

Chapter 9. Local Institutional Capability

Local Government Structure

Organization and Management

The latest election was conducted last May 2016 and their term would last until June 30, 2019. The following table shows the current elected officials of the Province of Cavite.

Table 9.1 List of Elected Provincial Officials, Province of Cavite, July 1, 2016 – June 30, 2019

Position	Name
Governor	Hon. Jesus Crispin C. Remulla
Vice Governor	Hon. Ramon Jolo B. Revilla, III
Sangguniang Panlalawigan Members:	
First District	Hon. Gilbert V. Gandia Hon. Ryan R. Enriquez
Second District	Hon. Edralin G. Gawaran Hon. Reynaldo M. Fabian
Third District	Hon. Homer Saquilayan Hon. Larry Boy S. Nato
Fourth District	Hon. Teofilo B. Lara Hon. Valeriano S. Encabo
Fifth District	Hon. Marcos C. Amutan Hon. Ivey Jayne A. Reyes
Sixth District	Hon. Raymundo A. del Rosario Hon. Felix A. Grepo
Seventh District	Hon. Rainer A. Ambion Hon. Reinalyn V. Varias
President, Liga ng mga Barangay	Hon. Francisco Paolo P. Crisostomo
President, Cavite Councilors' League	Hon. Kerby J. Salazar



Governor Boying Remulla and Former Gov. Jonvic Remulla with President Rodrigo R. Duterte

Table 9.2 Provincial Government Employees by Status of Employment, Province of Cavite: 2016

Status of Employment	2010	2011	2012	2013	2014	2015	2016
Elected	19	19	19	19	18	18	18
Permanent	1,512	1,562	1,565	1,580	1594	1629	1619
Temporary	27	27	33	48	3	0	6
Co-terminus	99	172	153	112	139	141	138
Contractual	22	24	24	23	22	22	25
Casual	948	877	915	867	870	841	861
Job Orders	1,285	1,905	2,295	1,811			
Total	3,912	4,586	5,004	4,460	2,646	2,650	2,667

Provincial Government Employees

The workforce of the Provincial Government Employees is classified according to the status of employment such as elected, permanent, temporary, co-terminus, contractual, casual and job orders. For this year, job orders were not included in the inventory considering that they actually don't have employee-employer relations.

According to the Human Resource Management Office, for the last three years, the workforce of PGC is stable at 2,600. The bulk of the employees are having permanent status. This means that they are holding positions that are approved as under plantilla. The next bulk of employees are casual (861). Co-terminus employees are at 138. They are those that automatically ends employment contract when the political term of the officials also end.

Provincial Government Offices

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

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

Administrative Governance Offices

Office of the Provincial Governor

The Chief Executive of the province exercises powers and performs duties and functions for the efficient, effective and economical governance for the general welfare of the province and its inhabitants.

Office of the Provincial Administrator

The office supervises and coordinates all activities of the various offices in the province including planning directions and control administrative functions of the different offices under the Office of the Provincial Governor.

Office of the Provincial Accountant

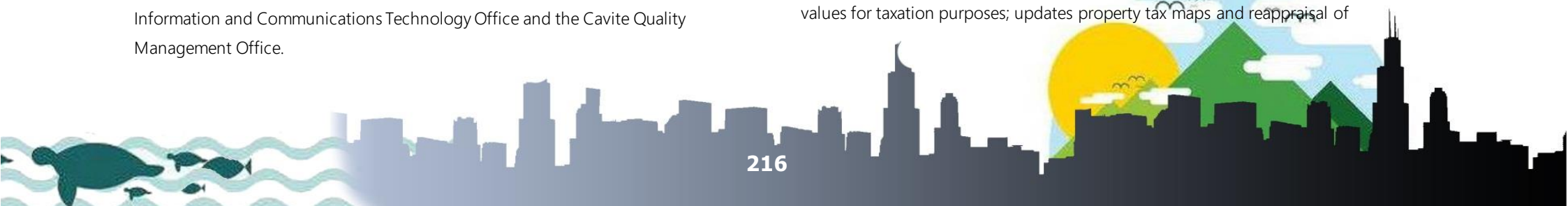
The office is responsible for accounting and internal audit services of the provincial government. They are also mandated to apprise the Chief Executive and the Sangguniang Panlalawigan on the financial status of the LGU through the submission of financial statements. The office is also responsible for overseeing that the financial resources of the provincial government are spent on a cost-effective way.

Internal Audit Services Unit

The Internal Audit Unit is mandated for the evaluation of management controls and operations performance and the determination of degree of compliance with laws, regulations, managerial policies, accountability measures, ethical standards and contractual obligations.

Office of the Provincial Assessor

Headed by the Provincial Assessor, this office has the following functions: Issues tax declaration of real properties, keeps record of all transactions affecting transfer of land ownership, leases, mortgages and real property rentals; inspects and reassesses properties under protest or appeal and prepares schedule of values for taxation purposes; updates property tax maps and reappraisal of



different municipalities; compiles deed of sale transaction; and establishes systematic method of property indexing and record keeping.

Provincial Budget Office (PBO)

The Office is responsible for inter-office coordination and assistance on budget preparation, budget integration and reports preparation for consideration of the local chief executive and the Sangguniang Panlalawigan. It also sought techniques and mechanism of control over budget execution to ensure that the local government's resources are properly allocated.

Provincial General Services Office (PGSO)

The office performs supply and property procurement and maintenance functions, including non-personal service of the provincial government. It takes custody of and accountability for all properties, real or personal owned by the provincial government and those extended to it in the form of donations, operations, assistance and counterpart of joint projects. It maintains and supervises janitorial, security, landscaping and other related services in all provincial public buildings and other real properties whether owned or leased by the provincial government. It enforces policies and records management relative to records creation and maintenance. It performs disposal action on disposable records of the provincial government.

Provincial Information and Community Affairs Department (PICAD)

This office is tasked to provide correct information on the thrusts and projects of the provincial government through broadcast and print media. Through them, the public is made aware of all the activities and transactions of the LGU. It also coordinates and assists in the implementation of programs and projects of both national and local government units.

Provincial Legal Services Office

The Provincial Attorney acts as the legal counsel of the province. He represents the province in civil cases wherein the province or any office in his official capacity

is a party. He also conducts investigation or hearing of administrative case assigned by the Governor and acts as legal adviser of the provincial and municipal government under its jurisdiction.

Provincial Planning and Development Office (PPDO)

The PPDO is in charge of the formulation of comprehensive development plans and policies for the consideration of the Provincial Development Council (PDC). It conducts studies and researches and training programs to support plan formulation, and promotes people participation in its planning activities. Likewise, it integrates and coordinates sectoral plans and studies undertaken by different functional groups or agencies and monitors and evaluates the implementation of development programs, projects and activities. The office is composed of five (5) divisions to wit: Administrative Staff; Plans and Programs Division; Research, Statistics, Monitoring and Evaluation Division and Special Projects Division. The office is also responsible for providing technical assistance to municipalities and cities within the province and serves as the technical arm of the provincial governor.

Office of the Sangguniang Panlalawigan

Enacts such ordinances as maybe necessary to carry into effect and discharge the responsibilities conferred upon it by law and such as be necessary and proper to provide for health, safety and convenience, maintain peace and order, improve public morals and promote the prosperity and general welfare of the province and inhabitants. The Office of the Provincial Board Secretary is responsible for the provision of a sanggunian secretariat and maintenance of provincial archives.

Provincial Treasurer's Office (PTO)

The office is responsible for collection of taxes throughout the province including national, provincial and municipal taxes and other revenues authorized by law. It improves and stabilizes the finances of the province and the municipalities. It delivers a continuous program of improved local revenues collection efficiency and management of financial resources. It also provides the province and

municipalities with an efficient and progressive organization for fiscal administration particularly in the collection and disbursement of funds, local taxation and other related auxiliary services. It acts as the custodian of all funds of the provincial government.

OPG- Human Resource and Management Office

The HRMO is responsible for the human resource development in the Provincial Government, as well as the implementation of all laws governing recruitment, transfer, discipline, promotion, separation and compensation/benefits of all personnel; and maintain and updates personnel management and information system and processes payroll accurately and efficiently.

Provincial Information and Communications Technology Office

Acts as lead agency in the evaluation and implementation of information and communication technology and other convergence on ICT in the Province. It handles the network and hardware administration and maintenance which provides technical support within and outside of the provincial government. The Cavite Computer Center as part of PICTO that provides free and quality computer education on basic and advance computer and information technology courses for all Caviteños, most particularly the out-of-school youth.

Social Governance

Provincial Health Office (PHO)

The primary function of the Provincial Health Office is to ensure the efficient, effective economical delivery of medical, hospital and other support health services which include primary, secondary and tertiary health facilities as provided under Section 17 of the Local Government Code of 1991. It formulates and implements policies, rules and regulations, plans, programs, and projects, to strengthen the operation of the office and to promote the health of the people in consideration of the Sanggunian and upon approval of the Governor.

The Office is responsible for the formulation of policy direction on health services, program development and implementation, sanitary inspection, health information and education, health administration, inter-agency coordination on health policies and programs for both government offices and non-governmental organization. It also has a general field supervision function over rural health units of the province.

The four (4) medicare hospitals serve as the primary health care resource in the locality with emphasis on health promotion, disease prevention and provision of a wide range of medical and health related activities.

Provincial Population Office

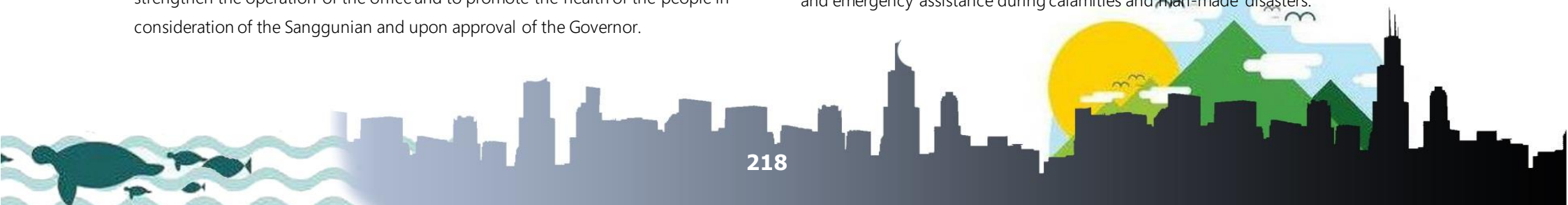
The office assists the local chief executive in the implementation of the constitutional mandate relative to population development and responsible parenting through the promotion of concepts designed to raise the awareness on population issues as they relate to development strategies.

Cavite Office of Public Safety

By virtue of Sangguniang Panlalawigan Resolution No. 139, Series of 2010, this office is tasked to implement good governance and deliver efficient public services through provision of public safety and civil security services, road safety and traffic management programs, disaster risk management services and rescue and emergency assistance during calamities and man-made disasters.

OPG-Provincial Housing Development and Management Office

By virtue of Sangguniang Panlalawigan Resolution No. 139, Series of 2010, this office is tasked to implement good governance and deliver efficient public services through provision of public safety and civil security services, road safety and traffic management programs, disaster risk management services and rescue and emergency assistance during calamities and man-made disasters.



Responsible in the formulation of a plan to provide decent shelter to the underprivileged, homeless families as well as government and private employees who have formal income in the province for consideration of the Local Chief Executive and Sangguniang Panlalawigan.

OPG-Provincial Jail

The Provincial Warden keeps, operates and maintains the provincial jail where convicted provincial prisoners can serve their sentence and detention prisoners could be held provisionally pending the final disposition of their cases. The office is also in-charge of developing plans to rehabilitate the prisoner under custody.

OPG-Youth and Sports Development Office

This office is tasked to institute programs, projects and activities related to youth and sports development by promoting and protecting not only the physical, but also the moral, spiritual, intellectual and social well-being of the Cavite Youth and recognizing the vital role in nation-building by strengthening youth organizations in the province through networking and partnership with various NGOs, POs and GOs for resources augmentation.

Provincial Social Welfare and Development Office (PSWDO)

The office is responsible for social welfare development plans, programs and project. It adopts policies to encourage effective implementation; promotes, supports and coordinates the establishment, expansion and maintenance of social welfare development; promotes, builds and strengthen people's organization for empowerment towards effective social welfare development system of the province; promotes, supports and coordinates network and facilities for identification and delivery of appropriate intervention to its constituents; and coordinates related activities in the province through sustained information, education, communication program and the maintenance of viable structures.

Economic Governance

Provincial Agriculture Office

The office is responsible for social welfare development plans, programs and project. It adopts policies to encourage effective implementation; promotes, supports and coordinates the establishment, expansion and maintenance of social welfare development; promotes, builds and strengthen people's organization for empowerment towards effective social welfare development system of the province; promotes, supports and coordinates network and facilities for identification and delivery of appropriate intervention to its constituents; and coordinates related activities in the province through sustained information, education, communication program and the maintenance of viable structures.

Provincial Cooperative, Livelihood and Entrepreneurship Development Office (PCLEDO)

This office is mandated to provide technical support to the Provincial Governor in carrying out measures to ensure the delivery of basic services and provision of facilities through the development of new economic enterprises, cooperatives and provision of alternative sources of income through livelihood projects, so as to improve the economic and social conditions of its constituents.

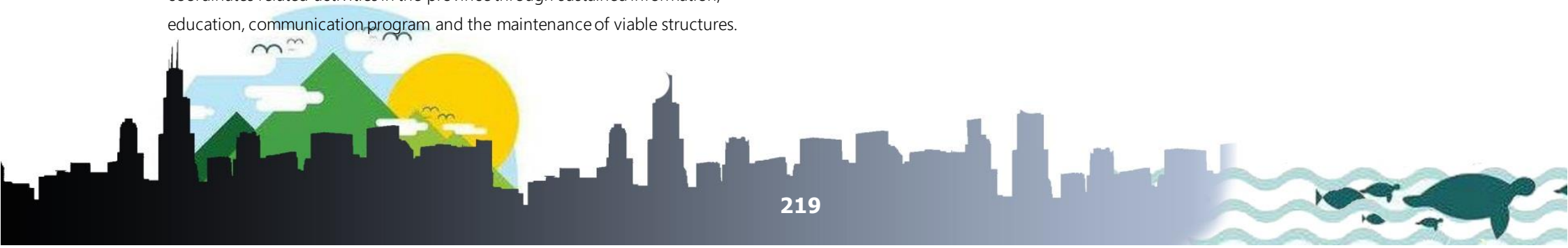


Table 9.3 Provincial Department Heads, Province of Cavite

Department Head	Office	Location
Engr. Enrico M. Alvarez	Provincial Administrator - Internal Affairs	Ground Floor, Capitol Building
Engr. Efren C. Nazareno	Provincial Administrator - External Affairs	Ground Floor, Capitol Building
Engr. Redel John B. Dionisio	Provincial Administrator - Community Affairs	Ground Floor, Capitol Building
Mr. Lauro D. Monzon	Provincial Accounting Office	Provincial Finance Building
Ms. Lolita C. Pereña	Provincial Agriculture's Office	OPA Compound
Mr. Raymundo D. Salazar	Provincial Assessor's Office	Provincial Finance Building
Ms. Leonor R. Villalobos	Provincial Budget Office	Provincial Finance Building
Mr. Alvin S. Mojica	Provincial Cooperative, Livelihood and Entrepreneurial Development Office	CaCoDec Building
Engr. George B. Fojas	Provincial Engineering Office	PEO Compound
Engr. Rolinio Pozas	PG-Environment and Natural Resources Office	PEO Compound
Engr. Leopoldo G. Talatala, Jr.	Provincial General Services Office	General Services Building
Dr. George R. Repique, Jr.	Provincial Health Office	Gen. Emilio Aguinaldo Memorial Hospital
Ms. Jo-Ann Nazareno-Loyola	Provincial Information and Community Affairs Department	2 nd Floor, Capitol Building
Atty. Gerardo P. Sirios	Provincial Legal Office	Ground Floor, Capitol Building
Mr. Jesus I. Barrera	Provincial Planning and Development Office	2 nd Floor, Capitol Building
Ms. Lorena R. Cron	Provincial Population Office	Capitol Compound
Ms. Cecilia D. Miranda	Cavite Office of Public Safety	Capitol Compound
Ms. Michelle F. Alcid	Provincial Board Secretary - Sangguniang Panlalawigan	Legislative Building
Ms. Felipa G. Servañez	Provincial Social Welfare and Development Office	National Government Center
Ms. Josephine D. Daza	Provincial Treasurer's Office	Provincial Finance Building
Dr. Dominador A. Borja	Office of the Provincial Veterinarian	National Government Center

