

Daily Time Record

Molino , Rutchel R.
(Name)

For the period of: April 01 - 15, 2024

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	08:34 AM	12:16 PM	12:49 PM	05:29 PM		
02	OB: Watergate Hotel, Butuan City					
03	OB: TO-2024-03-7491					
04	OB: TO-2024-03-7491					
05	OB: TO-2024-03-7491					
06	SATURDAY					
07	SUNDAY					
08	08:24 AM	12:09 PM	12:36 PM	06:25 PM		
09						
10						
11	OB: TO-2024-04-7713					
12	09:17 AM	12:10 PM	12:48 PM	07:30 PM		
13	SATURDAY					
14	SUNDAY					
15	TO: 2024-04-7776					

[T]-Travel [L]-Leave [H]-Holiday [OB]-Official Business

I CERTIFY on my honor that above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from office.

Molino , Rutchel R.

Verified as to the prescribed office hours.

ALDIE MAE A. ANDOY, SWO IV

Chief, Disaster Response
Management Division

GREEN



ACCOMPLISHMENT REPORT
(April 01 - 15, 2024)

Name : **RUTCHEL R. MOLINO**
 Position : **Project Development Officer III**
 Division / Unit / Project : **Disaster Response Management Division**
 Area of Assignment : **Field Office Caraga**

DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
April 01	FO - Butuan City	* Participated in the special consultation meeting conducted by DRMB-CO for the accomplishment and enhancement of Monitoring, Evaluation and Reporting (MER) online monitoring platform * Prepared DTR and accomplishment report for March 16-31, 2024 * Reviewed and endorsed DTR and accomplishment report of RRP Staff to DC for approval * Enhanced and printed program of activity and prepared and endorsed invitation letter for P/C/MLGU TWG members for the conduct of LGU Forum cum Regional Strategic Planning Workshop
April 02	OB - Watergate Hotel, Butuan City	* Attended the 1st RDRC Meeting in Watergate Hotel, Butuan City * Presented the RRP-CFTW's project LAWA and BINHI to committee members for information and support * Reviewed TE claims and work and travel plans of RRP Staff
April 03	OB - Davao City	* Travel time from official station to Davao City * Follow-up deliverables and submissions of RRP Staff and answered their concerns * Coordinated with RRP CO Team and PLGU-SDS focal for the preparatory activities for the visit and CFT TA provision of SAS Ma. Isabel Lanada and CO Team in Lingig, SDS
April 04	OB - Davao City	* Participated in the Development of DRR-CCA in Health Agenda for 2024-2028 Workshop in Panorama, Davao City * Answered inquiries and concerns of co-workers and RRP Staff
April 05	OB - Davao City	* Travel time back to official station from Davao City * Answered concerns of DC and RD regarding SAS Lanada and CO team visit for CFT TA provision in Lingig, SDS * Reviewed, enhanced and endorsed IPC 2024 1st and 2nd sem targets of RRP workforce for perusal of DRRS head
April 06	SATURDAY	N/A
April 07	SUNDAY	N/A
April 08	FO - Butuan City	* Conducted coordination meeting with SLP RPO, EPAHP RPC for LGU Forum and DC for PLGU-ADS concerns * Reviewed and endorsed complied TE claims, CTDO applications and work and travel plans of RRP Staff * Prepared PowerPoint presentation for RRP 1st quarter accomplishments and updates
April 09	HOLIDAY	N/A (Observance of Araw ng Kagitingan)
April 10	HOLIDAY	N/A (Observance of Eidul-Fitar)
April 11	OB - Prosperidad, ADS	* Prepared and endorsed invitation letter for DTI, DENR and DA Caraga for LGU Forum * Prepared and endorsed invitation letter for SLP, EPAHP and NHTS-PR for LGU Forum * Attended staff meeting with ARDO Paul Parajes * Attended coordination meeting with DRMB-CO and SAS Ma. Isabel Lanada and presented RRP 1st quarter accomplishments and updates * Conducted coordination meeting with PLGU-ADS re: LAWA and BINHI implementation in Prosperidad, ADS
April 12	FO - Butuan City and DTI Caraga	* Coordinated DTI, DENR and DA Caraga for a the schedule of coordination meeting * Reviewed TE claims and attachments, Monthly Work and Travel Plans and Feedback Reports of RRP Staff * Conducted coordination meeting with DTI Caraga for LGU Forum and possible convergence or complementation of programs and services * Coordinated with RRP Staff for the submission of initial list of potential beneficiaries and number of LAWA and BINHI projects for submission to Office of the President * Arranged augmentation for the conduct of site validation in PDI and ADN
April 13	SATURDAY	N/A
April 14	SUNDAY	N/A
April 15	OB - DENR Caraga and PDI	* Enhanced and endorsed feedback report for the conducted coordination meeting with PLGU-ADS for RD's information * Conducted coordination meeting with DENR Caraga for LGU Forum and possible convergence and completion of programs and services * Travel time to Province of Dinagat Islands

Prepared by:

RUTCHEL R. MOLINO, PDO III
 Focal, Risk Resiliency Program through CFTW

Noted by:

ALICIA T. MARQUIZO, SWO II
 Head, Disaster Response and Rehabilitation Sector