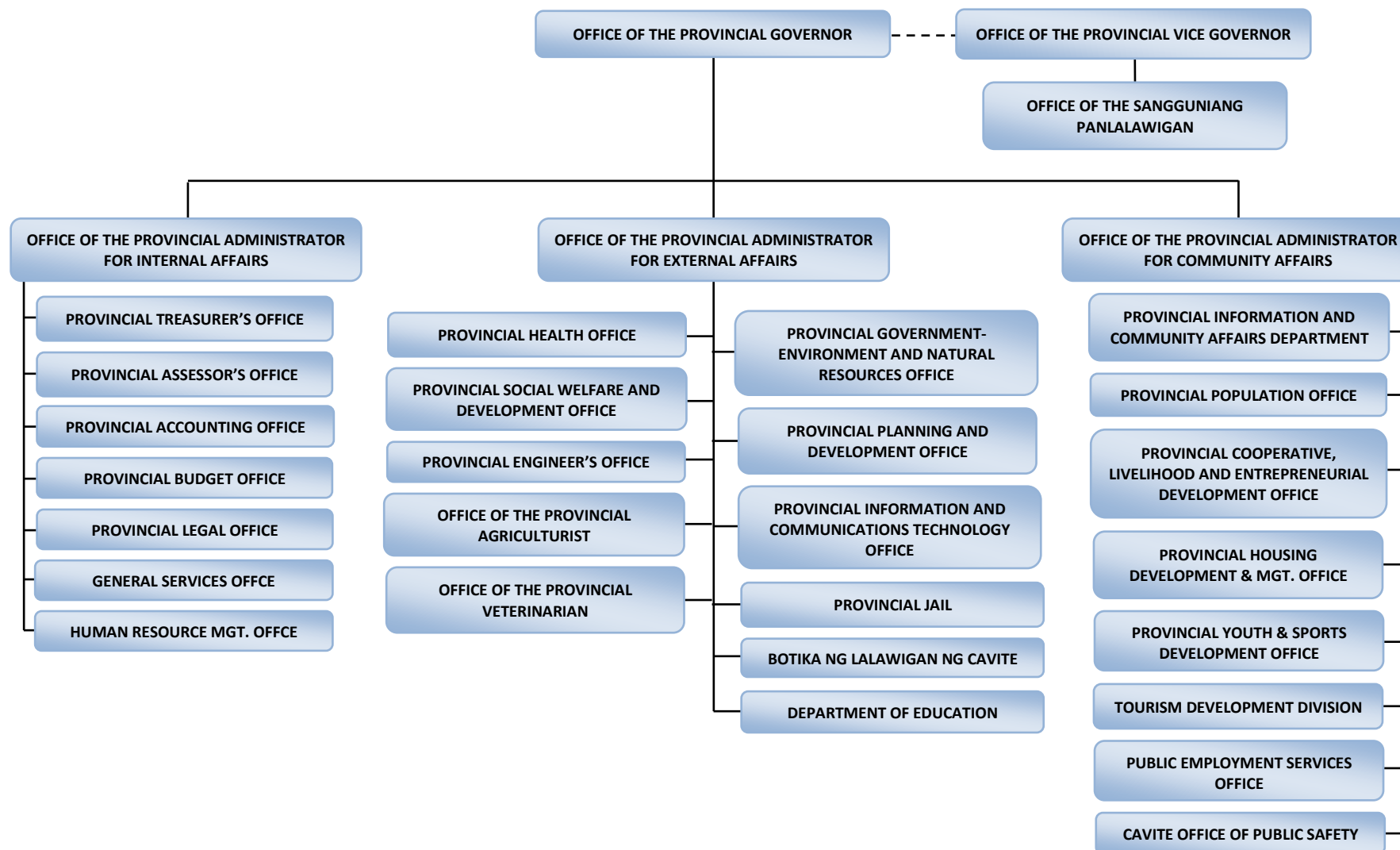


Attachment 6. Organization and Management

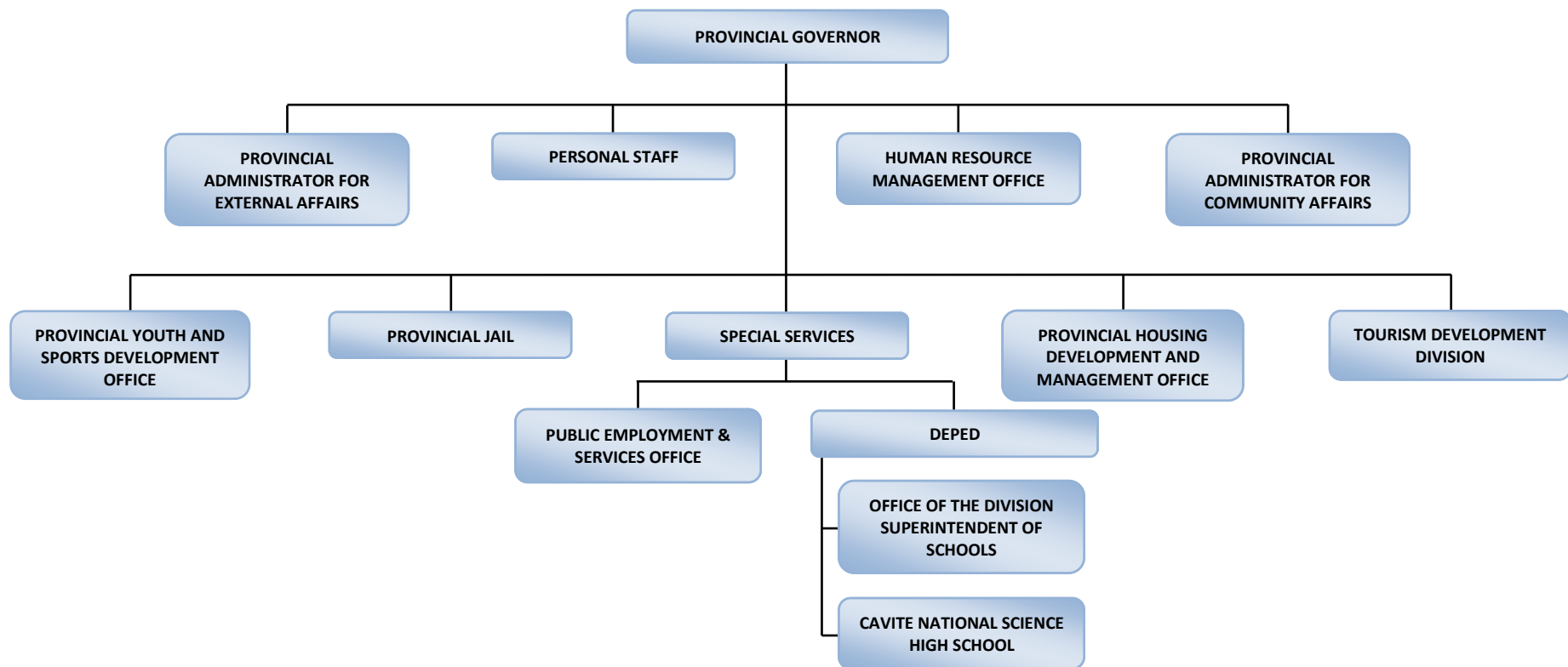
PROVINCIAL GOVERNMENT OF CAVITE ORGANIZATIONAL CHART



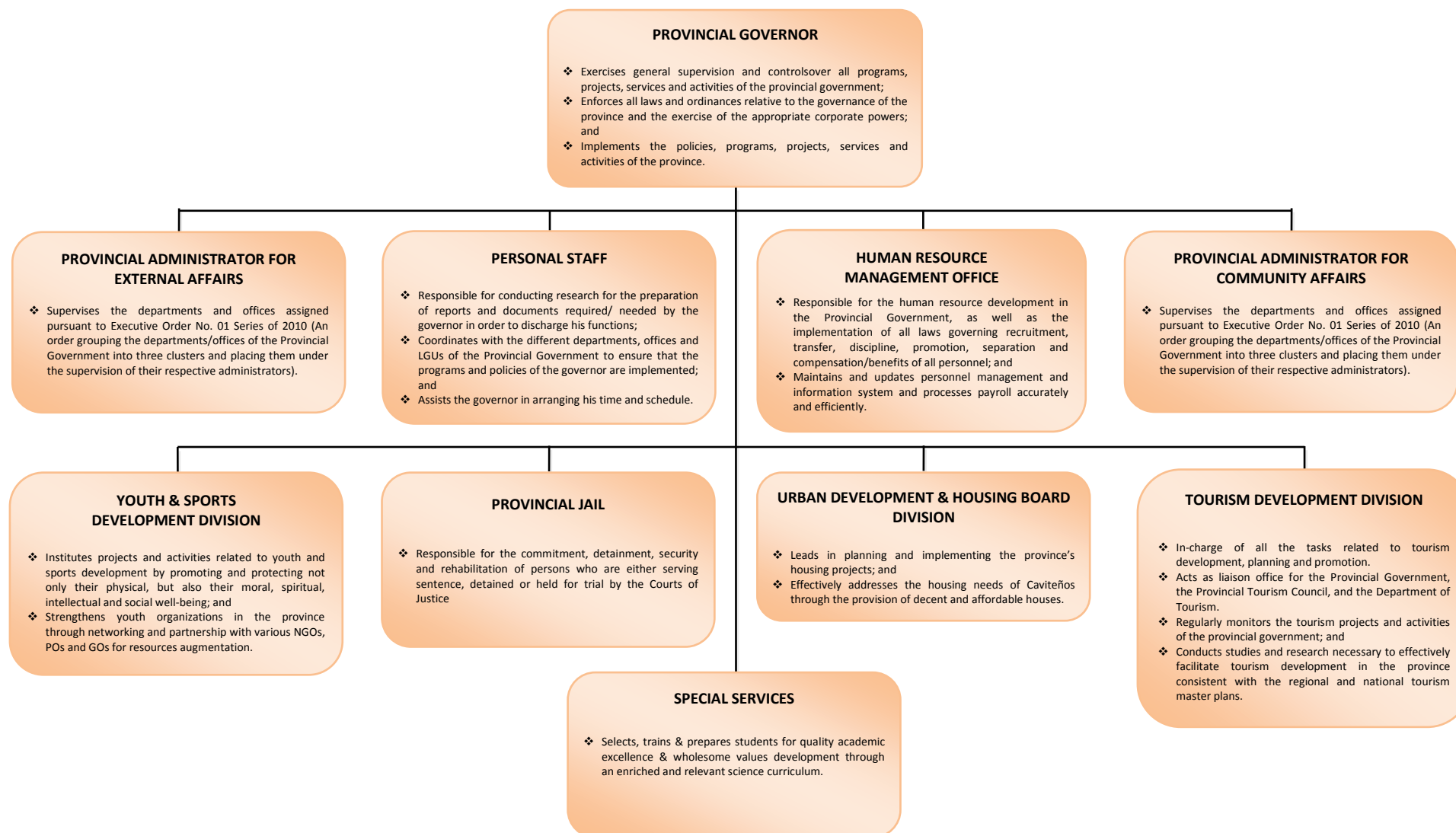


OFFICE OF THE PROVINCIAL GOVERNOR

ORGANIZATIONAL CHART

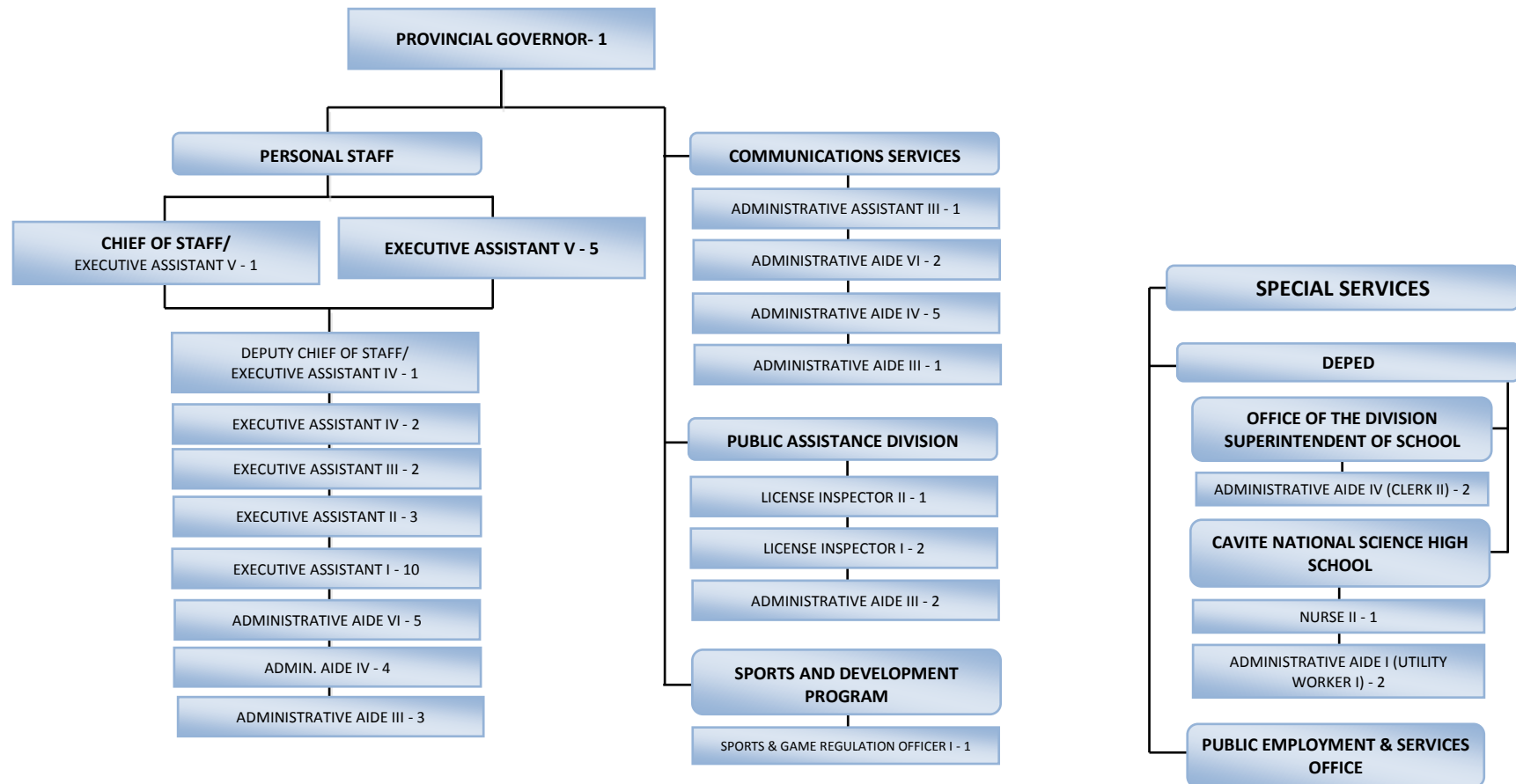


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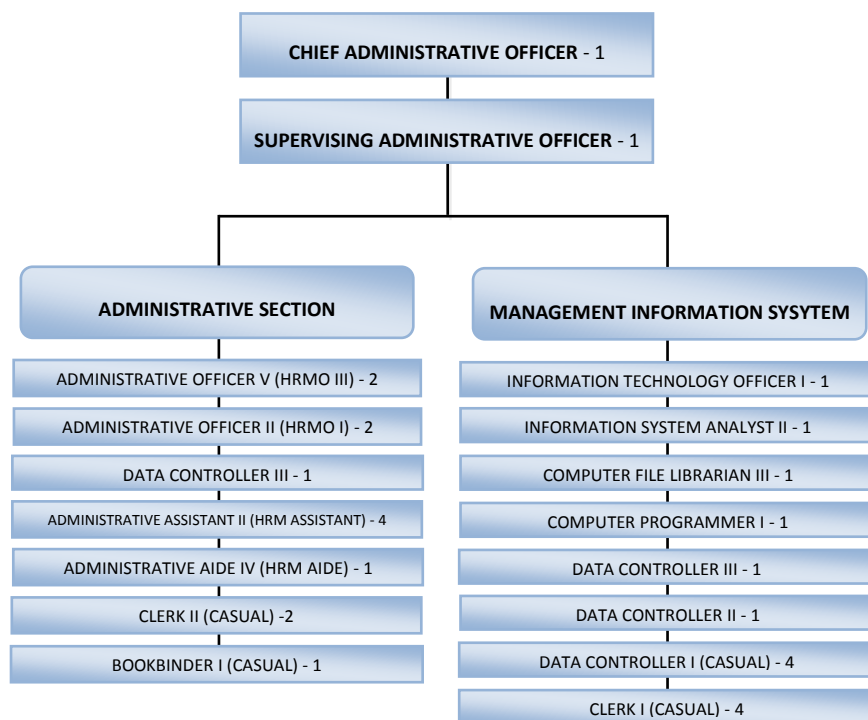


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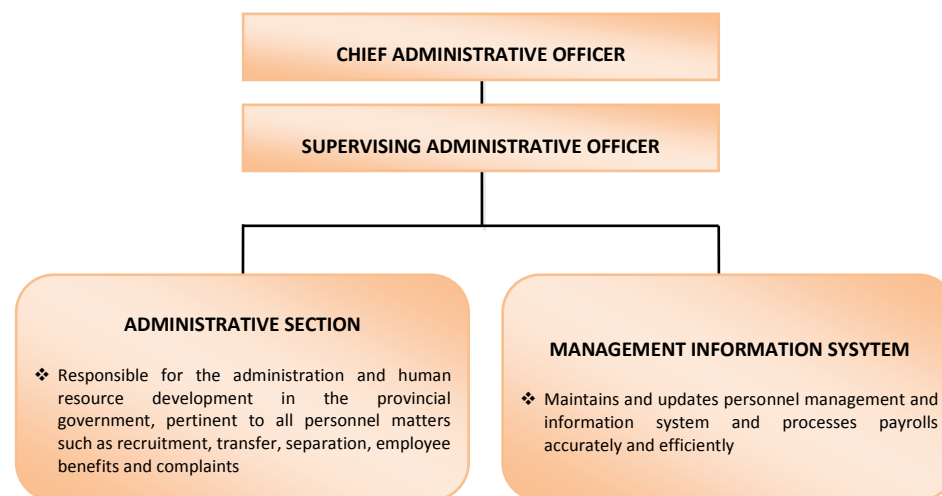


HUMAN RESOURCE MANAGEMENT OFFICE

ORGANIZATIONAL CHART



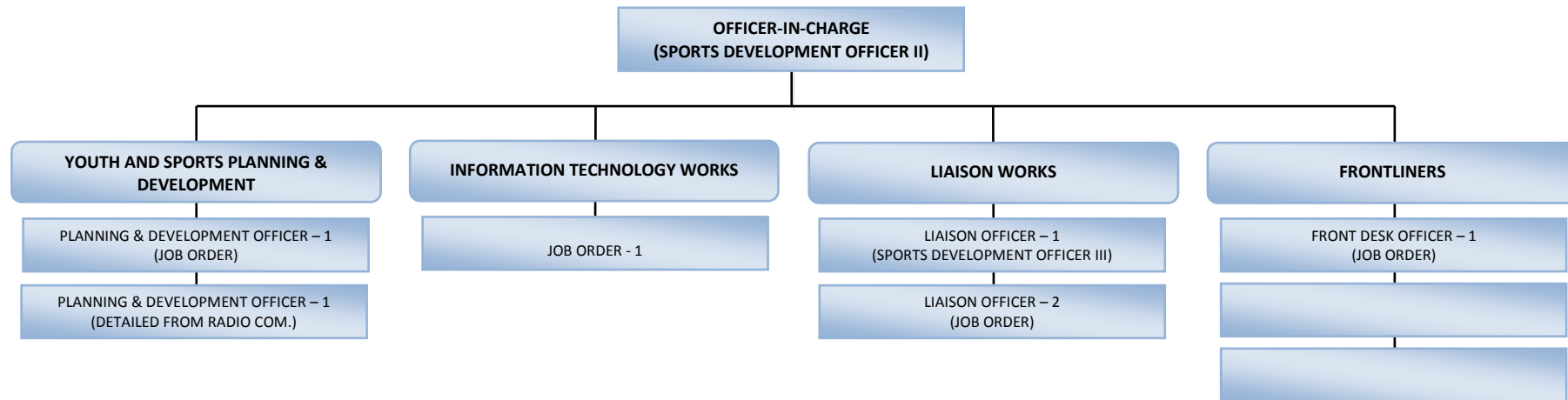
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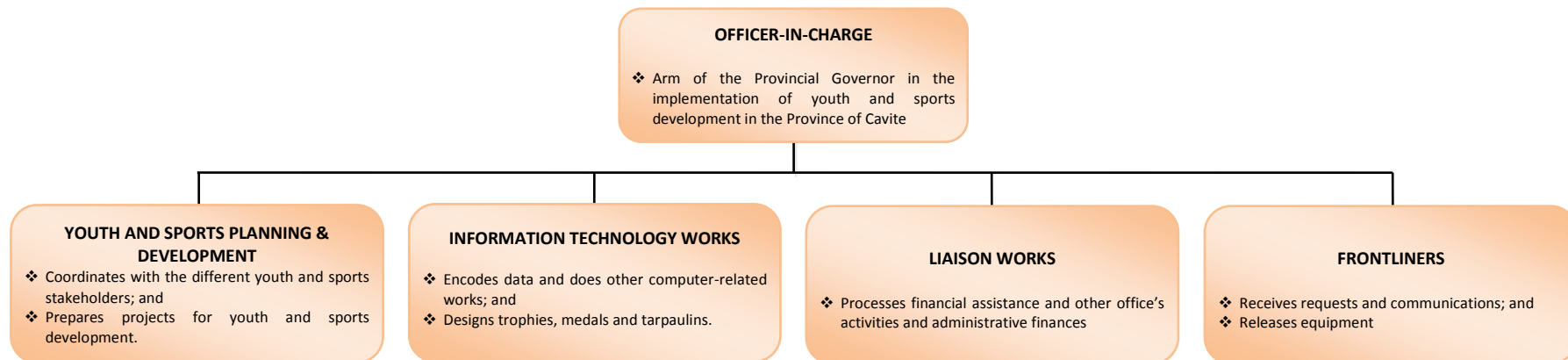


PROVINCIAL YOUTH AND SPORTS DEVELOPMENT OFFICE

ORGANIZATIONAL CHART

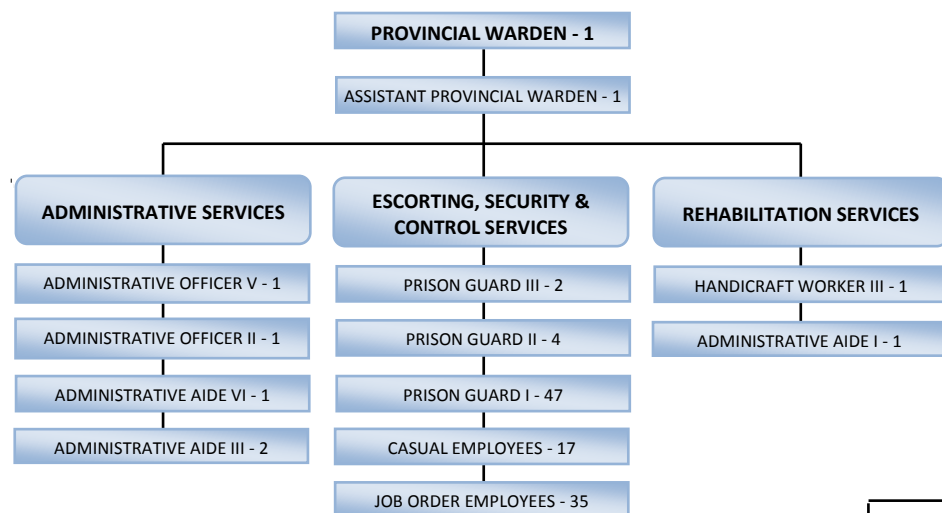


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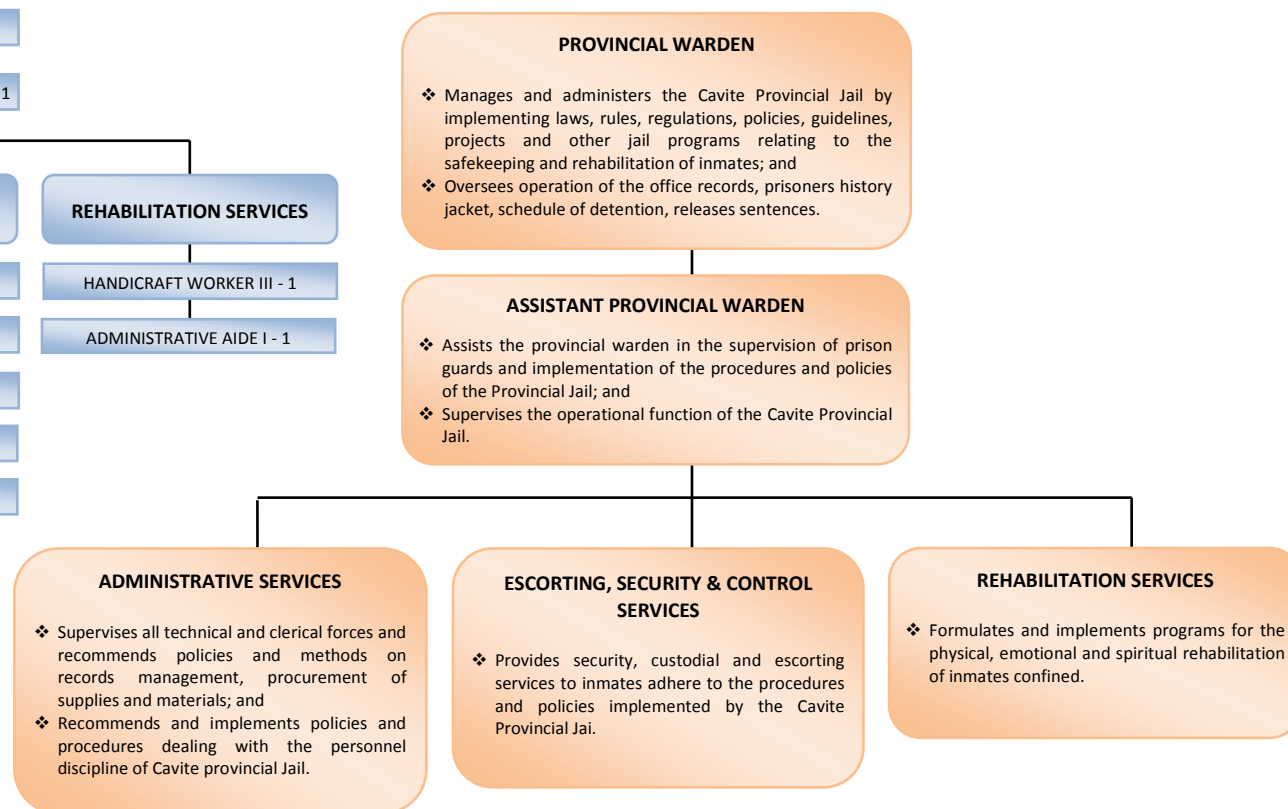


PROVINCIAL JAIL

ORGANIZATIONAL CHART



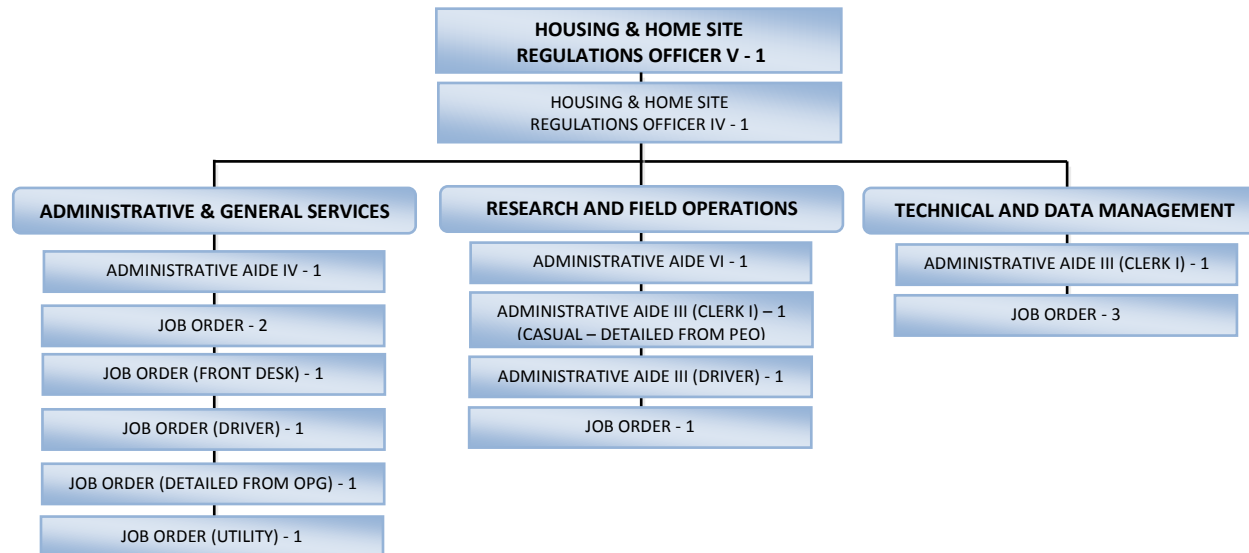
FUNCTIONAL CHART





PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE

ORGANIZATIONAL CHART



FUNCTIONAL CHART

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 PUDHB 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



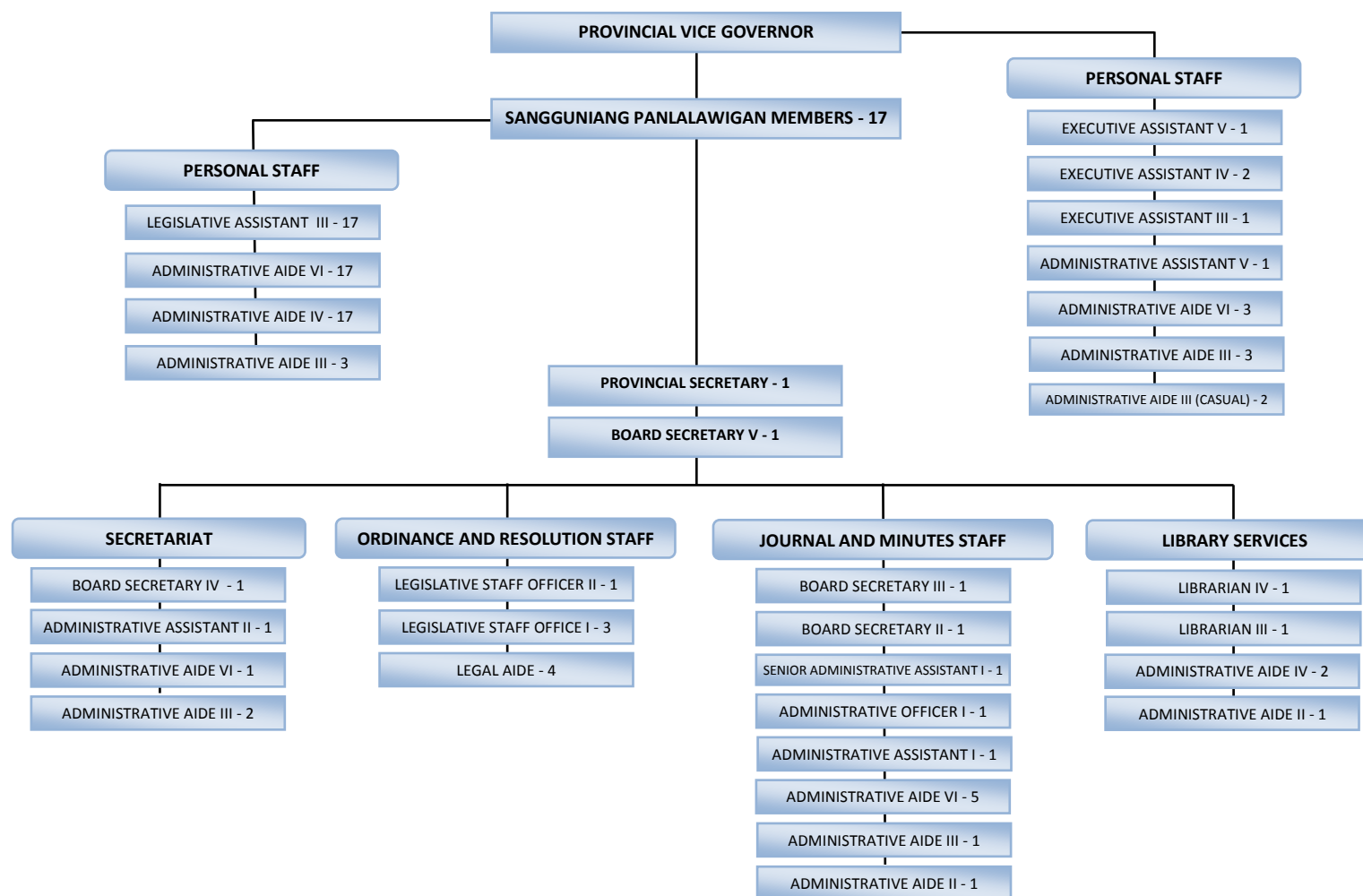
FUNCTIONAL CHART

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

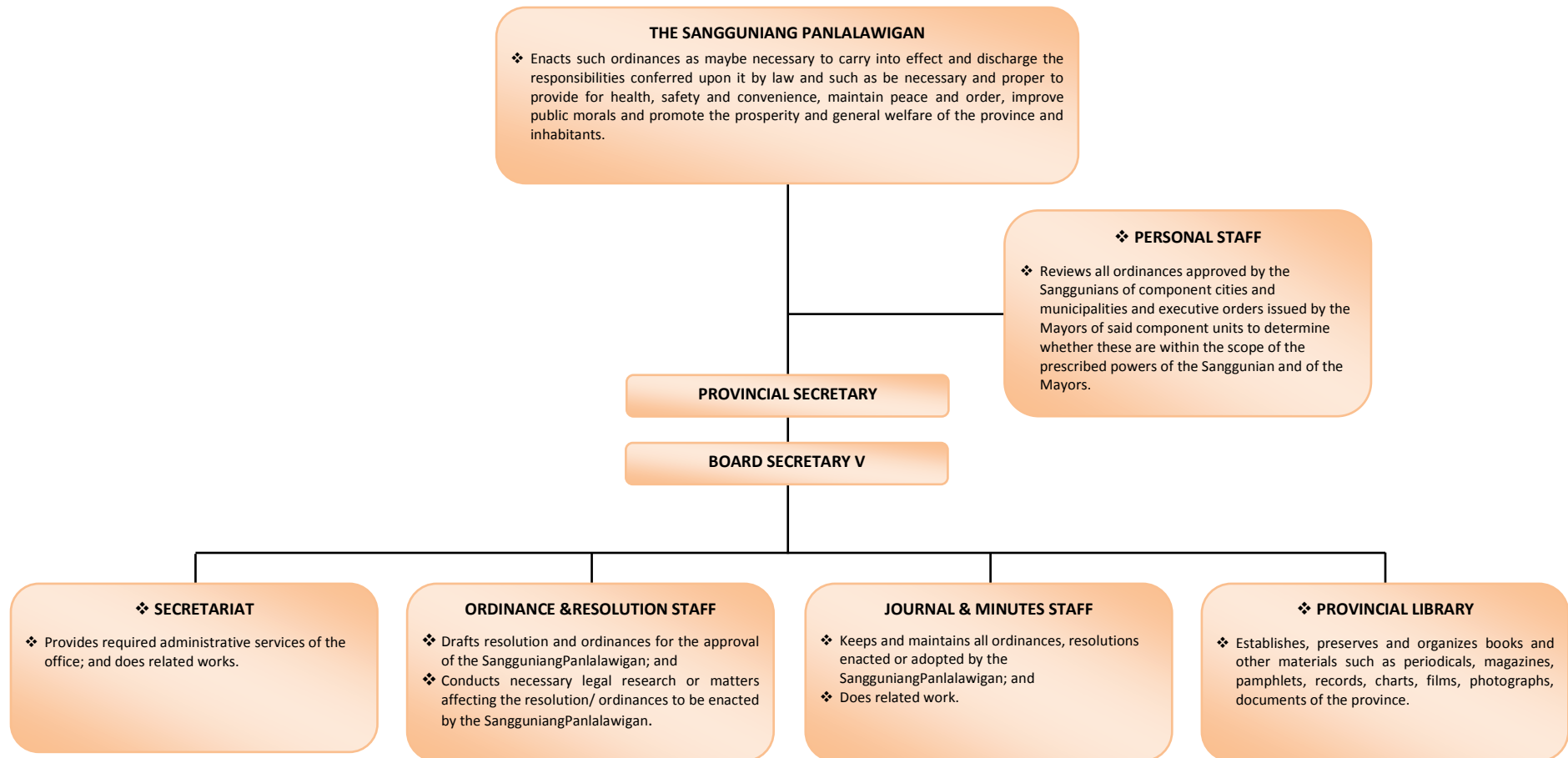
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OFFICE OF THE SANGGUNIANG PANLALAWIGAN

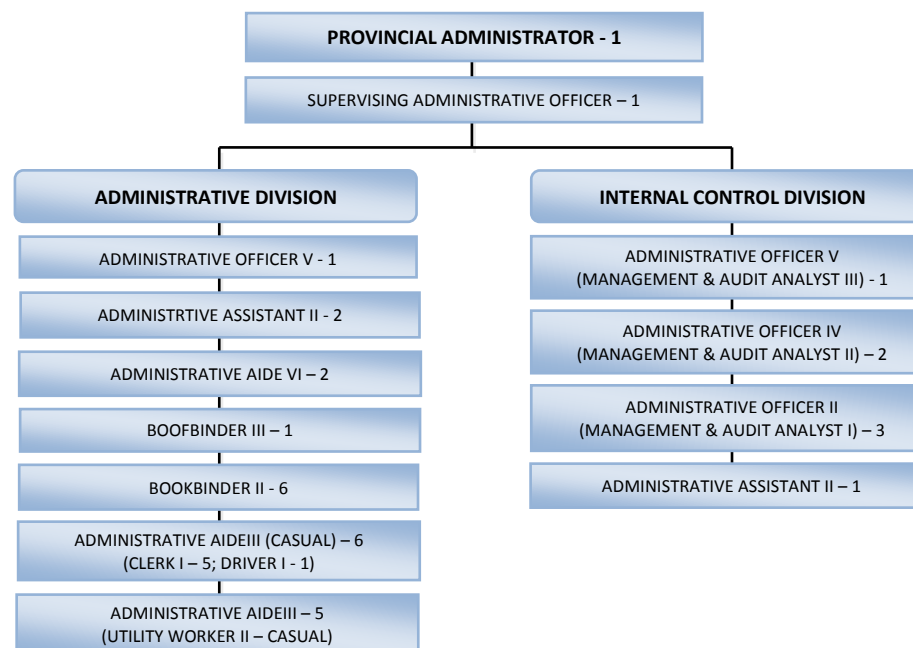
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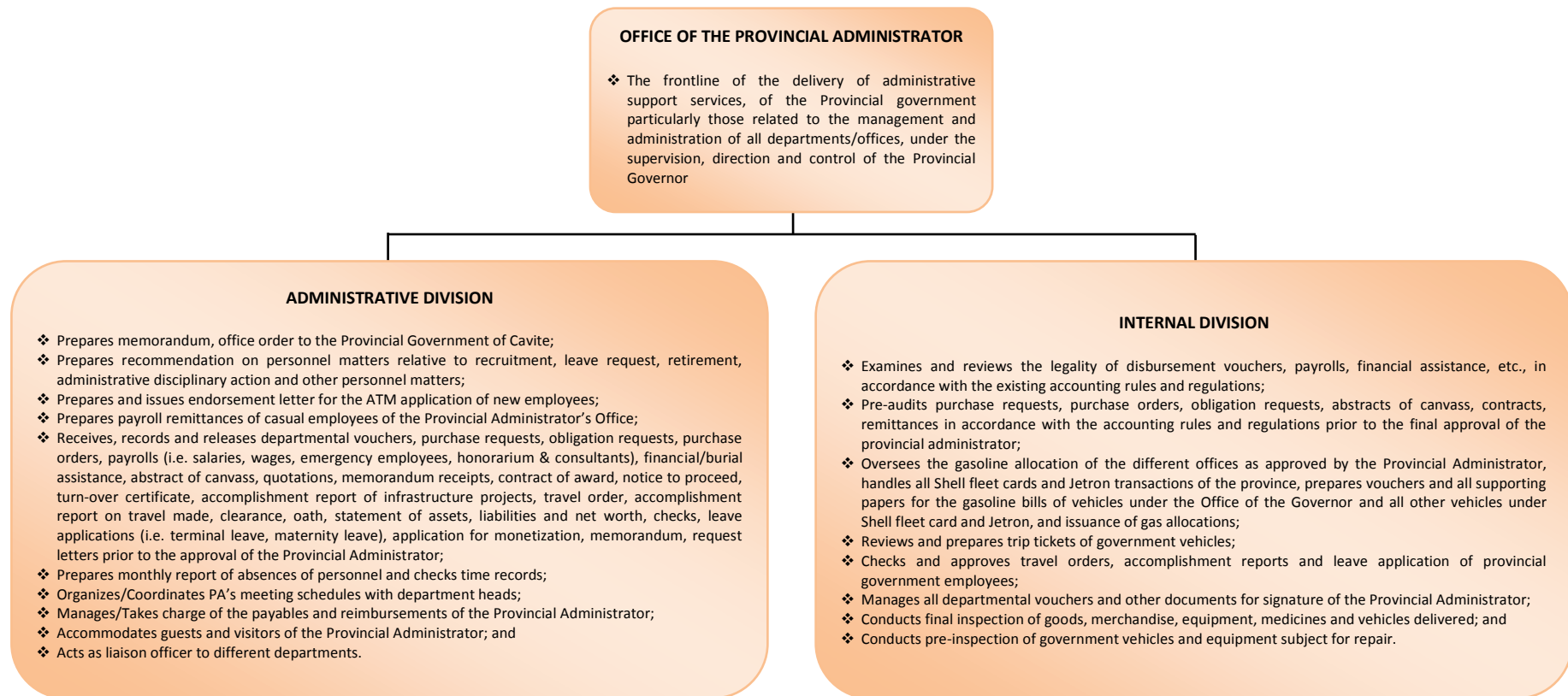
OFFICE OF THE PROVINCIAL ADMINISTRATOR

ORGANIZATIONAL CHART



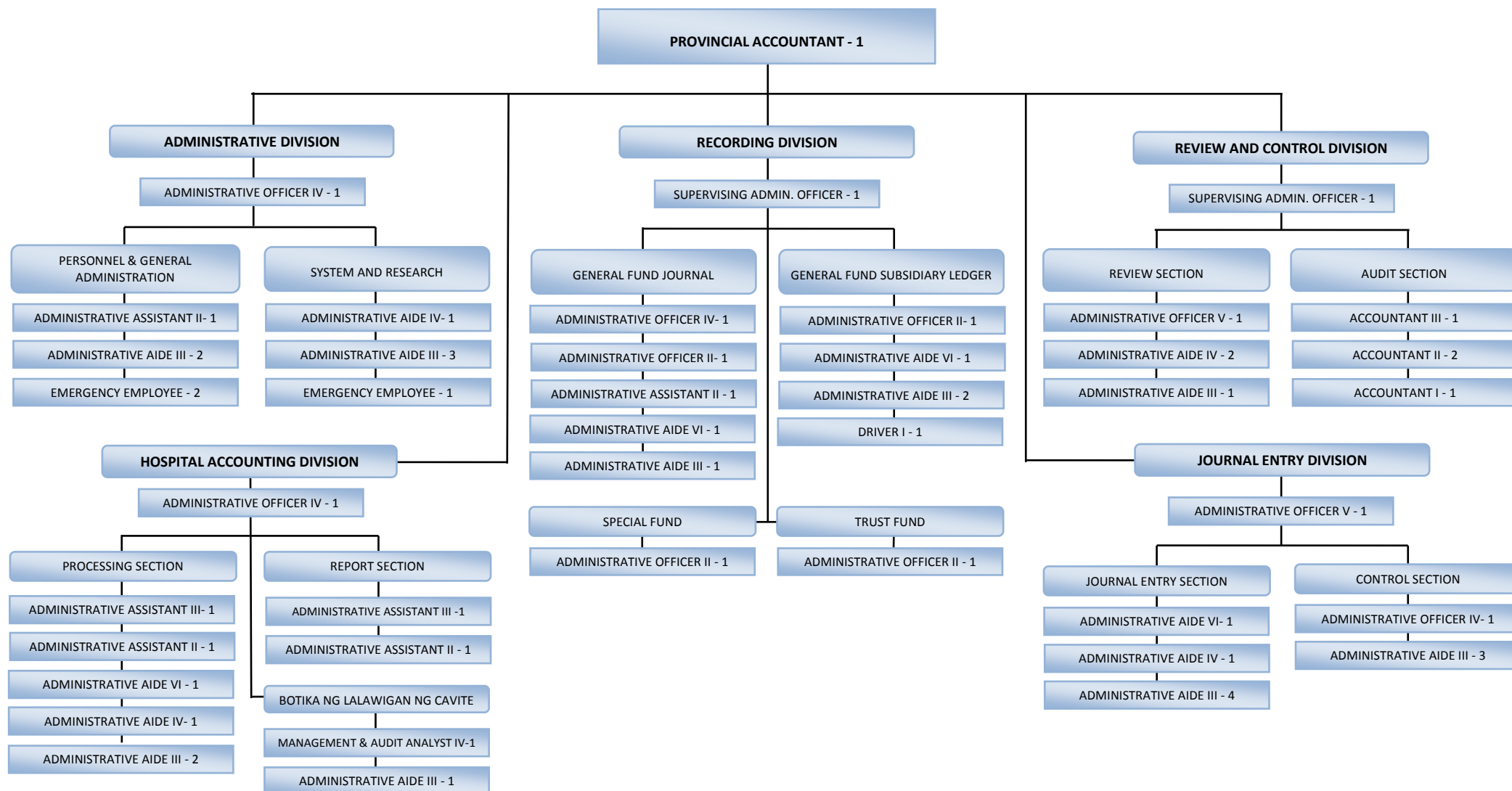


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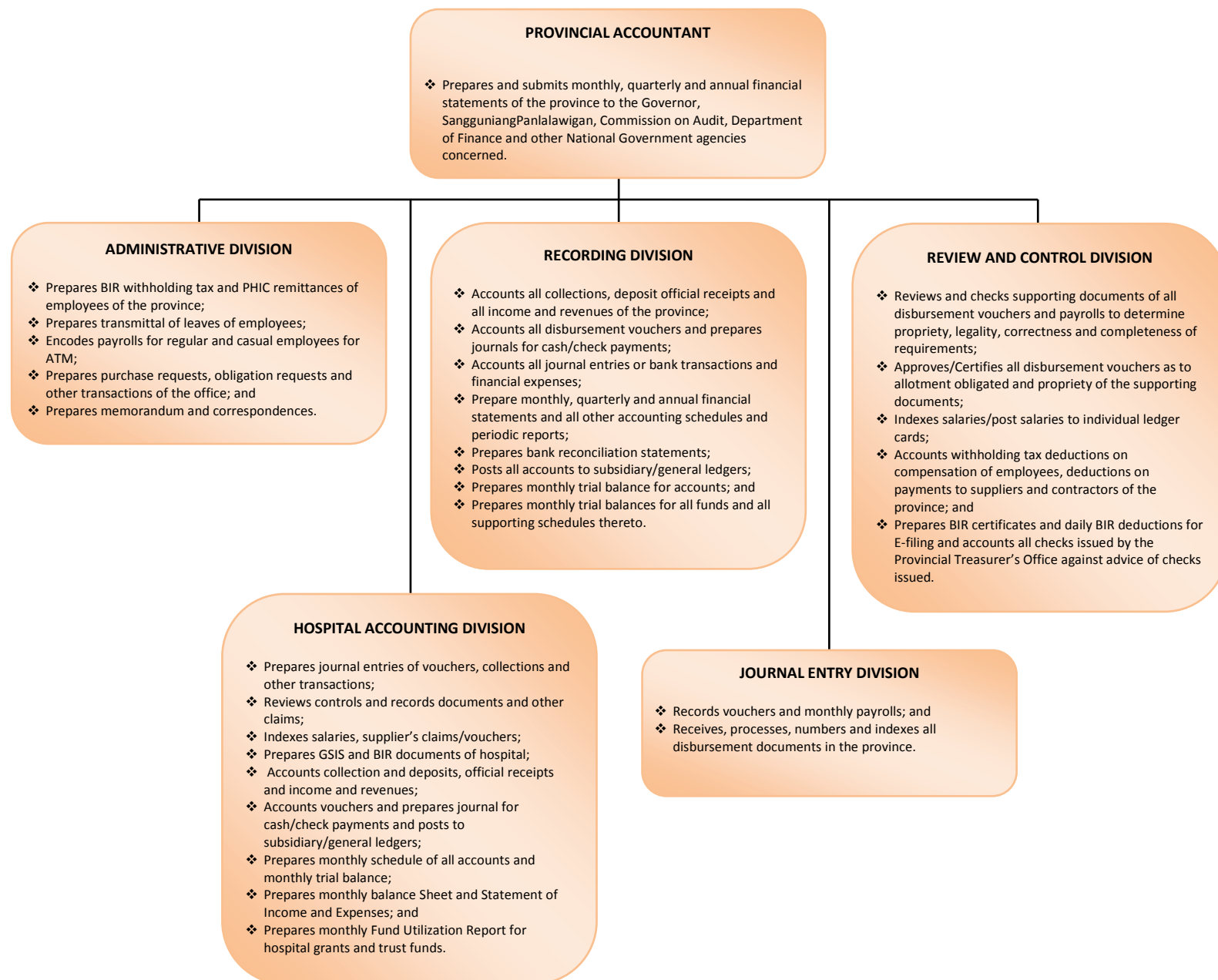
PROVINCIAL ACCOUNTING OFFICE

ORGANIZATIONAL CHART



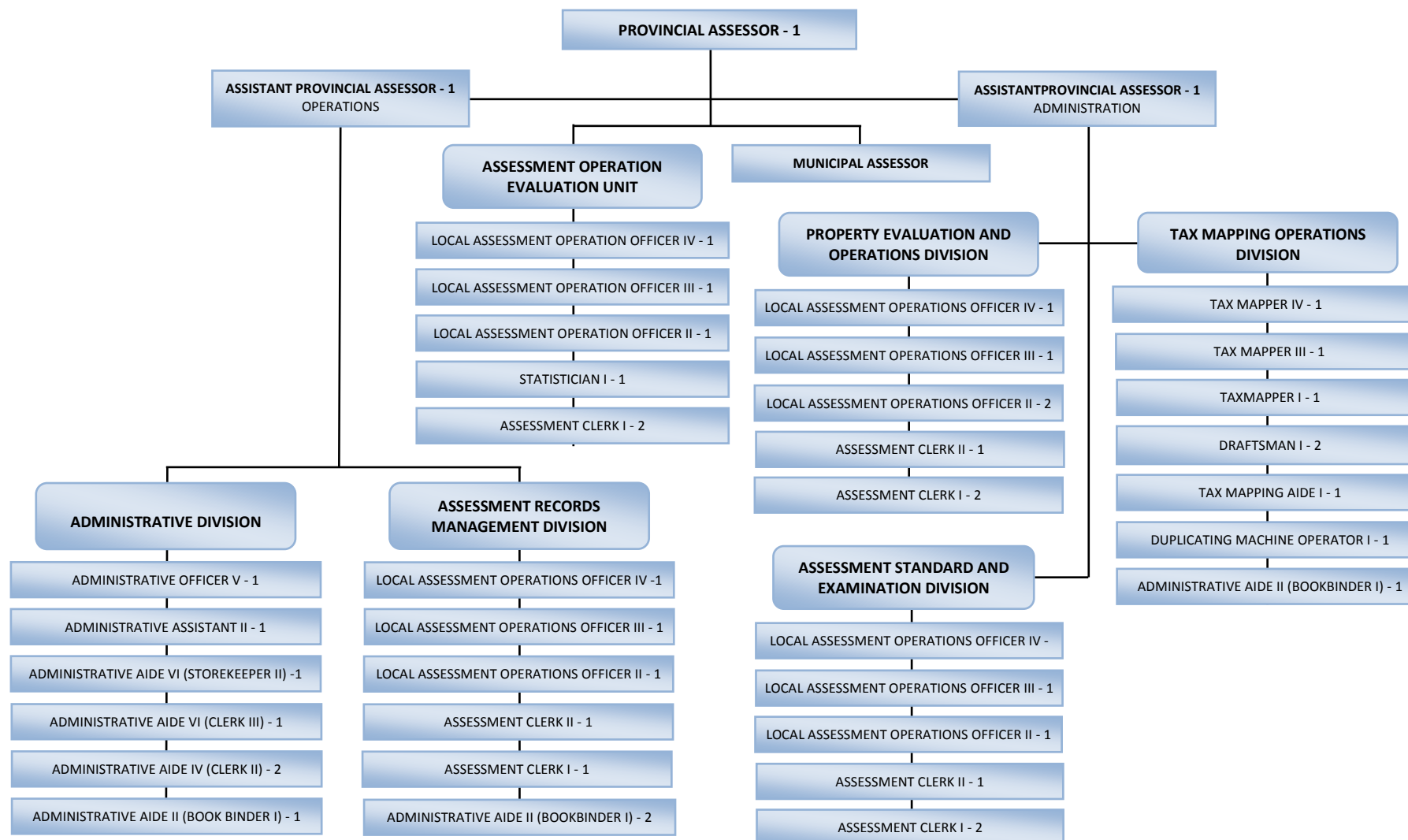


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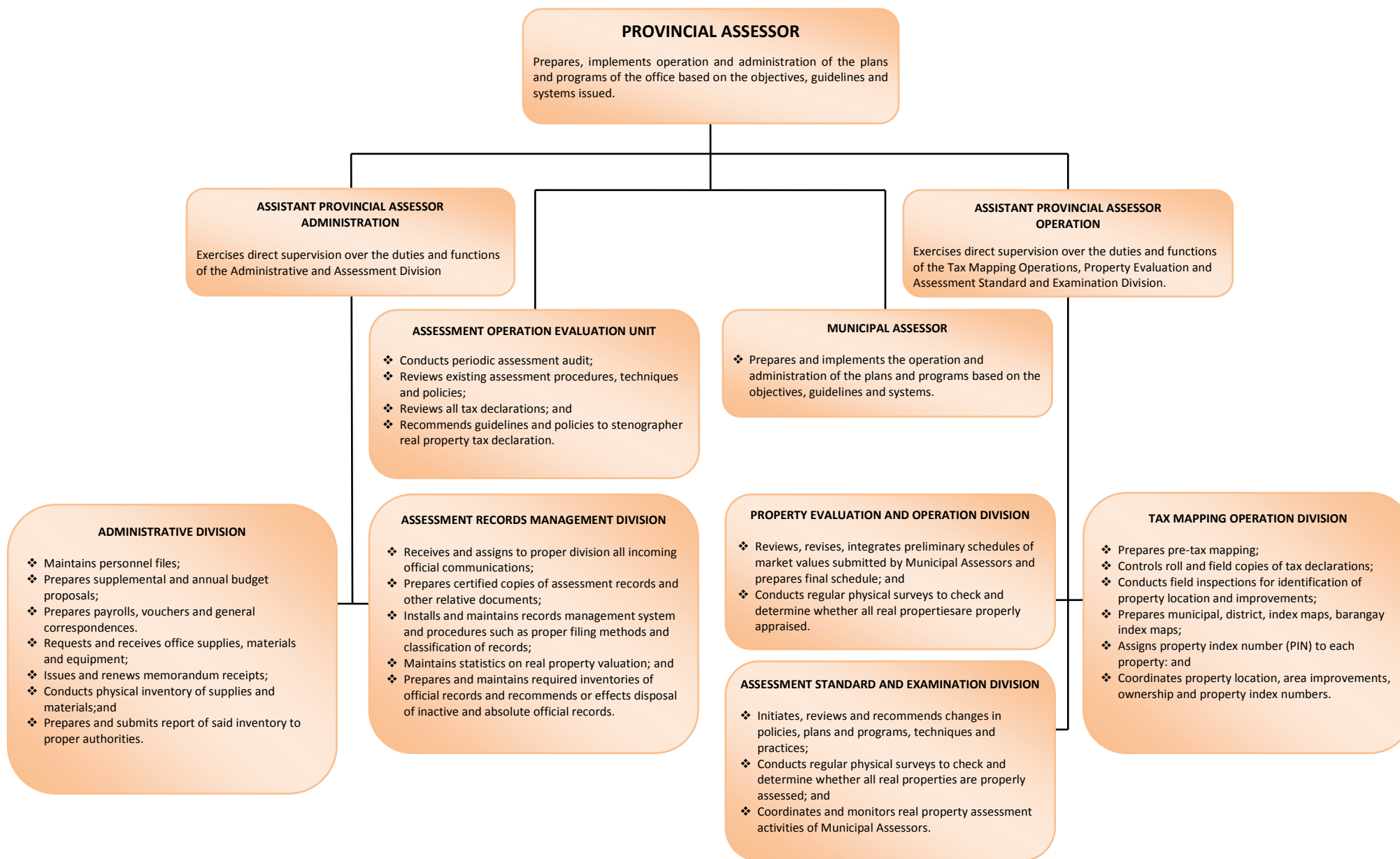


PROVINCIAL ASSESSOR'S OFFICE

ORGANIZATIONAL CHART



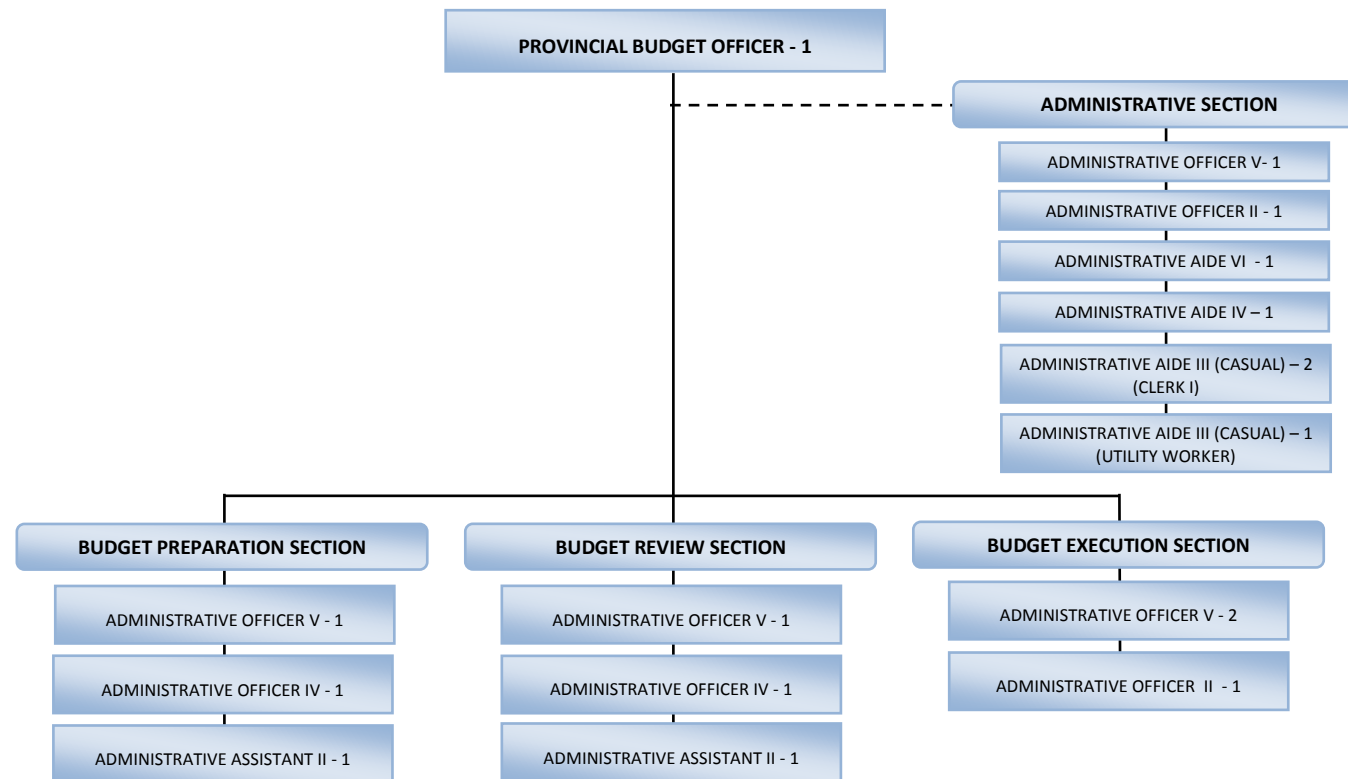
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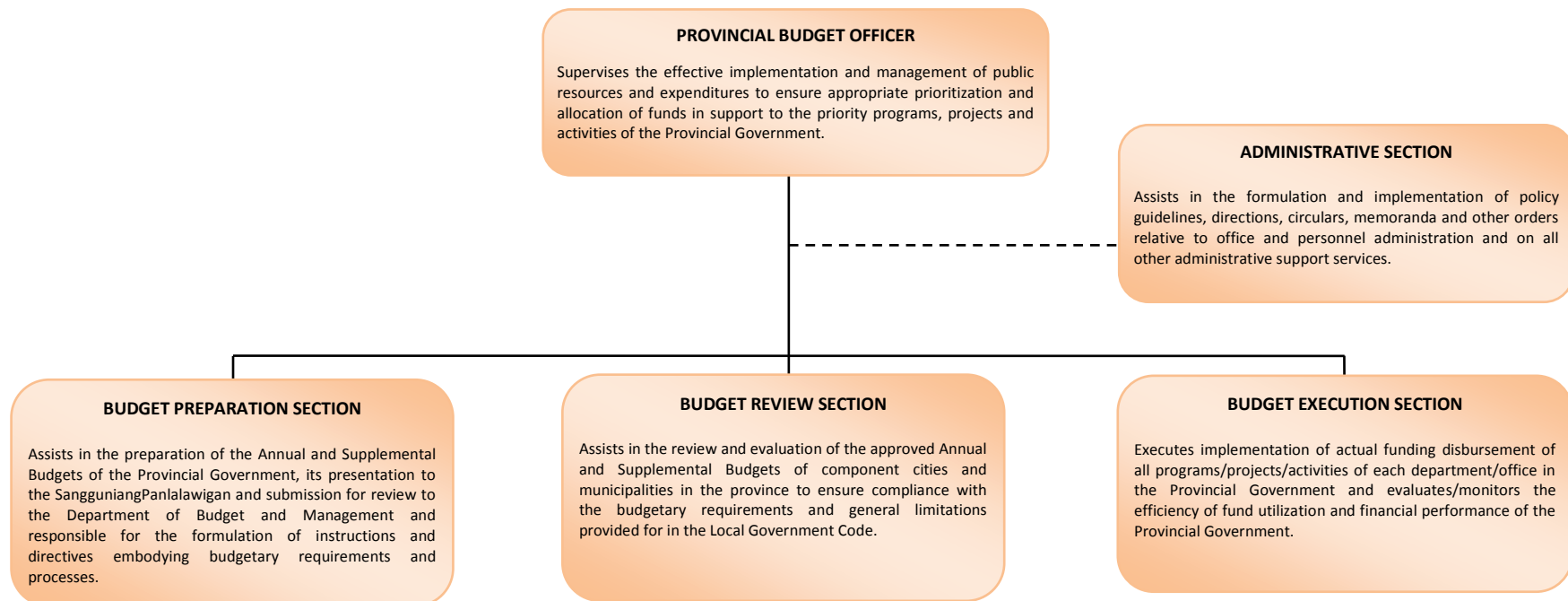
PROVINCIAL BUDGET OFFICE

ORGANIZATIONAL CHART



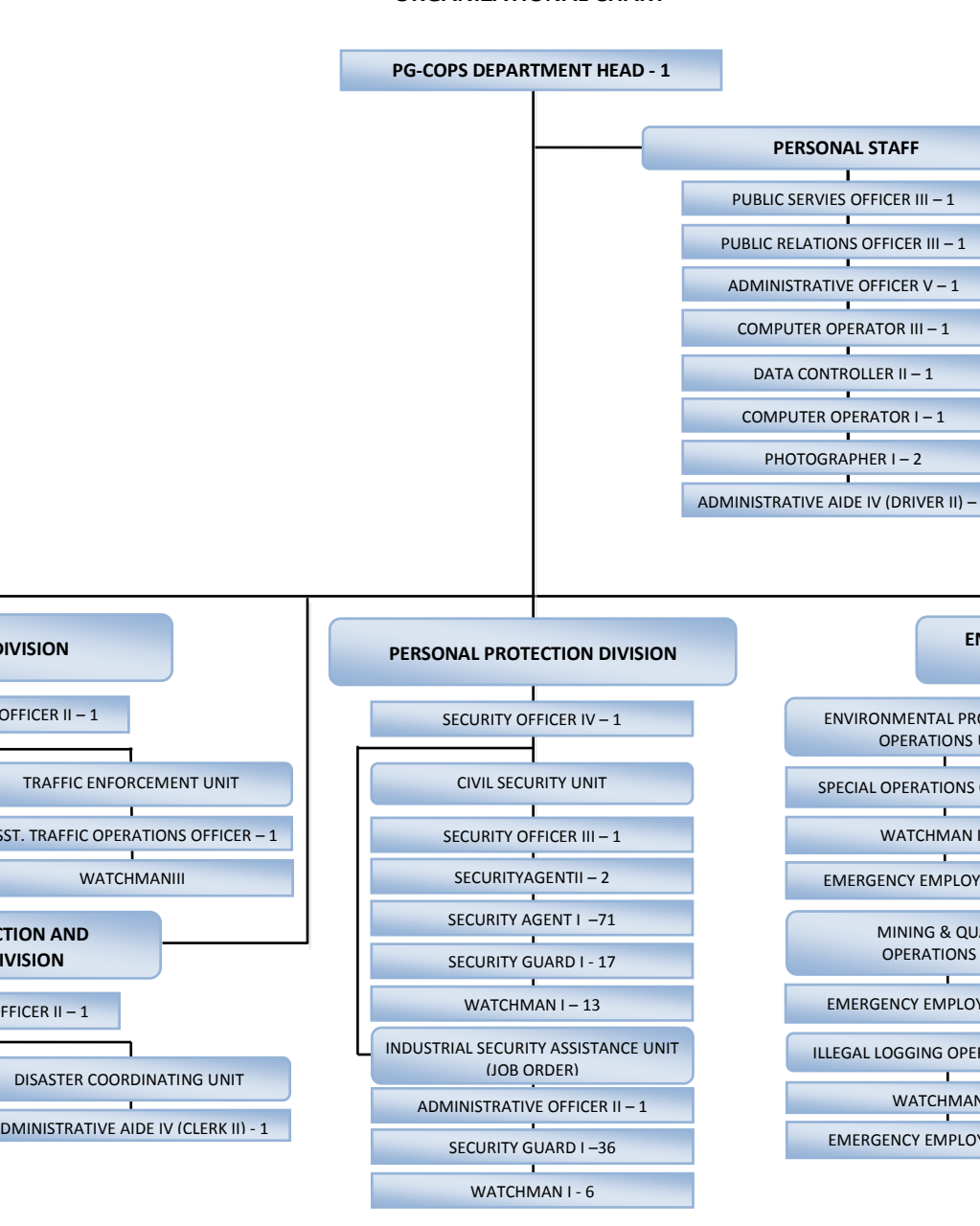


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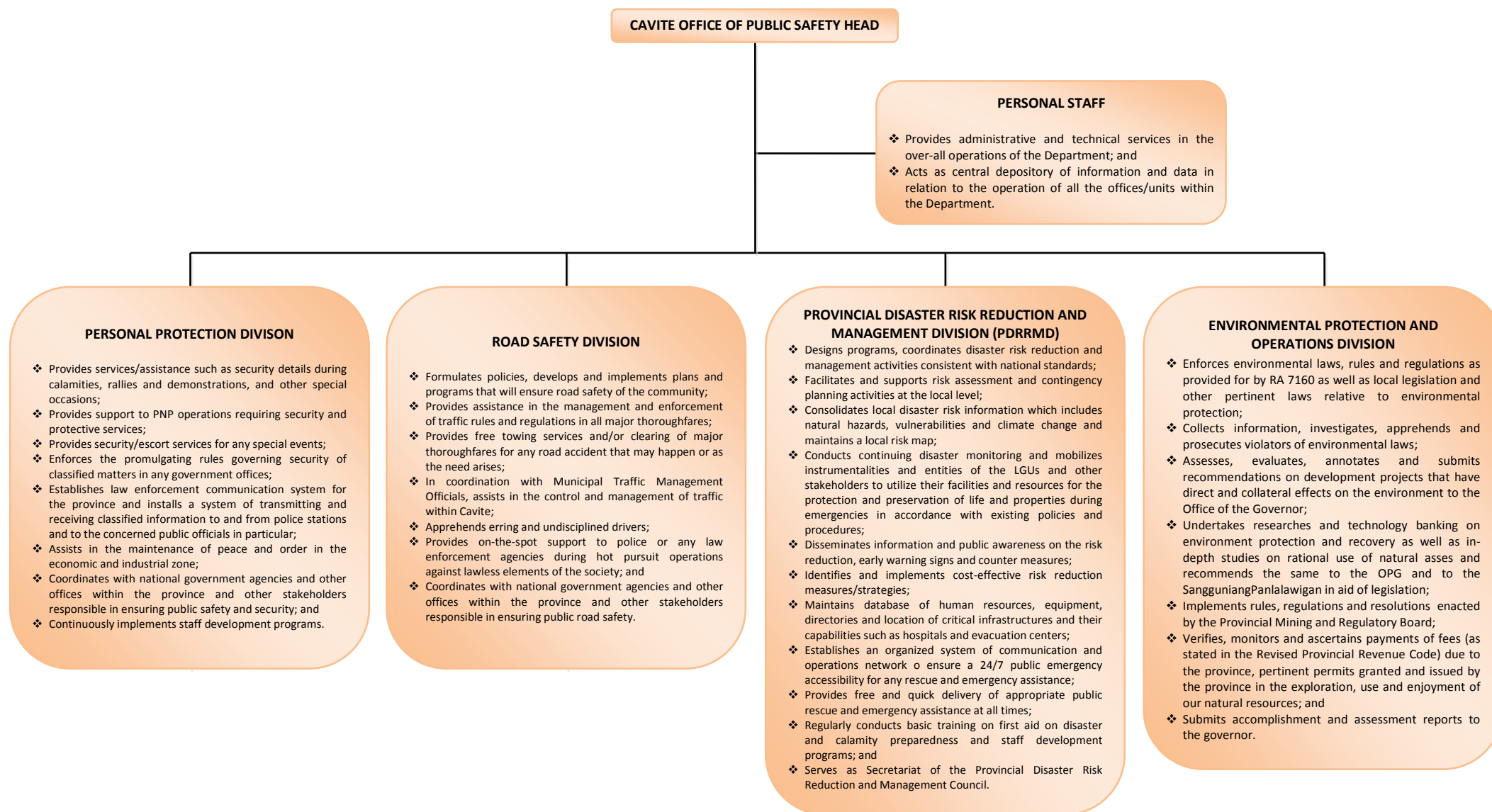


CAVITE OFFICE OF PUBLIC SAFETY

ORGANIZATIONAL CHART

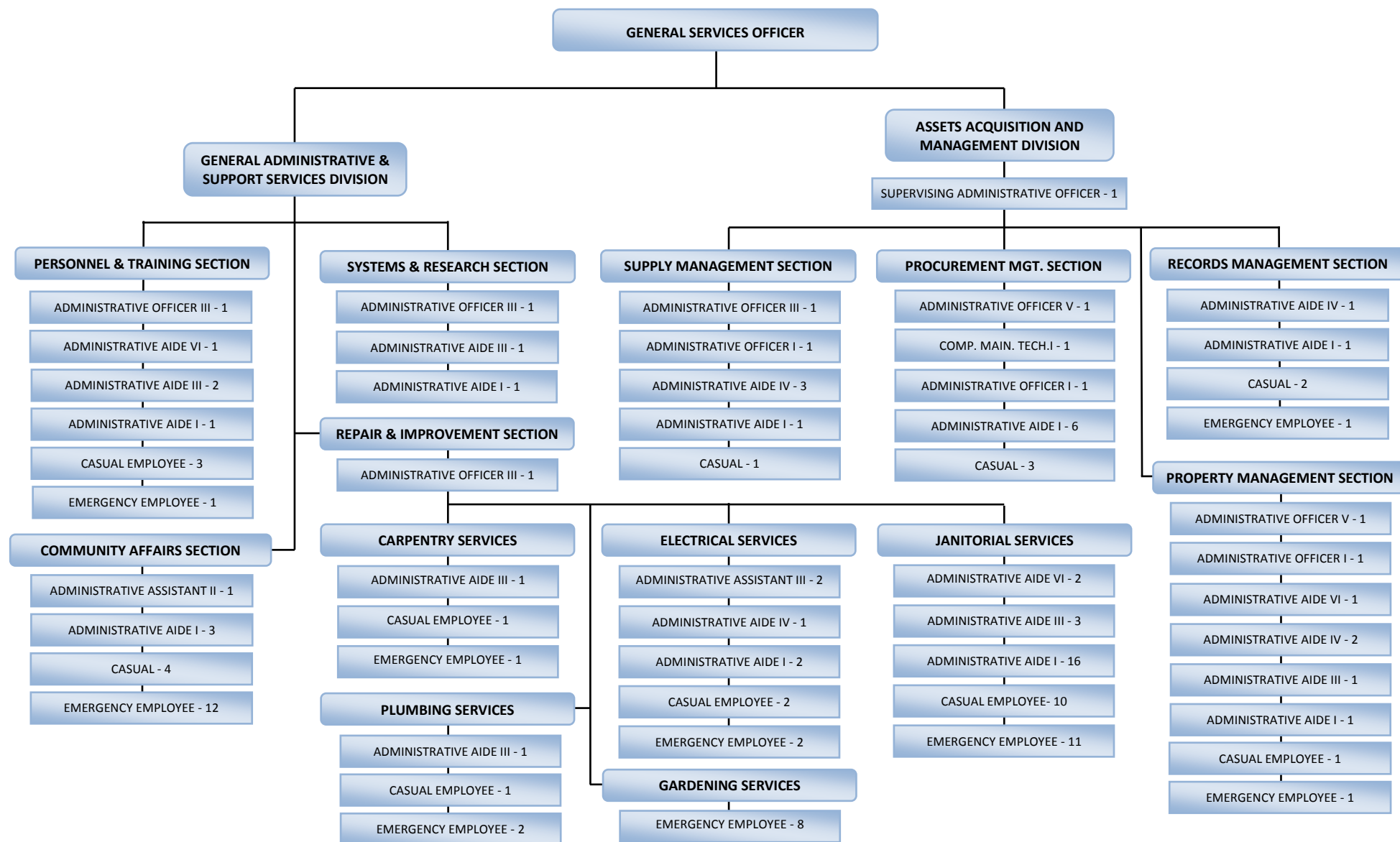


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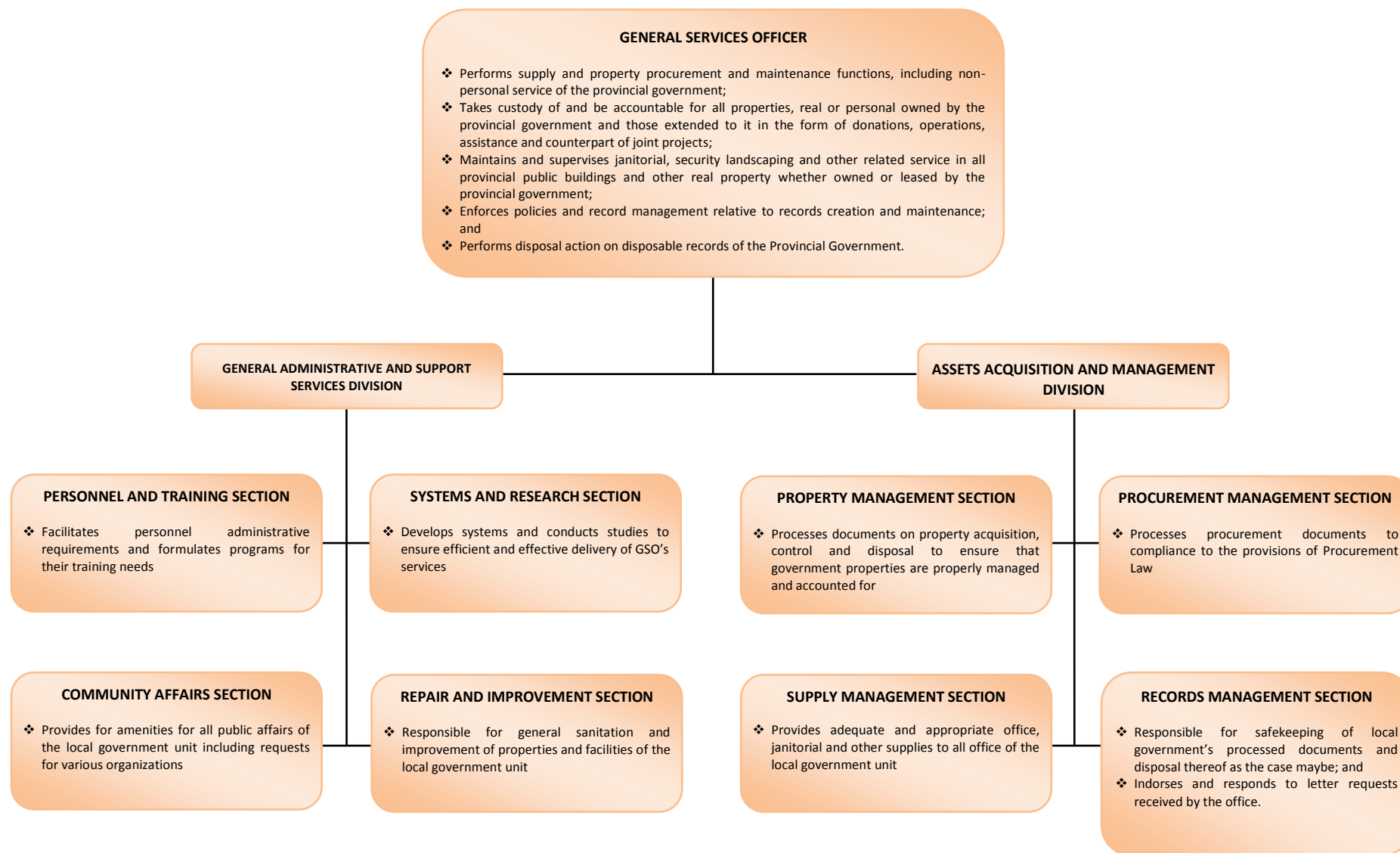
GENERAL SERVICES OFFICE

ORGANIZATIONAL CHART





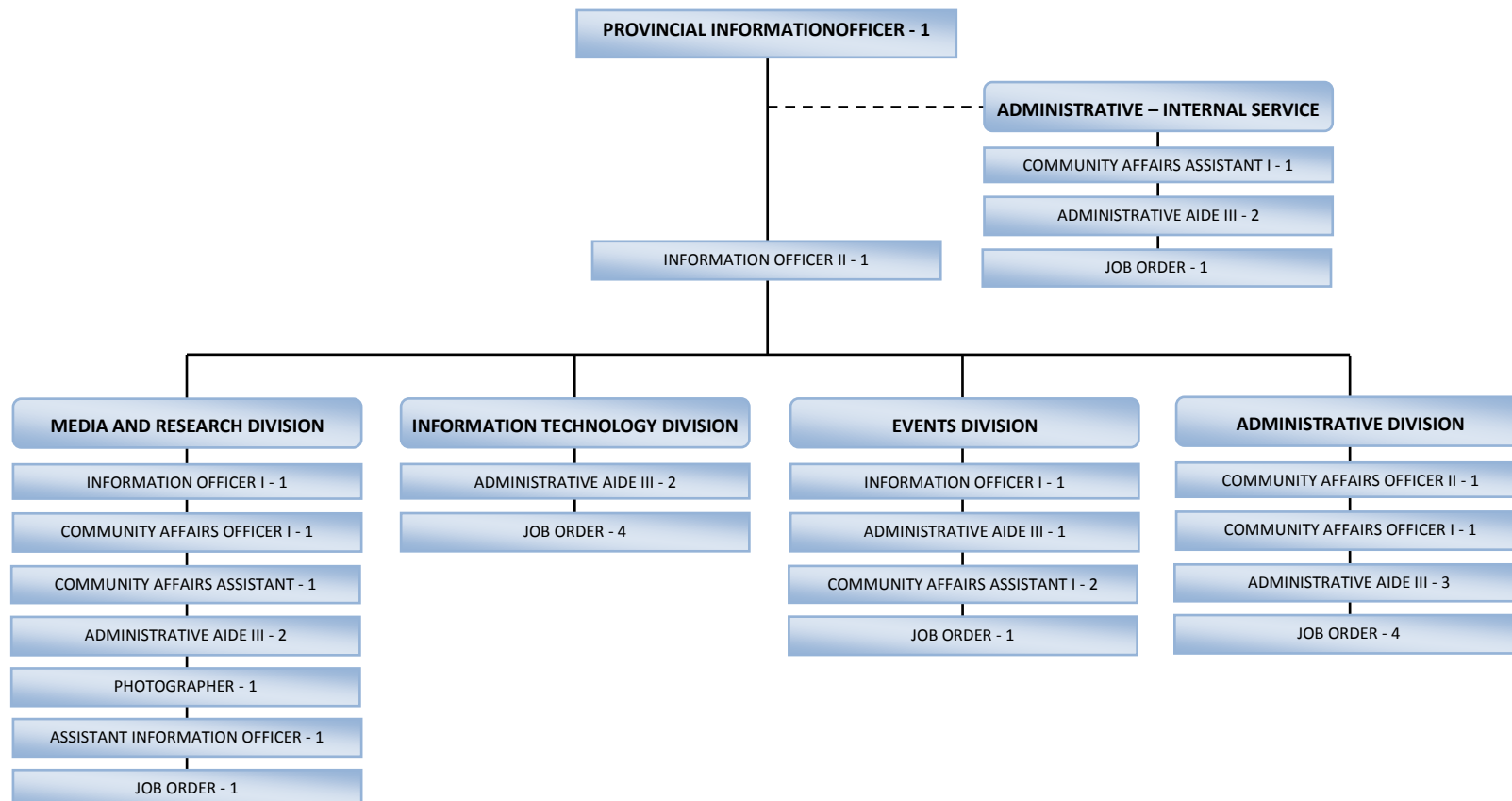
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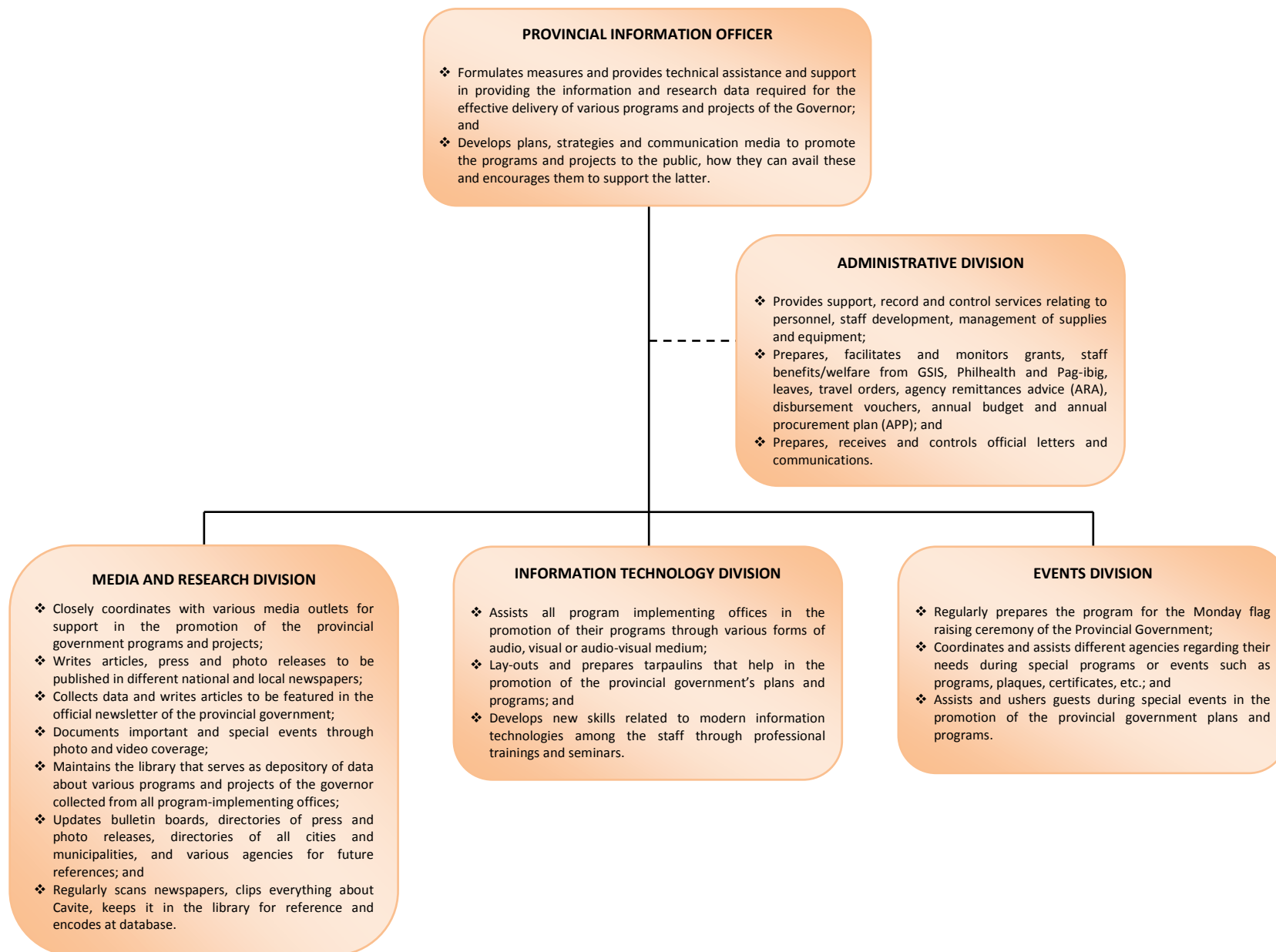
PROVINCIAL INFORMATION AND COMMUNITY AFFAIRS DEPARTMENT

ORGANIZATIONAL CHART



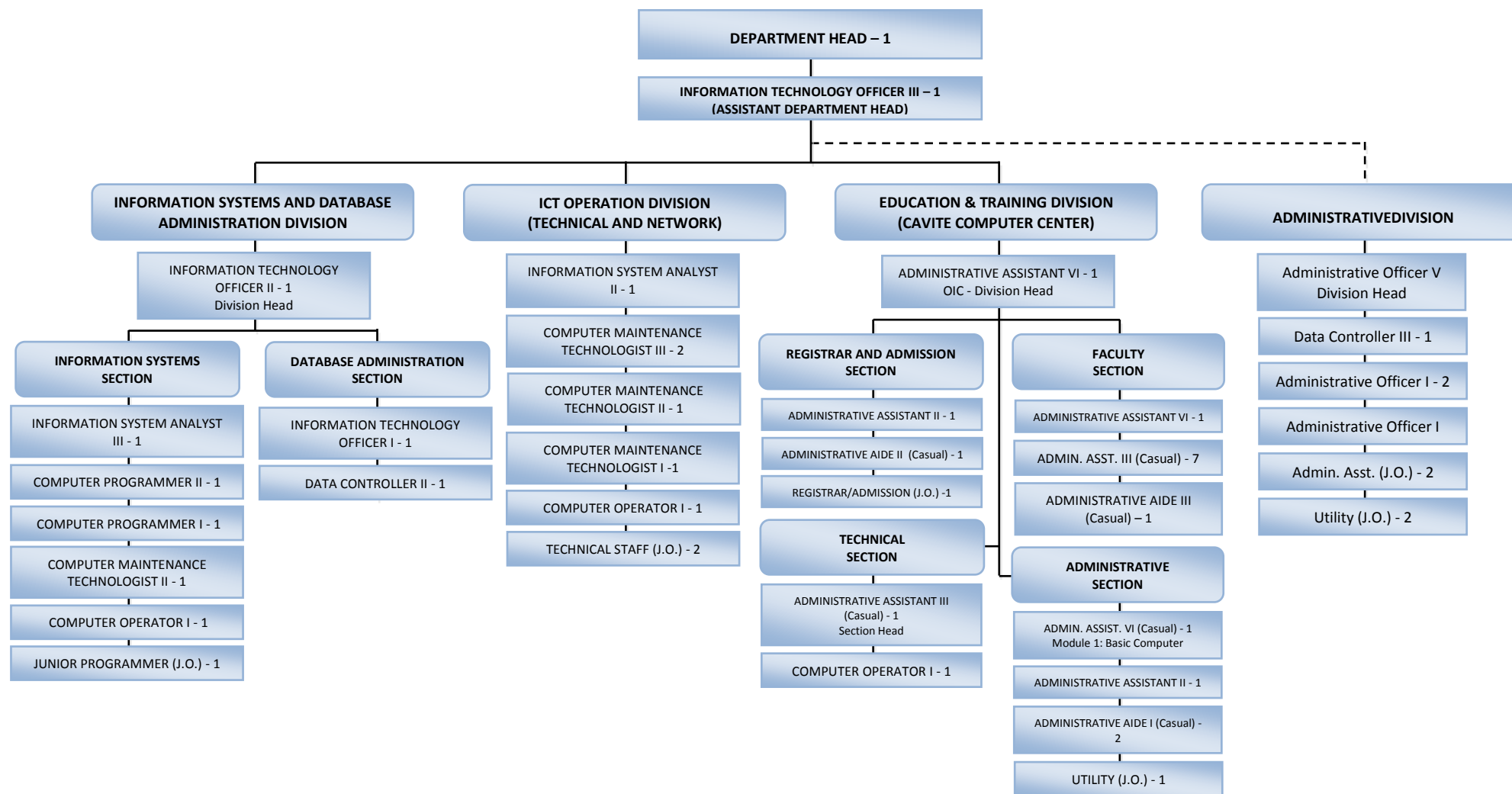


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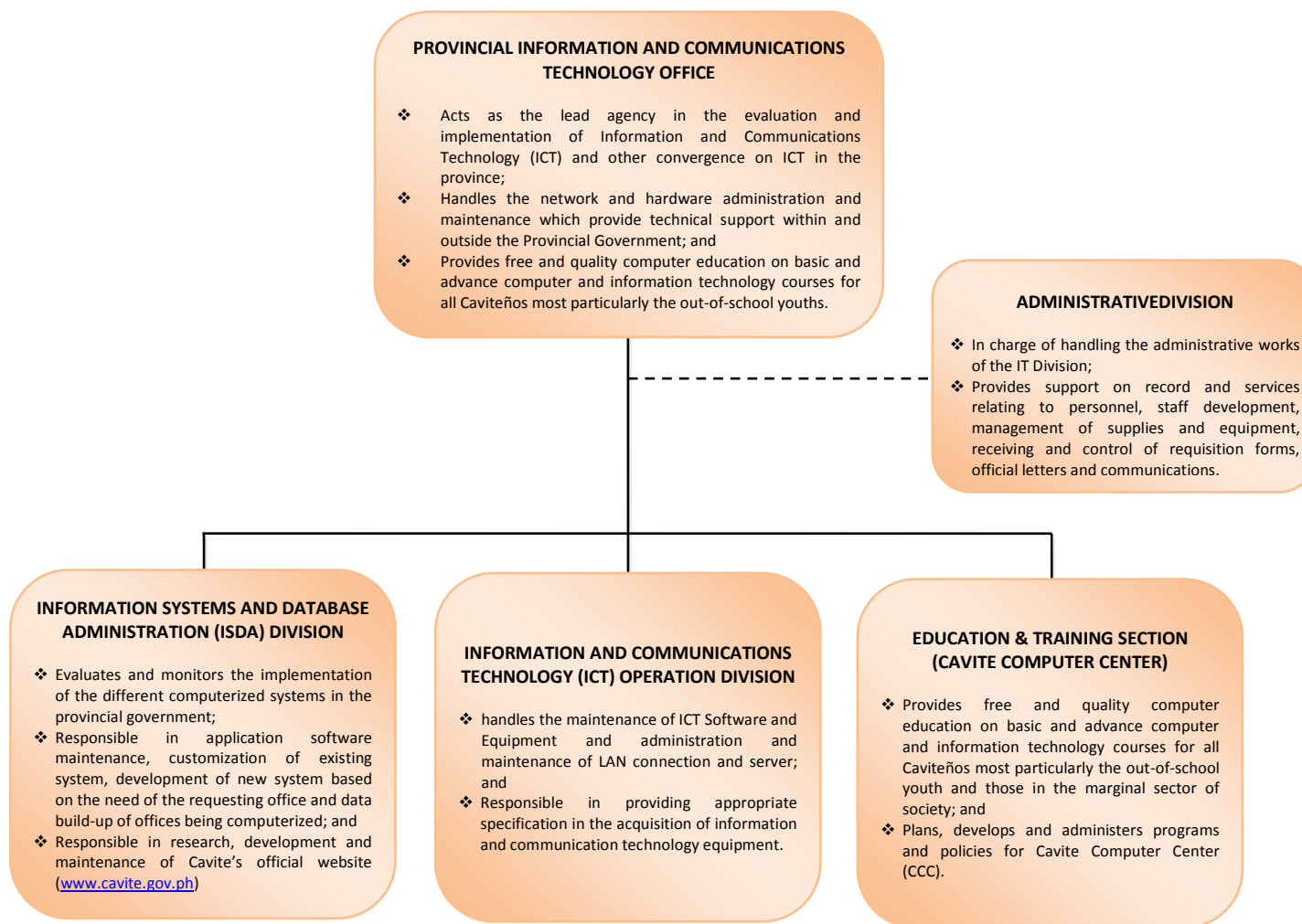
PROVINCIAL INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

ORGANIZATIONAL CHART



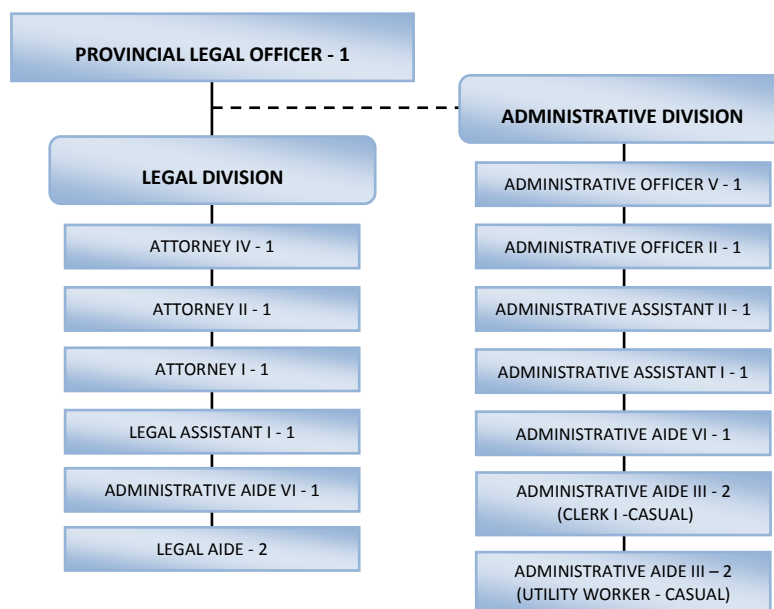


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PROVINCIAL LEGAL OFFICE

ORGANIZATIONAL CHART



FUNCTIONAL CHART

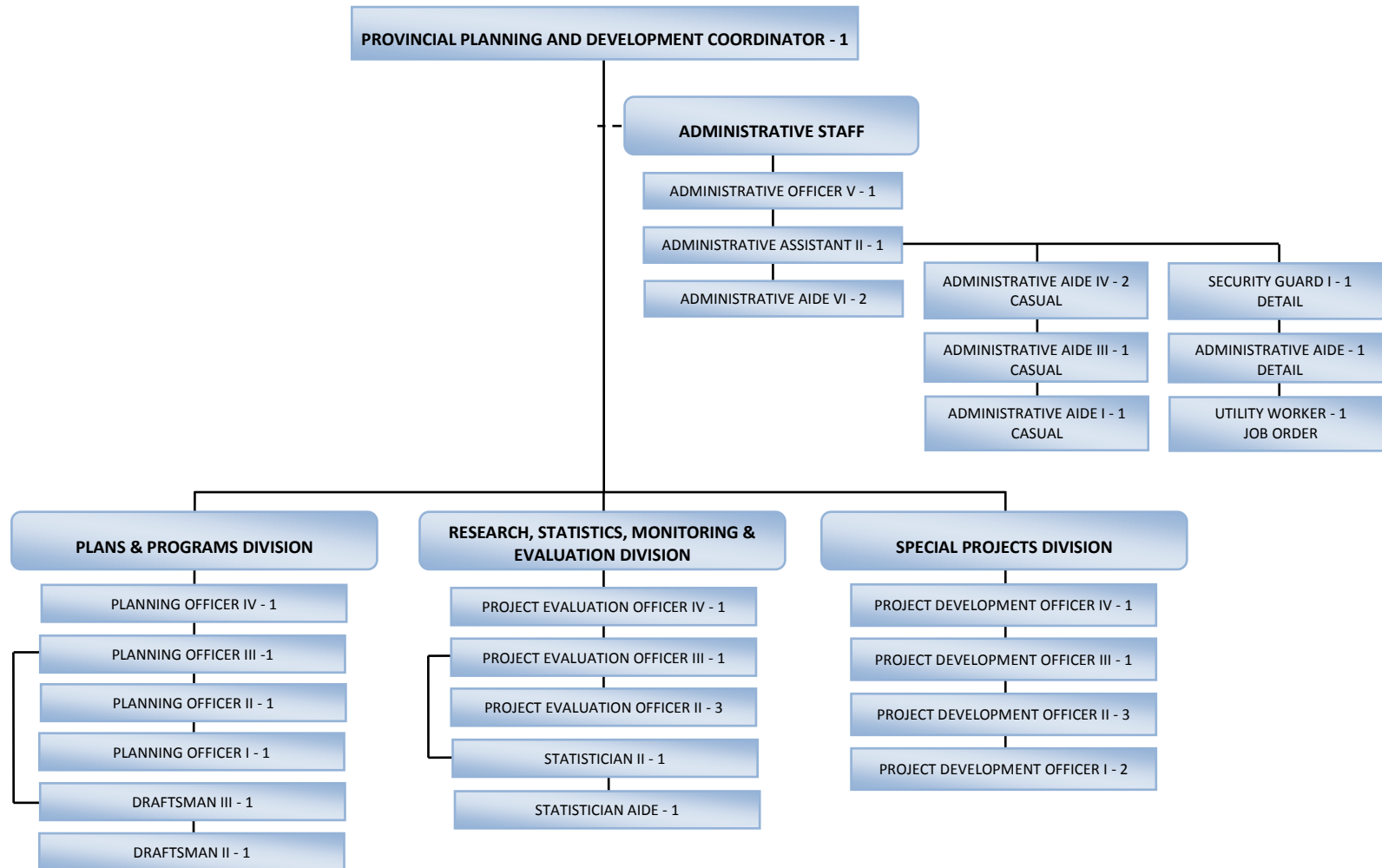
PROVINCIAL LEGAL OFFICE

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, Sangguniang Panlalawigan or any heads of the provincial offices and agencies.

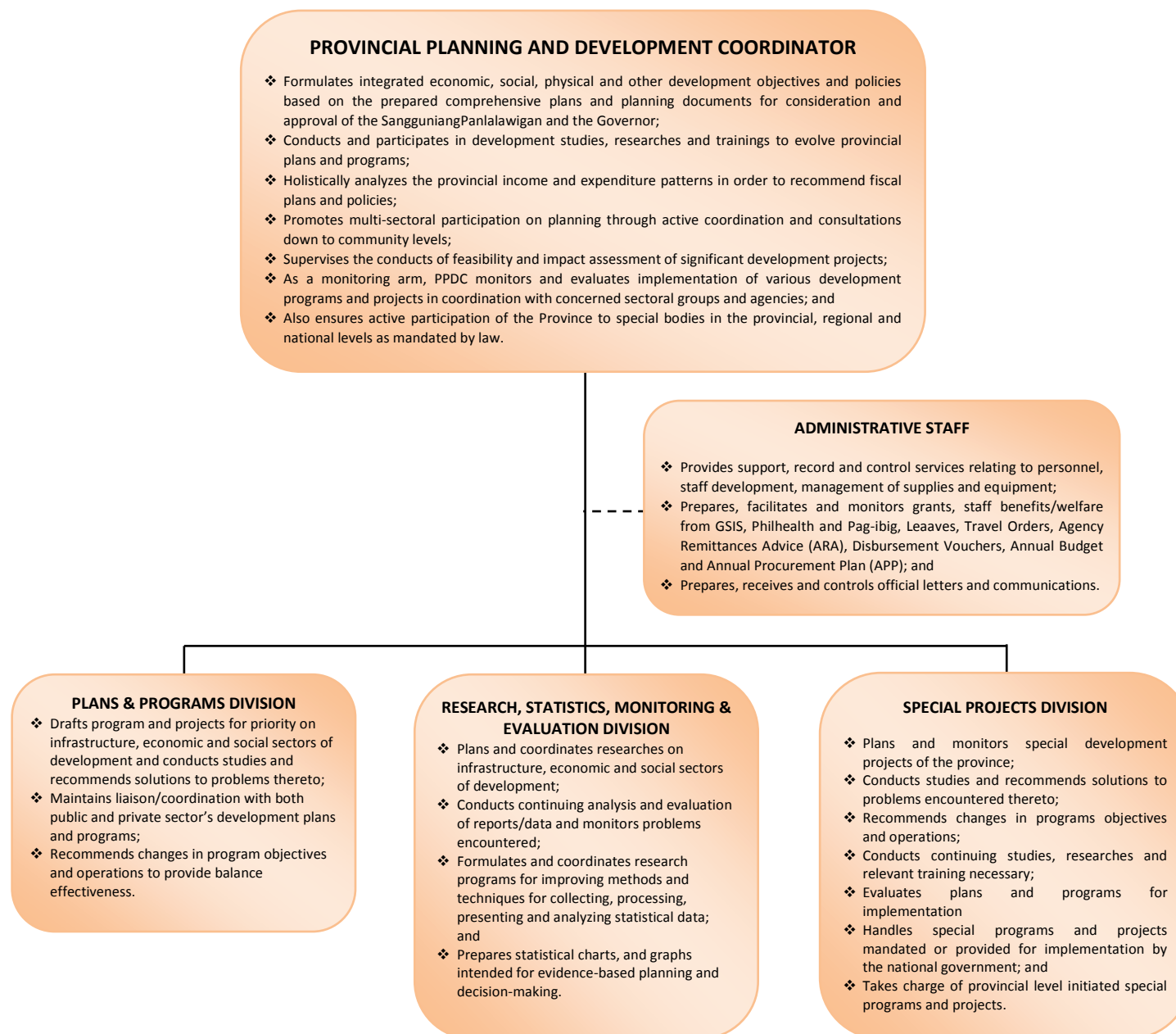


PROVINCIAL PLANNING AND DEVELOPMENT OFFICE

ORGANIZATIONAL CHART



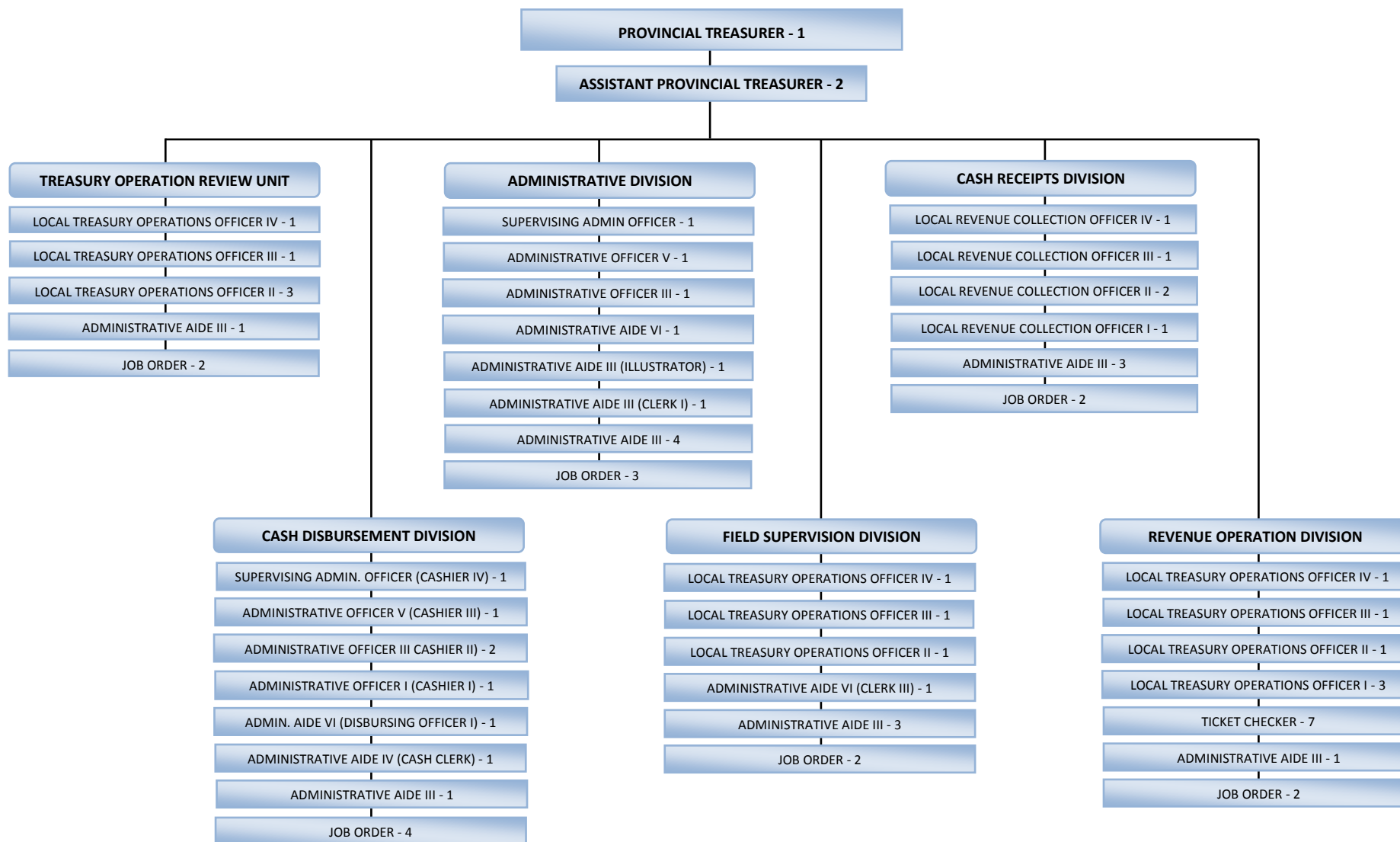
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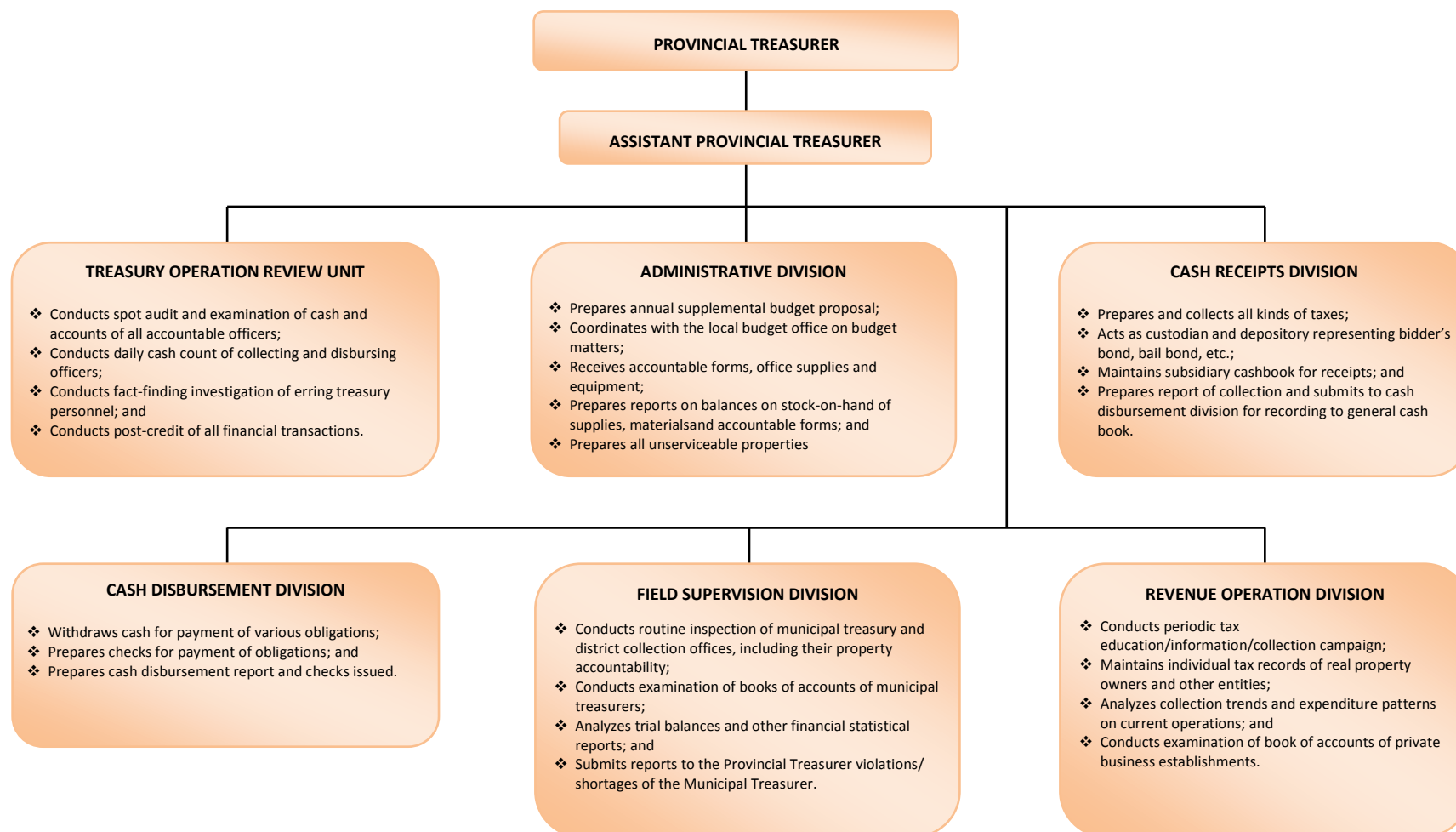


PROVINCIAL TREASURER'S OFFICE

ORGANIZATIONAL CHART

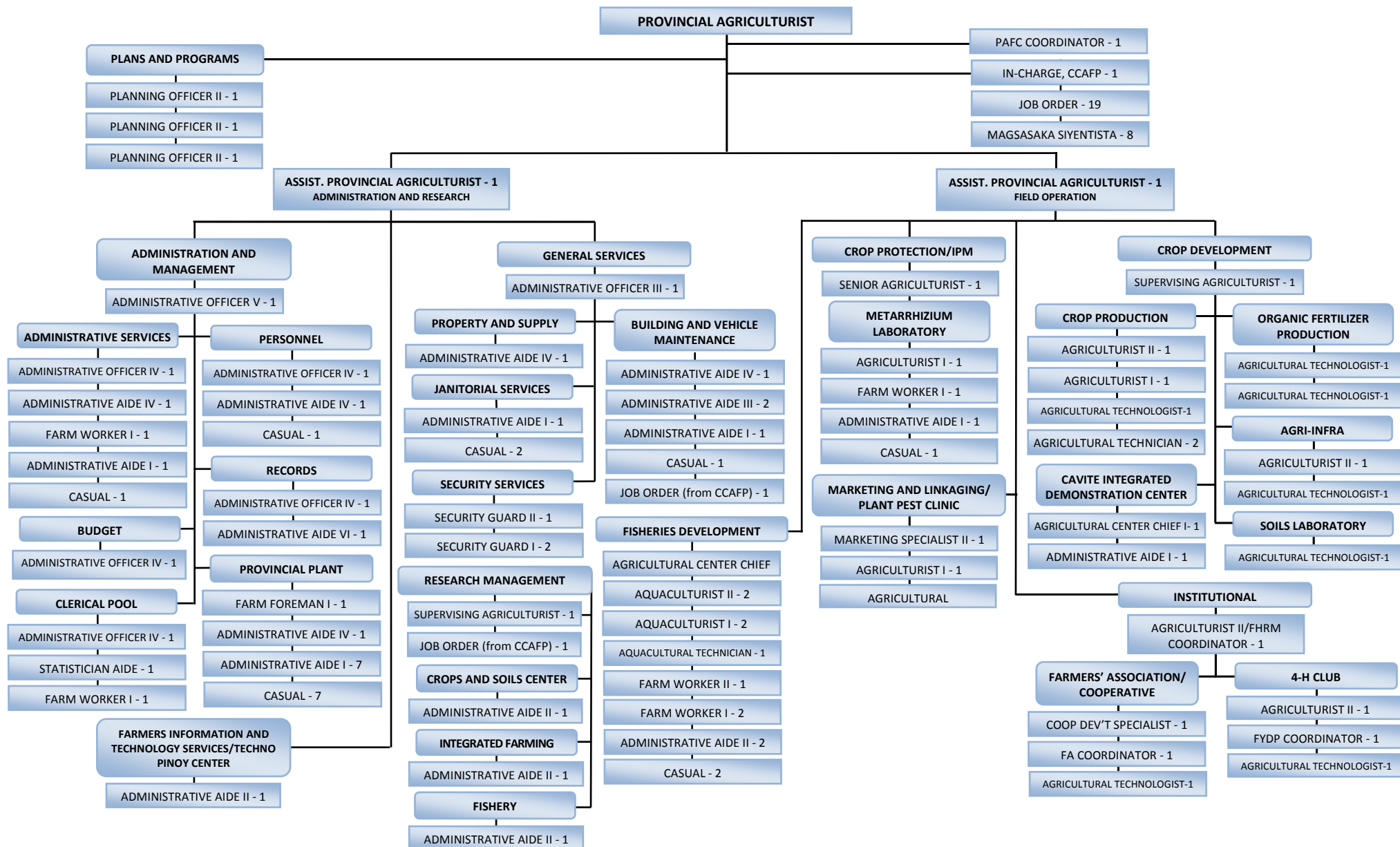


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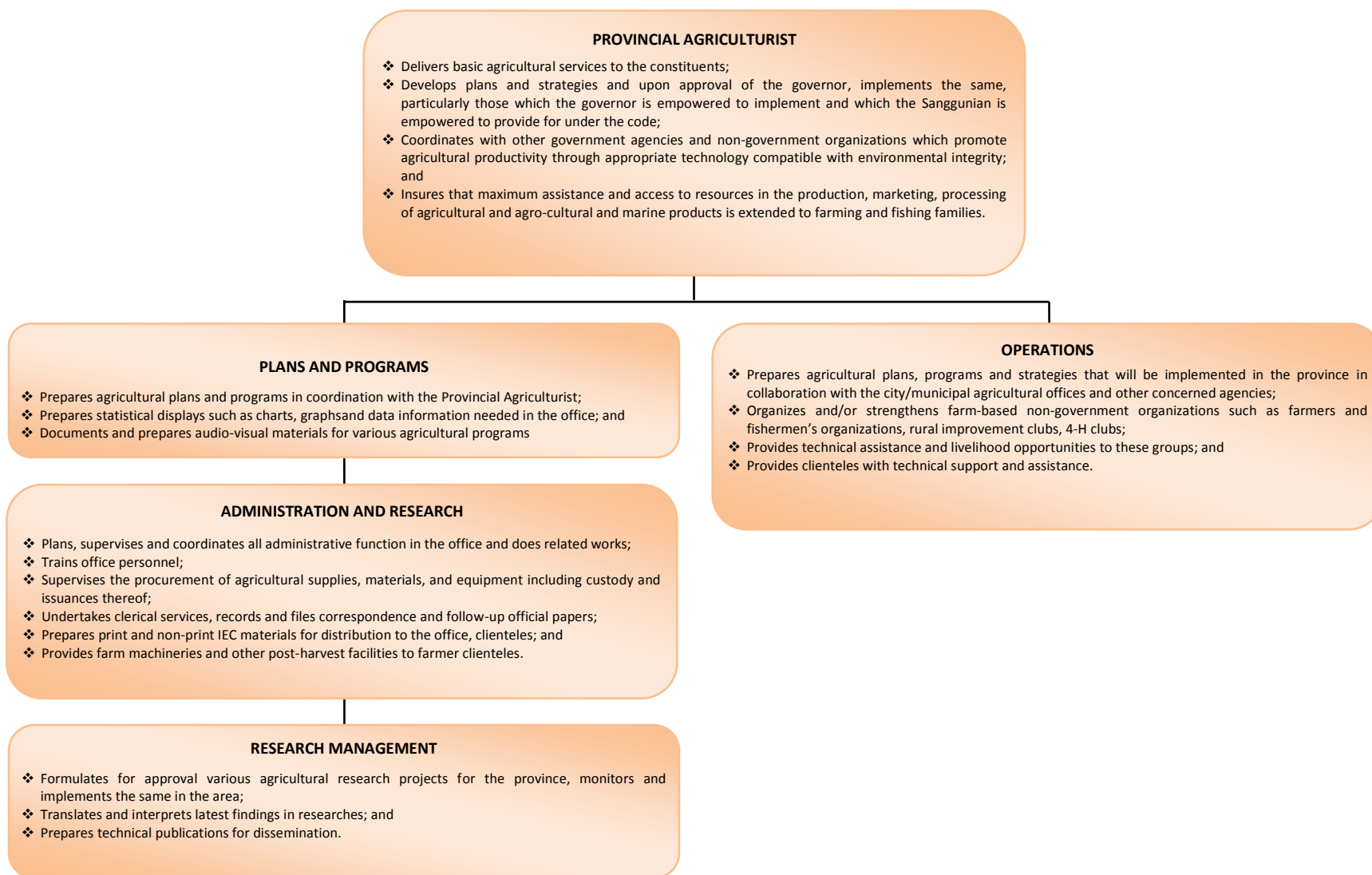
OFFICE OF THE PROVINCIAL AGRICULTURIST

ORGANIZATIONALCHART



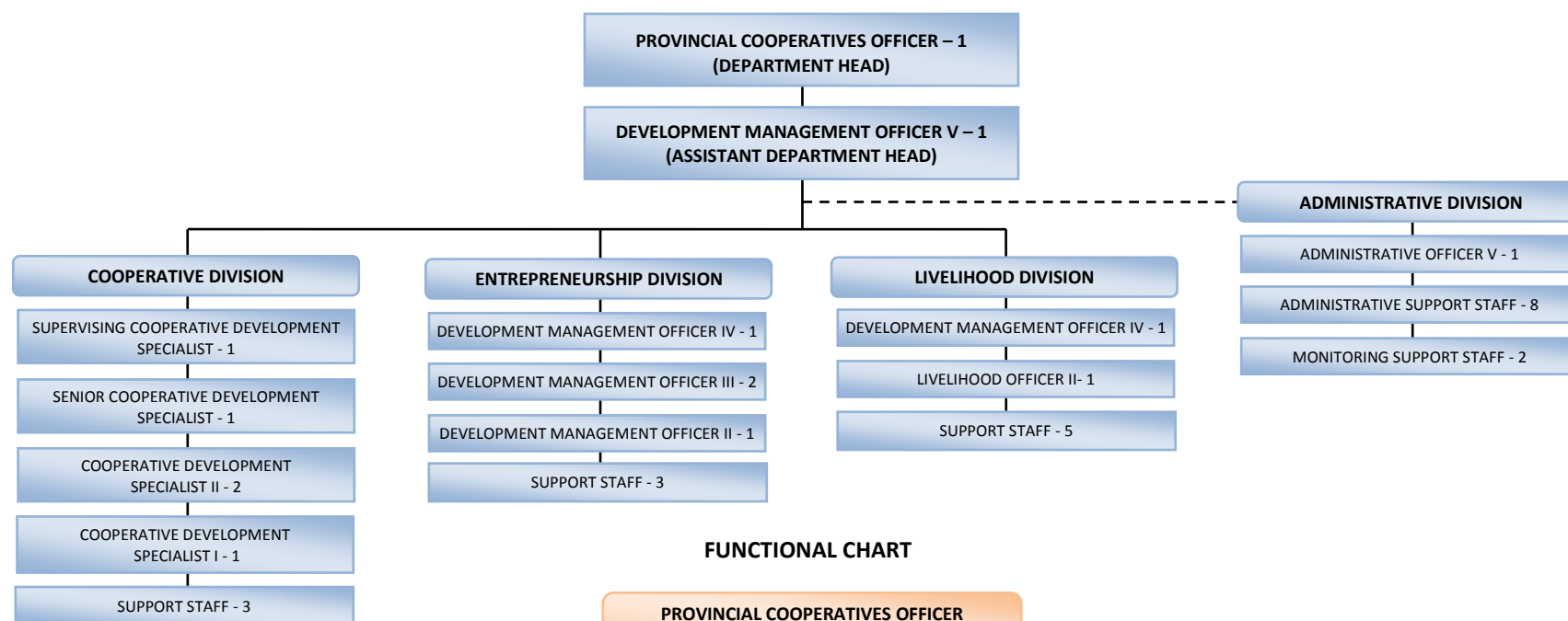
OFFICE OF THE PROVINCIAL AGRICULTURIST

FUNCTIONAL CHART

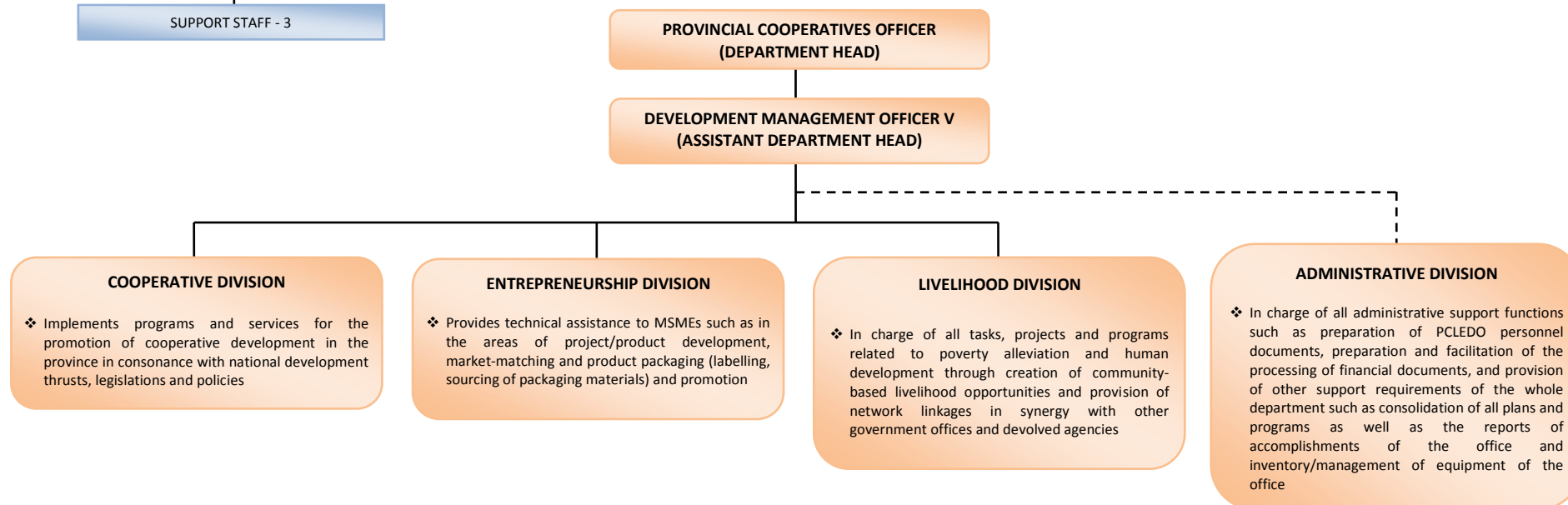


PROVINCIAL COOPERATIVE, LIVELIHOOD & ENTREPRENEURIAL DEVELOPMENT OFFICE

ORGANIZATIONAL CHART

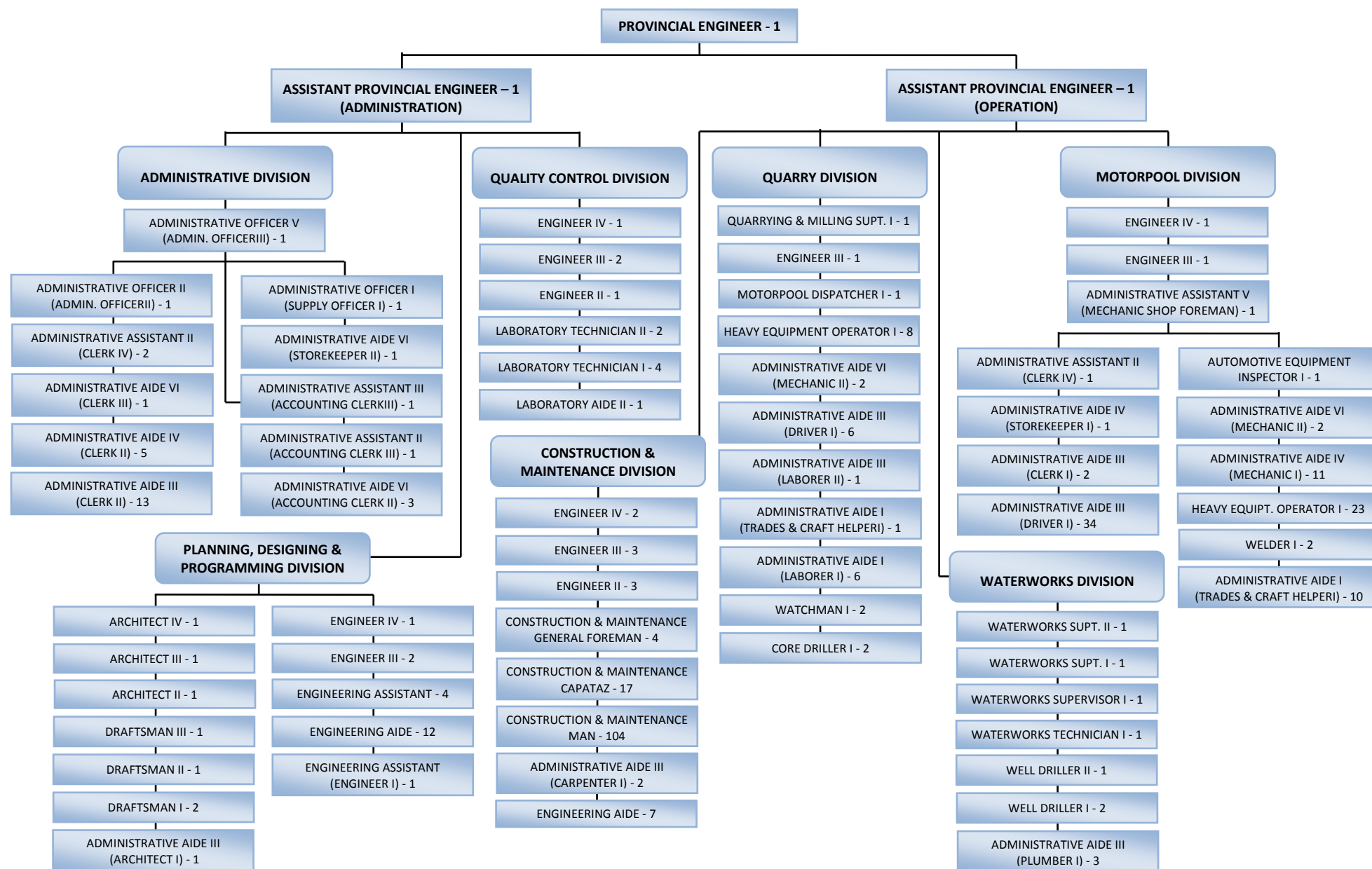


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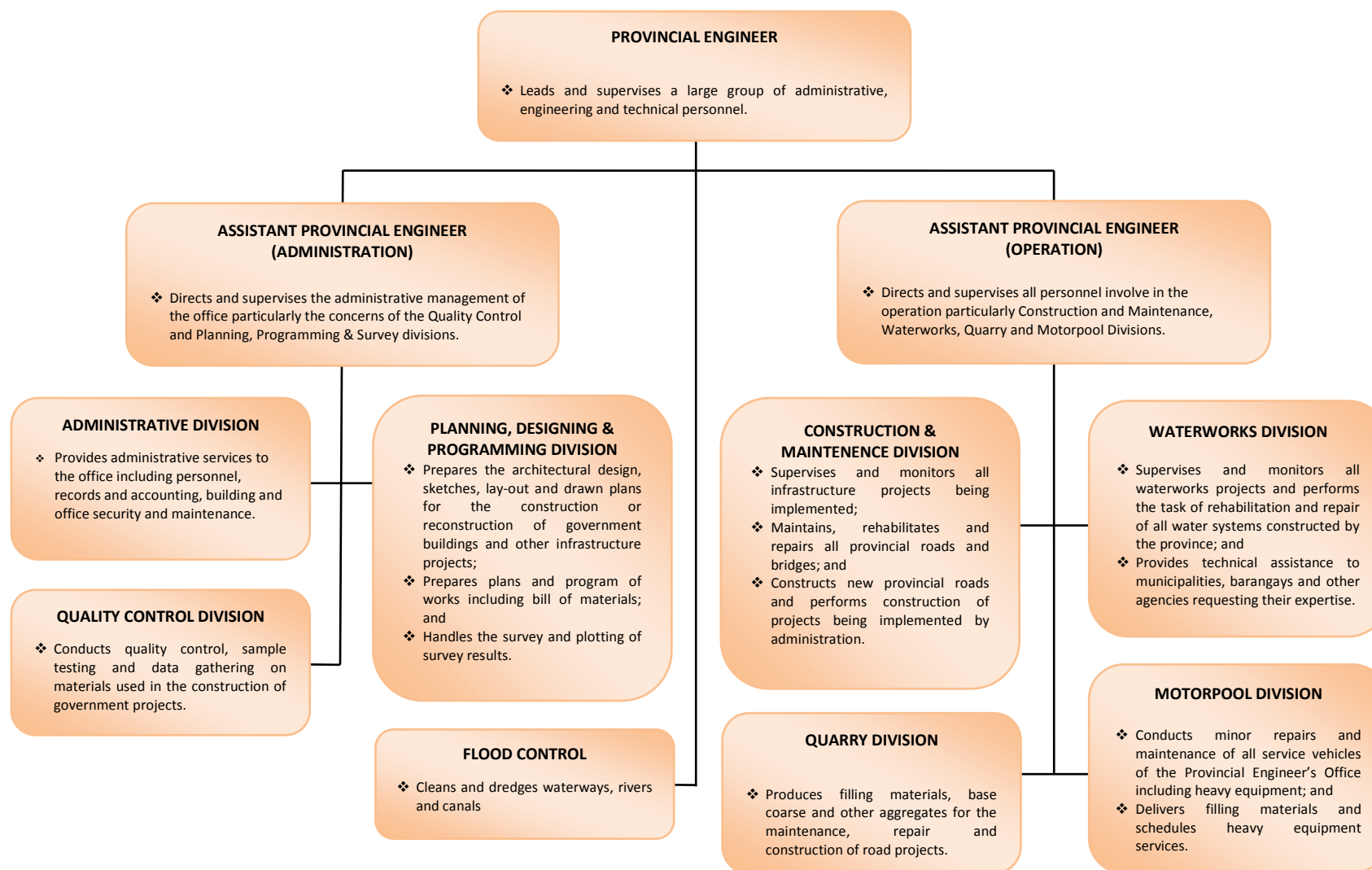


PROVINCIAL ENGINEER'S OFFICE

ORGANIZATIONAL CHART

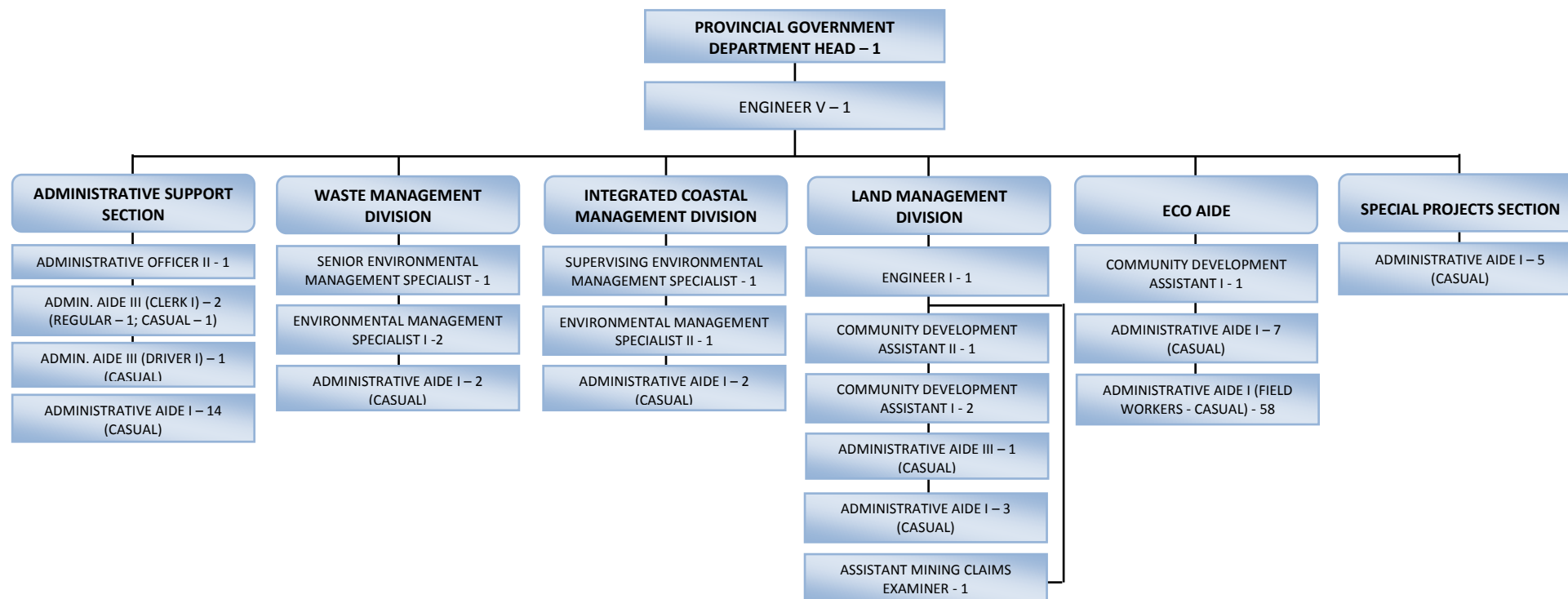


FUNCTIONAL CHART



PROVINCIAL GOVERNMENT – ENVIRONMENT AND NATURAL RESOURCES OFFICE

ORGANIZATIONAL CHART



FUNCTIONAL CHART

**PROVINCIAL GOVERNMENT – ENVIRONMENT
AND NATURAL RESOURCES 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 improved methods 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, surveys and conducts field inspection province wide to make sure our mandate is being carried out;
- 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

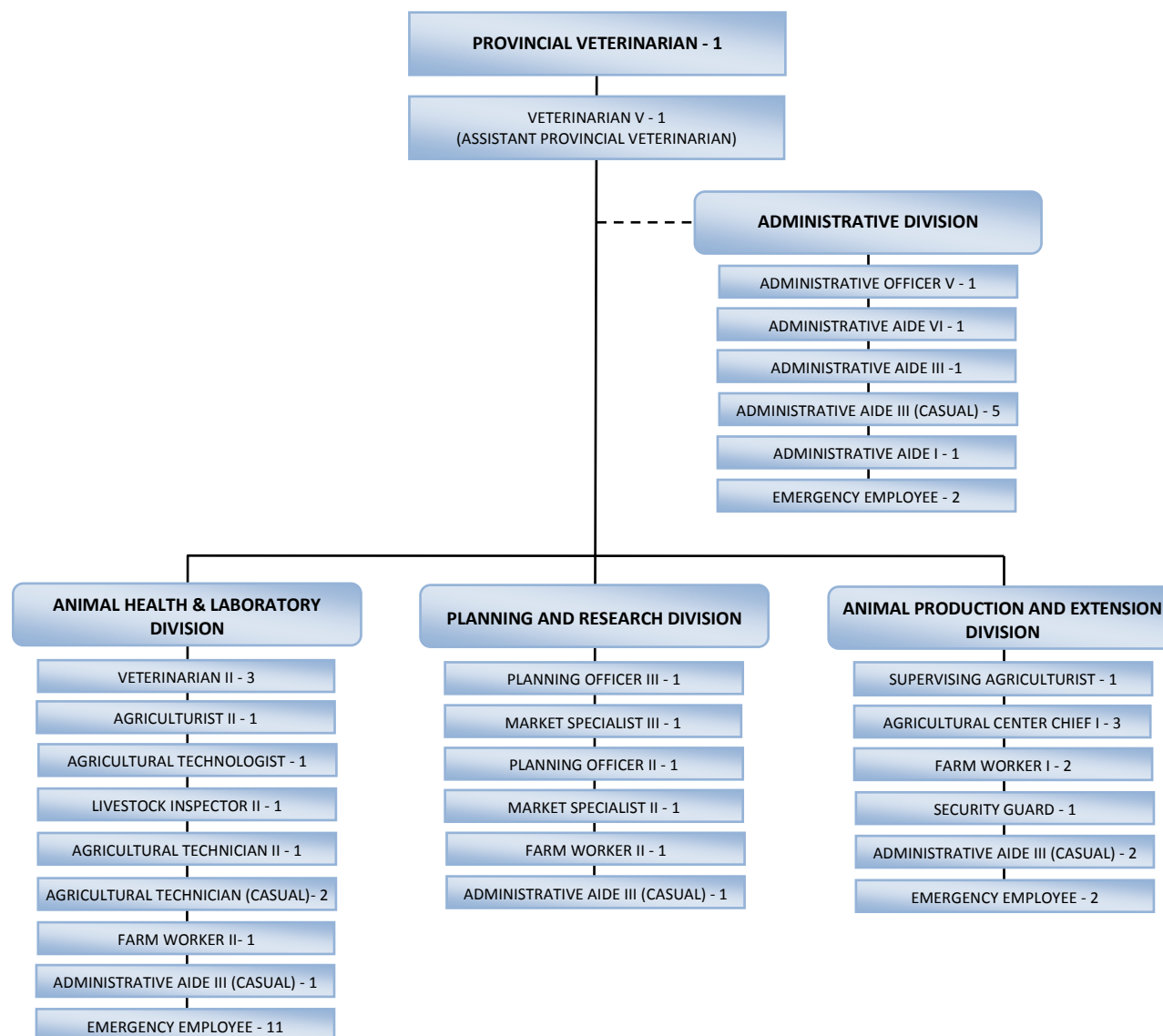
- ❖ Monitors the proper implementation of terms & conditions stipulated in the permit;
- ❖ Conducts surveillance/apprehension of equipment & conveyances used in the illegal mining activities;
- ❖ Receives/Processes/Issues mining permits;
- ❖ Validates/Rectifies reported volume extracted, delivery receipts issued;
- ❖ Recommends the suspension of mining permit if violations occurred by the permittee;
- ❖ Conducts systematic monitoring & evaluation of forestry extension activities & other related community based forest management activities;
- ❖ Establishes and maintains linkages with forest occupants & other agencies/institutions involved in the socio economic development of upland residents; and
- ❖ 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;
- Conducts monitoring of quarry inspection;
- Conducts de-clogging and cleaning activities;
- Roves and monitors improper waste disposal; and
- Monitors and surveys rivers of the Province of Cavite.

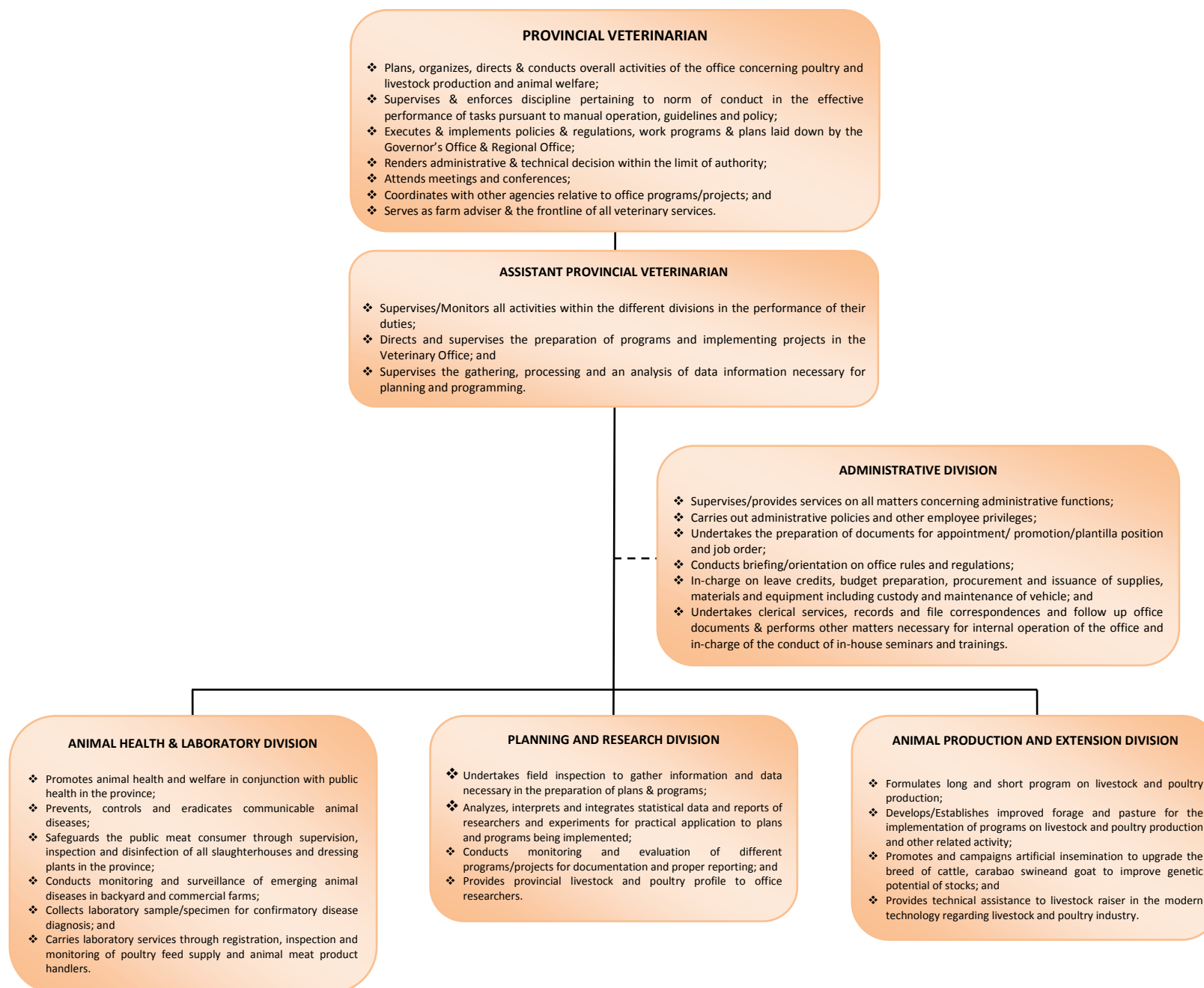
OFFICE OF THE PROVINCIAL VETERINARIAN

ORGANIZATIONAL CHART



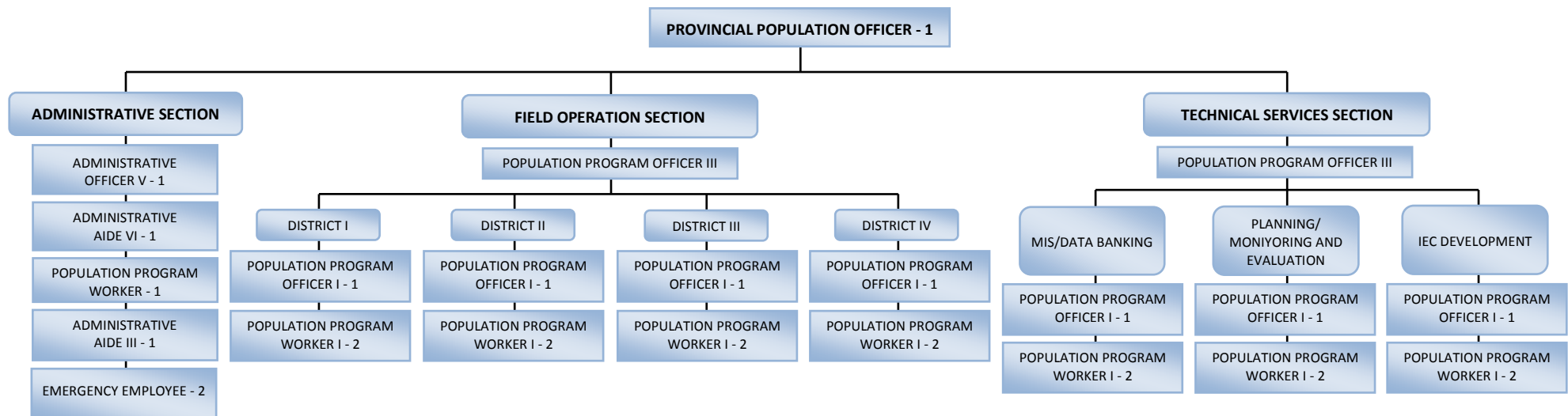


FUNCTIONAL CHART



PROVINCIAL POPULATION OFFICE

ORGANIZATIONAL CHART





FUNCTIONAL CHART

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 vouchers 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

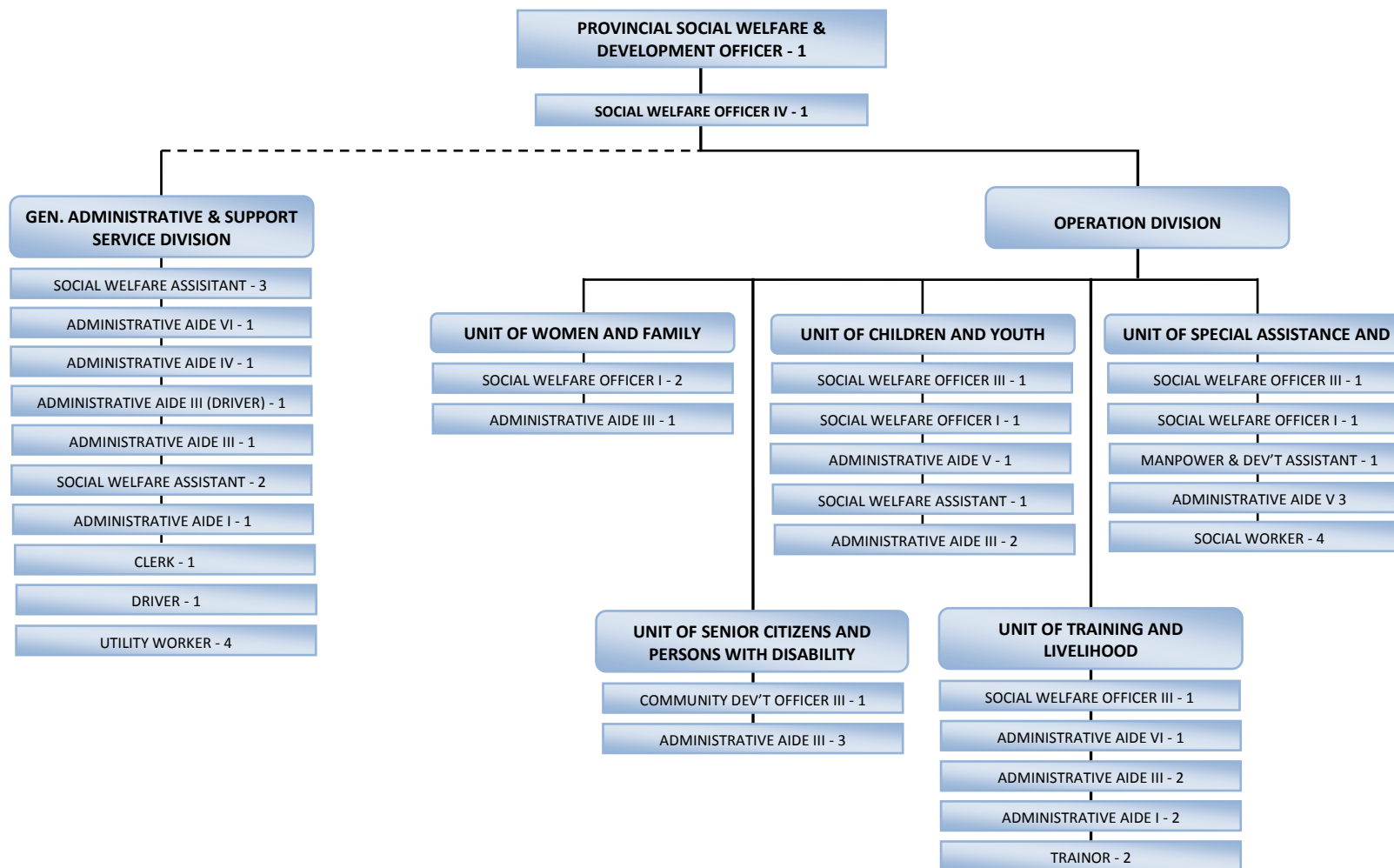
- ❖ Formulates the Provincial Population Development Plan together with stakeholders and program implementers at the municipal and barangay levels;
- ❖ Coordinates with development workers and organizations to integrate responsible parenting and family planning concept into the total development efforts 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

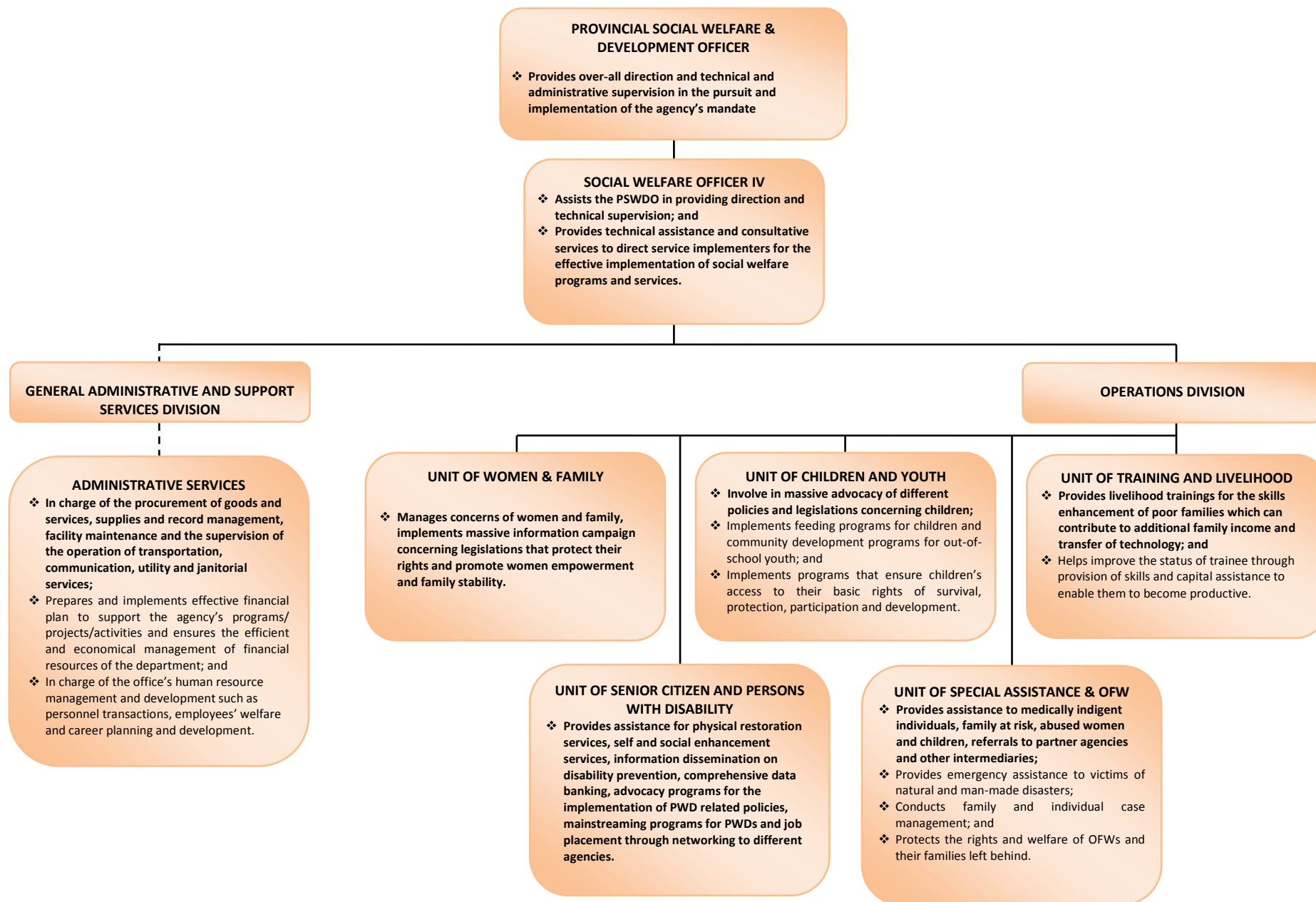
- ❖ Establishes and maintains data bank i.e. socio-economic and population profile for program operations, development planning and an educational program to ensure the people's participation in and understanding of population development;
- ❖ Collects, consolidates, analyzes statistical data and accomplishment 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

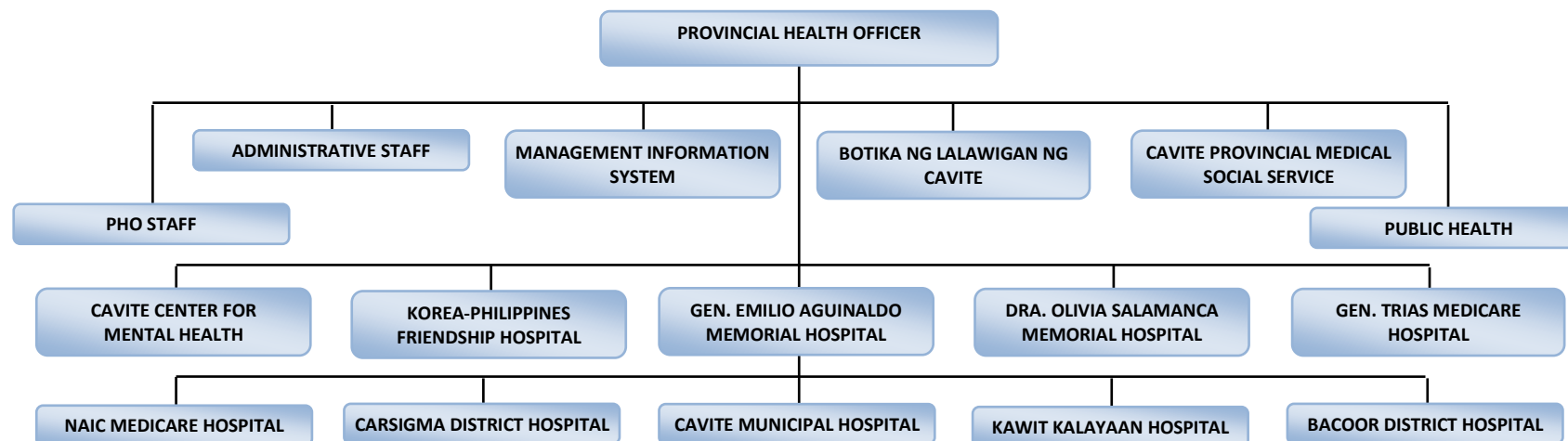
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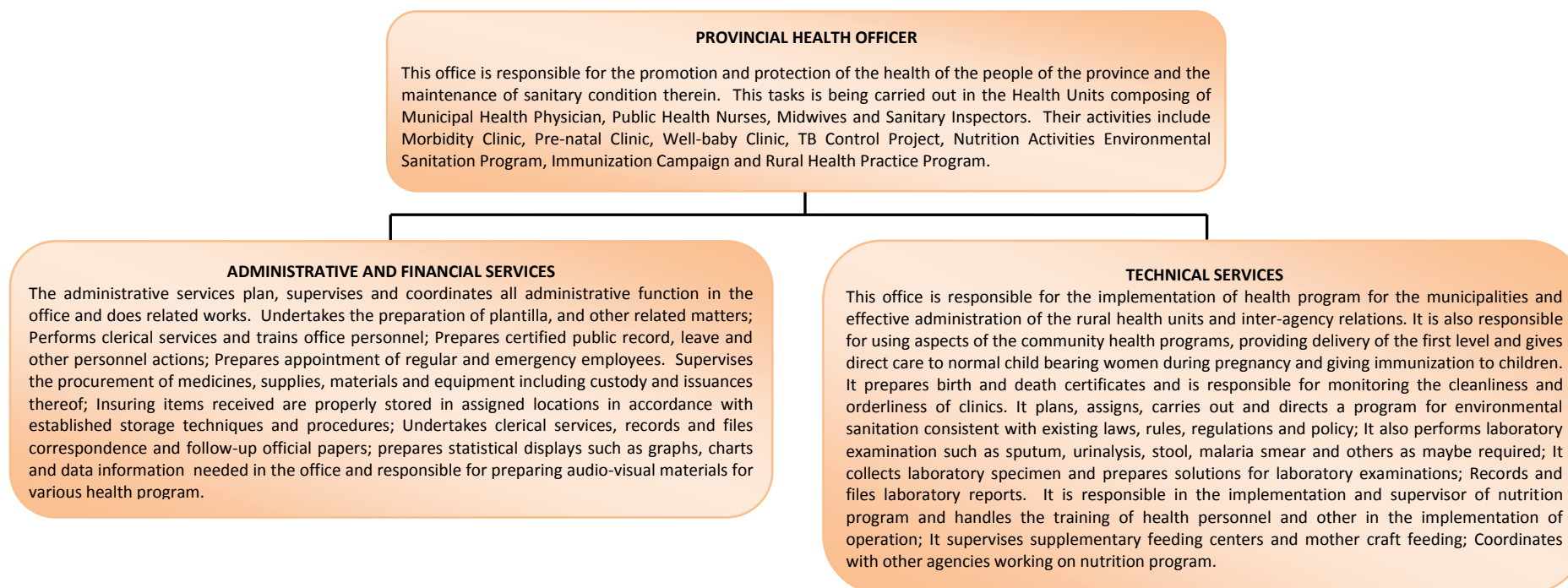
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ORGANIZATIONAL CHART

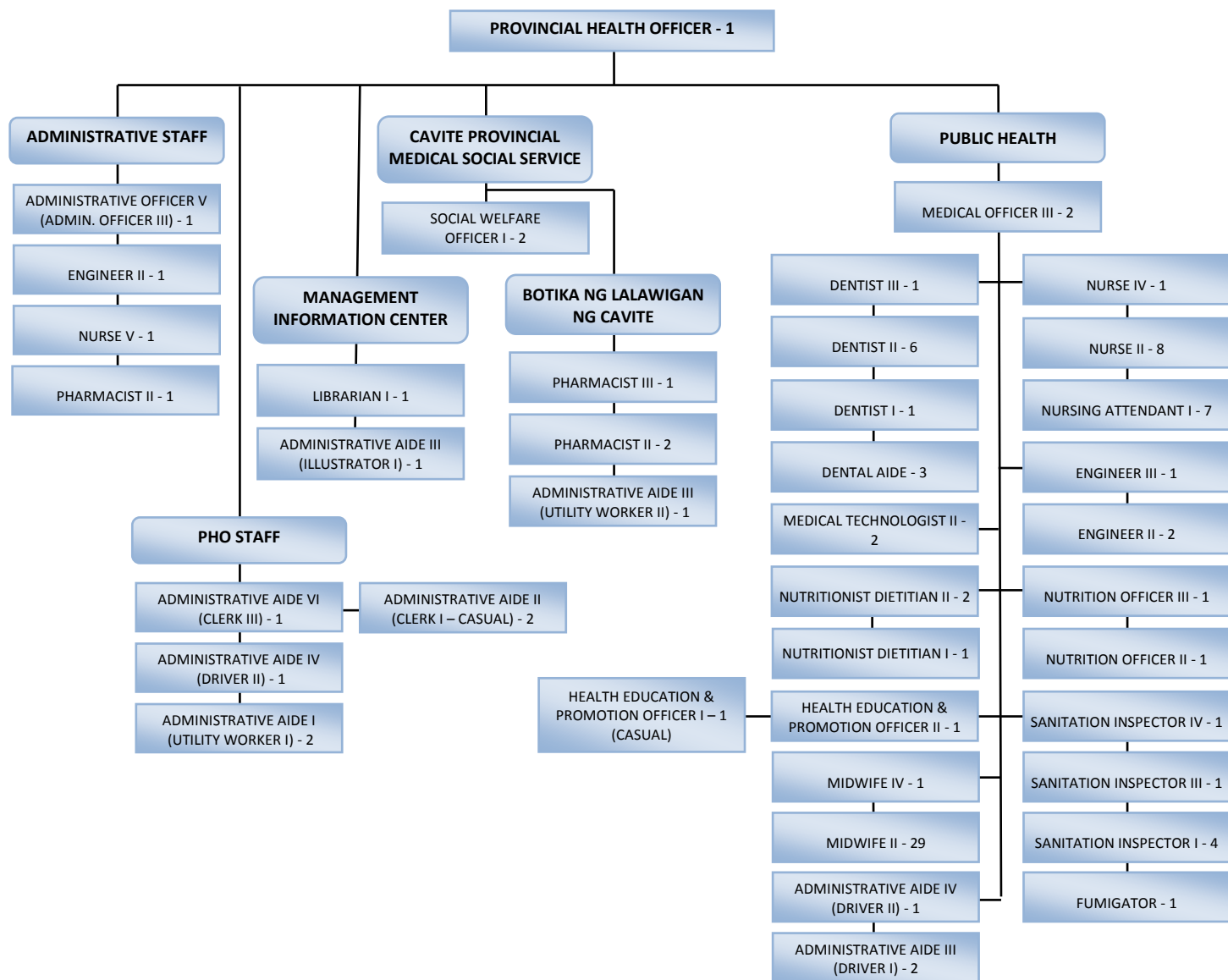


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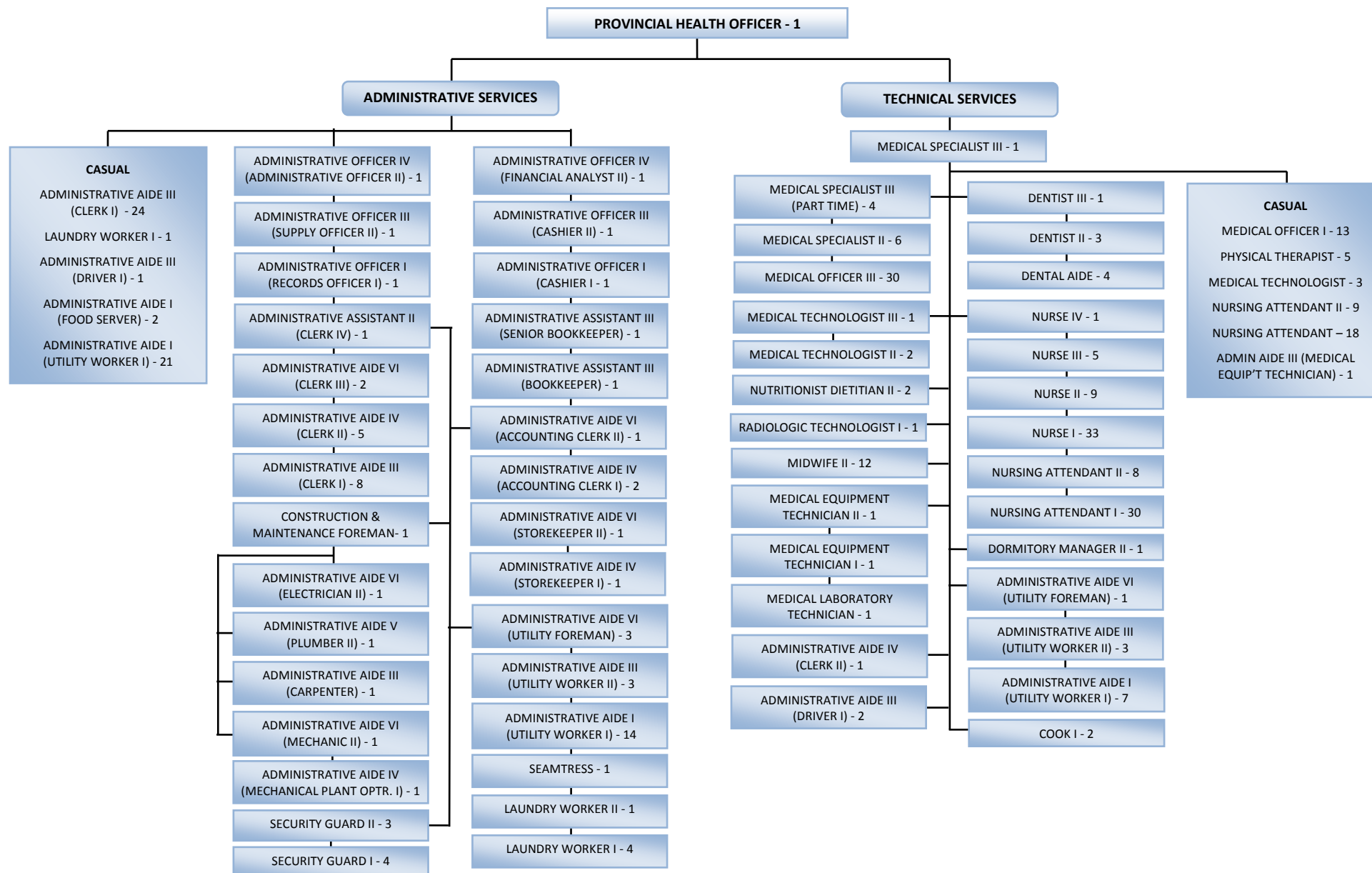


ORGANIZATIONAL CHART



GENERAL EMILIO AGUINALDO MEMORIAL HOSPITAL

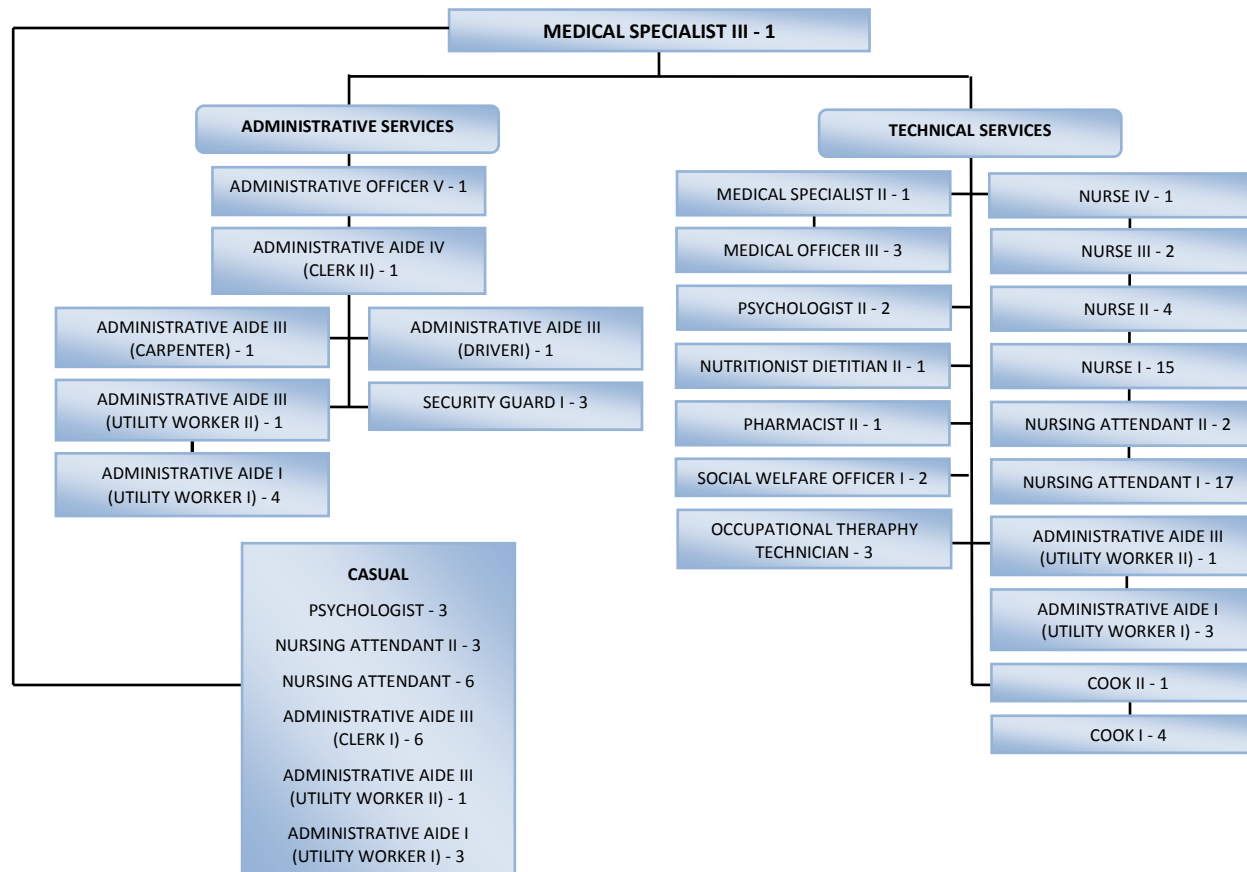
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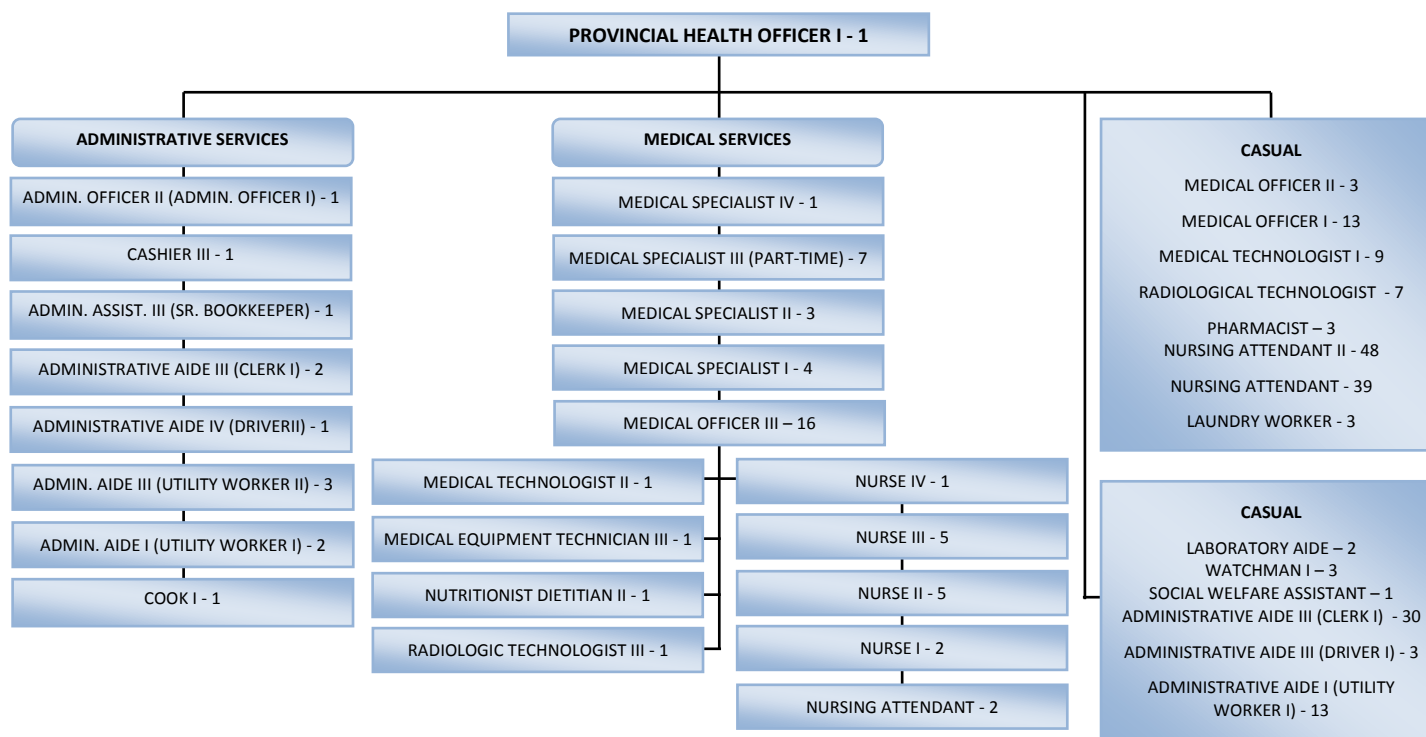
CAVITE CENTER FOR MENTAL HEALTH

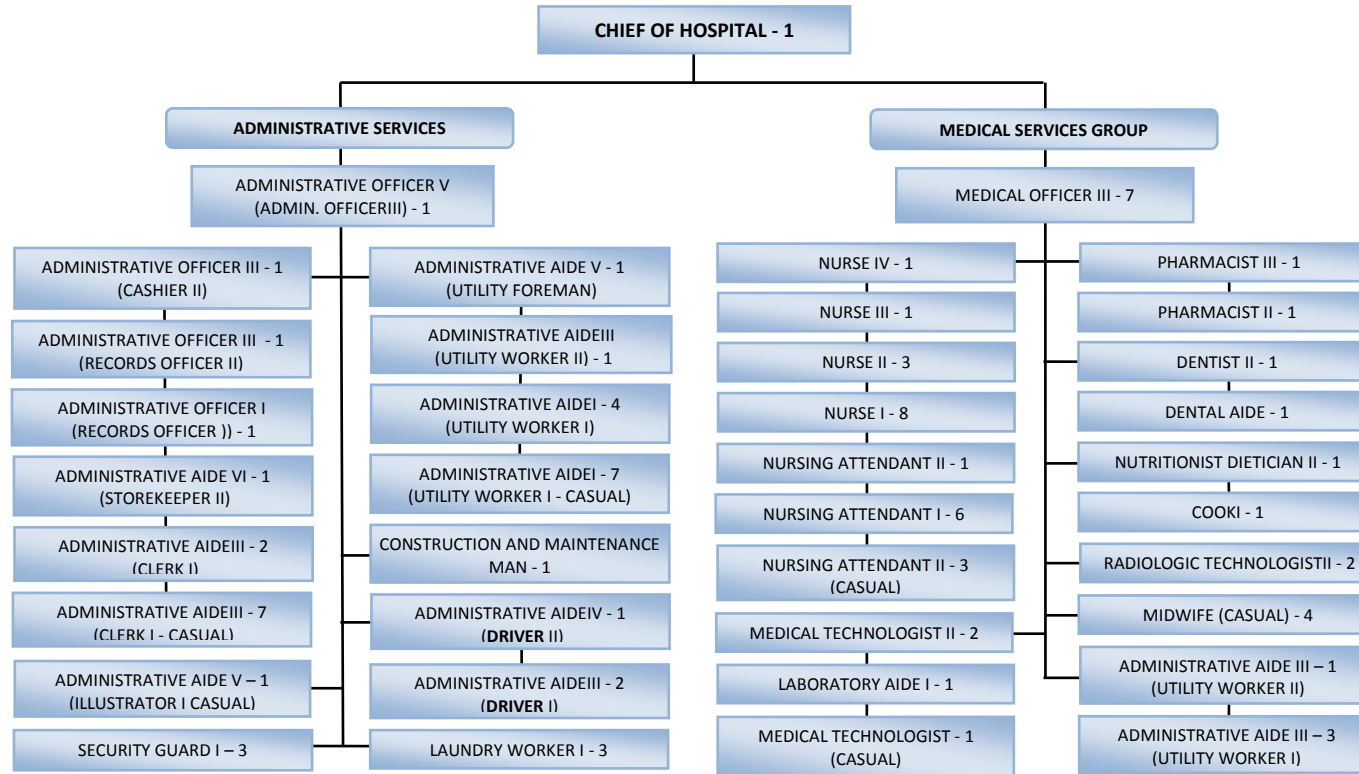
ORGANIZATIONAL CHART



KOREA-PHILIPPINES FRIENDSHIP HOSPITAL

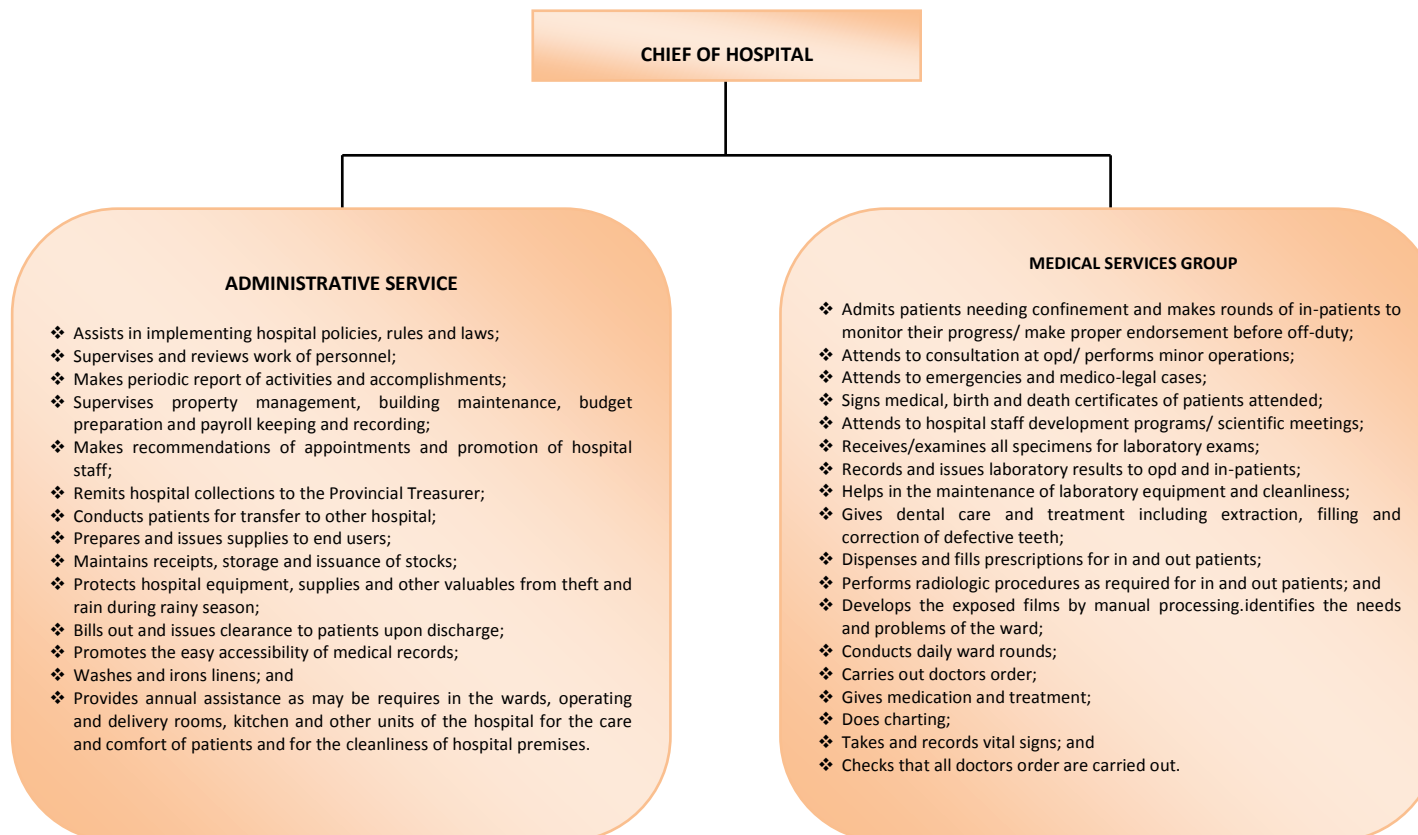
ORGANIZATIONAL CHART





DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL

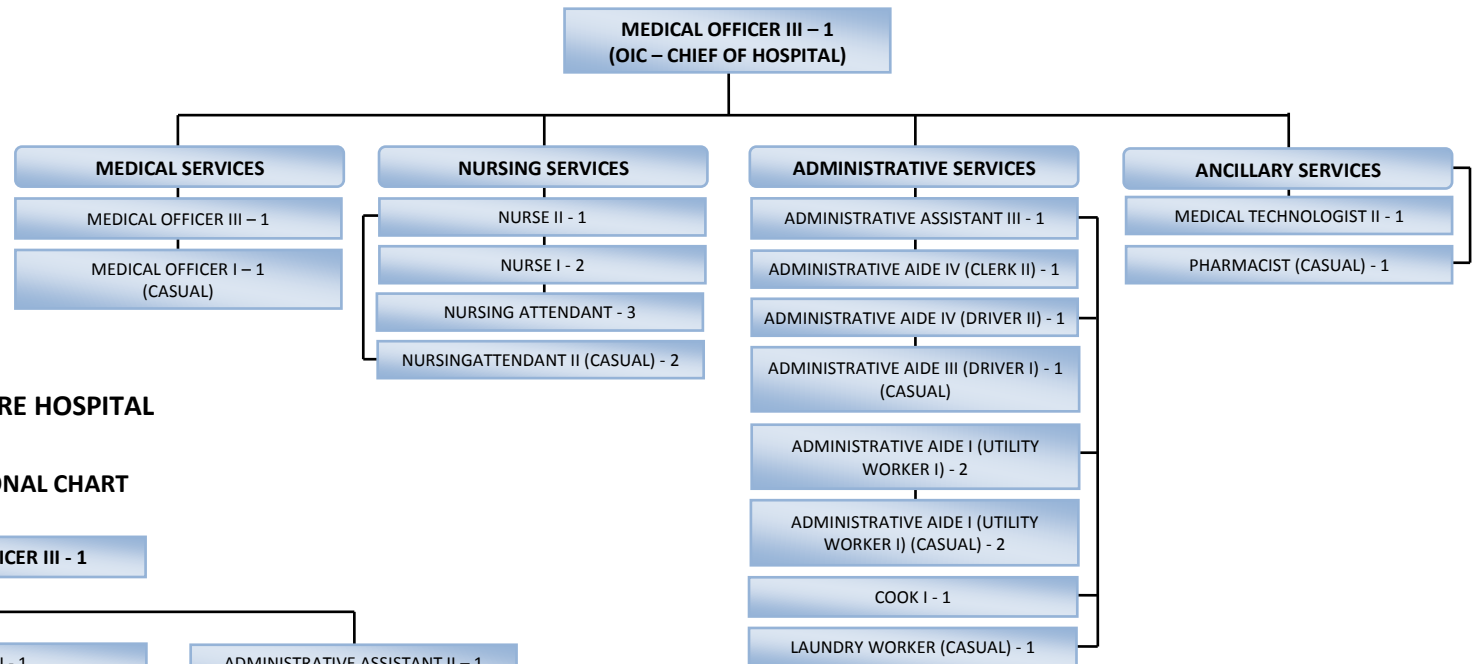
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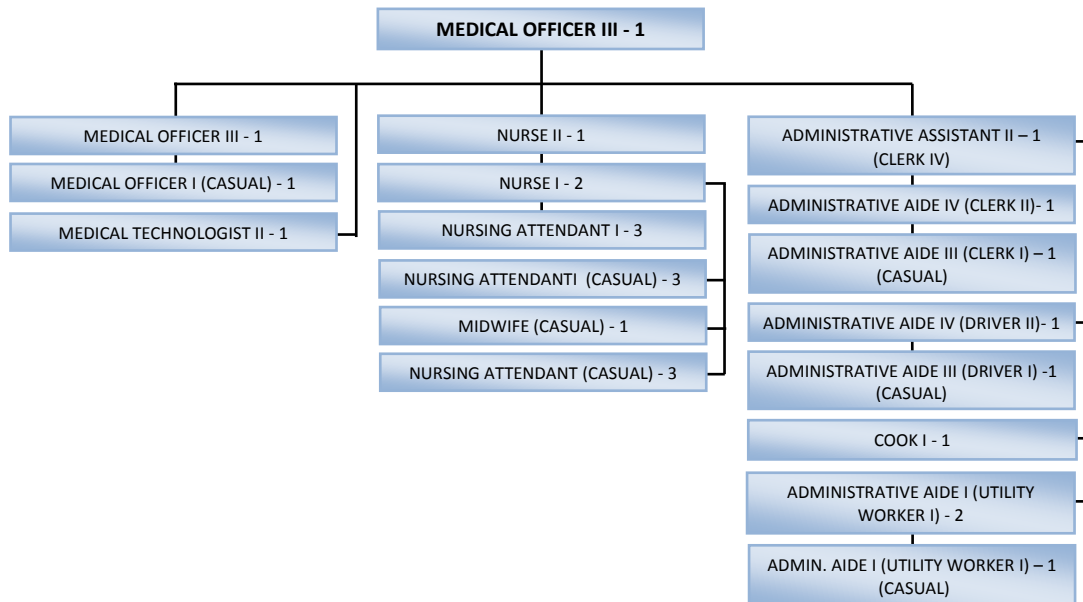
GENERAL TRIAS MEDICARE HOSPITAL

ORGANIZATIONAL CHART



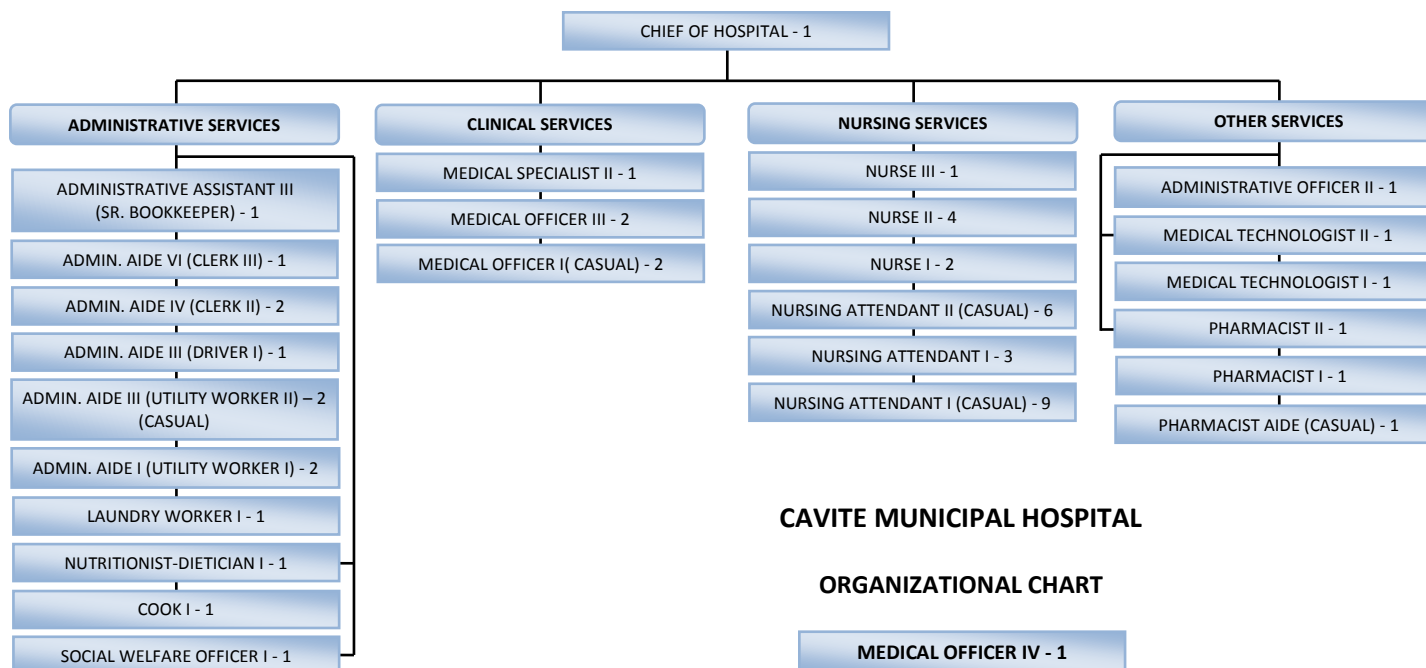
NAIC MEDICARE HOSPITAL

ORGANIZATIONAL CHART



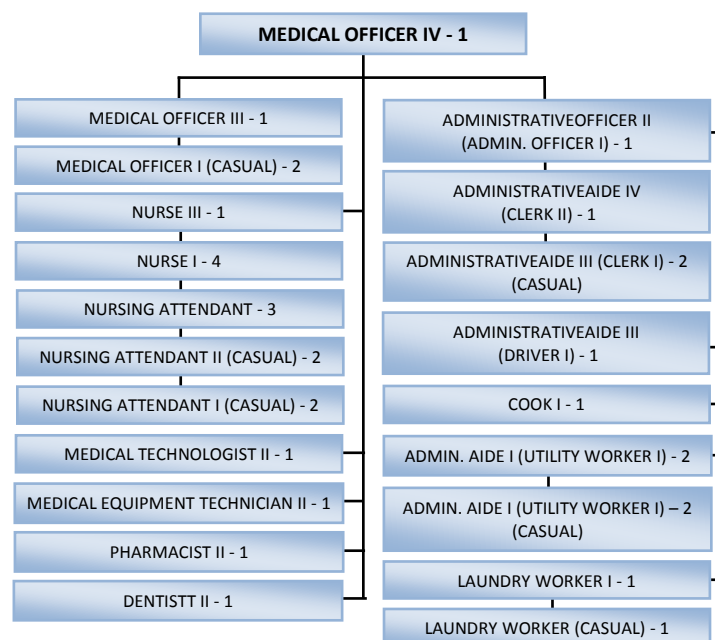
CARSIGMA DISTRICT HOSPITAL

ORGANIZATIONAL CHART



CAVITE MUNICIPAL HOSPITAL

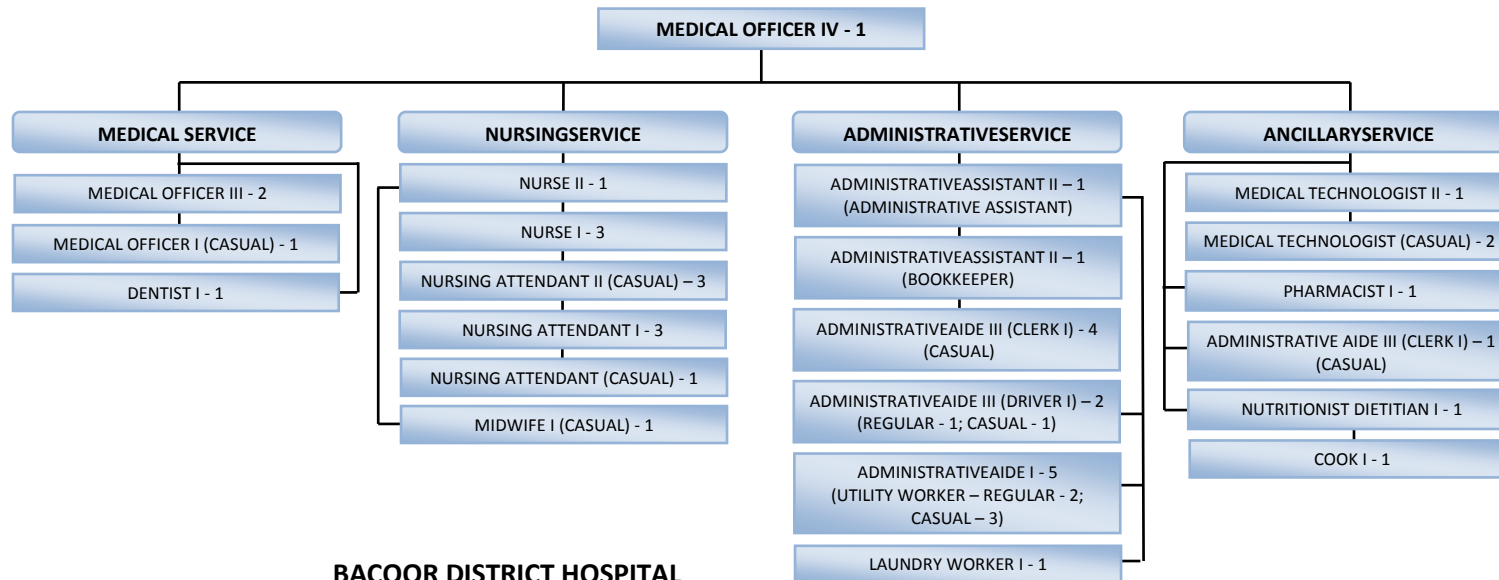
ORGANIZATIONAL CHART





KAWIT KALAYAAN HOSPITAL

ORGANIZATIONAL CHART



BACOR DISTRICT HOSPITAL

ORGANIZATIONAL CHART

