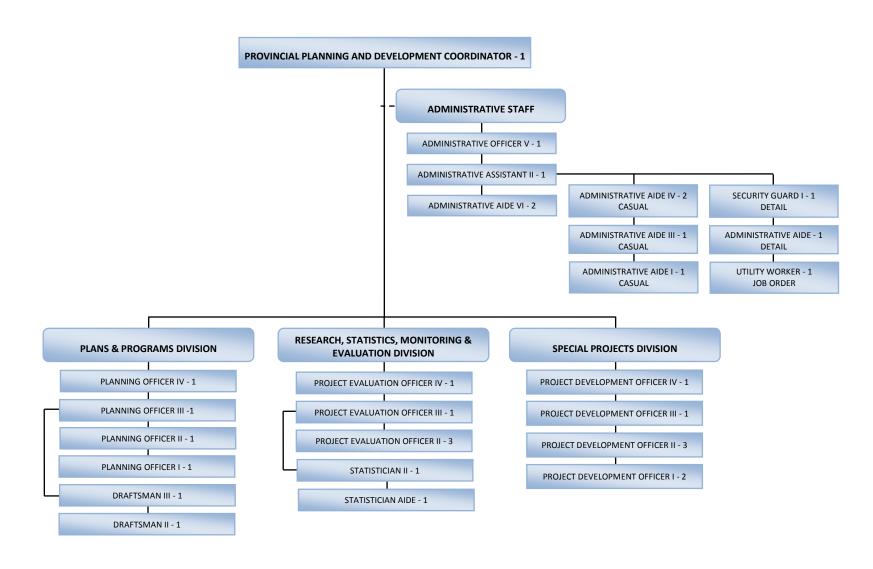


FUNCTIONAL CHART

PROVINCIAL LEGAL OFFICE

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

PROVINCIAL PLANNING AND DEVELOPMENT OFFICE



PROVINCIAL PLANNING AND DEVELOPMENT COORDINATOR

- Formulates integrated economic, social, physical and other development objectives and policies
 based on the prepared comprehensive plans and planning documents for consideration and
 approval of the SangguniangPanlalawigan and the Governor;
- Conducts and participates in development studies, researches and trainings to evolve provincial plans and programs;
- Holistically analyzes the provincial income and expenditure patterns in order to recommend fiscal plans and policies;
- Promotes multi-sectoral participation on planning through active coordination and consultations down to community levels;
- Supervises the conducts of feasibility and impact assessment of significant development projects;
- As a monitoring arm, PPDC monitors and evaluates implementation of various development programs and projects in coordination with concerned sectoral groups and agencies; and
- Also ensures active participation of the Province to special bodies in the provincial, regional and national levels as mandated by law.

ADMINISTRATIVE STAFF

- Provides support, record and control services relating to personnel, staff development, management of supplies and equipment;
- Prepares, facilitates and monitors grants, staff benefits/welfare from GSIS, Philhealth and Pag-ibig, Leaaves, Travel Orders, Agency Remittances Advice (ARA), Disbursement Vouchers, Annual Budget and Annual Procurement Plan (APP); and
- Prepares, receives and controls official letters and communications.

PLANS & PROGRAMS DIVISION

- Drafts program and projects for priority on infrastructure, economic and social sectors of development and conducts studies and recommends solutions to problems thereto;
- Maintains liaison/coordination with both public and private sector's development plans and programs;
- Recommends changes in program objectives and operations to provide balance effectiveness.

RESEARCH, STATISTICS, MONITORING & EVALUATION DIVISION

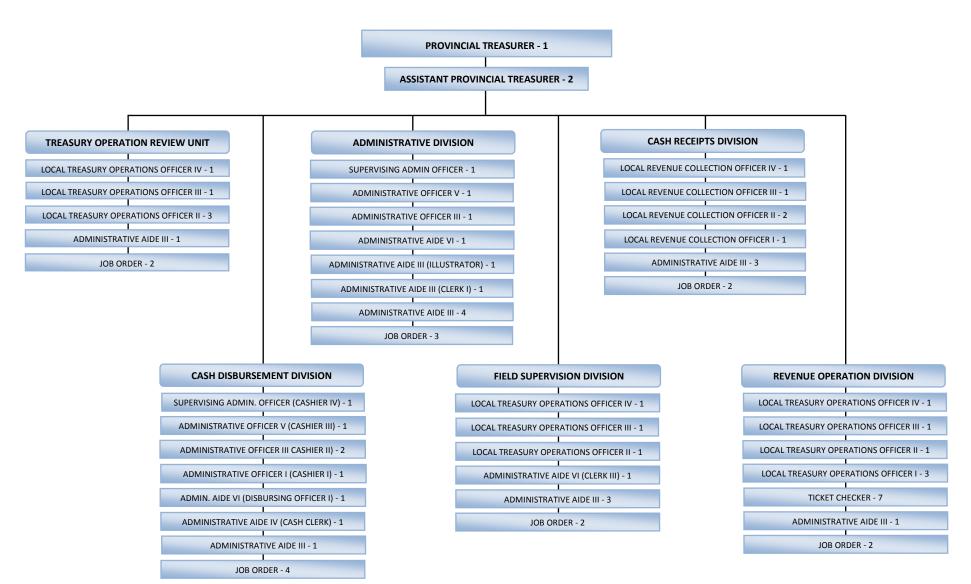
- Plans and coordinates researches on infrastructure, economic and social sectors of development;
- Conducts continuing analysis and evaluation of reports/data and monitors problems encountered;
- Formulates and coordinates research programs for improving methods and techniques for collecting, processing, presenting and analyzing statistical data;
- Prepares statistical charts, and graphs intended for evidence-based planning and decision-making.

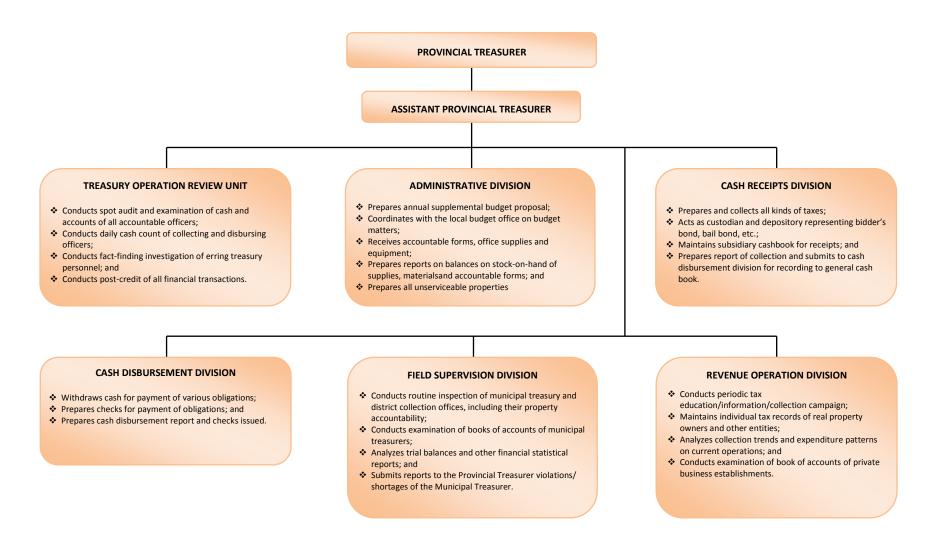
SPECIAL PROJECTS DIVISION

- Plans and monitors special development projects of the province;
- Conducts studies and recommends solutions to problems encountered thereto;
- Recommends changes in programs objectives and operations;
- Conducts continuing studies, researches and relevant training necessary;
- Evaluates plans and programs for implementation
- Handles special programs and projects mandated or provided for implementation by the national government; and
- Takes charge of provincial level initiated special programs and projects.



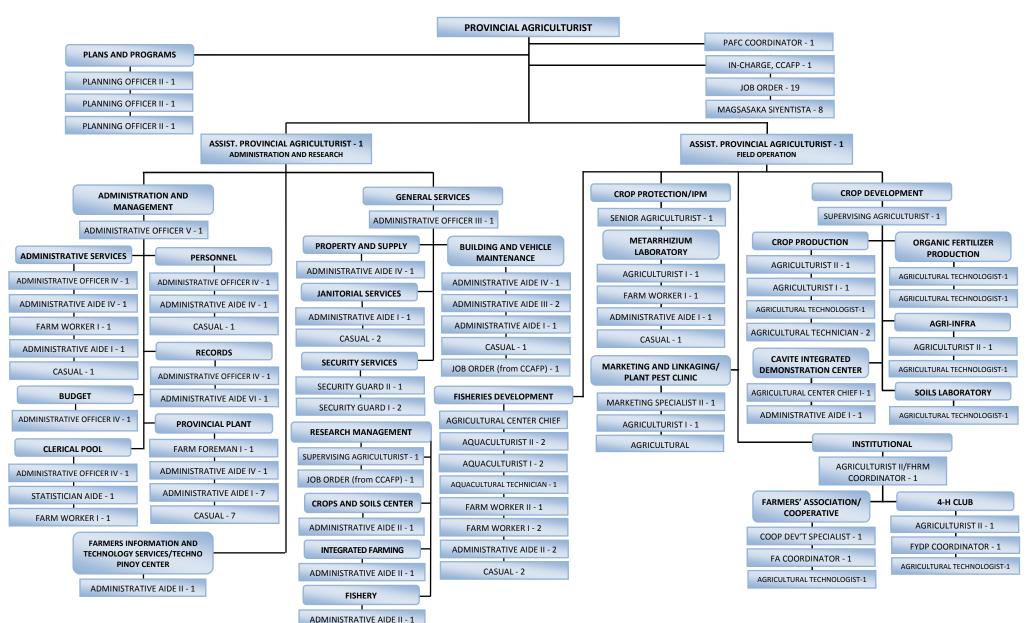
PROVINCIAL TREASURER'S OFFICE





CAV9TE Local Government Report 2012

OFFICE OF THE PROVINCIAL AGRICULTURIST



OFFICE OF THE PROVINCIAL AGRICULTURIST

FUNCTIONAL CHART

PROVINCIAL AGRICULTURIST

- Delivers basic agricultural services to the constituents;
- Develops plans and strategies and upon approval of the governor, implements the same, particularly those which the governor is empowered to implement and which the Sanggunian is empowered to provide for under the code;
- Coordinates with other government agencies and non-government organizations which promote agricultural productivity through appropriate technology compatible with environmental integrity;
- Insures that maximum assistance and access to resources in the production, marketing, processing of agricultural and agro-cultural and marine products is extended to farming and fishing families.

PLANS AND PROGRAMS

- Prepares agricultural plans and programs in coordination with the Provincial Agriculturist;
- Prepares statistical displays such as charts, graphsand data information needed in the office; and
- ❖ Documents and prepares audio-visual materials for various agricultural programs

ADMINISTRATION AND RESEARCH

- Plans, supervises and coordinates all administrative function in the office and does related works;
- Trains office personnel:
- Supervises the procurement of agricultural supplies, materials, and equipment including custody and issuances thereof;
- Undertakes clerical services, records and files correspondence and follow-up official papers;
- Prepares print and non-print IEC materials for distribution to the office, clienteles; and
- Provides farm machineries and other post-harvest facilities to farmer clienteles.

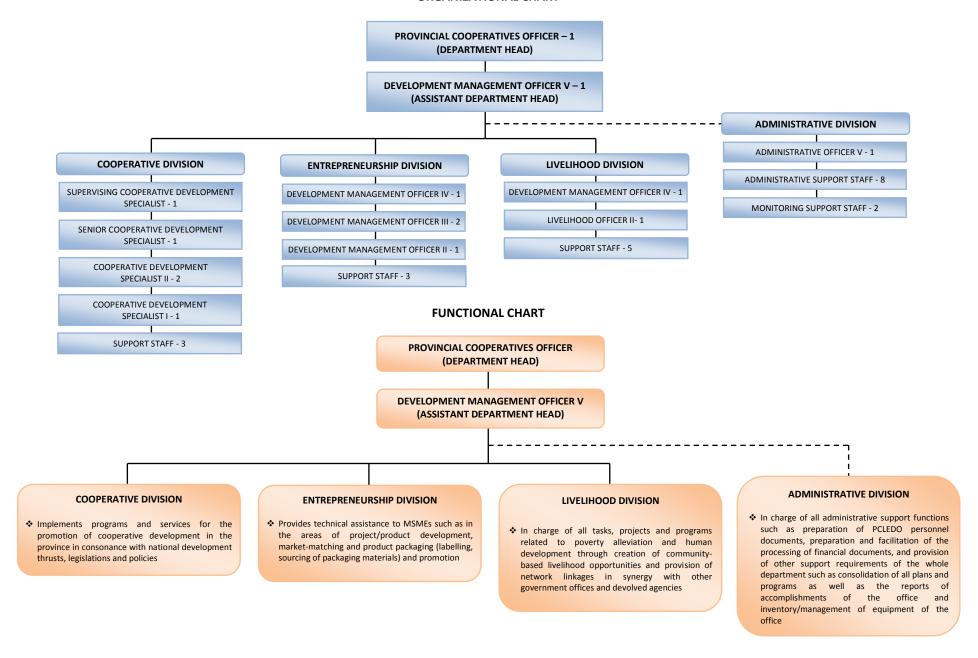
RESEARCH MANAGEMENT

- Formulates for approval various agricultural research projects for the province, monitors and implements the same in the area;
- Translates and interprets latest findings in researches; and
- Prepares technical publications for dissemination.

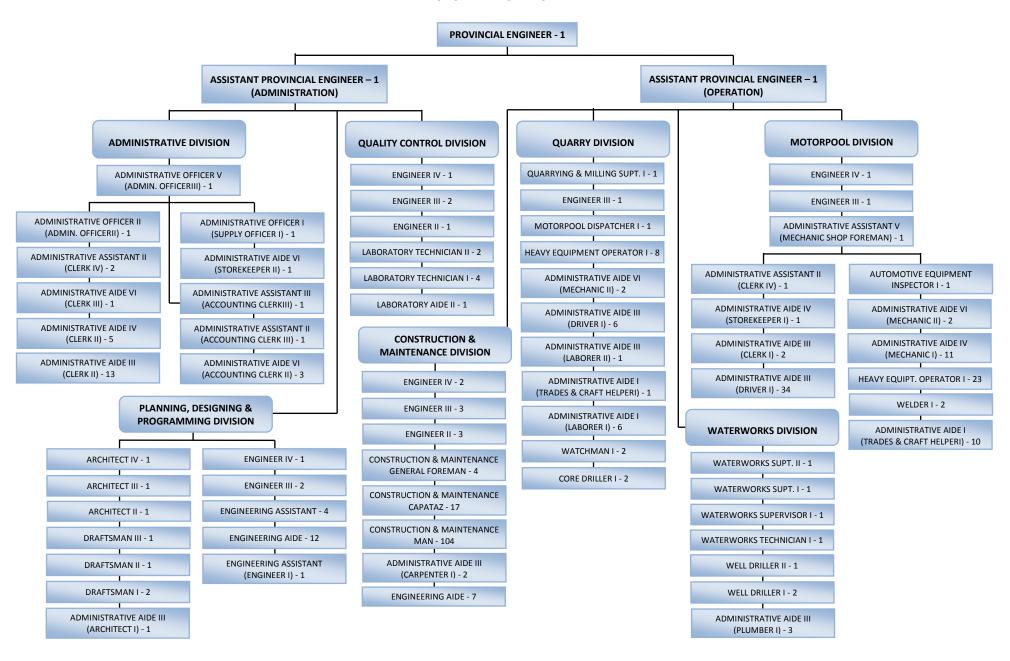
OPERATIONS

- Prepares agricultural plans, programs and strategies that will be implemented in the province in collaboration with the city/municipal agricultural offices and other concerned agencies;
- Organizes and/or strengthens farm-based non-government organizations such as farmers and fishermen's organizations, rural improvement clubs, 4-H clubs;
- ❖ Provides technical assistance and livelihood opportunities to these groups; and
- Provides clienteles with technical support and assistance.

PROVINCIAL COOPERATIVE, LIVELIHOOD & ENTREPRENEURIAL DEVELOPMENT OFFICE



PROVINCIAL ENGINEER'S OFFICE





PROVINCIAL ENGINEER

Leads and supervises a large group of administrative, engineering and technical personnel.

ASSISTANT PROVINCIAL ENGINEER (ADMINISTRATION)

Directs and supervises the administrative management of the office particularly the concerns of the Quality Control and Planning, Programming & Survey divisions.

ADMINISTRATIVE DIVISION

 Provides administrative services to the office including personnel, records and accounting, building and office security and maintenance.

QUALITY CONTROL DIVISION

Conducts quality control, sample testing and data gathering on materials used in the construction of government projects.

PLANNING, DESIGNING & PROGRAMMING DIVISION

- Prepares the architectural design, sketches, lay-out and drawn plans for the construction or reconstruction of government buildings and other infrastructure projects;
- Prepares plans and program of works including bill of materials;
- Handles the survey and plotting of survey results.

FLOOD CONTROL

Cleans and dredges waterways, rivers and canals

ASSISTANT PROVINCIAL ENGINEER (OPERATION)

Directs and supervises all personnel involve in the operation particularly Construction and Maintenance, Waterworks, Quarry and Motorpool Divisions.

CONSTRUCTION & MAINTENENCE DIVISION

- Supervises and monitors all infrastructure projects being implemented;
- Maintains, rehabilitates and repairs all provincial roads and bridges; and
- Constructs new provincial roads and performs construction of projects being implemented by administration.

QUARRY DIVISION

Produces filling materials, base coarse and other aggregates for the maintenance, repair construction of road projects.

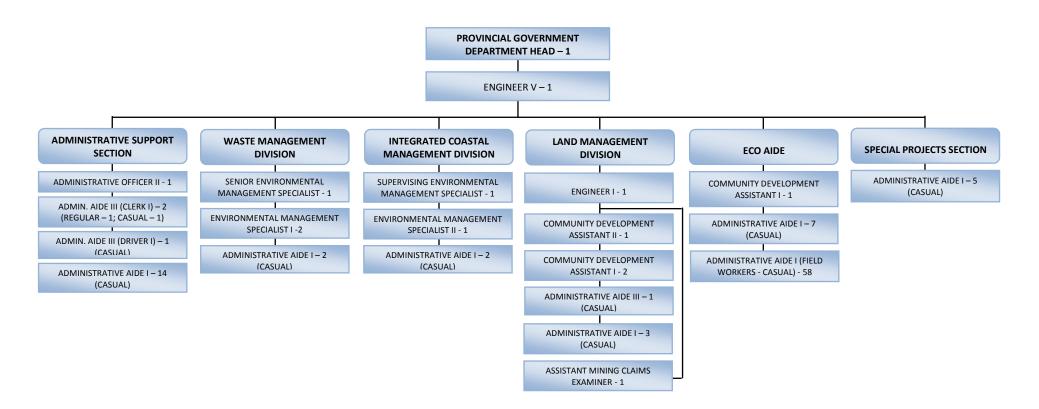
WATERWORKS DIVISION

- Supervises and monitors all waterworks projects and performs the task of rehabilitation and repair of all water systems constructed by the province; and
- Provides technical assistance to municipalities, barangays and other agencies requesting their expertise.

MOTORPOOL DIVISION

- Conducts minor repairs and maintenance of all service vehicles of the Provincial Engineer's Office including heavy equipment; and
- Delivers filling materials and schedules heavy equipment services.

PROVINCIAL GOVERNMENT – ENVIRONMENT AND NATURAL RESOURCES OFFICE





PROVINCIAL GOVERNMENT - ENVIRONMENT AND NATURAL RESOURCES OFFICER

ADMINISTRATIVE SUPPORT SECTION

- Provides effective and efficient administrative service support to PG - ENRO to the extent that the section can continue to support the overall mission, goals and objectives of the Department;
- formulate office policies and guidelines:
- Provides basic resource management in the areas of: personnel, training, travel, payroll, requisition and purchase, security, office maintenance and other essential resource related needs of the PG-ENRO:
- Administers employees files and records;
- Supervises administrative services within the department such as managing the office filling, storage and security of documents, respond to inquiries and managing the repair and maintenance of government vehicles;
- * Administers and monitors financial system in order to ensure that the department's finances are maintained in an accurate and timely manner; and
- Oversees the accounts payable and accounts receivable to ensure the complete and accurate records of the department's budget which includes the managing of utility bills and collection of accounts.

WASTEMANAGEMENT DIVISION

- * Develops and implements the provincial solid waste management plan, reviews the solid waste management plans of component cities and municipalities to ensure that the plans complement each other and have the requisite components:
- Provides the necessary logistical and operational support to the component cities and municipalities in the implementation of solid waste management plans and programs;
- Sets guidelines and targets for waste avoidance and volume reduction through source reduction and waste minimization measures, including composting, recycling, reuse, recovery, green charcoal process, and others, before collection, treatment and disposal in appropriate and environmentally-sound solid waste management facilities in accordance with ecologically sustainable development principles;
- Promotes provincial research and development programs for improved solid wastemanagement and resource conservation techniques, more effective institutional arrangement and indigenous and improvedmethods of waste reduction, collection, separation and recovery; and
- Encourages greater private sector participation in wastemanagement.

INTEGRATED COASTAL MANAGEMENT DIVISION

Integrated Coastal Management (ICM) involves the active participation, commitment and full support of the local government units, private sector, civil society and other concerned sectors dealing with planning and management of the coastal areas to attain sustainable development. The program involves both technical and practical approaches that resolve issues, coastal areas. It also involve facilitates and implement on the ground projects that will contribute to the well-being of the coastal communities.

ECO-AIDE SECTION

- Maintains the cleanliness of the National & Provincial roads specifically Aguinaldo highway, Governor's Drive, DaangHari, Pasong Buwaya 1 & 2, and Open Canal;
- > Keeps and maintains respective areas of assignments that includes street sweeping, segregation, recycling, proper disposal of garbage/waste:
- Participates in the formulation of plans and programs, as well as technical, operational and environmental concerns:
- Monitors, surveysand conducts field inspection province wide to make sure our mandateis being
- In support of the Governor's environmental thrust Eco-Aide office assists in environmental projects from the Provincial, municipal down to Barangay level.

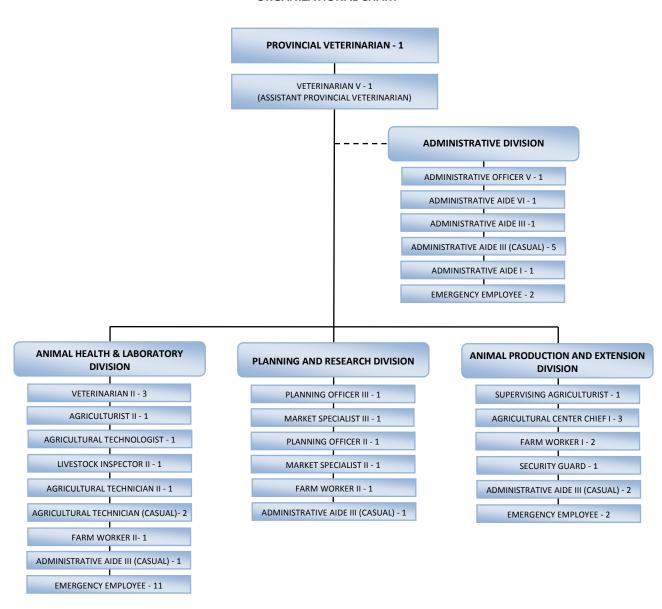
LAND MANAGEMENT DIVISION

- Monitors the proper implementation of terms & conditions stipulated in the permit;
- Conducts surveillance/apprehension of equipment & conveyances used in the illegal mining activities;
- Receives/Processes/Issues mining permits:
- Validates/Rectifies reported volume extracted, delivery receipts issued;
- Recommends the suspension of mining permit if violations occurred by the permittee;
- * Conducts systematic monitoring & evaluation of forestry extension activities & other relatedcommunity based forest management activities;
- Establishes and maintains linkages with forest occupants & other agencies/institutions involved in the socio economic development of upland
- Prepares Accomplishment report of the project

SPECIAL PROJECTS SECTION

- Conducts monitoring and survey on the illegal open dumpsite:
- Conducts clean-up, de-clogging and cleaning activities;
- Conducts serving of notices in dismantling and relocation project;
- Conductsmonitoring of quarry inspection;
- Conducts de-clogging and cleaning activities;
- Roves and monitors improper waste disposal; and
- Monitors and surveys rivers of the Province of

OFFICE OF THE PROVINCIAL VETERINARIAN



PROVINCIAL VETERINARIAN

- Plans, organizes, directs & conducts overall activities of the office concerning poultry and livestock production and animal welfare;
- Supervises & enforces discipline pertaining to norm of conduct in the effective performance of tasks pursuant to manual operation, guidelines and policy;
- Executes & implements policies & regulations, work programs & plans laid down by the Governor's Office & Regional Office;
- Renders administrative & technical decision within the limit of authority;
- Attends meetings and conferences;
- Coordinates with other agencies relative to office programs/projects; and
- Serves as farm adviser & the frontline of all veterinary services.

ASSISTANT PROVINCIAL VETERINARIAN

- Supervises/Monitors all activities within the different divisions in the performance of their duties:
- Directs and supervises the preparation of programs and implementing projects in the Veterinary Office; and
- Supervises the gathering, processing and an analysis of data information necessary for planning and programming.

ADMINISTRATIVE DIVISION

- Supervises/provides services on all matters concerning administrative functions;
- Carries out administrative policies and other employee privileges;
- Undertakes the preparation of documents for appointment/ promotion/plantilla position and job order;
- Conducts briefing/orientation on office rules and regulations;
- In-charge on leave credits, budget preparation, procurement and issuance of supplies, materials and equipment including custody and maintenance of vehicle; and
- Undertakes clerical services, records and file correspondences and follow up office documents & performs other matters necessary for internal operation of the office and in-charge of the conduct of in-house seminars and trainings.

ANIMAL HEALTH & LABORATORY DIVISION

- Promotes animal health and welfare in conjunction with public health in the province;
- Prevents, controls and eradicates communicable animal diseases;
 Safeguards the public meat consumer through supervision,
- inspection and disinfection of all slaughterhouses and dressing plants in the province;
- Conducts monitoring and surveillance of emerging animal diseases in backyard and commercial farms;
- Collects laboratory sample/specimen for confirmatory disease diagnosis; and
- Carries laboratory services through registration, inspection and monitoring of poultry feed supply and animal meat product handlers.

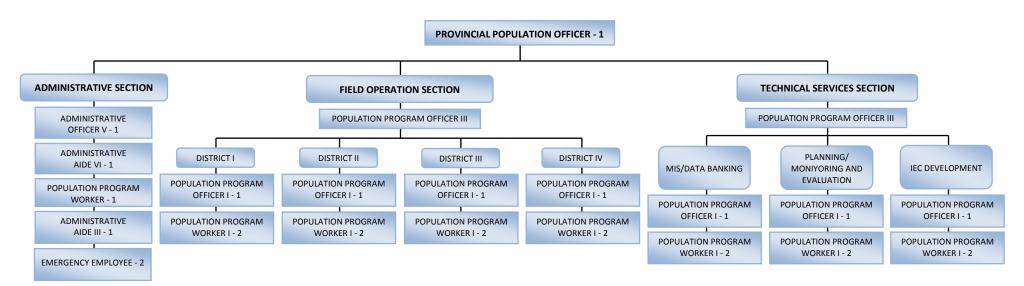
PLANNING AND RESEARCH DIVISION

- Undertakes field inspection to gather information and data necessary in the preparation of plans & programs;
- Analyzes, interprets and integrates statistical data and reports of researchers and experiments for practical application to plans and programs being implemented;
- Conducts monitoring and evaluation of different programs/projects for documentation and proper reporting; and
- Provides provincial livestock and poultry profile to office researchers.

ANIMAL PRODUCTION AND EXTENSION DIVISION

- Formulates long and short program on livestock and poultry production:
- Develops/Establishes improved forage and pasture for the implementation of programs on livestock and poultry production and other related activity;
- Promotes and campaigns artificial insemination to upgrade the breed of cattle, carabao swineand goat to improve genetic potential of stocks; and
- Provides technical assistance to livestock raiser in the modern technology regarding livestock and poultry industry.

PROVINCIAL POPULATION OFFICE





PROVINCIAL POPULATION OFFICER

- Ensures delivery of basic services and provision of adequate facilities relative to the integration of population development principles and in providing access to aid services and facilities;
- Formulates and implements plans and strategies relative to population development and promotion of responsible parenthood;
- Establishes and maintains databank for program operations, development planning to ensure people's participation and understanding of population development; and
- Performs such other duties and functions as may be assigned by the Provincial Governor.

ADMINISTRATIVE SECTION

- Processes disbursement youchers and other claims of the office and its personnel;
- Issues supplies and materials to all sections within the office;
- Liaises with GSIS and Pag-ibig re personnel remittances and claims;
- Collects and collates Statement of Assets, Liabilities and Networth, PES. Daily Time Records of personnel and submit the same to concerned offices:
- * Receives, sends, sorts, indexes and files correspondences, personnel records and other documents;
- Prepares routine endorsement, encodes correspondences and various reports: and
- Performs other duties as may be assigned from time to time.

FIELD OPERATION SECTION

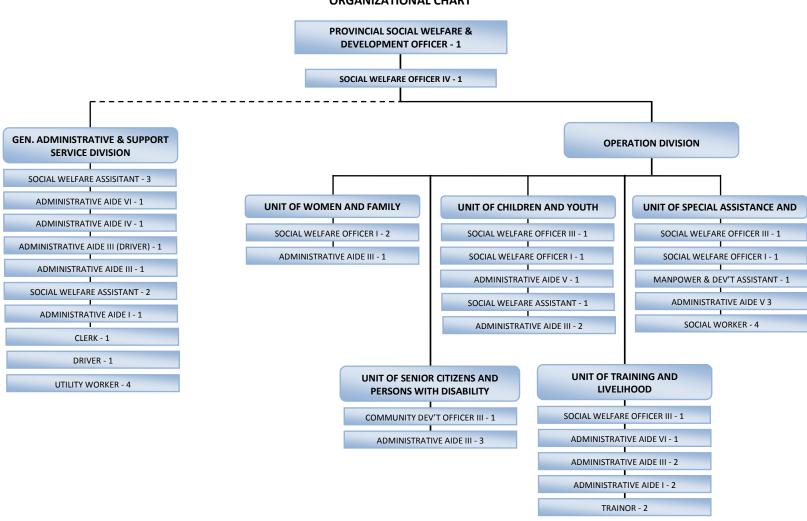
- Formulates the Provincial Population Development Plan together with stakeholders and program implementers at the municipal and barangay levels;
- Coordinates with development workers and organizations to integrate responsible parenting and family planning concept into the total development efforts of the community;
- Conducts information, educational and communication and motivational activities pertaining to responsible parenting and family planning, adolescent health and youth development, pre marriage counselling and population development through barangay classes, FP classes, etc.;
- Makes referrals of program acceptors to service centers and refers other identified community problems/needs to appropriate agencies:
- Closely collaborates with Barangay Service Points Officers (BSPO'S) in identifying prospective program clients, eliciting community problems and needs, conduct of surveys and the like;
- Provides technical assistance to municipal population development personnel; and
- Performs other duties as may be assigned from time to time.

TECHNICAL SERVICES SECTION

- Establishes and maintains data bank i.e. socio-economic and population profile for program operations, development planning and an educational program to ensure the people's participation in and understanding of population development;
- Collects, consolidates, analyzes statistical data and accomplishment reports, plans, and programs and project status reports submitted by all sections for review and approval of the Provincial Population Officer and the Provincial Governor and for submission to concerned agencies;
- Monitors and evaluates population and development programs, projects and activities province wide;
- Conducts scientific population and related researches/ studies for policy analysis and program development;
- Develops information, educational, communication (IEC) materials in support to program/project implementations activities
- Provides back up support to the field operations section in training documentation and sessions evaluation; and
- Performs other duties as may be assign from time to time.

PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE





PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICER

Provides over-all direction and technical and administrative supervision in the pursuit and implementation of the agency's mandate

SOCIAL WELFARE OFFICER IV

- Assists the PSWDO in providing direction and technical supervision; and
- Provides technical assistance and consultative services to direct service implementers for the effective implementation of social welfare programs and services.

GENERAL ADMINISTRATIVE AND SUPPORT SERVICES DIVISION

ADMINISTRATIVE SERVICES

- In charge of the procurement of goods and services, supplies and record management, facility maintenance and the supervision of the operation of transportation, communication, utility and janitorial services:
- Prepares and implements effective financial plan to support the agency's programs/ projects/activities and ensures the efficient and economical management of financial resources of the department; and
- In charge of the office's human resource management and development such as personnel transactions, employees' welfare and career planning and development.

UNIT OF WOMEN & FAMILY

Manages concerns of women and family, implements massive information campaign concerning legislations that protect their rights and promote women empowerment and family stability.

UNIT OF CHILDREN AND YOUTH

- Involve in massive advocacy of different policies and legislations concerning children;
- Implements feeding programs for children and community development programs for out-ofschool youth; and
- Implements programs that ensure children's access to their basic rights of survival, protection, participation and development.

OPERATIONS DIVISION

UNIT OF TRAINING AND LIVELIHOOD

- Provides livelihood trainings for the skills enhancement of poor families which can contribute to additional family income and transfer of technology; and
- Helps improve the status of trainee through provision of skills and capital assistance to enable them to become productive.

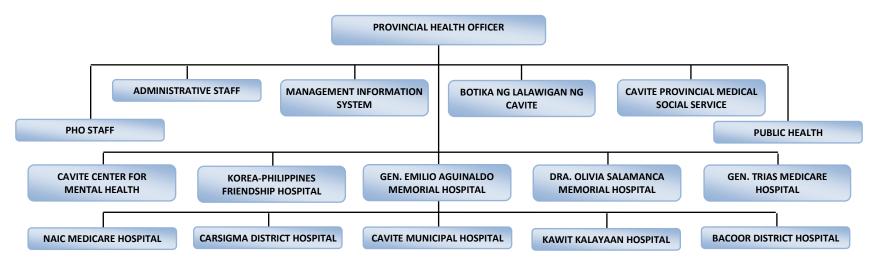
UNIT OF SENIOR CITIZEN AND PERSONS WITH DISABILITY

Provides assistance for physical restoration services, self and social enhancement services, information dissemination on disability prevention, comprehensive data banking, advocacy programs for the implementation of PWD related policies, mainstreaming programs for PWDs and job placement through networking to different agencies.

UNIT OF SPECIAL ASSISTANCE & OFW

- Provides assistance to medically indigent individuals, family at risk, abused women and children, referrals to partner agencies and other intermediaries;
- Provides emergency assistance to victims of natural and man-made disasters:
- Conducts family and individual case management; and
- Protects the rights and welfare of OFWs and their families left behind.

ORGANIZATIONAL CHART



FUNCTIONAL CHART

PROVINCIAL HEALTH OFFICER

This office is responsible for the promotion and protection of the health of the people of the province and the maintenance of sanitary condition therein. This tasks is being carried out in the Health Units composing of Municipal Health Physician, Public Health Nurses, Midwives and Sanitary Inspectors. Their activities include Morbidity Clinic, Pre-natal Clinic, Well-baby Clinic, TB Control Project, Nutrition Activities Environmental Sanitation Program, Immunization Campaign and Rural Health Practice Program.

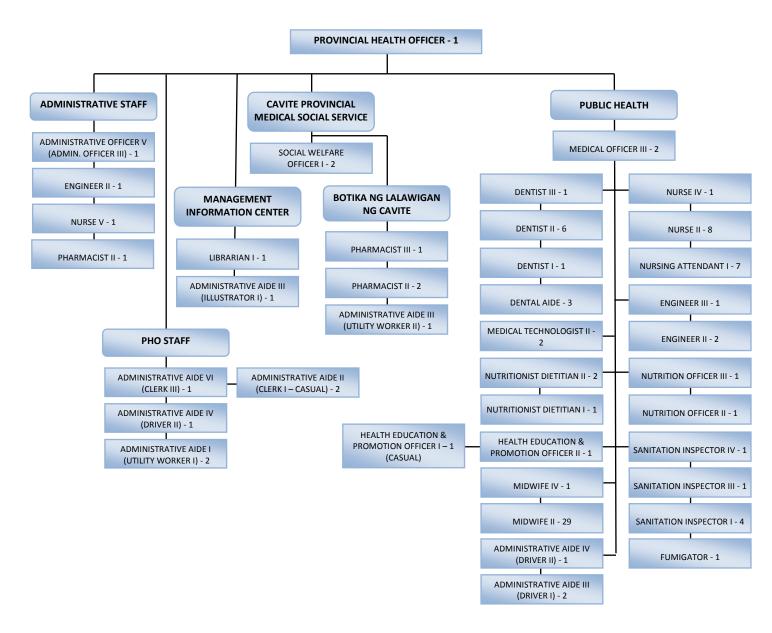
ADMINISTRATIVE AND FINANCIAL SERVICES

The administrative services plan, supervises and coordinates all administrative function in the office and does related works. Undertakes the preparation of plantilla, and other related matters; Performs clerical services and trains office personnel; Prepares certified public record, leave and other personnel actions; Prepares appointment of regular and emergency employees. Supervises the procurement of medicines, supplies, materials and equipment including custody and issuances thereof; Insuring items received are properly stored in assigned locations in accordance with established storage techniques and procedures; Undertakes clerical services, records and files correspondence and follow-up official papers; prepares statistical displays such as graphs, charts and data information needed in the office and responsible for preparing audio-visual materials for various health program.

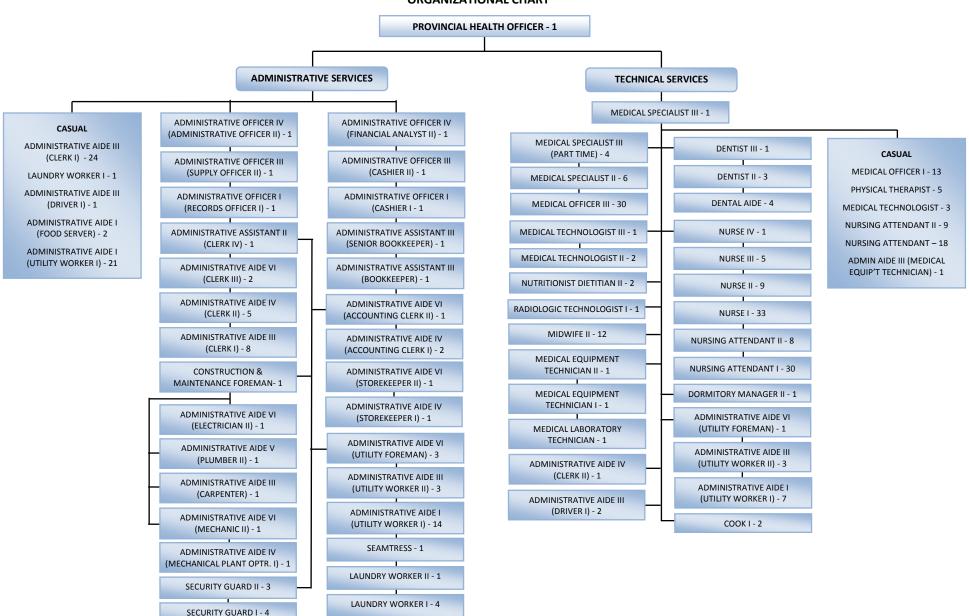
TECHNICAL SERVICES

This office is responsible for the implementation of health program for the municipalities and effective administration of the rural health units and inter-agency relations. It is also responsible for using aspects of the community health programs, providing delivery of the first level and gives direct care to normal child bearing women during pregnancy and giving immunization to children. It prepares birth and death certificates and is responsible for monitoring the cleanliness and orderliness of clinics. It plans, assigns, carries out and directs a program for environmental sanitation consistent with existing laws, rules, regulations and policy; It also performs laboratory examination such as sputum, urinalysis, stool, malaria smear and others as maybe required; It collects laboratory specimen and prepares solutions for laboratory examinations; Records and files laboratory reports. It is responsible in the implementation and supervisor of nutrition program and handles the training of health personnel and other in the implementation of operation; It supervises supplementary feeding centers and mother craft feeding; Coordinates with other agencies working on nutrition program.



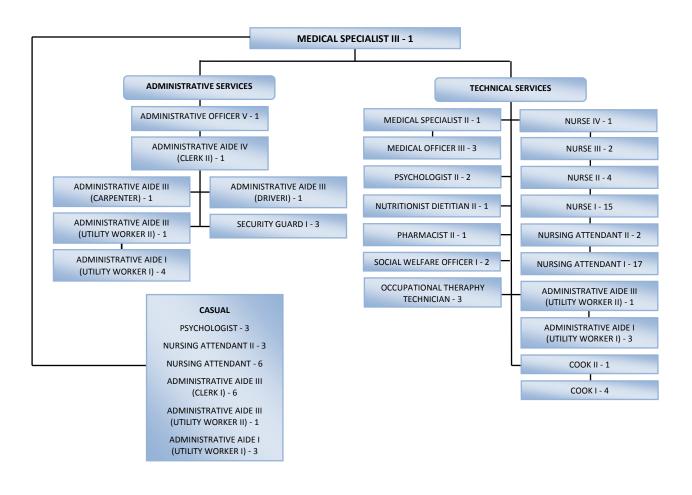


GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL

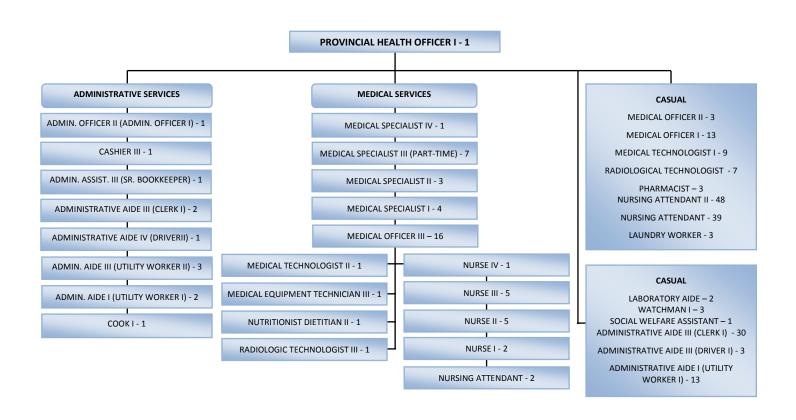




CAVITE CENTER FOR MENTAL HEALTH

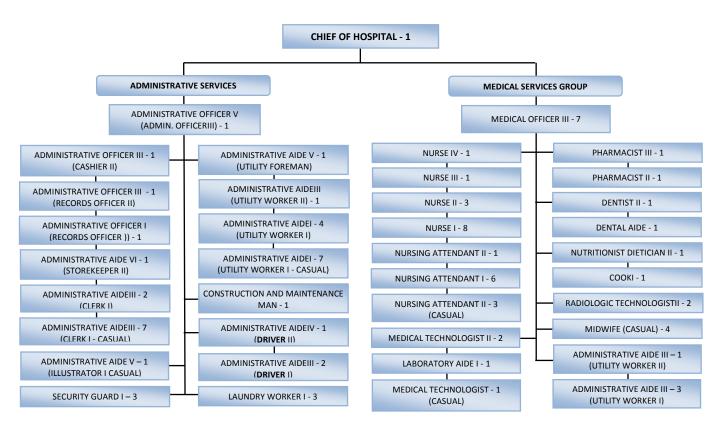


KOREA-PHILIPPINES FRIENDSHIP HOSPITAL





DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL



DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL

FUNCTIONAL CHART

CHIEF OF HOSPITAL

ADMINISTRATIVE SERVICE

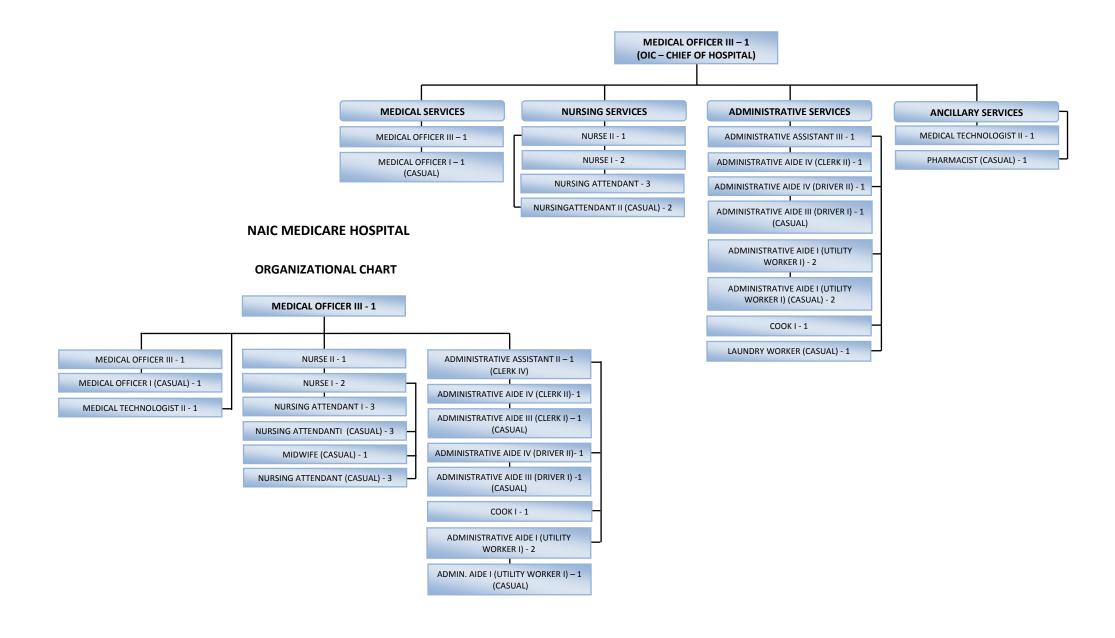
- Assists in implementing hospital policies, rules and laws;
- Supervises and reviews work of personnel;
- Makes periodic report of activities and accomplishments;
- Supervises property management, building maintenance, budget preparation and payroll keeping and recording;
- Makes recommendations of appointments and promotion of hospital staff:
- Remits hospital collections to the Provincial Treasurer;
- Conducts patients for transfer to other hospital;
- Prepares and issues supplies to end users;
- Maintains receipts, storage and issuance of stocks;
- Protects hospital equipment, supplies and other valuables from theft and rain during rainy season;
- Bills out and issues clearance to patients upon discharge;
- Promotes the easy accessibility of medical records;
- Washes and irons linens; and
- Provides annual assistance as may be requires in the wards, operating and delivery rooms, kitchen and other units of the hospital for the care and comfort of patients and for the cleanliness of hospital premises.

MEDICAL SERVICES GROUP

- Admits patients needing confinement and makes rounds of in-patients to monitor their progress/ make proper endorsement before off-duty;
- Attends to consultation at opd/ performs minor operations;
- Attends to emergencies and medico-legal cases;
- Signs medical, birth and death certificates of patients attended;
- Attends to hospital staff development programs/ scientific meetings;
- * Receives/examines all specimens for laboratory exams;
- Records and issues laboratory results to opd and in-patients;
- Helps in the maintenance of laboratory equipment and cleanliness;
- Gives dental care and treatment including extraction, filling and correction of defective teeth;
- Dispenses and fills prescriptions for in and out patients;
- Performs radiologic procedures as required for in and out patients; and
- Develops the exposed films by manual processing identifies the needs and problems of the ward;
- Conducts daily ward rounds;
- Carries out doctors order;
- Gives medication and treatment;
- Does charting;
- Takes and records vital signs; and
- Checks that all doctors order are carried out.

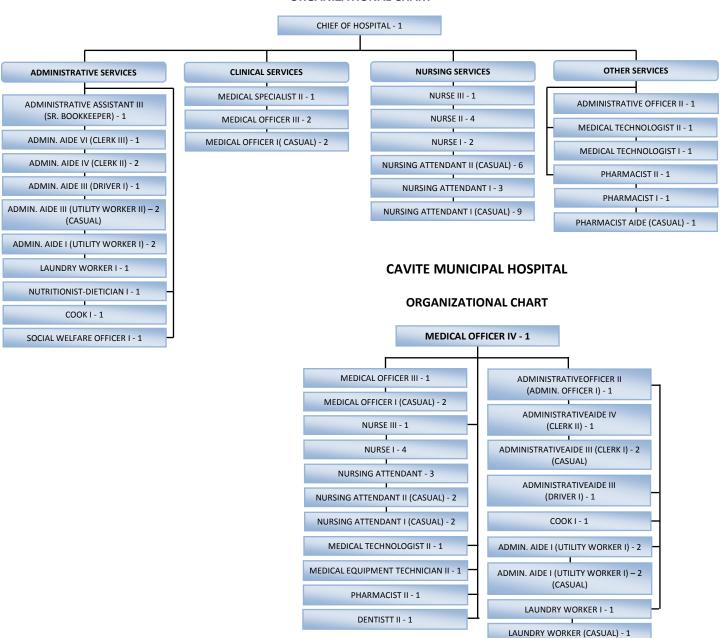


GENERAL TRIAS MEDICARE HOSPITAL



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CARSIGMA DISTRICT HOSPITAL



CAV9TE Local Government Report 2012

KAWIT KALAYAAN HOSPITAL

