

ITINERARY OF TRAVEL

Entity Name : Department of Social Welfare and Development

Fund Cluster : DRMD -CCAM

No.: 16-09647

Name: KARIN LOUISE Q. NIETES - ID # 16-11505

Date of Travel : March 6-26, 2024

Position: Project Development Officer II - MOA

Purpose of Travel : Assisted in the conduct of consultation meetings, Site Validation for RRP-CFWT projects, Augmented in ECT Payout.

Official Station : DRMD/DSWD Field Office CARAGA

IMPLEMENTATION

Date	Places to be visited (Destination)	TIME		Means of Transportation	Transportation	Per Diem	Others	Total Amount
		Departure	Arrival					
March 06, 2024	Official Station to Mun. of Jabonga, ADN	7:30 am	9:15 pm	Van	250.00			250.00
	Mun. of Jabonga, ADN to Official Station	3:30 pm	5:00 am	Van	250.00			250.00
March 07, 2024	Official Station to Mun. of San Luis, ADS	5:12 am	9:05 am	RP		750.00		750.00
	Mun. of San Luis, ADS to Official Station	6:20 pm	9:50 pm	RP				
March 08, 2024	Official Station to Mun. of Bunawan, ADS	5:05 am	9:40 am	RP		750.00		750.00
	Mun. of Bunawan, ADS to Official Station	6:08 pm	10:16 pm	RP				
March 12, 2024	Official Station to Poblacion Jabonga, ADN	7:18 am	9:02 am	Van	250.00			250.00
	Poblacion Jabonga, ADN to Brgy. San Vicente proper	9:16 am	11:10 am	Hired single motor	300.00			300.00
	San Vicente proper to Angel Village, Brgy. San Vicente	11:20 am	12:05 pm	Hired single motor	250.00			250.00
	Angel Village to San Vicente proper	2:25 pm	3:16 pm	Hired single motor	250.00			250.00
	Brgy. San Vicente, Jabonga, ADN to Poblacion, Jabonga, ADN	3:32 pm	5:16 pm	Hired single motor	300.00			300.00
March 13, 2024	Poblacion, Jabonga, ADN to Official Station	5:29 pm	7:28 pm	Van	250.00			250.00
	Official Station to Poblacion Jabonga, ADN	7:02 am	9:00 am	Van	250.00			250.00
	Poblacion Jabonga, ADN to Barangay San Pablo, Jabonga, ADN	9:12 am	10:07 am	Hired single motor	280.00			280.00
	Barangay San Pablo, Jabonga, ADN to Brgy. Bunga, Jabonga, ADN	12:40 pm	1:45 pm	Hired single motor	250.00			250.00
	Barangay Bunga, Jabonga, ADN to Poblacion, Jabonga, ADN	4:19 pm	6:37 pm	Hired single motor	300.00			300.00
March 15, 2024	Poblacion Jabonga, ADN to Official Station	6:50 pm	8:56 pm	Van	250.00			250.00
	Official Station to Poblacion 2, Santiago, ADN	7:16 am	8:47 am	Van	180.00			180.00
	Poblacion 2, Santiago, ADN to Sitio Cadahondahanon	9:00 am	10:12 am	Hired single motor	300.00			300.00
	Sitio Cadahondahanon to Poblacion 2, Santiago, ADN	12:51 pm	2:02 pm	Hired single motor	300.00			300.00
	Poblacion 2, Santiago, ADN to brgy. Tagbuyacan, Santiago, ADN	2:17 pm	2:54 pm	Hired single motor	150.00			150.00
	Brgy. Tagbuyacan, Santiago, ADN to Poblacion 2, Santiago, ADN	5:04 pm	5:59 pm	Hired single motor	150.00			150.00
March 18, 2024	Poblacion Santiago, ADN to Official Station	6:12 pm	8:08 pm	Van	180.00			180.00
	OS to Koronadal City, South Cotabato	1:00 am	10:00 am	RP	-	450.00		450.00
March 19-21, 2024	Still in Koronadal City					900.00		900.00
March 22, 2024	Koronadal City to OS	10:00 am	8:30 pm	RP	-	450.00		450.00
March 26, 2024	Official Station to Poblacion Buenavista, ADN	6:25 am	7:15 am	Van	100.00			100.00
	Poblacion Buenavista, ADN to Brgy. Rizal Buenavista, ADN	7:18 am	7:41 am	Hired single motor	300.00			300.00
	Brgy. Rizal to Brgy. Simbalan Proper, Buenavista, ADN	9:02 am	9:50 am	Hired single motor	250.00			250.00
	Brgy. Simbalan Proper, Buenavista, ADN to Sitio Lekda, Simbalan	10:05 am	11:19 am	Hired single motor	300.00			300.00
	Sitio Lekda, Simbalan to Simbalan Proper, Buenavista ADN	12:47 pm	1:34 pm	Hired single motor	300.00			300.00
	Brgy. Simbalan Proper to Poblacion Buenavista, ADN	1:38 pm	2:40 pm	Hired single motor	300.00			300.00
	Poblacion Buenavista, ADN to Brgy. Malapong, Buenavista, ADN	2:46 pm	3:16 pm	Hired single motor	100.00			100.00
	Brgy. Malapong to Brgy. Alubihid, Buenavista, ADN	3:40 pm	4:17 pm	Hired single motor	220.00			220.00
	Brgy. Alubihid proper to Sitio Manlangit, Brgy. Alubihid	4:20 pm	4:55 pm	Hired single motor	300.00			300.00
	Sitio Manlangit to Brgy. Alubihid proper, Buenavista, ADN	5:43 pm	5:50 pm	Hired single motor	300.00			300.00
	Brgy. Alubihid proper to Poblacion Buenavista, ADN	5:53 pm	6:47 pm	Hired single motor	250.00			250.00
	Poblacion Buenavista, ADN to Official Station	6:52 pm	7:44 pm	Van	100.00	3,300		100.00
TOTAL:					8,550.00	1,500.00		10,810.00

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.

Prepared by :

KARIN LOUISE Q. NIETES

Project Development Officer II

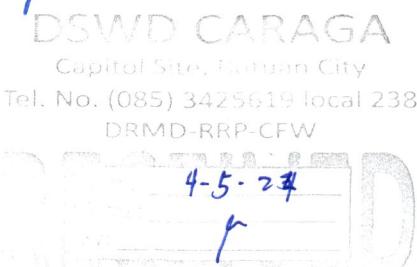
Approved by :

JEAN PAUL S. PARAJES, RSW, MSSW

OIC-ARDO / Chief, Promotive Services Division

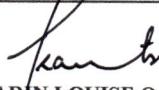
ALDIE MAE A. ANDOV

OIC-DRMD Chief



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
CERTIFICATION OF EXPENSES NOT REQUIRING RECEIPTS

Pursuant to COA circular No. 2017-001 dated June 19, 2017

Name of Employee	KARIN LOUISE Q. NIETES	Employee No.	16-11505
Official Station : DRMD/DSWD FIELD OFFICE CARAGA			
Division/Program	DRMD - RRP-CFW/T		
Date	Particulars	Means of Transportation	AMOUNT (PESOS)
March 06, 2024	Official Station to Mun. of Jabonga, ADN	Van	250.00
	Mun. of Jabonga, ADN to Official Station	Van	250.00
	Official Station to Poblacion Jabonga, ADN	Van	250.00
	Poblacion Jabonga, ADN to Brgy. San Vicente proper	Single motor hired	300.00
	San Vicente proper to Angel Village, Brgy. San Vicente	Single motor hired	250.00
	Angel Village to San Vicente proper	Single motor hired	250.00
	Brgy. San Vicente, Jabonga, ADN to Poblacion, Jabonga, ADN	Single motor hired	300.00
	Poblacion, Jabonga, ADN to Official Station	Van	250.00
March 12, 2024	Official Station to Poblacion Jabonga, ADN	Van	250.00
	Poblacion Jabonga, ADN to Barangay San Pablo, Jabonga, ADN	Single motor hired	280.00
	Brgy. San Pablo Jabonga, ADN to Brgy. Bunga, Jabonga, ADN	Single motor hired	250.00
	Brgy. San Pablo Jabonga, ADN to Brgy. Bunga, Jabonga, ADN	Single motor hired	300.00
	Poblacion Jabonga, ADN to Official Station	Van	250.00
March 13, 2024	Official Station to Poblacion 2, Santiago, ADN	Van	180.00
	Poblacion 2, Santiago, ADN to Sitio Cadahondahanon	Hired single motor	300.00
	Sitio Cadahondahanon to Poblacion 2, Santiago, ADN	Hired single motor	300.00
	Poblacion 2, Santiago, ADN to brgy. Tagbuyacan, Santiago, ADN	Hired single motor	150.00
	Brgy. Tagbuyacan, Santiago, ADN to Poblacion 2, Santiago, ADN	Hired single motor	150.00
	Poblacion Santiago, ADN to Official Station	Van	180.00
March 15, 2024	Official Station to Poblacion Buenavista, ADN	Van	100.00
	Poblacion Buenavista, ADN to Brgy. Rizal Buenavista, ADN	Hired single motor	300.00
	Brgy. Rizal to Brgy. Simbalan Proper, Buenavista, ADN	Hired single motor	250.00
	Brgy. Simbalan Proper, Buenavista, ADN to Sitio Lekda, Simbalan	Hired single motor	300.00
	Sitio Lekda, Simbalan to Simbalan Proper, Buenavista ADN	Hired single motor	300.00
	Brgy. Simbalan Proper to Poblacion Buenavista, ADN	Hired single motor	300.00
	Poblacion Buenavista, ADN to Brgy. Malapong, Buenavista, ADN	Hired single motor	100.00
	Brgy. Malapong to Brgy. Alubihid, Buenavista, ADN	Hired single motor	220.00
	Brgy. Alubihid proper to Sitio Manlangit, Brgy. Alubihid	Hired single motor	300.00
	Sitio Manlangit to Brgy. Alubihid proper, Buenavista, ADN	Hired single motor	300.00
	Brgy. Alubihid proper to Poblacion Buenavista, ADN	Hired single motor	250.00
	Poblacion Buenavista, ADN to Official Station	Van	100.00
	TOTAL		7,510.00
Signature			
Printed Name	KARIN LOUISE Q. NIETES	ALDIE MAE A. ANDOY	
	RRP-CFW/T PDO II	OIC DRMD Chief	
	Date: April 5, 2024	Date:	

CERTIFICATION OF TRAVEL COMPLETED

Entity Name: DSWD

Fund Cluster: C RRP-CFW/T

MARI-FLOR A. DOLLAGA-LIBANG
Director in-Charge

Field Office-CARAGA
Station

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

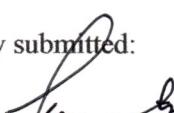
- / x / Strictly in accordance with the approved itinerary.
/ / Cut short as explained below. Excess payment in the amount of
P _____ was refunded under O. R. No. _____ dated _____
/ / Extended as explained below, additional itinerary was submitted
/ / Other deviation as explained below.

Explanation or justifications:

Evidence of travel:

Travel order, Certificate of Appearance, Fund Summary (Annex XIII-C, Annex A)

Respectfully submitted:


KARIN LOUISE Q. NIETES

Name of Employee

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

Recommending approval:

Approved:

ALDIE MAE A. ANDOY
OIC-Chief, DRMD

JEAN PAUL S. PARAJES, RSW, MSSW
OIC-ARDO / Chief, Promotive Services Division



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 March 2024

ANNEX XIII-C

DATE	ACTIVITIES AND PROGRAMS	FUND	AMOUNT
March 7-8, 2024	Augmented in ECT payout	DRRP	1,500.00
March 18-22, 2024	Attend National Strategic Planning	DRRP - RRP - VFM	1,800.00
March 6, 12-15 & 26, 2024	Conduct Consultation Meetings and other pre-implementation activities (Site Validation) for RRP CFTW	DRRP	7,510.00
Nothing Follows			
			Total 10,810.00

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.

Prepare by:

KARIN LOUISE Q. NIETES
Name Of Employee

Note by:

ALICIA T. MARQUISO, RSW
Head, Disaster Response and Rehabilitation Section

GM



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



MONTHLY WORK AND TRAVEL PLAN

March 1-31, 2023

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
03/04/2024	Office Works: Make Monthly Work Plan		
03/05/2024	Office Works: Follow up LGU re submission of list of implementing barangays		
03/06/2024	Jabonga: Courtesy call to Municipal Mayor and consultation meeting with Barangay Captains		
03/07/2024	Office Works: Follow up LGU re submission of list of implementing barangays	San Luis: Conducted Payout to ECT beneficiaries of Barangay Dona Flavia	J gm
03/08/2024	Office Works: Follow up LGU re submission of list of implementing barangays	Bunawan: Conducted Payout to ECT beneficiaries of Barangay Dona Flavia	J gm
03/11/2024	ADN Capitol: Conduct TWG Meeting	Office Works: Sorted ECT payout document of Bunawan and San Luis	
03/12/2024	Office Works: Follow up LGU re schedule for site validation	Jabonga: Conducted Site Validation at Barangay San Vicente	J gm
03/13/2024	Buenavista: Conduct Site Validation	Jabonga: Conducted Site Validation at Barangay Bunga and San Pedro	J gm
03/14/2024	Jabonga: Conduct Site Validation	Office Works: Consolidated findings and documentation and made feedback report re site validation at Jabonga; Sorted ECT payout document of Bunawan and San Luis	
03/15/2024	Santiago: Conduct Site Validation		
03/17/2024	Koronadal City: Attend Strategic Planning		
03/18/2024	Koronadal City: Attend Strategic Planning		
03/19/2024	Koronadal City: Attend Strategic Planning		
03/20/2024	Koronadal City: Attend Strategic Planning		
03/21/2024	Koronadal City: Attend Strategic Planning		
03/22/2024	Koronadal City: Attend Strategic Planning		
03/23/2024	Koronadal City: Attend Strategic Planning		
03/25/2024	CTDO		
03/26/2024	Butuan City: Attend Strategic Planning (Internal)	Buenavista: Conducted site validation at Barangay Rizal, Simbalan, Malapong and Alubihid	J gm
03/27/2024	Butuan City: Attend Strategic Planning (Internal)	ADN Capitol: Conducted 1st Quarter TWG Meeting	J gm

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 dissallowances for claims of travel which is/are not included in this plan except supported by Travel Order, Office Order or Regional Special Order (RSO).

KARIN LOUISE Q. NIETES

Name of Employee

ALICIA T. MARQUISO

DRRS Head

gm

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

CERTIFICATION

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

Name: KARIN LOUISE O. NIETES

Position and Designation: PDO - 11

Date and Places of Travel: MARCH 7 SANLUIS , MARCH 8 BUNAWAN ; MARCH 18-22 KORONADAI ; MARCH 6, 12-15, 26
000080L

Purpose of travel: Augment in ECT payout ; Attend National Strategic Planning ; AGUSAN DEL NORTE
conduct consultation meetings and other pre-implementation activities for RRP-CFTW

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 MAELA. ANDOY

OIC-Chief, DRMD

gm



Republic of the Philippines
Province of Agusan del Norte

Municipality of Jabonga

Office of the Municipal Social Welfare and Development

✉ jabongaadm@gmail.com
📞 [085] 803-0013
🌐 Local Government Unit of Jabonga
jabongaadm.gov.ph

CERTIFICATE OF APPEARANCE

To Whom It May Concern:

THIS IS TO CERTIFY that the subject person whose name is indicated below appeared in this office:

Name : KARIN LOUISE O. NIETES
Designation : PDO-11
Agency/Office : DSWB, PO
Inclusive Date : 3 / 6 / 2024
Purpose : Conducted consultation meeting w/ Brigg. Captains of San Vicent, San Pablo and Bunga

Issued this 6th day of March, 2024 at MSWD Office, Jabonga, Agusan del Norte.

CHRISTIAN JOY G. CERVANTES, RSW, MRA
MSWDO



Republic of the Philippines
PROVINCE OF AGUSAN DEL SUR
Municipality of San Luis



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

CERTIFICATE OF APPEARANCE

To Whom it May Concern:

This is to certify that the subject person whose name is indicated below appeared in this office

NAME	: <u>KARIN LOUISE A. NIETES</u>
POSITION	: <u>PSO-H</u>
STATION/OFFICE	: <u>DSWD PO</u>
DATE APPEARED	: <u>3 / 7 / 24</u>
DATE OF ISSUED	: <u>3 / 7 / 24</u>
PURPOSE	: <u>conducted ECT payout</u>

Issued this 7th day of March, 2024 at MSWD Office, San Luis, Agusan del Sur.


MARY ANTHONY GOMEZ-RULLON, RSW
MSWDO



Republic of the Philippines
Province of Agusan del Sur
MUNICIRALITY OF BUNAWAN



MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that the subject person whose name indicated below appeared in this office:

NAME : KARIN LOUISE O. NIETES
DESIGNATION : PSWD-II
STATION : PSWD FO
DATES : 3/8/2024
PURPOSE : conduct ECT payout

Issued this 8th day of March, 2024 at the Municipal Social Welfare & Development Office,
Bunawan, Agusan del Sur.

SUSAN S. MORALA, RSW
MSWDO



Republic of the Philippines
Province of Agusan del Norte
Municipality of JABONGA
BARANGAY SAN VICENTE

San Vicente

JABONGA, AGUSAN del NORTE

OFFICE OF THE PUNONG BARANGAY

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN:

This is to certify that MS/MR/MRS/ Karen Louise O. Piñeres,
With official station at Dswd FO appeared in this office
On March 12, 2024 for the purpose of conduct site validation
for RRP Lawa and BINHI

Issued this 12th day of March, 2024, at San Vicente,
Jabonga, Agusan del Norte, Philippines.

HON. ARMELDA CAPOTE-DELUAO
Punong Barangay

Republic of the Philippines

Province of Agusan del Norte

Municipality of Jabonga

BARANGAY BUNGA



OFFICE OF THE PUNONG BARANGAY

CERTIFICATE OF APPEARANCE

This is to certify that the Officials/Employees personally appeared in this office on the date(s) and for the purpose hereunder stated:

Name	:	KARIN LOUISE Q. NIETES
Designation	:	PD - II
Address	:	D6WD FB
Purpose	:	conducted site validation for RRR
Date Appeared	:	3/13 / 2024

Given this 13th day of March, 2024 at office of the Punong Barangay, Bunga Jabonga Agusan del Norte, Philippines.

The handwritten signature of Florife L. Lanquino, followed by her printed name and title.
FLORIFE L. LANQUINO
Punong Barangay



REPUBLIC OF THE PHILIPPINES
PROVINCE OF AGUSAN DEL NORTE
MUNICIPALITY OF SANTIAGO

CERTIFICATE OF APPEARANCE

This is to certify that subject official /employee whose name stated below
appeared at LGU-Santiago, Agusan del Norte on the date /s and purpose /s specified.

NAME : KARIN LOUISE Q. NIETES
DESIGNATION : PDO-II
DATE/S APPEARED : 3 / 15 / 2024
PURPOSE/S : conducted site validation at sitio Cadahondahanan,
Poblacion 2 and Brgy. Tagbuyagan

ISSUED THIS 15th DAY OF March 2024.

A handwritten signature in black ink, appearing to read "Vicky L. Del Rosario".

VICKY L. DEL ROSARIO
Municipal Administrator



Republic of the Philippines
Province of Agusan del Norte
Municipality of Buenavista

Office of the Municipal Environment and Natural Resources

CERTIFICATE OF APPEARANCE

This is to certify that Mr./Mrs./Miss. Karin Louise A. Niekr Who is an employee of DSWD FO with assigned at _____ has personally appeared in this office/ place of _____ for the purpose of conduct, site validation at Brgy. Rizal, Simbalan, Malapong and Alabihid from _____ to 3/26/2024

This certification is issued upon to _____ compliance with the standing auditing regulation provided under R.A 3847 duly implemented by GAO No. 83-A for the purpose of establishing the evidence and duration of his/ her appearance threat the truth of which is hereby vouch safe and guaranteed by the undersigned.

PLACE OF EXECUTION: Buenavista, ADN
DATE OF EXECUTION: 3/26/2024



RHEA B. LUANGCO
MENRO Designate



Republic of the Philippines
Province of Agusan del Norte
Municipality of Buenavista
Barangay Simbalan



OFFICE OF THE PUNONG BARANGAY

CERTIFICATE OF APPEARANCE

This is to certify that MR. / MS. KARIN LOUISE B. PIETRI
of DSWD FO has appeared before the **OFFICE OF THE SANGGUNIANG
BARANGAY** of Barangay Simbalan, Buenavista, Agusan del Norte on 3 / 26 / 2024, 2024 for the
purpose of sitio validation at sitio Lekola.

Issued on 3 / 26 / 2024.


HON. WALTER B. TUGA
Punong Barangay

Republic of the Philippines
Province of Agusan del Norte
Municipality of Buenavista
BARANGAY ALUBIHID



CERTIFICATE OF APPEARANCE

Name: Karin Louise G. Nieves

Position: PD0-11

Office: PSWD FO

Date Appeared: 3 / 26 / 2024

Purpose: conduct sit validation at sitio Manlangit

This Certificate is being issued upon request of the interested party for whatever legal purpose this may serve best.

Given this 26th day of March 2024 at Barangay Alubhid,
Buenavista, Agusan del Norte.



RICKY A. AWA
Punong Barangay



TRAVEL ORDER

No. TO-2024-03-7020

Series of 2024

March 05, 2024
11:47 AM

Subject: AUTHORITY

This is to authorize the travel of the following DSWD FO Caraga Staff/s whose name is written below with the purpose of travel, places and dates indicated opposite their names, to wit:

Names - Position/Area of Assignment R(SN, FN M. II)	Place/s of Visit	Duration of Travel	Purpose	Expected Output	Means of Transportation 1 PUV Vice-Versa 2 RP Vice-Versa 3 RP-one-way PUV one-way 4 Hired Van	Claims 1 without per diem 2 with per diem 3 Official Time Only 4 Compensatory Day off
1. Roselyn A. Lucero - AA I / Field Office Caraga 2. Karine P. Curay - AO II / Field Office Caraga	Puerto Princesa Palawan	March 10, 2024 - March 16, 2024	DRMG SCHEDULE AND GUIDANCE ON THE FORMULATION AND CONDUCT OF WORK AND FINANCIAL PLANNING WORKSHOP FOR FY 2025	Feedback Report	PUV Vice-Versa	with per diem
1. Rutchel R. Molino - PDO III / Field Office Caraga 2. Roselyn A. Lucero - AA I / Field Office Caraga 3. Oriel M. Jacobe - PDO III / Field Office Caraga 4. Karin Louise Q. Nietes - PDO II / Field Office Caraga 5. John Mark Agustin E. Acida - PDO I / Field Office Caraga	South Cotabato	March 17, 2024 - March 23, 2024	NATIONAL RISK RESILIENCE PROGRAM STRATEGIC PLANNING WORKSHOP	Feedback Report	PUV Vice-Versa	with per diem

It is understood that report shall be submitted upon completion of the Travel together with certificate of appearance from each place/s visited and other documentary evidences of travel.

Approved by:

JEAN PAUL S. PARAJES
OIC ARDO

JPS / BDCC / rpl / gba
J. P. M.

CERTIFIED TRUE COPY

RENSON L. PRECIOSO
AO IV



March 08, 2024
09:47AM

TRAVEL ORDER

No. TO-2024-03-7116

Series of 2024

Subject: AUTHORITY

This is to authorize the travel of the following DSWD FO Caraga Staff/s whose name is written below with the purpose of travel, places and dates indicated opposite their names, to wit:

Names - Position/Area of Assignment (RISN, FN M. III)	Place/s of Visit	Duration of Travel	Purpose	Expected Output	Means of Transportation	Claims
					1 PUV Vice-Versa	2 RP Vice-Versa
1. Jayric L. Pallado - SWO II / Field Office Caraga	Veruela, ADS	March 7, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem
1. Apple E. Gotinga - AA I / Field Office Caraga 2. Harriet R. Bonocan - PDO I / Field Office Caraga 3. Rizhie Dawn R. Estrera - SWO II / Agusan Del Sur - POO San Francisco 4. Celso B. Naval - A AIDE IV / Field Office Caraga 5. Marinella N. Osin - A AIDE / Agusan Del Sur 6. Darwin B. Papel - A AIDE I / Agusan Del Sur - San Francisco 7. Sonny S. Norca - PDO II / Field Office Caraga 8. Leo Tristan S. Bagcat - PDO II / Agusan Del Sur - Patin-ay 9. Marc Salven S. Virtudazo - A AIDE IV / Field Office Caraga	Trento, ADS	March 7, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem
1. Joseph Bien Conrad V. Calo - PDO I / Tandag City 2. Gilbert D. Comandante - PDO I / Field Office Caraga 3. Maria Diavelle P. Salvan - PDO I / Field Office Caraga 4. Shielamae J. Libot - AA III / Field Office Caraga 5. Andy G. Amporias - SWA AIDE / Field Office Caraga 6. Mitzi Rica A. Palima - PDO II / Field Office Caraga 7. Rosalyn V. Piambone - A AIDE IV / Field Office Caraga 8. Jessie Mae G. Alac - AA II / Field Office Caraga 9. Karin Louise Q. Nletes - PDO II / Field Office Caraga 10. Mariel A. Labas - A AIDE IV / Field Office Caraga 11. Arnold C. Glinogo - A AIDE IV / Field Office Caraga 12. Von Vincent T. Gela - PDO II / Field Office Caraga 13. Janella Andrea A. Labrador - AO II / Field Office Caraga	San Luis, ADS	March 7, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem
1. Shielamae J. Libot - AA III / Field Office Caraga 2. Mariel A. Labas - A AIDE IV / Field Office Caraga 3. Jessie Mae G. Alac - AA II / Field Office Caraga 4. Marc Salven S. Virtudazo - A AIDE IV / Field Office Caraga 5. Julieto L. Ompad - PDO III / Field Office Caraga 6. Imee Jane I. Solano - PDO II / Field Office Caraga 7. Caroline Q. Cataian - PO III / Field Office Caraga 8. Reishel May O. Mentolaroc - PO II / Field Office Caraga 9. Arnold C. Glinogo - A AIDE IV / Field Office Caraga	San Luis, ADS	March 8, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem



Department of Social Welfare and Development



Field Office - Caraga Region

TRAVEL ORDER

No. TO-2024-03-7116

Series of 2024

March 08, 2024
09:47AM

Subject:

This is to authorize the travel of the following DSWD FO Caraga Staff/s whose name is written below with the purpose of travel, places and dates indicated opposite their names, to wit:

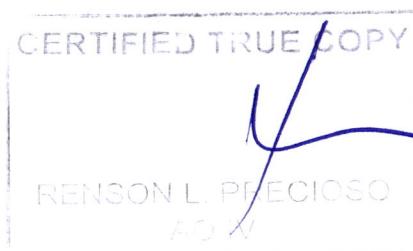
1. Karin Louise Q. Nletes - PDO II / Field Office Caraga	Bunawan, ADS	March 8, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	.with per diem
2. Joseph Bien Conrad V. Calo - PDO I / Tandag City						
3. Jayric L. Pallado - SWO II / Field Office Caraga						
4. Mitzi Rica A. Palime - PDO II / Field Office Caraga						
5. Janella Andrea A. Labrador - AO II / Field Office Caraga						
6. Andy G. Amporias - SWA AIDE / Field Office Caraga						
7. Harriet R. Bonocan - PDO I / Field Office Caraga						
8. Apple E. Gotinga - AA I / Field Office Caraga						
9. Gilbert D. Comandante - PDO I / Field Office Caraga						
10. Maria Diavelle P. Salvan - PDO I / Field Office Caraga						
1. Ruby Jane P. Galido - A AIDE IV / Agusan Del Sur - San Francisco	Bunawan, ADS	March 8, 2024	Conduct ECT Payout	Disbursed Funds	PUV Vice-Versa	without per diem
2. Crystal Jean T. Calanza - AA I / Agusan Del Sur - Patinay						
3. Leo Tristan S. Bagcat - PDO II / Agusan Del Sur - Patinay						
4. Chona M. Balingit - Albienda - SWO II / Agusan Del Sur						
1. Zandro Rhyme D. Bañez - SWO II / Field Office Caraga	San Luis, ADS	March 7, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem
2. Imee Jane I. Solano - PDO II / Field Office Caraga						
1. Eva Mytha S. Banzon - IO II / Field Office Caraga	San Luis, ADS	March 7, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem
1. Eva Mytha S. Banzon - IO II / Field Office Caraga	Bunawan, ADS	March 8, 2024	Conduct of ECT Payout	Disbursed Funds	Hired Van	with per diem
1. Marjun V. Cortez - A AIDE IV / Field Office Caraga	Trento and San Luis, ADS	March 7, 2024 ~ March 8, 2024	Conduct ECT Payout	Disbursed Funds	Hired Van	with per diem

It is understood that report shall be submitted upon completion of the Travel together with certificate of appearance from each place/s visited and other documentary evidences of travel.

Approved by:

JEAN PAUL S. PARAJES
OIC-AOO

JSP/BBCC/mg/jy
Merge RITOs: TO-2024-03-7093, TO-2024-03-7098, TO-2024-03-7102, TO-2024-03-7103, TO-2024-03-7112,



CERTIFICATE OF APPEARANCE

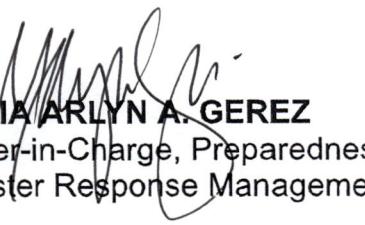
To Whom This May Concern:

This is to certify that Mr./Ms. _____ of the _____ has appeared on 18 - 22 March 2024 to attend the National Risk Resiliency Program Strategic Planning Workshop 2024 in Koronadal City, South Cotabato.

Please Affix your signature on appropriate box		Inclusive Date
	Did not provide hotel/lodging	
	Hotel/Lodging/Accommodation	22 March 2024
	Meals:	
	Breakfast	18 March 2024
	Lunch	18 March 2024
	Dinner	22 March 2024
	Provided the following:	
	Hotel/Lodging/Accommodation	18–21 March 2024
	Meals:	
	Breakfast	19–22 March 2024
	Lunch	19–22 March 2024
	Dinner	18–21 March 2024
	Did not provide vehicle	

This certification is issued upon request of the party for whatever purpose it may serve.

Issued this 22nd day of March 2024 in Koronadal City, South Cotabato.


MARIA ARLYN A. GEREZ
Officer-in-Charge, Preparedness for Response Division (PRD)
Disaster Response Management Bureau (DRMB)