

Daily Time Record

Molino, Rutchel R.
(Name)

For the period of: March 01 - 15, 2024

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	OB: TO-2024-02-6936					
02	OB: TO-2024-02-6936					
03	SUNDAY					
04	08:02 AM	12:41 PM	12:41 PM	06:21 PM		
05	OB: TO-2024-03-6985					
06	08:54 AM	12:22 PM	12:52 PM	09:31 PM		
07	OB: TO-2024-03-6985					
08	OB: TO-2024-03-6985					
09	OB: TO-2024-03-6985					
10	SUNDAY					
11	08:17 AM	12:12 PM	12:48 PM	06:45 PM		
12	OB: TO-2024-03-7140					
13	OB: TO-2024-03-7141					
14	OB: TO-2024-03-7144					
15	OB: TO-2024-03-7144					

[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

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MOLINO, RUTCHEL R.

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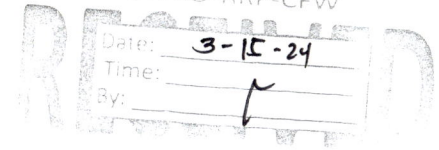
ALDIE MAE A. ANDOY, SWO IV

Chief, Disaster Response
Management Division

GREEN

ACCOMPLISHMENT REPORT
(March 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
March 01	OB - San Benito, SDN	* Conducted RRP-CFTW's project LAWA and BINHI orientation to newly installed MAO and MENRO, and site identification for Mangrove Reforestation focusing on nipa plantation
March 02	OB - San Benito, SDN	* Travel time back to official station
March 03	SUNDAY	N/A
March 04	FO - Butuan City	* Attended National Women's Month Celebration Kick Off program at DSWD covered court * Acted as panel for PDO II applicants under RRP-CFTW * Reviewed monthly work and travel plans of PDOs/field-based staff * Reviewed and endorsed TE claims, COC conversion and CTDO applications
March 05	OB - Mainit, SDN	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers
March 06	FO - Butuan City	* Participated in Essay Writing Contest in celebration of National Women's Month * Reviewed enhanced monthly work and travel plans of PDOs/field-based staff * Reviewed and endorsed TE claims, COC conversion and CTDO applications
March 07	OB - Gigaquit, SDN	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers
March 08	OB - Tagana-an, SDN	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers
March 09	SATURDAY	N/A
March 10	SUNDAY	N/A
March 11	FO - Butuan City	* Prepared and endorsed TE claims for Feb. 2024 and COC conversion application for Jan and Feb. 2024 * Reviewed and endorsed TE claims of RRP Staff * Furnished DRMB-CO copy of RSO and answered concerns for National Strategic Planning for CY 2024 RRP-CFTW's implementation * Answered concerns of co-workers and partner implementers * Coordinated status of PR, RSO, TO, Cash Advance for logistical support for travel to Koronadal City * Answered inquiries of Legal Section and furnished needed documents for the perusal of MOA between DSWD and PLGU for the implementation of RRP-CFTW
March 12	OB - Barobo and Hinatuan, SDS	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers
March 13	OB - Lingig, SDS	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers
March 14	OB - Lanuza, SDS	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers
March 15	OB - Bayabas, SDS	* Conducted RRP-CFTW's project LAWA and BINHI site identification and validation * Conducted orientation and feedbacking with MTWG members and target recipient BLGUs * Answered concerns of co-workers and partner-implementers

Prepared by: 
RUTCHEL R. MOLINO, PDO III
Focal, Risk Resiliency Program thru CFTW

Noted by: 
ALICIA T. MARQUIISO, SWO II
Head, Disaster Response Information and Managen