



# **OFFICE OF THE PROVINCIAL ADMINISTRATOR**



## Management and Audit Services

Review of obligation requests, disbursement vouchers and payrolls, for the Provincial Administrator's approval.

<b>Office or Division:</b>	OFFICE OF THE PROVINCIAL ADMINISTRATOR			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Citizens; Government to Government Government to Business			
<b>Who may avail:</b>	Specific target clients			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Obligation Request; Disbursement Vouchers; Payrolls (See posted list of requirements in front of the receiving area)			PGC Offices	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present OBR/ Voucher/ Payroll	1.1 Receive OBR/Voucher /Payroll	None	15 minutes	MS.GINALYN L. RICAFFRENTE/ MS. REMELYN L. ROSAL <i>Administrative Aide III</i>
	1.2 Encode/ Record OBR/ Voucher/ Payroll	None	15 minutes	MS. EMMYLIZA B. REYES <i>Administrative Aide IV</i> MR. JAYSON A. LEPARDO <i>Administrative Aide VI</i> MS. DENISE F. VILLAJUAN <i>Administrative Assistant II</i>
	1.3 Review /Check/Audit – OBR/Voucher/ Payroll	None	8 Hours	MS. MICHELLE S. OSORIO <i>Supervising Admin. Officer</i> MS. NANCY Q. LONTOC <i>Administrative Officer V</i> MS. CHARISSE S. ABION <i>Administrative Officer V</i> MS. MAYLENE B. ARCUSA <i>Administrative Officer IV</i> MS. ALMA D. LAFUENTE <i>Administrative Officer IV</i> MS. RACHELLE A. CRON <i>Administrative Officer II</i> MR. ALLAN B. CRON <i>Administrative Officer II</i> MS. MARY-AN V. PINEDA <i>Administrative Officer II</i>
	1.4 Forward OBR/ Voucher/ Payroll to the Prov'l Administrator	None	30 minutes	MS. ROWENA B. SIPAT <i>Administrative Assistant I</i>
	1.5 Approve/Sign OBR/Voucher/ Payroll	None	16 hours	MR. RENATO A. ABUTAN <i>Provincial Administrator</i>
Receive Documents	2.1 Release Documents	None	15 minutes	MS. EMMYLIZA B. REYES <i>Administrative Aide IV</i> MR. JAYSON A. LEPARDO <i>Administrative Aide VI</i> MS. DENISE F. VILLAJUAN <i>Administrative Assistant II</i>
	<b>TOTAL</b>	None	<b>3 days 1 hr and 15 min</b>	



## Public Service Assistance

Processing of request requiring approval/appropriate action of the Provincial Administrator for various purposes (i.e. use of gymnasium, vehicle and shuttle service provision, among others)

<b>Office or Division:</b>		Office of the Provincial Administrator		
<b>Classification:</b>		Simple Transaction		
<b>Type of Transaction:</b>		Government to Citizens Government to Government		
<b>Who may avail:</b>		Specific target clients		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
List down all applicable requirements				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Present Letter of Request/ Documents	1.1 Receive Email/Letter of Request/ Documents	None	15 minutes	MS.GINALYN L. RICAFFRENTE/ MS. REMELYN L. ROSAL <i>Administrative Aide III</i>
	1.2 Encode Letter of Request/ Documents	None	15 minutes	MS. MARLEN B. DEL ROSARIO <i>Administrative Assistant II</i>
	1.3 Review Letter of Request/Documents	None	8 Hours	MS. MICHELLE S. OSORIO SAO MS. NANCY Q. LONTOC <i>Administrative Officer V</i> MS. CHARISSE S. ABION <i>Administrative Officer V</i> MS. MAYLENE B. ARCUSA <i>Administrative Officer IV</i> MS. ALMA D. LAFUENTE <i>Administrative Officer IV</i> MS. RACHELLE A. CRON <i>Administrative Officer II</i> MR. ALLAN B. CRON <i>Administrative Officer II</i> MS. MARY-AN V. PINEDA <i>Administrative Officer II</i>
	1.4 Forward Letter of Request/ Documents to the Provincial Administrator	None	30 minutes	MS. ROWENA B. SIPAT <i>Administrative Assistant I</i>
	1.5 Approval/ Appropriate Action on Letter of Request/ Documents	None	16 Hours	MR. RENATO A. ABUTAN <i>Provincial Administrator</i>
Receive Documents	2.1 Release Documents	None	15 minutes	MS. MARLEN B. DEL ROSARIO <i>Administrative Assistant II</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 days, 1 hour and 15 minutes</b>	



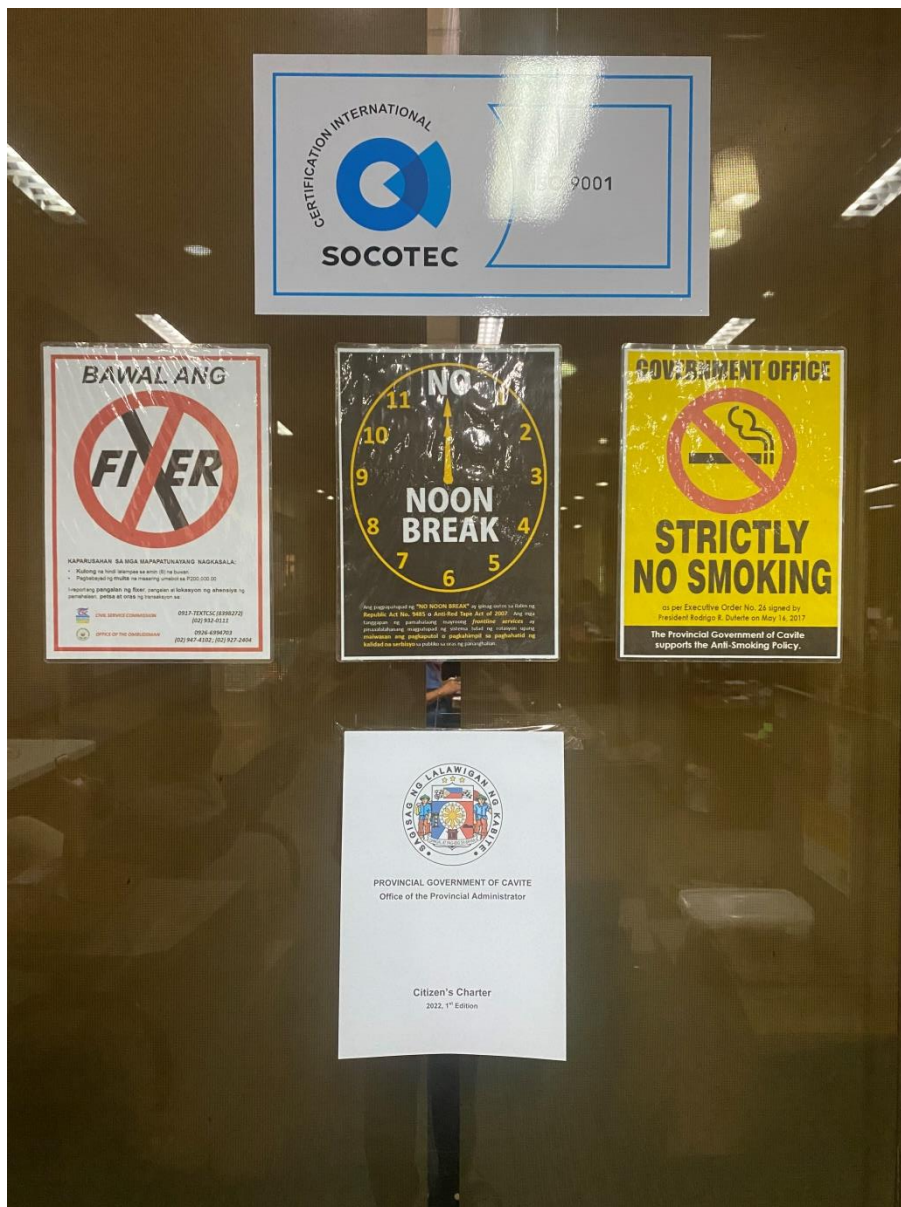
## Accomplishment Report for Travel Order, Application for Leave and Travel Order

Processing of Approval process of accomplishment on official travels and Application for Leave of employees.

<b>Office or Division:</b>	Office of the Provincial Administrator			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	PGC Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
List down all applicable requirements				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Present Travel Order/Leave Application/Accomplishment Report	Receive Travel Order/Leave Application/Accomplishment Report	None	15 minutes	MS.GINALYN L. RICAFFRENTE/ MS. REMELYN L. ROSAL/ <i>Administrative Aide III</i>
	Encode Leave Application/Travel Order/Accomplishment Report	None	15 minutes	MS. KRISTINE S. ILAGAN <i>Administrative Aide IV</i> MS. EMMYLIZA B. REYES <i>Administrative Aide IV</i> MS. LESTER M. ECHENIQUE <i>Administrative Aide IV</i>
	Review /Check/Audit/Forward Accomplishment Report	None	8 hours	MS. RACHELLE A. CRON <i>Administrative Officer II</i> MS. MARY-AN V. PINEDA <i>Administrative Officer II</i> MS. ALMA D. LAFUENTE <i>Administrative Officer IV</i>
	Review /Audit/ Sign Travel Order/Application of Leave/Accomplishment Report	None	30 minutes	MS. MAYLENE B. ARCUSA <i>Administrative Officer IV</i> MS. CHARISSE S. ABION <i>Administrative Officer V</i> MS. MICHELLE S. OSORIO SAO
	Forward Travel Order/Leave Application to the Provincial Administrator (SG 19 and above)	None	30 minutes	MS. ROWENA B. SIPAT <i>Administrative Assistant I</i>
	Approve/Sign Travel Order/Leave Application	None	8 Hours	MR. RENATO A. ABUTAN <i>Provincial Administrator</i>
Receive Travel Order/Leave Application/Accomplishment Report	2.1 Release Approved Travel Order/Leave Application/Accomplishment Report	None	15 minutes	MS. KRISTINE S. ILAGAN MS. EMMYLIZA B. REYES MS. LESTER M. ECHENIQUE <i>Administrative Aide IV</i>
	<b>TOTAL</b>	<b>None</b>	<b>2 days, 1 hour and 25 minutes</b>	

## PROOF OF POSTING

Citizen's Charter is posted at the entrance of the Office of the Provincial Administrator.





## COMMUNICATION PLAN

The Anti-Red Tape Act (ARTA) requires the publication of Citizen's Charter that details the frontline services of the agency or office including the step-by-step procedures showing the requirements, time, responsible personnel, and fees (if any). The Citizen's Charter is required to be displayed prominently in government offices so that clients can easily check if they are being served according to proper standards. Other than posting the Citizen's Charter in conspicuous places in the office premises, another way to inform our clientele is the use of modern technology such as the computers and internet. This is by posting our Citizen's Charter through Social Media accounts or uploading it in the website of the Provincial Government of Cavite. Social Media and Websites are the most effective tools nowadays for sharing and publishing information to the people.

Internet is a powerful and fastest means of disseminating information to the public since we are dealing now with the "new normal" way of living due to the outbreak of Covid-19 pandemic. The Internet has introduced a revolution in dissemination, communication, and accessibility of information. The rapid growth of the internet and the advantages of this medium over traditional communication formats in terms of flexibility have improved the spreading of information. The clientele can easily search and check our Citizen's Charter in the comfort of their home without the need of going to the office that prevents them from going out, thus, avoiding contact with this deadly virus. We need to use this technology and adapt to the "new normal" routine until cure or vaccine is found and discovered.

## CONTACT INFORMATION

OFFICE	COMPLETE ADDRESS	CONTACT INFORMATION
Office of the Provincial Administrator	Brgy. San Agustin, Trece Martires City, Cavite	<b>Telephone:</b> (046) 419 0494 <b>Telefax:</b> N/A <b>Email Address:</b> cavite.internal.adm@gmail.com