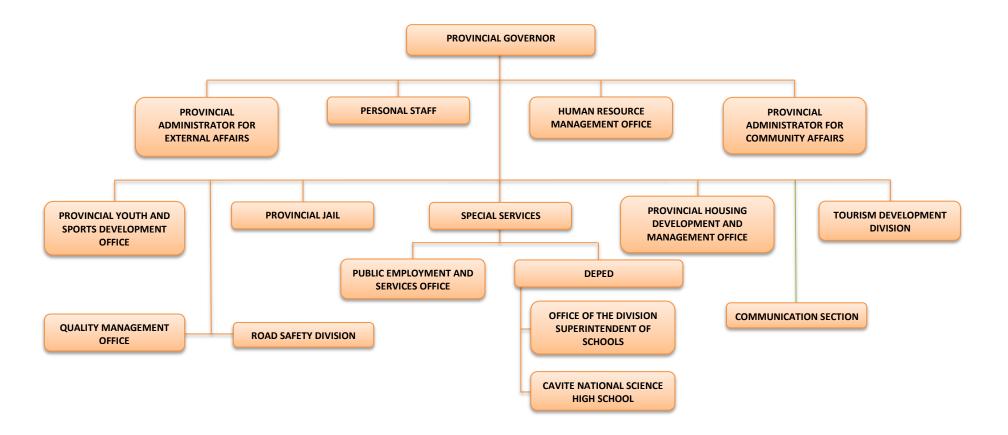
# **Attachment 6. Organization and Management**

# PROVINCIAL GOVERNMENT OF CAVITE

# ORGANIZATIONAL CHART OFFICE OF THE PROVINCIAL VICE GOVERNOR OFFICE OF THE PROVINCIAL GOVERNOR **OFFICE OF THE SANGGUNIANG** PANLALAWIGAN OFFICE OF THE PROVINCIAL ADMINISTRATOR OFFICE OF THE PROVINCIAL ADMINISTRATOR OFFICE OF THE PROVINCIAL ADMINISTRATOR FOR INTERNAL AFFAIRS **FOR EXTERNAL AFFAIRS** FOR COMMUNITY AFFAIRS PROVINCIAL INFORMATION AND PROVINCIAL TREASURER'S OFFICE PROVINCIAL HEALTH OFFICE **COMMUNITY AFFAIRS DEPARTMENT** PROVINCIAL GOVERNMENT-**ENVIRONMENT AND NATURAL** PROVINCIAL ASSESSOR'S OFFICE **RESOURCES OFFICE** PROVINCIAL POPULATION OFFICE PROVINCIAL SOCIAL WELFARE AND **DEVELOPMENT OFFICE** PROVINCIAL ACCOUNTING OFFICE PROVINCIAL COOPERATIVE, PROVINCIAL PLANNING AND LIVELIHOOD AND ENTREPRENEURIAL DEVELOPMENT OFFICE PROVINCIAL ENGINEER'S OFFICE **DEVELOPMENT OFFICE** PROVINCIAL BUDGET OFFICE PROVINCIAL INFORMATION AND **CAVITE OFFICE OF PUBLIC SAFETY** OFFICE OF THE PROVINCIAL COMMUNICATIONS TECHNOLOGY PROVINCIAL LEGAL OFFICE AGRICULTURIST OFFICE **OPG - PROVINCIAL HOUSING** DEVELOPMENT AND MANAGEMENT **GENERAL SERVICES OFFCE** OFFICE **PROVINCIAL JAIL** OFFICE OF THE PROVINCIAL VETERINARIAN **OPG - PROVINCIAL YOUTH & SPORTS OPG - HUMAN RESOURCE MGT. OFFCE** DEVELOPMENT OFFICE **BOTIKA NG LALAWIGAN NG CAVITE OPG – QUALITY MANAGEMENT OFFICE OPG - TOURISM DEVELOPMENT** DIVISION **OPG - PUBLIC EMPLOYMENT SERVICES** OFFICE **OPG - ROAD SAFETY DIVISION**

# OFFICE OF THE PROVINCIAL GOVERNOR



## **OPROVINCIAL GOVERNOR**

- \* Exercises general supervision and control over 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
- . Implements all 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

#### 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

# **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).

TOURISM DEVELOPMENT DIVISION

In-charge of all the tasks related to tourism

Acts as liaison office for the Provincial Government,

\* Regularly monitors the tourism projects and activities

Conducts studies and research necessary to

effectively facilitate tourism development in the

province consistent with the regional and national

the Provincial Tourism Council, and the Department

development, planning and promotion.

of the provincial government; and

tourism master plans.

of Tourism.

# **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.

**QUALITY MANAGEMENT OFFICE** 

\* Responsible in overseeing the effectiveness of the

Quality Management System in the Provincial

Government of Cavite upon its conferment as ISO

9001:2008 Certified Provincial Government in May 2012

#### **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

ROAD SAFETY DIVISION

Mandated to take charge of the control and

management of traffic in all provincial roads and major

thoroughfares in the province and to assist motorists in

distress and pedestrians crossing the streets and to apprehend undisciplined and erring drivers

# PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE

- 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.

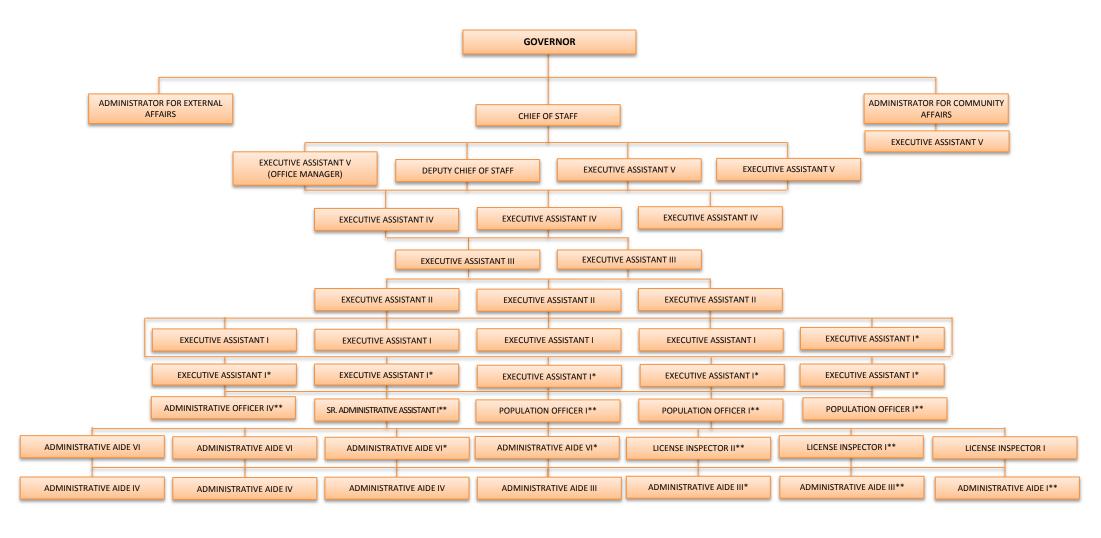
#### SPECIAL SERVICES

excellence & wholesome values development through an enriched and relevant science curriculum.

Serves as the arm and information office of the Provincial Government on public employment assistance mandated to provide employment opportunities, referrals and acts as link for various services and programs of the Department of Labor and Employment and other related government agencies

Selects, trains & prepares students for quality academic

# PUBLIC EMPLOYMENT SERVICES OFFICE



<sup>\*</sup>Detailed to other PGC offices

<sup>\*\*</sup> Detailed form other PGC offices

#### **FUNCTIONAL CHART** GOVERNOR The Chief Executive of the Provincial Government; Exercises general supervision and control over 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; and Implements all the policies, programs, projects, services and activities of the province. CHIEF OF STAFF Ensures that the staff of the Governor faithfully discharges their functions; \* Plans and directs all administrative, financial and operational activities of the Office of the Coordinates with the different departments and offices of the Provincial Government, as well as individuals from the public and private sectors to ensure that the programs and policies of the Local Chief /executive are implemented; and Responsible for the preparation of issuances and other documents of the Governor. DEPUTY CHIEF OF STAFF EXECUTIVE ASSISTANT V EXECUTIVE ASSISTANT V OFFICE MANAGER Attends to special concerns of the Office of the Governor . Directly manages and oversees the daily operations in the Assists the Governor in managing his time and schedule; Organizes special events for the Governor; and Supports the Chief of Staff; and Coordinates the Governor's communications with Local Office of the Governor; Assists in the preparation of correspondence and prepares Government Units \* Responsible for the intergovernmental relations of the documents necessary for the office's procurements. Governor: and Supervises the flow of guests who wish to converse with the Governor **EXECUTIVE ASSISTANT IV** EXECUTIVE ASSISTANT IV EXECUTIVE ASSISTANT IV Assists in the supervision of the daily operations of the staff; · Facilitates the processing of documents and makes the Assists the Governor in managing his social service works, \* Responsible for organizing events and activities of the necessary arrangements for seminars, trainings and official particularly medical-related projects and programs Governor trips of the Provincial Government EXECUTIVE ASSISTANT III EXECUTIVE ASSISTANT III \* Assists the Office Manager in promoting intergovernmental \* Responsible for the preparation of the purchase requests and relations allotment obligations of the office; and Assists the Chie of Staff EXECUTIVE ASSISTANT II EXECUTIVE ASSISTANT II EXECUTIVE ASSISTANT II Responsible for the releasing of documents, communications Assists in maintaining the orderly flow of guests inside the \* Responsible for the receiving of documents, communications and correspondence main office of the Governor and correspondence; . Document controller; and \* Responsible for receiving and verifying the requirements, as well as the release of recommendation letters for EXECUTIVE ASSISTANT I EXECUTIVE ASSISTANT I EXECUTIVE ASSISTANT I EXECUTIVE ASSISTANT I Assists the Chief of Staff: and \* Assists in maintaining the orderly flow of guests inside the Assists the Chief of Staff; and Assists the Deputy Chief of Staff; main office of the Governor Evaluates the accomplishment reports and the daily time . In charge of the flow of guests of the Chief of Staff . Drafts recommendation letters for employment; and records of emergency employees Coordinates the medical-related projects and programs ADMINISTRATIVE AIDE I ADMINISTRATIVE OFFICER IV POPULATION OFFICER I POPULATION OFFICER I SR. ADMINISTRATIVE ASSISTANT I Drafts communications and correspondence Assists in the preparation of documents. Assists in the preparation of documents, Drafts messages and correspondence; and Drafts communications and correspondence communications and correspondence communications and correspondence Drafts designs for various visual materials ADMINISTRATIVE AIDE IV ADMINISTRATIVE AIDE VI ADMINISTRATIVE AIDE IV LICENSE INSPECTOR I ADMINISTRATIVE AIDE IV Drives vehicles assigned to the office to facilitate the · Performs clerical duties in the office Official driver of the Governor Assists the Deputy Chief of Staff \* Assists in the receiving and transmission of execution of staff functions documents and correspondence ADMINISTRATIVE AIDE III ADMINISTRATIVE AIDE III ADMINISTRATIVE AIDE I

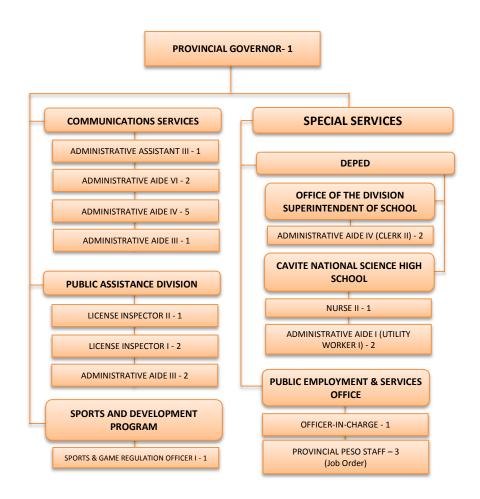
Sorts, indexes and files records and other documents

In charge of routing documents emanating from the

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Assists in the management of events attended by the

# ORGANIZATIONAL CHART

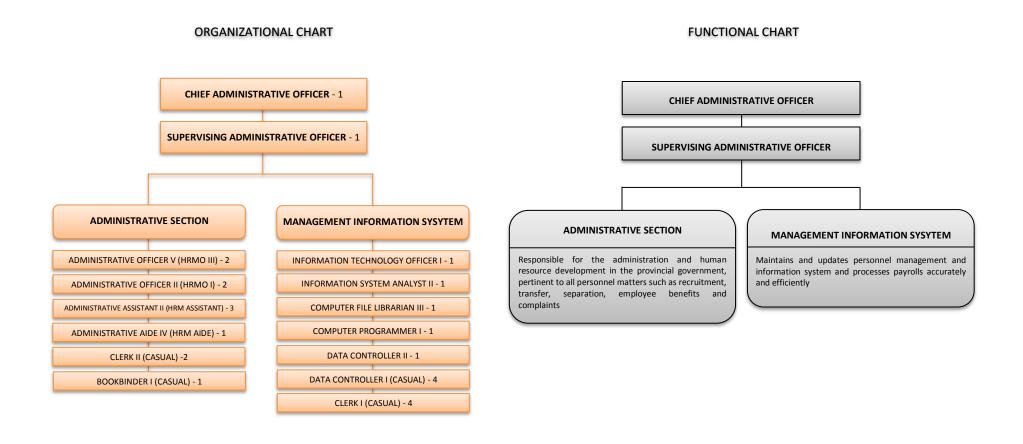


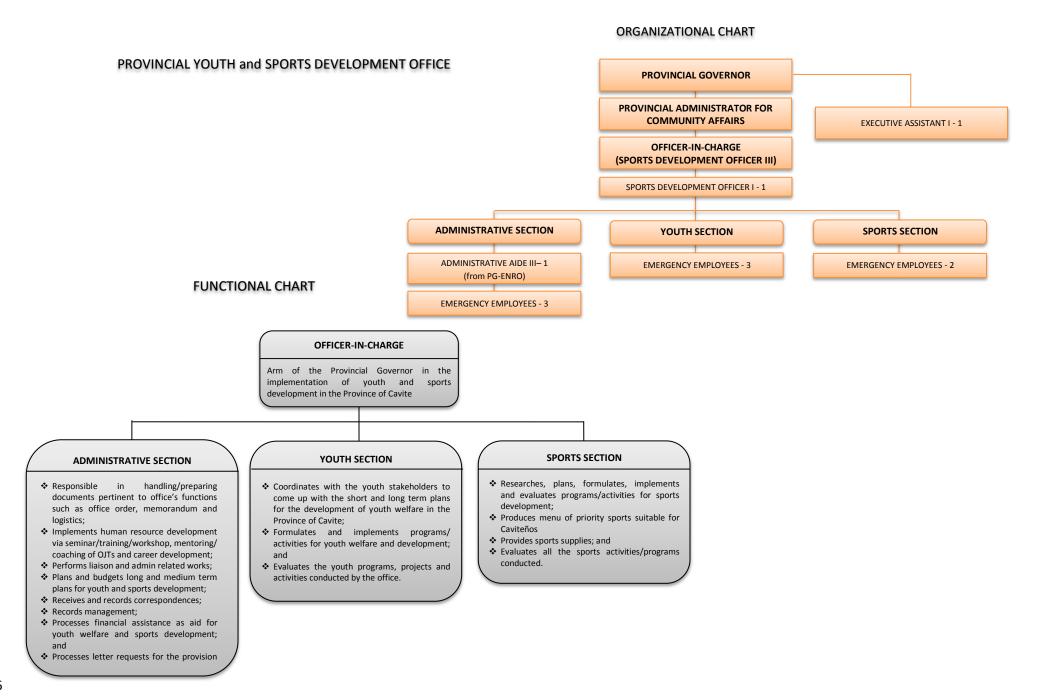
# **FUNCTIONAL CHART**

# PROVINCIAL PUBLIC EMPLOYMENT SERVICE OFFICE

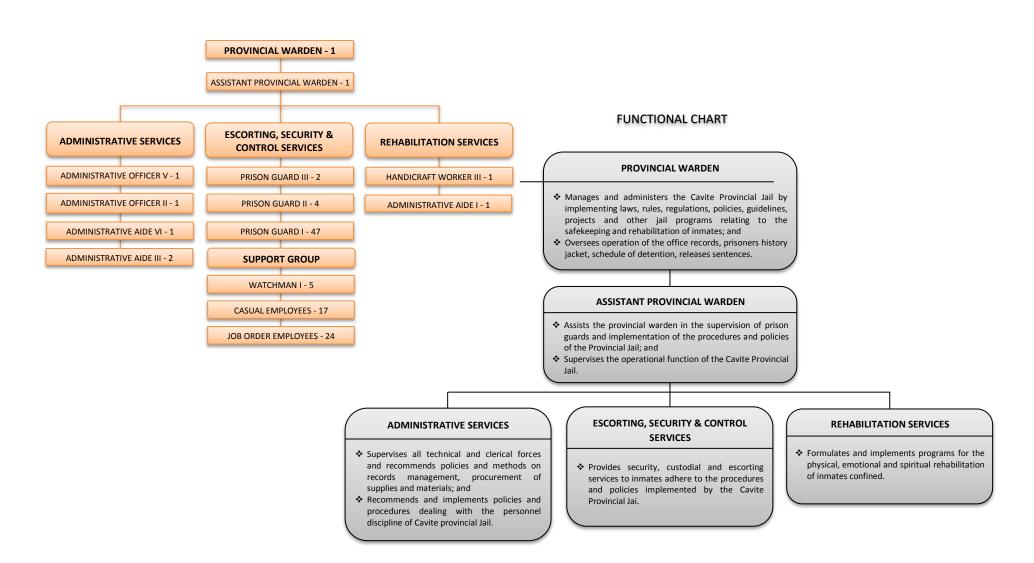
The Cavite Provincial Public Employment Service Office (PESO) pursuant to Republic Act 8759 otherwise known as the Public employment Service Act of 1999 serves as the arm and information office of the provincial government on public employment assistance, mandated to provide employment opportunities, referrals and act as link for various services and programs of the Department of Labor and Employment (DOLE) and other government agencies

# **HUMAN RESOURCE MANAGEMENT OFFICE**





# **PROVINCIAL JAIL**



# PROVINCIAL HOUSING DEVELOPMENT AND MANAGEMENT OFFICE

# ORGANIZATIONAL CHART



# **FUNCTIONAL CHART**

#### HOUSING & HOME SITE REGULATIONS OFFICER V

In-charge in all policies, programs and projects of the provincial government's housing and resettlement services through direct coordination with the Urban Development and Housing Board and other agencies for the formulation and organization of actions in order to achieve the goal of providing decent and affordable homes and home lots to all Caviterjos

## HOUSING & HOME SITE REGULATIONS OFFICER IV

Assists the Housing and Home Site Regulation Officer V in the implementation of the provincial government's policies, programs and projects on housing and resettlement thru researching and gathering various information and records necessary for the formulation of policies, documenting of project, preparing of reports, recommending administrative action plans and facilitating administrative policies in order to support the courses of action to be undertaken in the delivery of housing and resettlement services

# **ADMINISTRATIVE SECTION**

Responsible in the preparation and processing of vouchers pertaining to the different maintenance and operational expenditures, maintains the various personnel records and accounts routine files and documents

#### OPERATIONS SECTION

Responsible in all field activities such as tagging and verifications, survey and researches, documentation of projects and inter-agency coordination

# TOURISM DEVELOPMENT DIVISION

# ORGANIZATIONAL CHART

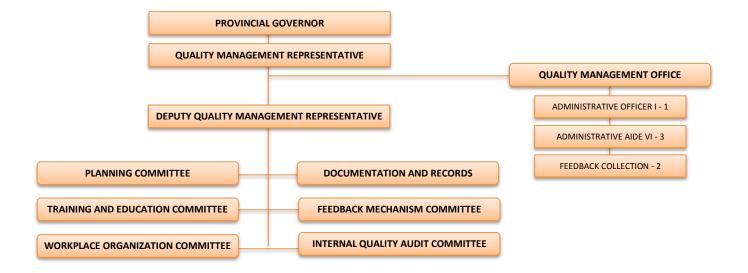


# **FUNCTIONAL CHART**

#### 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.

# **CAVITE QUALITY MANAGEMENT OFFICE**



#### TOP MANAGEMENT

- Ensures availability of necessary resources;
- Establishes and maintains the quality policy of the organization;
- Reviews the Quality Management System periodically and that results of management reviews are in the form of specific actions;
- \* Ensures that quality objectives are established at relevant functions within the organization;
- Ensures that appropriate communication processes are established within the organization; and
- Ensures that the continual improvement of the quality management system is effectively planned and implemented.

#### QUALITY MANAGEMENT REPRESENTATIVE (QMR)

- Ensures processes needed for the Quality Management System are established, implemented and maintained;
- Reports to the Top Management on the performance of the Quality Management System and any necessary improvement needed to ensure continuing suitability, adequacy, and effectiveness;
- Ensures the promotion of awareness in terms of customer requirements throughout the organization;
- Manges the performance of the quality Management System; and
- Liaises with external parties on matters relating to the Quality Management System.

# DEPUTY QUALITY MANAGEMENT REPRESENTATIVE (OPERATIONS)

- Assists the QMR in supervising the Quality Management System;
- Assumes the responsibilities of the QMR in his absence;
- Takes the lead role in reviewing the suitability of Quality Policy;
- Liaises for and with the PGC-QMS Committee Heads on matters relating to the activities of respective committees;
- Convenes the monthly PGC-QMS Committee Heads meeting to set up and review each QMS Committee activities as specified and planned in the PGC-QMS Annual Calendar of Activities; and
- Serves as one of the Internal Quality Auditors for PGC's management process.

## **CAVITE QUALITY MANAGEMENT OFFICE**

- Facilitates the distribution and retrieval of Audit Findings Report (AFR),
   Corrective Action Requests (CARs) and Corrective/Preventive Action Requests (CPARs);
- Assists the PGC-QMS Planning Committee in monitoring all PGC departments' Performance of Quality Objectives attainment;
- Acts as a secretariat to all the activities undertaken by the DQMR for Operations, DQMR for Administration and all PGC-QMS committees;
- $\ensuremath{ \diamondsuit}$  Liaises with the PGC-QMS Documentation team during changes and revisions;
- Manages the distribution, collection and filing of Client's Feedback Forms for reference of PGC-QMS IQA team during audits;
- Prepares training design, facilitates documents needed and provides logistical support during the conduct of training; and
- Collates and files Workplace Inspection Ratings for reference of PGC-QMS

#### PLANNING COMMITTEE

- Assists the Top Management in establishing and reviewing the Quality Policy of the organization;
- Ensures that the Quality Policy is supported by measurable Quality Objectives;
- Ensures that Quality Objectives are established at relevant functions within the organization;
- Ensures that Quality Objectives are supported by programs to achieve them:
- Ensures that customer information is monitored as one of the measures of performance of the Quality Management System:
- Convenes the Annual QMS Planning workshop to review and enhance the existing set of quality objectives:
- Establishes the QMS Annual Calendar of Activities as one of the outputs of the Annual QMS Planning workshop;
- Keeps track and monitors all PGC departments' Performance Monitoring of Quality Objectives attainments.

# DOCUMENTATION AND RECORDS COMMITTEE

- Ensures that changes and the current revision status of documents are identified:
- Ensures that relevant versions of applicable documents are available at points of use:
- Ensures that documents remain legible, readily identifiable and retrievable;
- Maintains master copies and masterlist of internal documents and externally generated documents and references; and
- Issues and controls distributions of OMS documents

# TRAINING AND EDUCATION COMMITTEE

- Determines the necessary the competence for personnel performing work affecting product quality;
- Evalkuates the effectiveness of the actions taken:
- Provides planning and administrative support to successfully deliver QMS related trainings and seminars; and
- Plans and coordinates echoing sessions on the concepts, principles and requirements of ISO 9001 and

# AWARENESS AND INFORMATION COMMITTEE

- Promotes the Quality Policy and Quality Objectives throughout the organization to increase awareness, motivation and involvement:
- Updates the PGC employees on ISO programs, milestones, ongoing activities and various projects thru various information medium (newsletter, brochure, etc.) to ensure their awareness and support;
- Provides planning and administrative support to successfully deliver QMS related trainings and seminars; and
- Plans and coordinates echoing sessions on the concepts principles and requirements of ISO 9001 and other relevant approaches in order to provide understanding, active participation, commitment and cooperation towards the continuous improvement and sustainability of the QMS.

# WORKPLACE ORGANIZATION COMMITTEE

- Ensures that the work environment needed to achieve conformity to product requirements are managed;
- Develops Quality Workplace Standards;
   Ensures consistent implementation of
- 5S programs; 
  Monitors and assesses regularly the
- implementation of quality workplace programs; and ❖ Initiates programs to ensure active
- Initiates programs to ensure active participation of all PGC offices in building a culture of quality workplace-oriented organization.

#### INTERNAL QUALITY AUDIT COMMITTEE

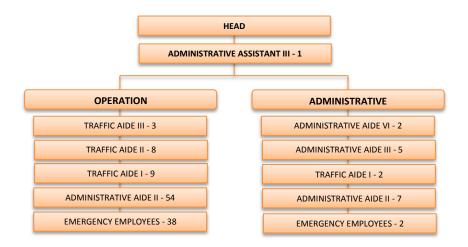
- Develops the PGC-QMS Internal Audit Procedure and initiates its review and revision as necessary:
- Prepares the Annual PGC-Quality Management System Audit Plan including the schedule of Auditors' Team activities and lays-out the Internal Quality Audit Schedule for a twelve (12) months period:
- Carries out internal quality audit on a semestral basis covering management, core and support processes in accordance with the PGC-QMS Audit Plan or as necessary for unplanned audits;
- Prepares, deliberates and finalizes audit findings reports and Corrective/Preventive Action Requests and presents them to the Top Management during Top Management Review;
- Keeps track of the implementation of the corrective and preventive actions for nonconformance raised during the audit through periodic verification as specified by the respective process owners;
- Keeps track and monitors the action taken by the auditees on Opportunities for Improvement (OFI) raised by internal and external auditors;
- Keeps track and monitors all records of the quarterly audit undertaken by the Department's IQA; and
- Supervises and monitors all activities undertaken by the Department's Internal Quality Auditor in their respective offices.

# FEEDBACK MECHANISM COMMITTEE

- Assures all results are valid which reflect the status of each offices as well as the PGC as a whole:
- Evaluates customer feedback monthly results in order to determine strengths and weaknesses of the organization;
- Recommends necessary actions to be taken to ensure customer satisfaction and to continually improve the Quality Management System implementation: and
- Reports the results of the analyses of the collected feedback to the Top Management during the Top Management Review.

# **ROAD SAFETY DIVISION**

# ORGANIZATIONAL CHART

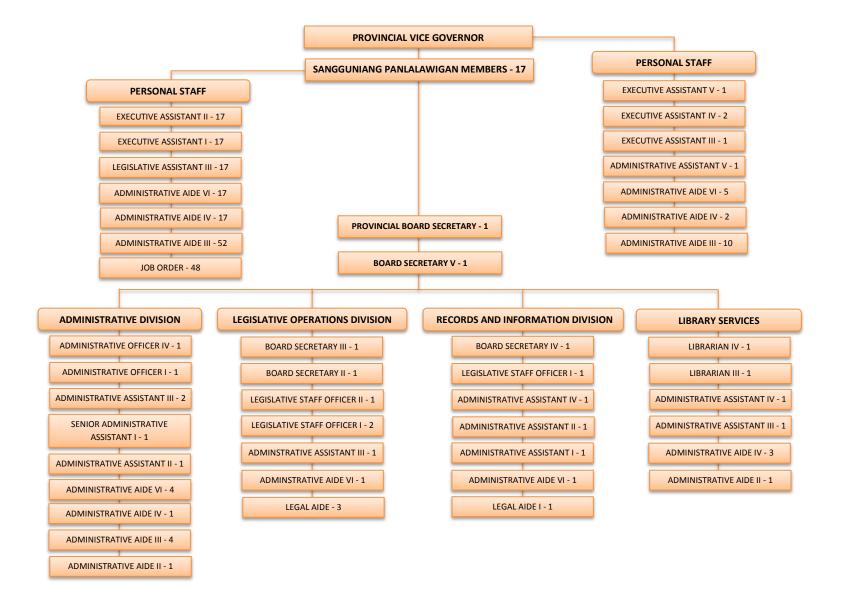


# **FUNCTIONAL CHART**

# ROAD SAFETY DIVISION

- Takes charge of the control and management of traffic in all provincial roads and major thoroughfares in the province;
- Assists motorists in distress and pedestrians crossing the street; and
- Apprehends undisciplined and erring drivers

# OFFICE OF THE SANGGUNIANG PANLALAWIGAN



# **OFFICE OF THE SANGGUNIANG PANLALAWIGAN**

# **FUNCTIONAL CHART**

## THE SANGGUNIANG PANLALAWIGAN

Acts as the legislative body of the Provincial Government by enacting ordinances and approving resolutions necessary for the general welfare of the Province and its inhabitants.

#### PROVINCIAL SECRETARY

- Provides technical support services to the Members of the Sangguniang Panlalawigan in the performance of its legislative functions.
- Establishes communication and acts as conduit to local government units, non-governmental organizations and the general public on legislative actions taken by the Sanggunian.

#### BOARD SECRETARY V

### 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.

#### ADMINISTRATIVE DIVISION

Provides required administrative services of to the office such as processing of payrolls, supplies management and processing of expense vouchers.

# LEGISLATIVE OPERATION DIVISION

Provides necessary data and information in the conduct of session such as order of business, minutes of the session, resolutions and journal of proceedings to ensure orderliness during session.

# RECORDS AND INFORMATION DIVISION

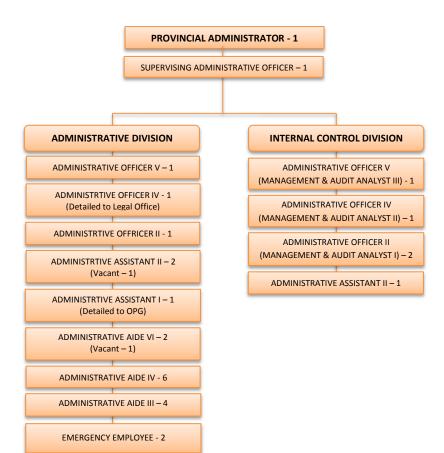
- Receives, organizes and safe keeps all approved resolutions, ordinances and review letters enacted by the Sangguniang Panlalawigan; and
- Maintains journal of proceedings, minutes of the session and other related documents coming from various stakeholders and other Local Government Units.

# LIBRARY SERVICES

Maintains, safe keeps and organizes old copies of approved ordinances and resolutions, e-library computers, books, periodicals, magazines and taped proceedings of the Sangguniang Panlalawigan to provide easy access on information in print or non-print format.

# OFFICE OF THE PROVINCIAL ADMINISTRATOR

# ORGANIZATIONAL CHART



#### **FUNCTIONAL CHART**

#### OFFICE OF THE PROVINCIAL ADMINISTRATOR

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

#### SUPERVISING ADMINISTRATIVE OFFICER

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

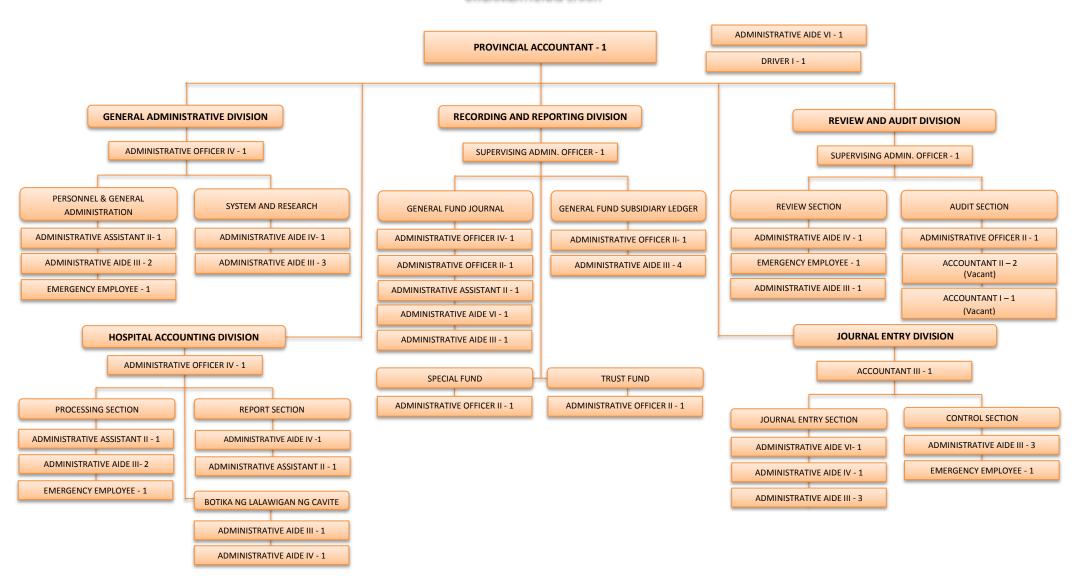
#### ADMINISTRATIVE DIVISION

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

#### INTERNAL CONTROL DIVISION

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

# PROVINCIAL ACCOUNTING OFFICE



#### PROVINCIAL ACCOUNTANT

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

#### **GENERAL ADMINISTRATIVE DIVISION**

- Prepares annual and supplemental budget proposal;
- Coordinates with the local budget office on budget matters;
- Receives office supplies and equipment;
- Prepares reports of balances of stock on hand of supplies and materials;
- Prepares BIR withholding tax and PHIC remittances of employees of the province;
- Prepares transmittal of Leaves, Travel Orders, No Log Slip of employees;
- Encodes payrolls for regular and casual employees for ATM;
- Prepares purchase requests, obligation requests and other transactions of the office; and
- Prepares memorandum and correspondences.

#### RECORDING AND REPORTING DIVISION

- Accounts for 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 all accounts; and
- Prepares monthly trial balances for all funds and all supporting schedules thereto.

#### **REVIEW AND AUDIT DIVISION**

Reviews and checks supporting documents of all disbursement vouchers and payrolls to determine propriety, legality, correctness and completeness of requirements

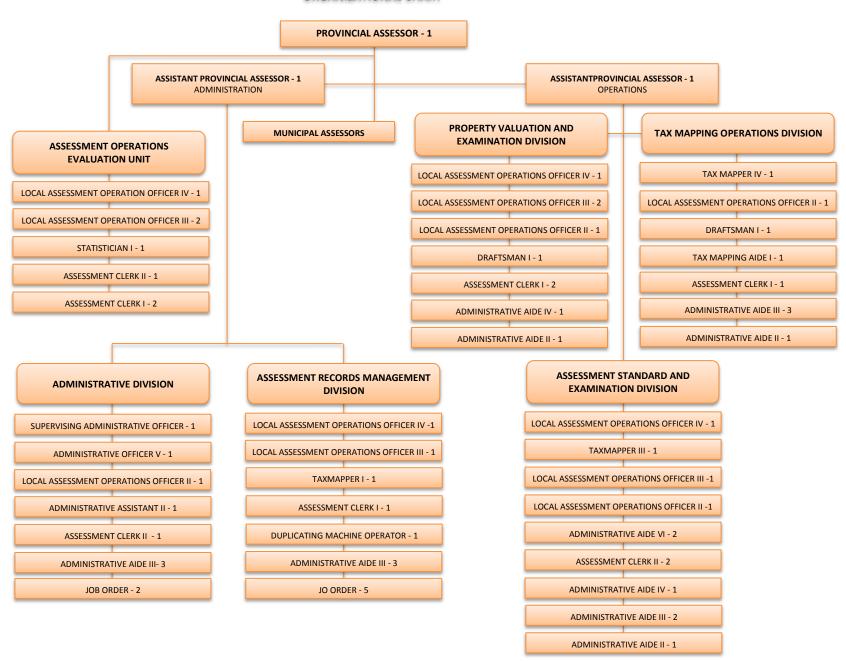
#### JOURNAL ENTRY DIVISION

- \* Records vouchers and monthly payrolls;
- Receives, processes, numbers and indexes all disbursement documents in the province;
- Maintains subsidiary ledgers of Account Payables per office; and
- Controls and reconciliates fund with Provincial Budget Office.

#### 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 for collection and deposits, official receipts and income and revenues;
- Accounts for vouchers and prepares journal for cash/check payments and posts to subsidiary/general ledgers;
- Prepares monthly schedules 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.

# PROVINCIAL ASSESSOR'S OFFICE



#### ASSESSMENT OPERATION EVALUATION UNIT

- Conducts periodic assessment audit;
- Reviews existing assessment procedures, techniques and policies and recommends measures for improvement when necessary;
- Reviews all tax declarations prepared by the municipal assessors or assessment division;
- Recommends guidelines and policies to strengthen real property tax administration; and
- Implements all assessment regulation issued by the Department of Finance, and recommends revision/modification applicable to the locality when necessary.

#### PROVINCIAL ASSESSOR

- Performs the duties provided for under Book II of R.A. 7160;
- Prepares and implements the operation and administration of the plans and programs of the office based on the objectives, guidelines and systems issued by the Department of Finance, its regional offices and the local government itself; and
- Exercises technical supervision and visitorial functions over all component city and municipal assessors in the province.

#### ASSISTANT PROVINCIAL ASSESSOR FOR ADMINISTRATION

- Assists the Provincial Assessor and performs such other duties as the latter may assign to him; and
- Exercises direct supervision over the duties and functions of the Administrative and Assessment Records Management

# ASSISTANT PROVINCIAL ASSESSOR FOR OPERATION Assists the Provincial Assessor and performs such others.

- Assists the Provincial Assessor and performs such other duties as the latter may assign to him; and
- Exercises direct supervision over the duties and functions of the Tax Mapping Operations, Property Evaluation and Assessment Standard and Examination divisions.

# ADMINISTRATIVE DIVISION

- Takes charge of all personnel transactions and movements such as recruitment, promotional line-up, promotion, transfer, leave request, administrative disciplinary action, resignation, retirement, etc.;
- Maintains personnel files:
- Implements office policies and procedures affecting discipline;
- Prepares supplemental and annual budget proposals;
- Coordinates with the Local Budget Office on budgetary matters;
- Compiles/disseminates administrative issuances coming from central and regional offices;
- Prepares payrolls, vouchers and general correspondences;
- Requests and receives office supplies, materials and equipment:
- Issues and renews memorandum receipts to accountable officers;
- Conducts physical inventory of supplies and materials, equipment and other properties under the accountability of the office;
- Prepares and submits report of said inventory to proper authorities as may be required; and
- Prepares list of unserviceable properties and recommends disposal

# ASSESSMENT RECORDS MANAGEMENT DIVISION

- Receives and assigns to proper division all incoming official communications;
- Releases thru mail or messenger or other means of dispatching all outgoing communications and records;
- Prepares certified copies of assessment records and other related documents;
- Installs and maintains records management system and procedures such as proper filing methods and classification of records, cross references records and proper storage of records;
- Acts as custodian of permanent real property records, schedule of market values, property ownership cards cadastral lot records, assessment rolls, tax declarations, notice of assessments, sworn statement, etc.;
- Maintains statistics on real property tax valuation; and
- Prepares and maintains required inventories of official records; and
- Recommends or effects disposal of inactive and obsolete official records.

# PROPERTY VALUATION AND EXAMINATION DIVISION

**ASSESSORS** 

- Reviews/Revises/Integrates preliminary schedule of market values submitted by Municipal Assessors and prepares final schedule of market values;
- Collates and analyzes market data of real properties gathered by the Offices of the Municipal Assessors;
- Extends technical assistance to the municipal assessors in the preparation of the preliminary schedule of market values;
- Undertakes regular review of all field appraisal assessment sheet prepared by the Office of the Municipal Assessors and if warranted, conducts physical investigation to verify correctness of classification, actual use, physical condition, etc. of properties described in the field appraisal assessment sheet;
- Conducts regular physical surveys to check and determine whether all real properties within the province are properly appraised;
- Initiates/Reviews/Recommends plans and programs, techniques, procedures and practices relative to real property appraisal; and
- Extends technical assistance to the municipal assessors pertaining to real

# ASSESSMENT STANDARD AND EXAMINATION DIVISION

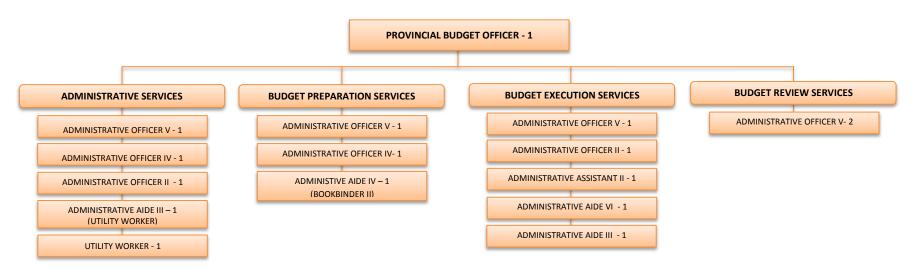
- Initiates, reviews and recommends changes in policies, plans and programs techniques, procedures and practices in the assessment of real properties;
- Undertakes regular review of all tax declarations issued by the municipal assessors;
- Conducts regular physical surveys to check and determine whether all real properties within the province are properly assessed;
- Extends technical assistance to municipal assessors pertaining to assessment of real properties; and
- Coordinates and monitors real property assessment activities of municipal assessors.

#### TAX MAPPING OPERATION DIVISION

- Secures base maps from the Bureau of Lands, Dept. of Agrarian Reform Land Registration Authority, Private Geodetic engineers and other sources;
- Prepares pre-tax mapping control roll and field appraisal assessment sheet;
- Conducts field inspections for identification of property location ownership, classification and improvements:
- Prepares municipal district index maps, barangay index maps, section index maps and tax maps;
- Prepares final tax mapping control roll;
- Assigns property index number (PIN) to each property:
- Acts as custodian of original copies of municipal district index maps, barangay index maps, section index maps and tax maps, tax mapping control roll, etc.;
- Reviews, updates, maintains tax maps and other index maps; and
- Coordinates with other divisions on matters relative to property location, area improvements, ownership and property index number.

# PROVINCIAL BUDGET OFFICE

# ORGANIZATIONAL CHART



# **FUNCTIONAL CHART**

that appropriations/allotments for all programs/

projects/activities of each department/office in the

Provincial Government are appropriately obligated

pursuant to budgetary rules and regulations and

evaluates/monitors the efficiency of resource

utilization and financial performance of the

Provincial Government.

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.

# PROVINCIAL BUDGET OFFICER Responsible for effective budget administration 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. BUDGET PREPARATION SECTION BUDGET EXECUTION SECTION BUDGET REVIEW SECTION Assists in the formulation and implementation of Prepares Annual and Supplemental Budgets of the Releases actual funding requirements to ensure Assists in the review and evaluation of the approved

Provincial Government, presents to the

Sangguniang Panlalawigan and submits the same

for review to the Department of Budget and

Management and responsible for the formulation and implementation of instructions and directives

embodying budgetary requirements and processes.

# 250

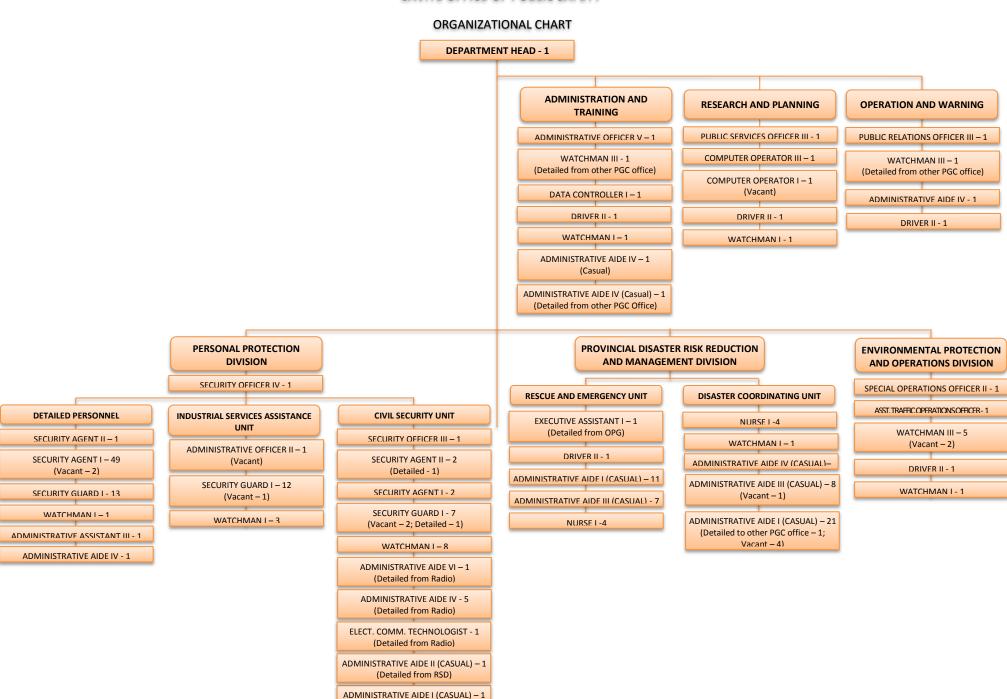
support services.

policy guidelines, directions, circulars, memoranda

and other orders relative to office and personnel

administration and on all other administrative

# CAVITE OFFICE OF PUBLIC SAFETY



(Detailed from RSD)



#### ADMINISTRATION

- Provides administrative and technical services in the overall 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 occasions:
- 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.

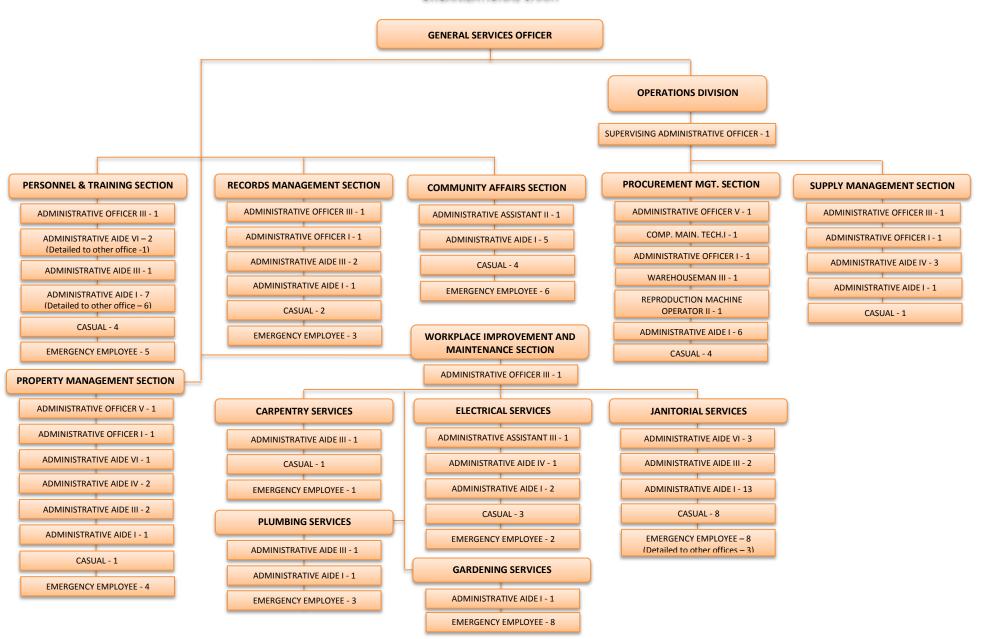
# PROVINCIAL DISASTER RISK REDUCTION AND MANAGEMENT DIVISION (PDRRMD)

- 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 Sangguniang Panlalawigan 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**

- Provides technical assistance and support to the Governor in carrying out measures to ensure the delivery of basic services and provision of adequate facilities which require general services expertise;
- Develops plans and strategies which support the welfare of inhabitants specifically in the areas of procurement, property, supply, records, human resource management, maintenance of building, landscaping and facilities; and
- A frontline in related activities and community services of the Province of Cavite.

#### PERSONNEL AND TRAINING SECTION

 Facilitates personnel administrative requirements and formulates programs for their training needs

#### COMMUNITY AFFAIRS SECTION

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

# 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.

# WORKPLACE IMPROVEMENT AND MAINTENANCE SECTION

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

# OPERATIONS DIVISION

Directs, supervises and reviews all the duties and functions of the procurement, property and supply management in the execution of the comprehensive responsibilities in the accomplishment of the department's mandate

# SUPPLY MANAGEMENT SECTION

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

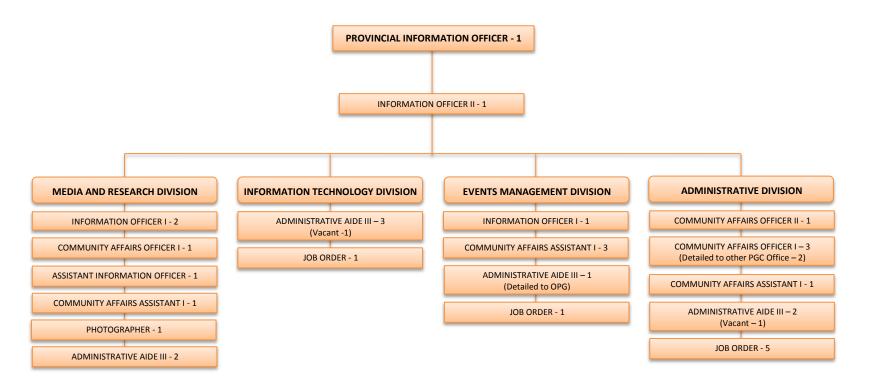
#### PROCUREMENT MANAGEMENT SECTION

Processes procurement documents to compliance to the provisions of Procurement law

# PROPERTY MANAGEMENT SECTION

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

# 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; and
- 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.

#### 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 programimplementing 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.

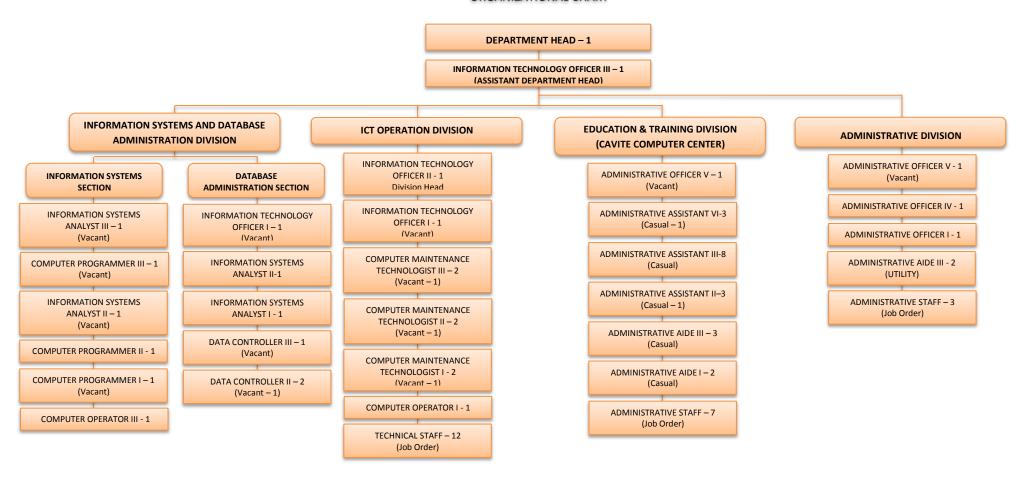
# **EVENTS DIVISION**

- 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.

## 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.

# 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 province;
- 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 (<u>www.cavite.gov.ph</u>)

# INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) OPERATION DIVISION

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

# EDUCATION & TRAINING SECTION (CAVITE COMPUTER CENTER)

- As an integral part of Department of Education Alternative Learning System, 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

# PROVINCIAL LEGAL OFFICE



ORGANIZATIONAL CHART



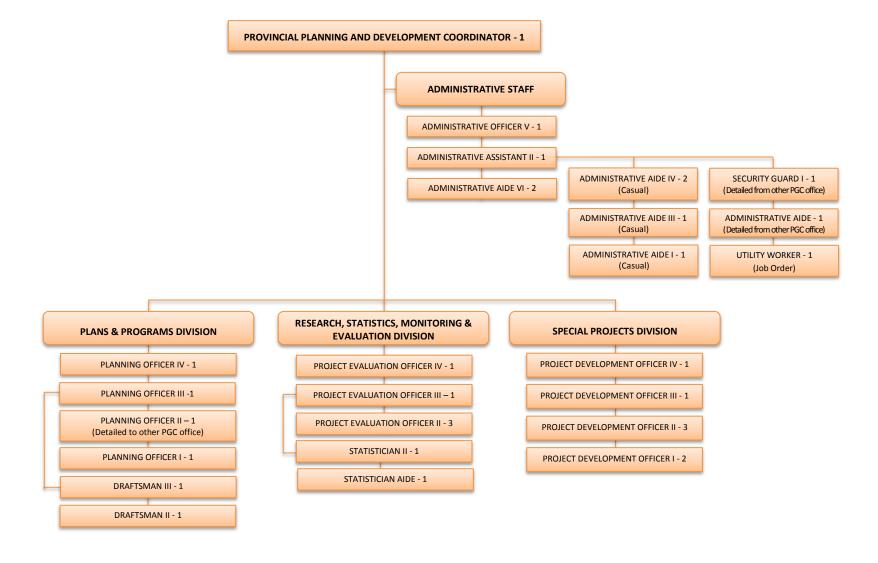
ADMINISTRATIVE AIDE III – 4 (Casual)

# **FUNCTIONAL CHART**

# PROVINCIAL LEGAL OFFICE

Gives legal opinion and/or dictum in all municipal resolution and ordinance as well as provincial resolution where there is doubt as to their validity and upon any questions in relation to the province by Provincial Governor, Sangguniang Panlalawigan or any heads of the provincial officesd 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 Sangguniang Panlalawigan 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, 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.

## **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.

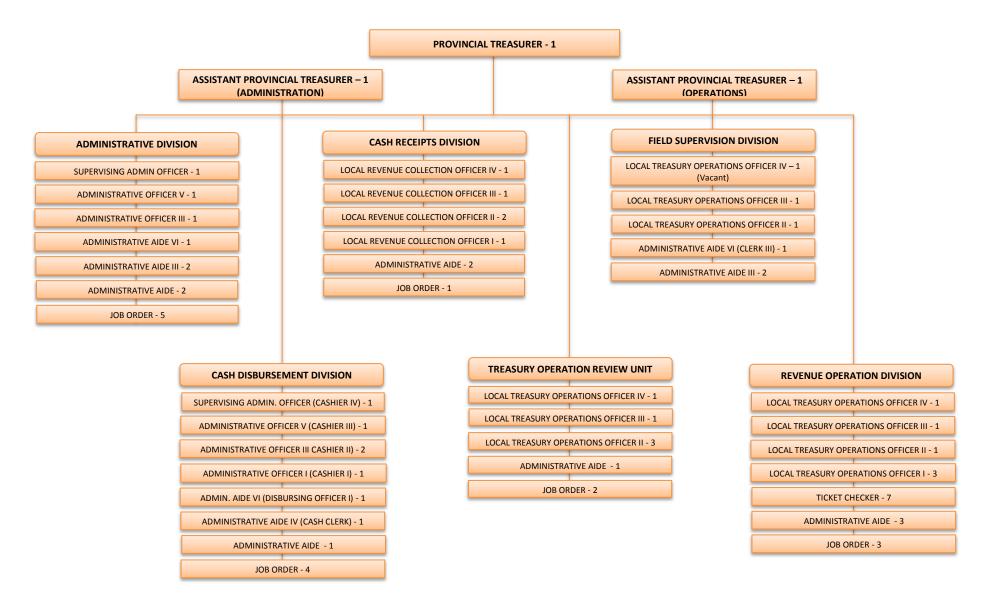
# RESEARCH, STATISTICS, MONITORING & EVALUATION DIVISION

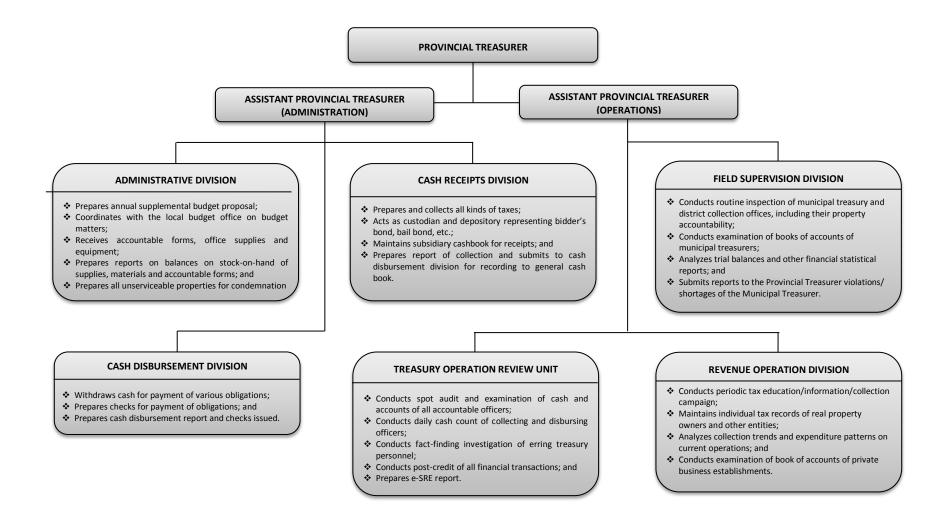
- Plans and coordinates researches on infrastructure, economic and social sectors of development;
- Conducts continuing analysis and evaluation of reports/data and monitors problems encountered;
- Formulates and coordinates research programs for improving methods and techniques for collecting, processing,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

# SPECIAL PROJECTS DIVISION

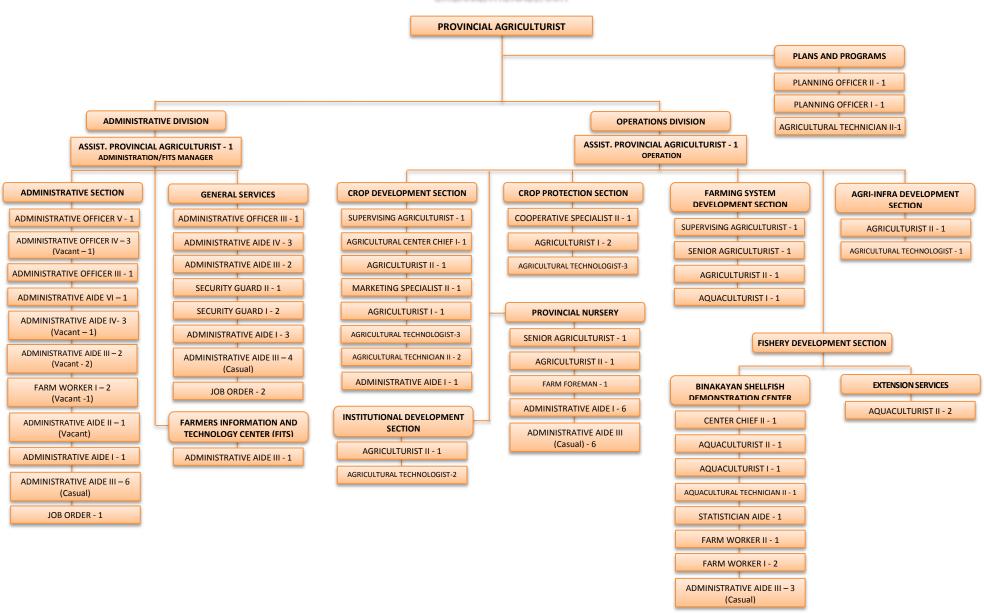
- Plans and monitors special development projects of the province;
- Conducts studies and recommends solutions to problems encountered thereto;
- Recommends changes in programs objectives and operations;
- Conducts continuing studies, researches and relevant training necessary;
- Evaluates plans and 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





# 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; and
- ❖ 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, graphs and data information needed in the office; and
- ❖ Documents and prepares audio-visual materials for various agricultural programs

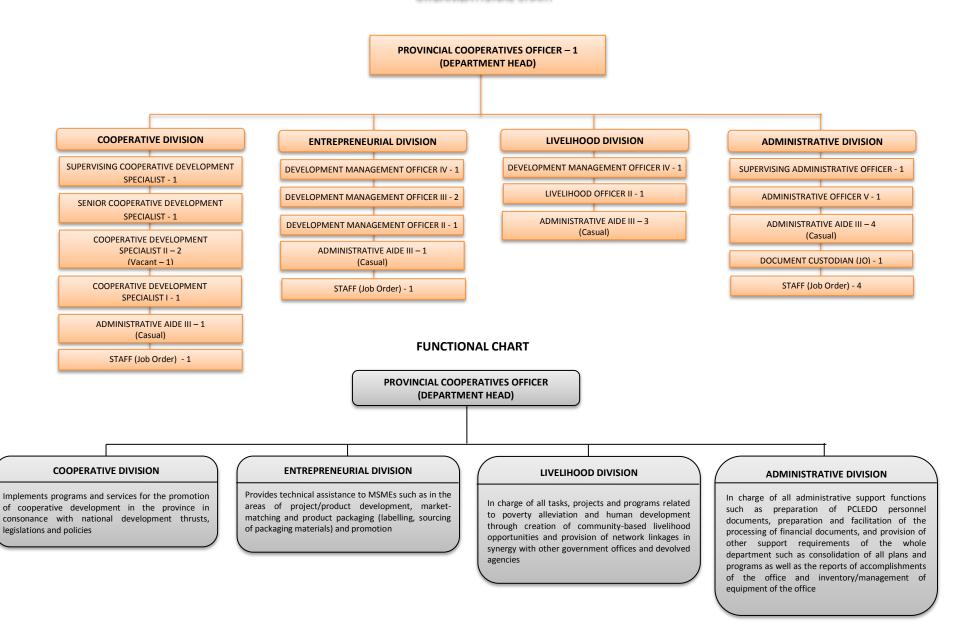
#### ADMINISTRATIVE

- \* 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.

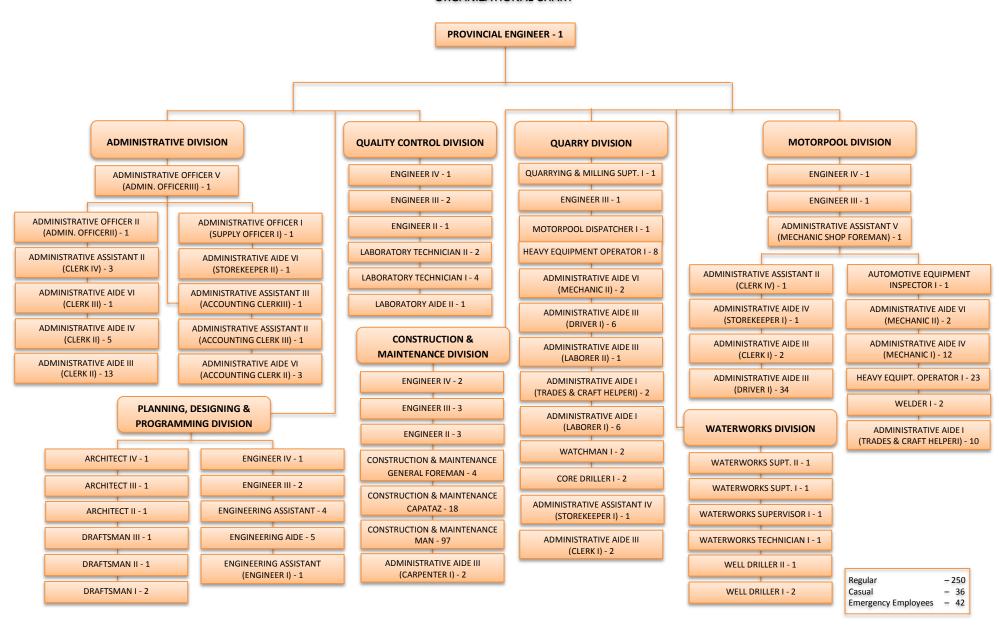
#### **OPERATIONS**

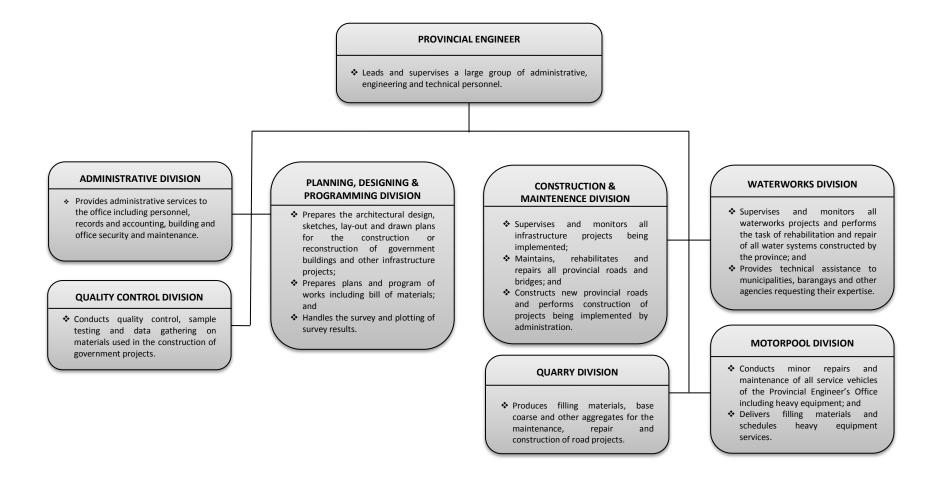
- Prepares agricultural plans, programs and strategies that will be implemented in the province in collaboration with the city/municipal agricultural offices and other concerned agencies;
- Organizes and/or strengthens farm-based non-government organizations such as farmers and fishermen's organizations, rural improvement clubs, 4-H clubs;
- ❖ Provides technical assistance and livelihood opportunities to these groups;
- Provides clienteles with technical support and assistance; and
- ❖ Formulates various agricultural research projects for the province, monitors and implements the same in the area; translates and interprets latest funding in researches and prepares technical publications for dissemination.

# PROVINCIAL COOPERATIVE, LIVELIHOOD & ENTREPRENEURIAL DEVELOPMENT OFFICE

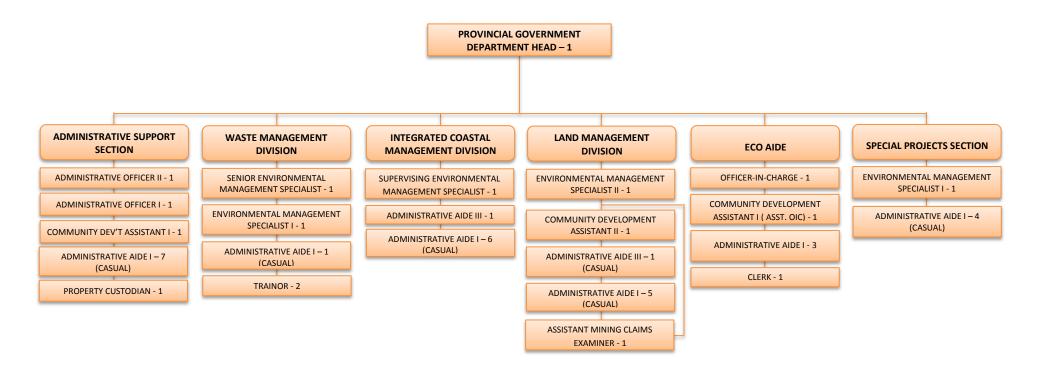


#### PROVINCIAL ENGINEER'S OFFICE





# 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 waste management 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 waste management.

#### 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 area.

#### 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 PROVINCIAL VETERINARIAN - 1 VETERINARIAN V - 1 (ASSISTANT PROVINCIAL VETERINARIAN) ADMINISTRATIVE DIVISION ADMINISTRATIVE OFFICER V - 1 ADMINISTRATIVE AIDE VI - 1 ADMINISTRATIVE AIDE III -1 ADMINISTRATIVE AIDE I - 1 ADMINISTRATIVE AIDE III (CASUAL) - 8 **EMERGENCY EMPLOYEE - 1 ANIMAL HEALTH & LABORATORY** ANIMAL PRODUCTION AND EXTENSION PLANNING AND RESEARCH DIVISION DIVISION DIVISION VETERINARIAN II - 3 PLANNING OFFICER III - 1 SUPERVISING AGRICULTURIST - 1 AGRICULTURIST II - 1 AGRICULTURAL CENTER CHIEF I - 3 MARKET SPECIALIST III - 1 AGRICULTURAL TECHNOLOGIST - 1 PLANNING OFFICER II - 1 FARM WORKER II - 1 LIVESTOCK INSPECTOR II - 1 MARKET SPECIALIST II - 1 FARM WORKER I - 2 (Vacant) AGRICULTURAL TECHNICIAN II - 1 SECURITY GUARD - 1 AGRICULTURAL TECHNICIAN (CASUAL)- 1 AGRICULTURAL TECHNICIAN (CASUAL)- 1 (Vacant) **EMERGENCY EMPLOYEE - 2** FARM WORKER II- 1 ADMINISTRATIVE AIDE III (CASUAL) - 1

**EMERGENCY EMPLOYEE - 6** 

#### 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 incharge 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.

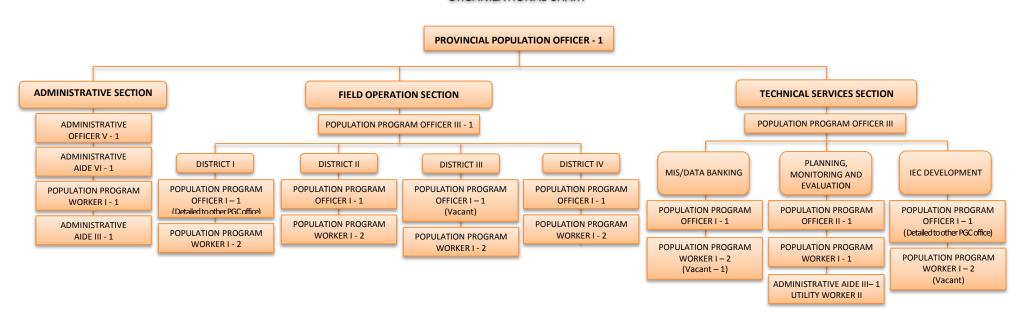
#### PLANNING AND RESEARCH DIVISION

- 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, swine and 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

The position is responsible for formulating measure and providing technical assistance to the Governor through leadership, administration and management of all personnel and supervision of the planning, implementation, monitoring and evaluation of population development plans and strategies and sees to it that such is integrated in the Provincial Development Plan in order to ensure effective and efficient delivery of population development services in the province.

#### ADMINISTRATIVE SECTION

- ADMINISTRATIVE OFFICER V responsible for the supervision of carrying out administrative tasks such as preparation, filing, sending, receiving and sorting of correspondence, reports, disbursement papers and personnel records; supply and property management; upkeep of office facilities and equipment; and monitoring of personnel compliance to applicable requirements and policies in order to ensure effective and efficient administration and management of the Provincial Population Office.
- ADMINISTRATIVE AIDE VI responsible for the carrying out of administrative tasks such as preparation and compilation of personnel documents, office documents, correspondence and maintenance of filing system of office records.
- POPULATION PROGRAM WORKER I responsible for the carrying out of administrative tasks such as inventory and maintenance of office supplies, property and equipment, ensures remittance of personnel contribution and participates in the preparation of documents that support fund release for office's plans and programs.
- ADMINISTRATIVE AIDE III responsible for the carrying out of administrative tasks such as liaising for office transactions, operation and maintenance of office vehicle.

#### FIELD OPERATION SECTION

- ❖ POPULATION PROGRAM OFFICER III responsible for the direct supervision of the operational activities such as coordination with development workers, partners and organizations for the implementation of population and development programs and projects, conduct of trainings, seminars, counseling and motivational activities pertaining to responsible parenting and family planning, adolescent health and youth development and other population and development projects and technical assistance on population development concerns to ensure effective and efficient implementation of population program in the province.
- ❖ POPULATION PROGRAM OFFICER I responsible for the implementation of operational activities such as maintenance of strong partnership with stakeholders, conduct of trainings and seminars, counseling, motivational activities for family planning clients and provides assistance in the formulation of local population and development policies.
- ❖ POPULATION PROGRAM WORKER I responsible for the frontline conduct of operational activities by strengthening partnership with major stakeholders, serving as resource person and counselor for the flagship programs, consolidating motivational activities for family planning clients and consolidating operation reports within the coverage area.

#### **TECHNICAL SERVICES SECTION**

POPULATION PROGRAM OFFICER III – responsible for the direct supervision and leadership of the technical services such as formulation of plans and programs, establishment and maintenance of data bank on population and development, monitoring and evaluation of population development programs, projects and activities, and development and reproduction of information, educational and communication materials to ensure effective and efficient delivery of population and development services in the province.

## MIS/DATA BANKING

- POPULATION PROGRAM OFFICER I responsible for the continuous data banking and updating of population profile, consolidation and analysis of reports, and assists in the formulation of population and development policies.
- POPULATION PROGRAM WORKER I responsible for the direct set up of effective filing system, compilation of gathered researches and statistical data, ensures the availability and accuracy of documents and determines the population status of the barangay.

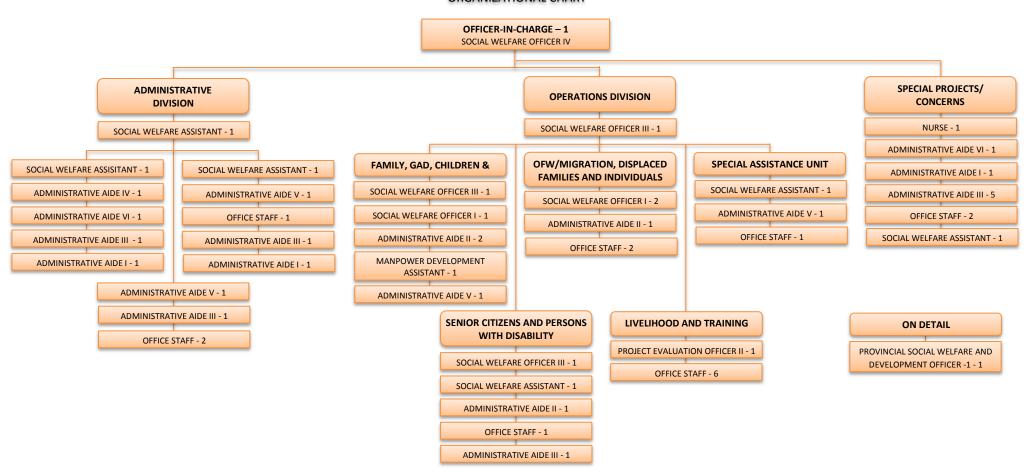
# PLANNING, MONITORING AND EVALUATION

- POPULATION PROGRAM OFFICER II responsible for preparation of office plans and programs and project proposals, monitoring and evaluation of the implementation of the office's plans and programs, provision of technical support to the Operation Unit, assistance in the formulation of population and development policies.
- ❖ POPULATION PROGRAM WORKER I responsible for assisting in the field validation on the implementation of the office's plans and programs, participates in the preparation of office's plans and programs, and project proposals, and provides technical support to the Operation Unit during the conduct of their activities.
- UTILITY WORKER II responsible for the maintenance of conducive working environment, distribution of printed IEC materials, technical support to the Operation Unit's activities and delivery of information to concerned agencies.

#### IEC DEVELOPMENT

- POPULATION PROGRAM OFFICER I responsible for the development and reproduction of IEC materials on various office's programs, strengthening of public relations, assistance in the formulation of population and development policies, preparation of office's plans and programs and technical support to the Operating Unit.
- POPULATION PROGRAM WORKER I responsible for the gathering of information for IEC materials, and provision of technical support to the Operation Unit's activities, collaborates with internal and external partners for the dissemination of information on population and development.

## PROVINCIAL SOCIAL WELFARE & DEVELOPMENT OFFICE



#### SOCIAL WELFARE OFFICER IV

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

#### SPECIAL PROJECTS/CONCERNS

Responsible in implementing programs and services that concern Local Council for the Protection of Children, endowment program for indigents, children and senior citizens and provision of educational assistance and other services that provide support to individuals and families at risk and in crisis situation.

#### ADMINISTRATIVE DIVISION

Provides monitoring and supervision in administrative services such as supplies and record management, facility maintenance and management, transportation services, financial planning and management and personnel management.

#### **OPERATIONS DIVISION**

Provides monitoring, supervision and technical assistance to subdivision officers.

## FAMILY, GAD, CHILDREN & YOUTH

Involves in massive advocacy of different policies and legislations concerning children, youth, family and GAD.

# OFW/MIGRATION, DISPLACED FAMILIES AND INDIVIDUALS

Responsible in protecting the rights and welfare of OFWs and their families left behind; involves in information campaign regarding economic opportunities and social cost of migration.

#### SPECIAL ASSISTANCE UNIT

Provides assistance to medically indigent individuals and provides referrals to partner agencies and other intermediaries.

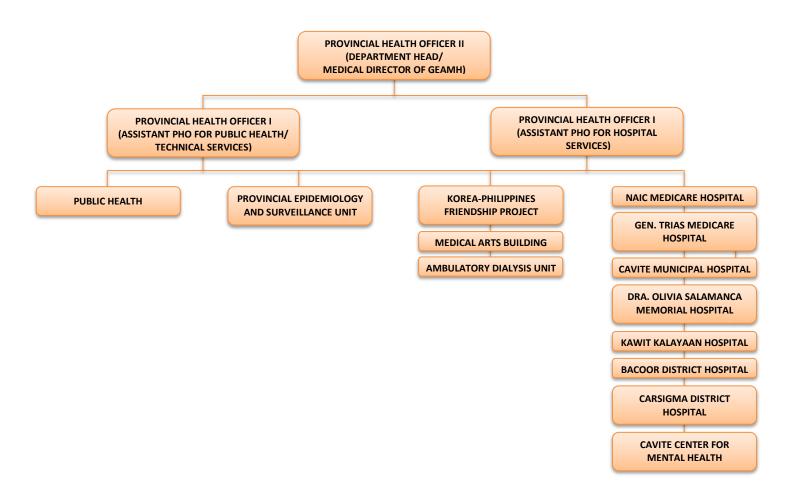
# SENIOR CITIZEN AND PERSONS WITH DISABILITY

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.

#### TRAINING AND LIVELIHOOD

Responsible in providing livelihood trainings for the skills enhancement of poor families which can contribute to additional family income and transfer of technology and provision of selfemployment assistance.

# PROVINCIAL HEALTH OFFICE



#### PROVINCIAL HEALTH OFFICE (GEAMH/KPFH)

The Gen. Emilio Aguinaldo Memorial Hospital (GEAMH), is the provincial hospital of Cavite under the supervision of the Provincial Health Office and maintains a close relationship with the Department of Health. It is the only government tertiary, end referral hospital within the province. It aims to provide quality, safe and comprehensive healthcare services to the residents of Cavite and be a center of excellence in training, education and research in healthcare. It is dedicated to serve the health needs of the people of Cavite to the best of its ability, respecting life and striving for excellence. In a spirit of cooperation and partnership, this hospital is committed to compassionate and competent care for all.

The PHO I is the Head or act as Chief of the hospital. This office implements various plans, programs, policies and guidelines concerning the hospital operation. The major functions of this office are Planning, Organizing, Directing and Controlling. These functions entail the utilization and management of human, financial, physical and information resources to attain the organization's goals and quality health services in the hospital.

#### ADMINISTRATIVE AND FINANCIAL SERVICES

This office directs and manages the activities and functions of administrative departments/sections and implements policies and guidelines for the delivery of effective and efficient support services. Administrative & Finance Service (AFS) is the major system in the hospital organizational structure:

It is composed of several units, subdivided into subsystem in accordance to its functional relationship as:

- 1. Internal Administrative Management
  - \* Human Resource Management
  - Procurement
  - Property and Supply
  - Central Information Management (Library)
- 2. Patient Support Service
  - Admitting & Information
  - ❖ Medical Records Section
  - Medical Social Service
  - Hospital Nutrition & Dietetics
  - Pharmacy
  - Transport
- 3. Finance Service Management
  - ❖ Billing & Claims Section
  - Cash Operations
- 4. General Services
  - . Engineering & Facilities Management
  - Housekeeping
  - Linen and Laundry
  - Security Services

#### MEDICAL AND ANCILLARY SERVICES

The main function of this department/service is to provide comprehensive treatment and clinical management of patients. This department comprises of the following units:

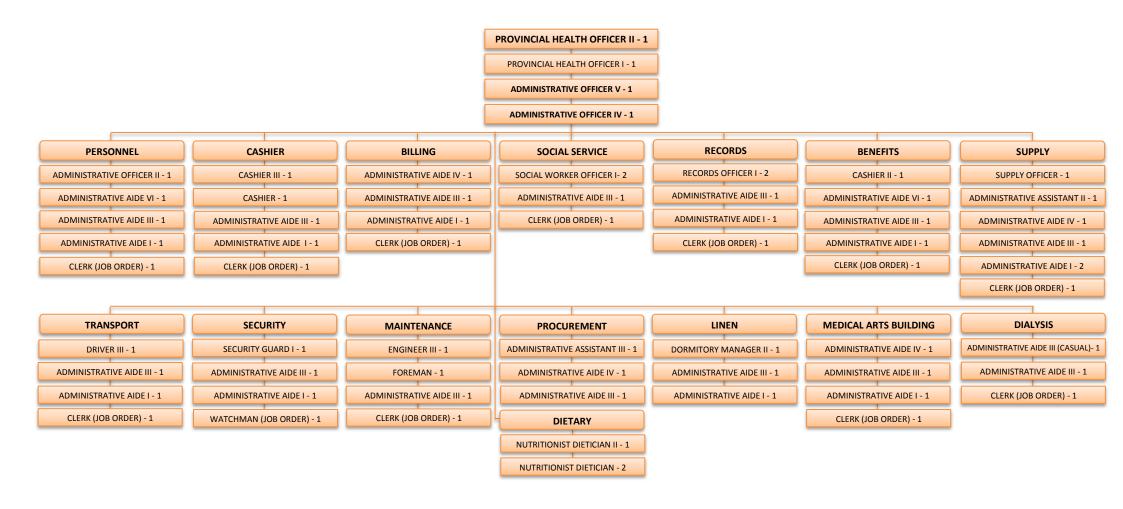
- 1. Clinical Services
  - Medicine
  - Surgery
  - OB-Gynecology
  - Pediatrics
  - Anesthesia
  - Out Patient Department
  - ❖ Operating Room
  - Delivery Room
  - Emergency Room
  - Specialized Care Areas (Medical/Surgical/Pediatric, Neonatal Intensive Care Units
  - Special Services (Rehabilitation Medicine, Respiratory Medicine, Orthopedic, Urology, Neurology, Dialysis, Ophthalmology, Otorhinolaryngology (ENT)
- 2. Ancillary Services
  - Laboratory
  - \* Radiology
  - Dental
- 3. Allied Health Service
  - Pharmacy
  - Biomedical Equipment

#### NURSING SERVICES

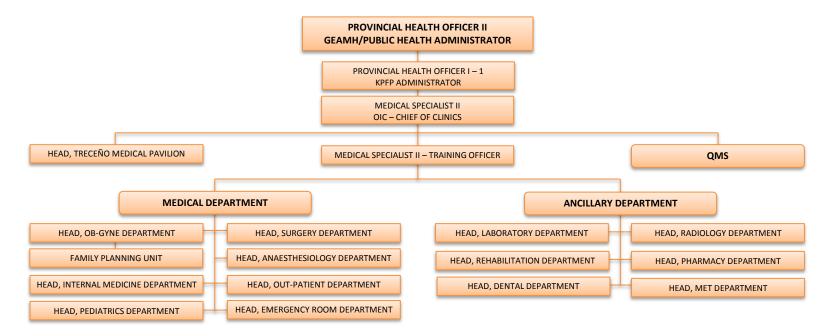
The main function of this unit in the hospital is to provide comprehensive nursing care to patient. The Nursing Service is vital in all health care facilities; in the hospital nurses provide continuous quality direct and indirect nursing care. The Nursing Service comprises the following units:

- Medicine
- Surgery
- OB-Gynecology
- Pediatrics
- Central Supply & Sterilization
- Specialized Care Areas (Medical/Surgical/Pediatric, Neonatal Intensive Care Units
- Special Services (Rehabilitation Medicine, Respiratory Medicine, Orthopedic, Urology, Neurology, Ophthalmology, Otorhinolaryngology)
- Out Patient Department
- Public Health Unit
- Operating Room
- Delivery Room
- Emergency Room
- Newborn Screening

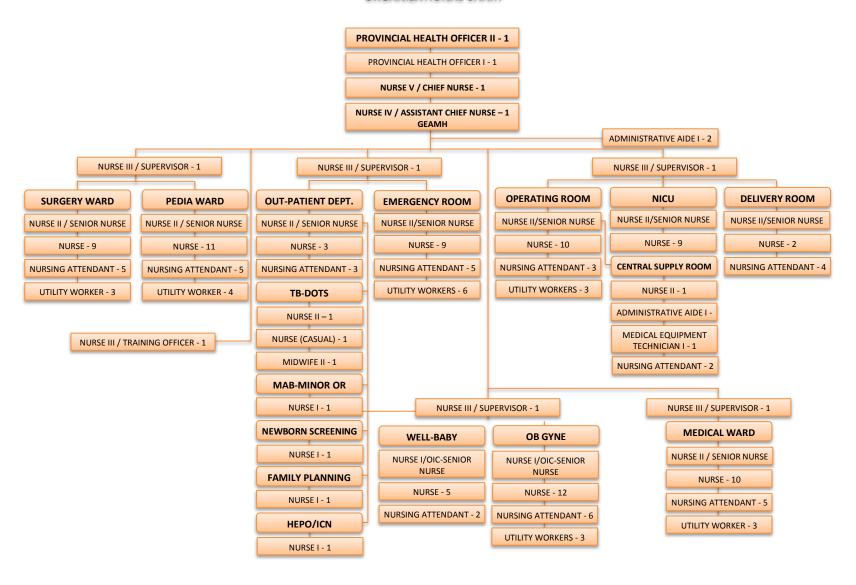
# GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL KOREA-PHILIPPINES FRIENDSHIP HOSPITAL ADMINISTRATIVE DEPARTMENT



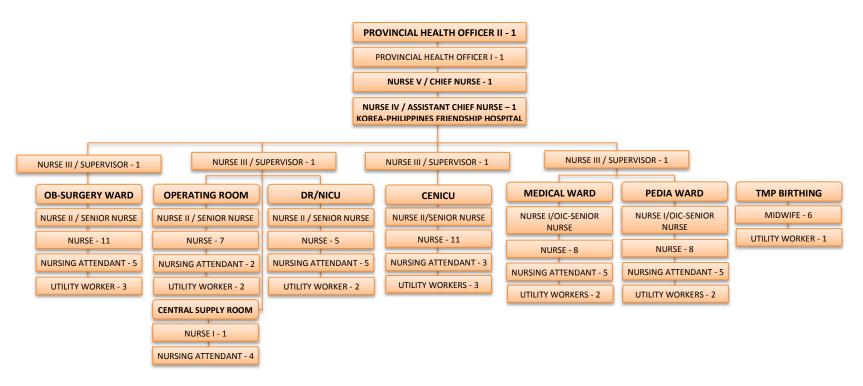
# GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL KOREA-PHILIPPINES FRIENDSHIP PROJECT MEDICAL AND ANCILLARY DEPARTMENT



# GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL KOREA-PHILIPPINES FRIENDSHIP HOSPITAL NURSING DEPARTMENT

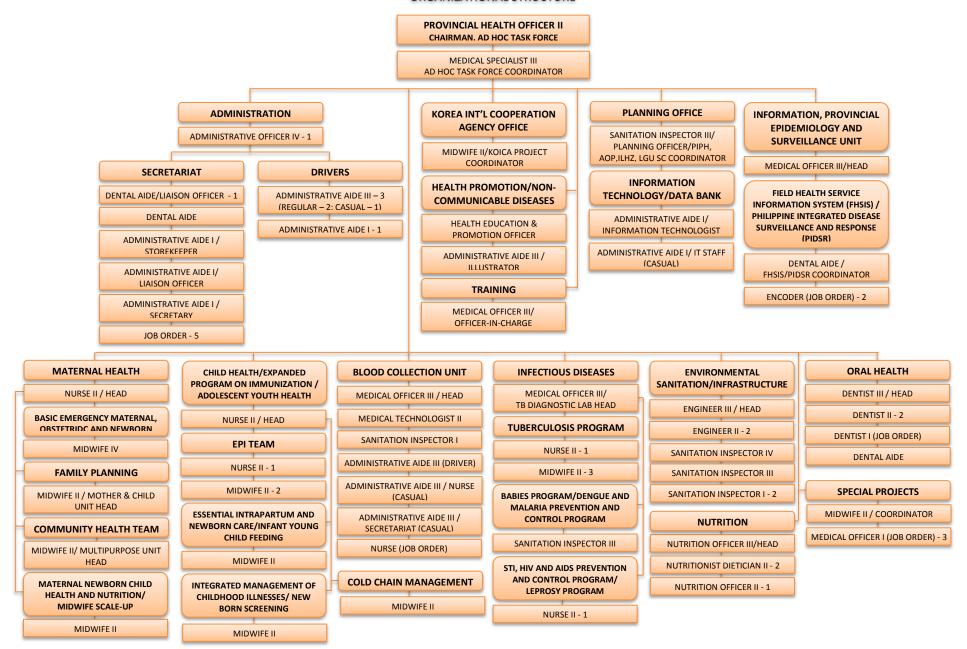


# GEN. EMILIO AGUINALDO MEMORIAL HOSPITAL KOREA-PHILIPPINES FRIENDSHIP HOSPITAL NURSING DEPARTMENT

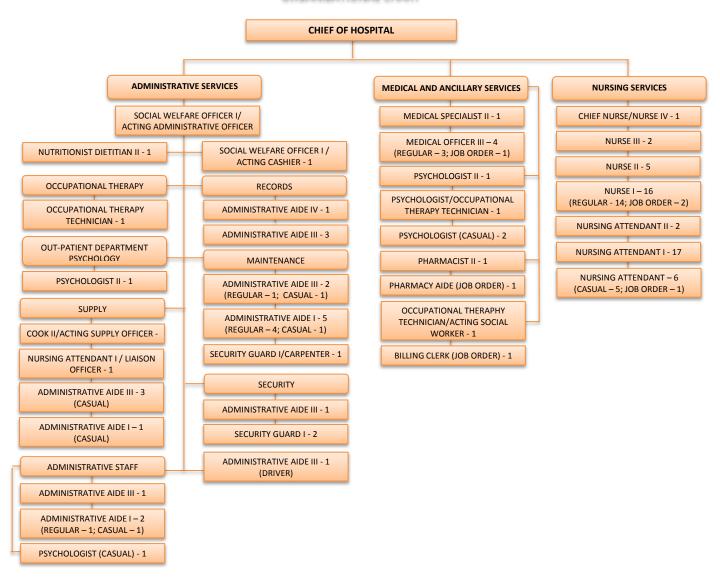


# PROVINCIAL HEALTH OFFICE CAVITE COLLABORATION CENTER FOR PUBLIC HEALTH

#### **ORGANIZATIONAL STRUCTURE**



#### **CAVITE CENTER FOR MENTAL HEALTH**



#### **CAVITE CENTER FOR MENTAL HEALTH**

#### **FUNCTIONAL CHART**

#### CHIEF OF HOSPITAL

#### ADMINISTRATIVE SERVICES

- Directs and manages the activities in the administrative units by implementing policies and guidelines to ensure the delivery of effective and efficient support services that contribute in the good quality operation of the hospital;
- \* Responsible in providing hospital staff professional growth and development through giving seminars and trainings and ensuring that the due benefits of employees are given in scheduled time;
- \* Facilitates in the effective planning, budgeting and completing the needed requirements to assure continuous availability of supplies, materials and equipment needed for the effective and efficient delivery of quality service.

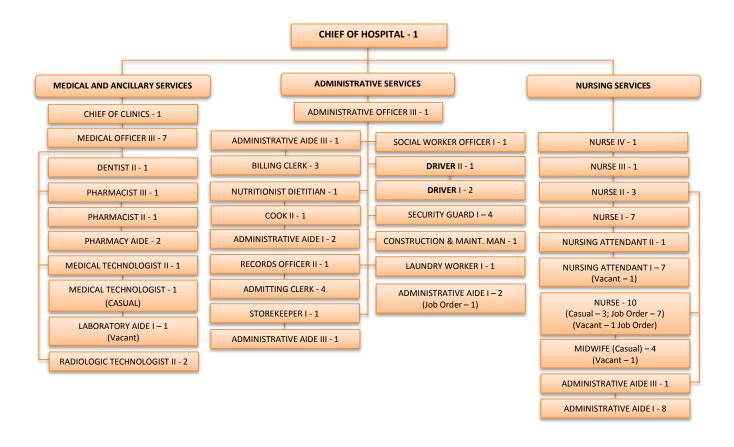
#### MEDICAL AND ANCILLARY SERVICES

- \* Responsible in medical and psychiatric duties involve in ward management and submits to the rules and regulations of the center for the systematic health care delivery system;
- \* Responsible in conduction neuropsychological examination test and interpretation to patients and other clients:
- \* Facilitates with development and rehabilitation of patients with mental, emotional, and physical disabilities through occupational therapy to carry out their daily tasks with confidence and independence; and
- \* Responsible in promoting special programs and activities to indigent patients, neglected by relatives and Taong Grasa.

#### NURSING SERVICES

- \* Responsible in assisting the direct supervision and implementation of hospital health program and hospital nursing
- Participates in the formulation of nursing services policies and standards that develop nursing rules and regulations; and
- ❖ Directs patients care services and assists physician in diagnostic and therapeutic procedure to provide proper patient care.

# DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL



#### DRA. OLIVIA SALAMANCA MEMORIAL HOSPITAL

#### **FUNCTIONAL CHART**

#### **CHIEF OF HOSPITAL**

Shall be responsible for the overall management and administration of the hospital, formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel and the day to day supervision and administration of the functional units

#### MEDICAL AND ANCILLARY SERVICES

Shall be responsible for providing quality inpatient and out-patient care and high standards of clinical training for medical and allied medical personnel, implementation of clinical resource management system and advising and assisting the Chief of Hospital in the formulation and implementation of policies, plans and programs of the hospital

#### **ADMINISTRATIVE SERVICES**

Shall be responsible for the provision of administrative services relating to personnel management, administrative management, property and supply management, general services, engineering, security and financial services relating to budgeting, accounting, cash operations, billing and claims

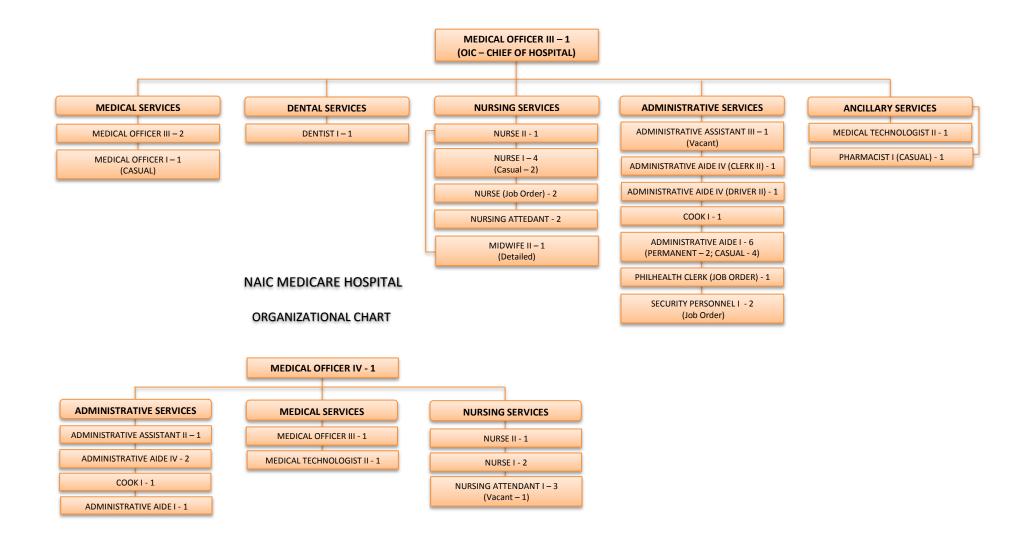
# NURSING SERVICES

Shall be responsible for implementing nursing programs for total quality health care; providing nursing care to medical cases; and developing, coordinating and implementing relevant training programs for nursing personnel

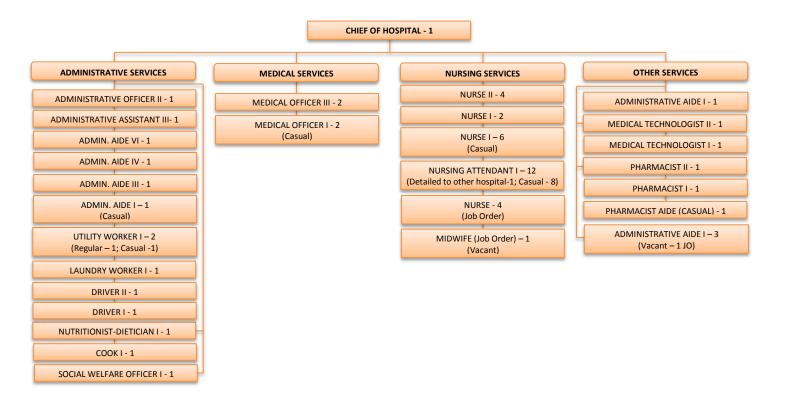
#### **OTHER SERVICES**

Shall be responsible for the provision of ancillary and allied health services to patients; promotion of research activities and advising and assisting the Chief of Hospital in the formulation and implementation of policies, plans and programs of the hospital

# **GENERAL TRIAS MEDICARE HOSPITAL**



# CARSIGMA DISTRICT HOSPITAL



## **CARSIGMA DISTRICT HOSPITAL**

#### **FUNCTIONAL CHART**

#### **CHIEF OF HOSPITAL**

Responsible for the overall management and administration of the hospital, formulation of policies, plans, programs and strategies to ensure implementation of health standards for the attainment of quality health care and high standards of clinical training for medical and allied medical personnel and the day to day supervision and administration of the functional units.

#### **ADMINISTRATIVE SERVICES**

Responsible for the provision of administrative services relating to personnel management, administrative records management, property and supply management, general services, engineering, security and financial services relating to budgeting, accounting, cash operations, billing and claims

#### **MEDICAL SERVICES**

Responsible for providing quality in-patient and out-patient care and high standards of clinical training for medical and allied medical personnel, implementation of clinical resource management system and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital

#### NURSING SERVICES

Responsible for implementing nursing programs for total quality health care, providing nursing care to medical cases and developing, coordinating and implementing relevant training programs for nursing personnel.

#### OTHER SERVICES

Responsible for provision of ancillary and allied health services to patients, promotion of research activities and advising and assisting the chief of hospital in the formulation and implementation of policies, plans and programs of the hospital

# **CAVITE MUNICIPAL HOSPITAL**

