



Department of Social Welfare and Development



DISASTER RESPONSE MANAGEMENT DIVISION

FIELD OFFICE CARAGA

DSWD-GF-008 | REV 03 | 22 SEP 2023

ROUTING AND TRACKING SLID

SUBJECT: TEV: PINGGOY	DRN: CARAGA-FO-DRMD-DRRMS-F-DV-24-03-07871-S
DATE CREATED: Mon, March 11, 2024 04:14 PM	DEADLINE:

DSWD CARAGA

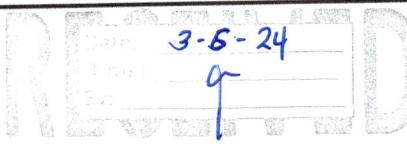
Capitol Site, Butuan City

Tel. No. (085) 3425619 local 238

DRMD-RRP CFW

ITINERARY OF TRAVEL

Appendix 45

Entity Name : DSWD FO CARAGAID No.: 16-13075Fund Cluster: DRMD(Fund 101)

Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem	Others	Total Amount
		Departure	Arrival					
February 21, 2024	OS to Terminal	6:03am	6:15am	Tricycle	10.00	-	-	10.00
	Terminal to Barobo	6:15am	9:00am	Van	230.00	-	-	230.00
	Barobo to Mangagoy	9:30am	12:00nn	Van	290.00	-	-	290.00
	Mangagoy to Lingig	12:10nn	1:15pm	Van	100.00	-	-	100.00
	Still in Lingig					1,500.00	-	1,500.00
February 22, 2024	Lingig to Mangagoy	6:00 AM	7:10 AM	Van	100.00	-	-	100.00
	Mangagoy to Hinatuan	7:30 AM	9:00 AM	Van	140.00	-	-	140.00
	Still in Hinatuan					1,500.00	-	1,500.00
February 23, 2024	Hinatuan to Barobo	10:00am	11:40am	Van	100.00	750.00	-	850.00
	Barobo to OS	4:00pm	7:30pm	PUV	230.00	-	-	230.00
February 27, 2024	OS to Terminal	6:15 AM	6:25 AM	PUV	10.00	-	-	10.00
	Terminal to Lanuza	6:30 AM	8:30 AM	PUV	120.00	-	-	120.00
	Lanuza to OS	2:00 PM	4:00 PM	Van	120.00	-	-	120.00
February 28, 2024	OS to Terminal	12:08 nn	12:22 PM	Tricycle	10.00	-	-	10.00
	Terminal to Bayabas	12:30 PM	1:30 PM	PUV	60.00	-	-	60.00
	Bayabas to OS	4:00 PM	5:00 PM	Van	60.00	-	-	60.00
TOTAL					1,580.00	3,750.00	-	5,330.00

Prepared by:

FAITH N. PINGGOY

Signature over Printed Name

Approved by:

JEAN PAUL S. PARAJES

Signature over Printed Name

Assistant Regional Director for Operations

I certify that : (1) I have reviewed the foregoing itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable and (4) the expenses claimed are proper.

ALDIE MAE A. ANDOY, SWO IV

Signature over Printed Name

DRMD Chief

ANNEX A

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT		
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS		
<i>Pursuant to COA circular No. 2017-001 dated June 19, 2017</i>		
Name of Employee	FAITH N. PINGGOY	
Office	Department of Social Welfare and Development Field Office Caraga	
Division/Program	DRMD-DRRS	
DATE	PARTICULARS	AMOUNT (P)
February 21,2024	OS to Terminal	10.00
	Terminal to Barobo	230.00
	Barobo to Mangagoy	290.00
	Mangagoy to Lingig	100.00
February 22,2024	Lingig to Mangagoy	140.00
	Mangagoy to Hinatuan	100.00
February 23,2024	Hinatuan to Barobo	100.00
	Barobo to OS	230.00
February 27,2024	OS to Terminal	10.00
	Terminal to Lanuza	120.00
	Lanuza to OS	120.00
February 28,2024	OS to Terminal	10.00
	Terminal to Bayabas	60.00
	Bayabas to OS	60.00
TOTAL		1,580.00
<i>I certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods and services were acquired from parties not issuing receipts. And that I am fully aware that wilful falsification of statements is punishable by law.</i>		
	Certified correct:	Noted by:
Signature	<i>[Signature]</i>	<i>[Signature]</i>
Printed Name	FAITH N. PINGGOY	ALDIE MAE A. ANDOY, SWO IV
	PDO II	DRMD Chief
	Date:	Date: <i>[Signature]</i>



Department of Social Welfare and Development



Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Caraga Region

FUND SUMMARY
FOR TRAVEL WITHIN AND OUTSIDE THE OFFICIAL STATION
For the Month of Feb. 1 - 29, 2024

ANNEX XIII-C

DATE	ACTIVITIES AND PROGRAMS/FUND	AMOUNT
February 21, 2024	Conducted MTWG consultation re Project LAWA and Project BINHI at Lingig, SDS	2,130.00
February 22, 2024	Conducted MTWG consultation re Project LAWA and Project BINHI at Hinatuan, SDS	1,740.00
February 23, 2024	Conducted MTWG consultation re Project LAWA and Project BINHI at Barobo, SDS	1,080.00 <i>DRRP- RRP-CFTW (CCAm)</i>
February 27, 2024	Conducted MTWG consultation re Project LAWA and Project BINHI at Lanuza, SDS	250.00
February 28, 2024	Conducted MTWG consultation re Project LAWA and Project BINHI at , Bayabas, SDS	130.00
TOTAL		5,330.00

I hereby certify that 1. the forgoing statements is/are true and correct as reflected in the itinerary of travel and supported by certificate of appearance duly signed by the local executives, Brgy. chairperson, head of office or authorized representative and its equivalents during travel 2. the fund of the activity is allocated to the programs stated above and it apportioned for this fund cluster only.

Prepared by:

FAITH N. PINGGOY
PDO II

Note by:

ALDIE MAE A. ANDOY, SWO IV
DRMD Chief

J.M.

CERTIFICATION OF TRAVEL COMPLETED

Entity Name: DSWD

Fund Cluster:

MARI-FLOR A. DOLLAGA-LIBANG
Regional Director

I Tandag City, Surigao del Sur
Station

I HEREBY CERTIFY THAT I have completed the travel as authorized in the Travel Order/Itinerary of **Travel No.** under conditions indicated below:

- / Strictly in accordance with the approved itinerary.
/ Cut short as explained below. Excess payment in the amount of P _____ was refunded under O. R. No. _____ dated _____
/ Extended as explained below, additional itinerary was submitted
/ Other deviation as explained below.

Explanation or justifications:

Evidence of travel:
Certificate of Appearance & Travel Order

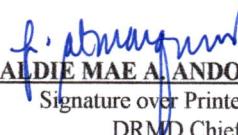
Respectfully submitted:


FAITH N. PINGGOY

Name of Employee

On evidence and information of which I have the knowledge, the travel was actually undertaken.

Recommending Approval:


ALDIE MAE A. ANDOY, SWO IV
Signature over Printed Name
DRMD Chief


gm

Approved:


JEAN PAUL S. PARAJES
Signature over Printed Name
Assistant Regional Director for Operations



MONTHLY WORK AND TRAVEL PLAN

February 1-29-2024

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
2/1/2024	Sorted and scanned ECT Liquidation Documents		
2/2/2024	Filed and Liquidated ECT Liquidation Documents of Hinatuan and Bislig City, SDS		
2/5/2024	Coordinate with Provincial Focal re: Planned Site Validation		
2/6/2024	Attend RRP Meeting cum Stress Management Workshop		
2/7/2024	Attend RRP Meeting cum Stress Management Workshop		
2/8/2024	Holiday		
2/9/2024	Holiday		
2/12/2024	Deploy to Official Station/ Courtesy Call to PLGU Focal and Governor		
2/13/2024	Coordinate with Provincial Focal re: Final Schedule of Site Validation		
2/14/2024	Levelling with Provincial Focal re: official communication for PTWG Meeting		
2/15/2024	Conduct PTWG Meeting re: changes in implementation, schedule, allotment and other deliverables		
2/16/2024	Draft minutes of the PTWG meeting		
2/19/2024	Coordinate with Provincial Focal re: official communication with Municipal Focal for final schedule of site validation		
2/20/2024	Communicate with Municipal Focal re: finalization of recipient barangays		
2/21/2024	Communicate with Municipal Focal re: finalization of recipient barangays	Conducted consultation meeting with TWGs re Project LAWA&BINHI at Lingig, SDS	
2/22/2024	Coordinate with Provincial Focal re: endorsement of selected recipient barangay	Conducted consultation meeting with TWGs re Project LAWA&BINHI at Hinatuan, SDS	
2/23/2024	Conduct Site Validation at Maribata, SDS	Conducted consultation meeting with TWGs re Project LAWA&BINHI at Barobo, SDS	
2/26/2024	Conduct Site Validation at Tago, SDS	Lobbied with Barangay Affairs personnel re proposal to Bureau of Fisheries, SDS for possible fingerlings counterpart	
2/27/2024	Conduct Site Validation at Lingig, SDS	Conducted consultation meeting with TWGs re Project LAWA&BINHI at Lanuza, SDS	9m
2/28/2024	Conduct Site Validation at Hinatuan, SDS	Conducted consultation meeting with TWGs re Project LAWA&BINHI at Bayabas, SDS	
2/29/2024	Conduct Site Validation at Bayabas, SDS	Drafted feedback report re agreements and commitments of partner-beneficiary LGUs about the project	

I hereby certify that 1. the forgoing work and travel schedule are true and correct, 2. the changes in travel is with consent and approved by the immediate supervisor, 3. Any changes of schedule without approval in the column opposite from the date is deemed invalid 4. that i will waive my rights for any dissalowances for claims of travel which is/are not included in this plan except supported by Travel Order, Office Order or Regional Special Order (RSO).

FAITH N. PINGGOY
Name of Employee

RUTCHEL R. MOLINO
Immediate Supervisor

ANNEX A

-for Job Order (JO)/ Cost of Service (COS)

CERTIFICATION

(As Required by COA Resolution No. 2021-044 dated December 28, 2021)

Name: FAITH N. PINEGO/

Position and Designation: POD II - PROV'L FISCAL - DRMD

FEBRUARY 21-28, 2024

Date and Places of Travel: LINGIG, HINATUAN, BAROBO, LATNUZA & BATABAS, SOS.

000805

Purpose of travel: CONSULTATION MEETING WITH MTNG RE PROJECT LANA & PROJECT BINH

This is to certify that the official purpose of travel undertaken by the JO/COS personnel stated above is/are cannot be performed by/or assigned to any other regular/permanent official and/or employee and the tasks/activities are necessary to fulfill the obligation as contained in his/her contract of service.

Aldie Mae A. Andoy, SWD IV
OIC-Chief, DRMD
[Signature]



REPUBLIC OF THE PHILIPPINES
PROVINCE OF SURIGAO DEL SUR
MUNICIPALITY OF LINGIG

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mr./Ms. FATH N. PINGCOH has personally appeared in this office on FEBRUARY 21, 2024 for the purpose CONDUCT OF MTNG RE PROJECT LAWA & PROJECT BINHI.

Representation is made that he/she arrived in Lingig, Surigao del Sur on FEB 21, 2024.

This certificate is issued this 21st day of Feb.

ELMER P. EVANGELIO
Municipal Mayor

for the authority of the Municipal Mayor:

LEOPE R. OSIP
Executive Asst. II



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
Municipality of HINATUAN

OFFICE OF THE MUNICIPAL MAYOR

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that FATH N. PINGGOY of the DCWD CARAGA - RRP- CFWT PROJECT appeared in this office for the following purpose(s) MTNG CONSULTATION RE PROJECT BINHI & PROJECT LANA on FEB 22, 2024 2024.

Issued this 22nd day of FEBRUARY, 2024 at Hinatuan, Surigao del Sur.


SHEM G. GARAY
Municipal Mayor



Republic of the Philippines
Province of Surigao del Sur
Municipality of Barobo



MUNICIPAL SOCIAL WELFARE DEVELOPMENT OFFICE

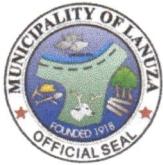
CERTIFICATE OF APPEARANCE

This is to certify that FATH N. PINGORT of
RRP-CFWT (PROJECT LANA & PROJECT BINHI) appeared in this office on
FEBRUARY 23, 2023 for official purpose/s stated hereunder:
CONDUCT CONSULTATION RE PROJECT LANA & PROJECT BINHI

This certification is being issued to the above named person for whatever legal purpose it may serve him/her best and for official record purpose.

Issued this 23rd day of FEBRUARY 2024 at Municipal Social Welfare & Development Office, Barobo, Surigao Del Sur.

MARILOU M. GODITO, RSW
MSWDO



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF LANUZA
OFFICE OF THE MAYOR

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to CERTIFY that the subject person, whose name stated hereunder, appeared in the office of the Municipal Mayor of Lanuza, Surigao del Sur.

NAME: PATRI N. PANGGON

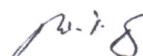
DESIGNATION: PROVINCIAL FOCAL - PDO II (RRP-CFTMT)

STATION: TANDAG CITY, SDS

DATE APPEARED: FEBRUARY 27, 2024

PURPOSE: CONDUCT MTNG CONSULTATION RE PROJECT LANA & PROJECT BINHI

ISSUED this 27th Day of February, 20 24 at Lanuza, Surigao del Sur, Philippines.


MARVIN T. AZARCON

Municipal Mayor



Republic of the Philippines
Province of Surigao del Sur
MUNICIPALITY OF BAYABAS

Office of the Municipal Mayor

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that FATH N. PINGGAY of the Office of
DSWD FO CARAGA appeared in this Office on FEBRUARY 28, 2024
for the purpose of CONSULTATION MEETING
WITH THE TWG RE THE PROJECT LAWA ON PROJECT BINHI

Issued this TWENTIETH (28th) day of FEBRUARY, 2024 at Bayabas, Surigao del Sur.

APOLONIO B. LOZADA, DVM
Municipal Mayor