

Daily Time Record

Pacot , Rachelle B.
(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	07:32 AM	12:05 PM	12:48 PM	05:15 PM		
05	OB: TO-2024-03-6985					
06	OB: TO-2024-03-6985					
07	909ENT					
08	OB: TO-2024-03-6985					
09	OB: TO-2024-03-6985					
10	SUNDAY					
11	OB PROVINCIAL CAPITAL, SON (RSO 000012)					
12	OB PROVINCIAL CAPITAL, SON (RSO 000012)					
13	OB PROVINCIAL CAPITAL, SON (RSO 000012)					
14	OB PROVINCIAL CAPITAL, SON (RSO 000012)					
15	OB PROVINCIAL CAPITAL, SON (RSO 000012)					

[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.

Pacot , Rachelle B.

Verified as to the prescribed office hours.

ALDIE MAE A. ANDOY, SWO IV
Chief, Disaster Response
Management Division



DSWD CARAGA
Capitol Site, Butuan City
Tel. No. (085) 3425619 local 238
DRMD-RRP-CFW

Name : RACHELLE B. PACOT
Position : Project Development Officer I
Division / Unit / Project : Disaster Response Management Division
Area of Assignment : Surigao Del Norte

ACCOMPLISHMENT REPORT
(March 01 - 15, 2024)

RECEIVED
Date: 3-16-24
Time:
By:
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DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
March 01	OB: TO-2024-02-6936	Conducted RRP-CFTW's Project Lawa and BINHI orientation to newly assigned MAO and MENRO of LGU San Benito. Discussed with MLGU - TWG on site identification for Mangrove Reforestation focusing on possible nipa plantation.
March 02	OB: TO-2024-02-6936	Travel time to Surigao City, SDN.
March 03	SUNDAY	SUNDAY
March 04	FO CARAGA	Attended National Women's Month - Kick Off Activity at DSWD FO Caraga. Made and submitted monthly work plan for the month of March. Coordinated with MLGU - focals of 4 municipalities of SDN - District 2, in relation to the conduct of site validations.
March 05	OB: TO-2024-03-6985	Conducted site validation for the proposed site of Project Lawa-Binhi in Mainit, SDN. Courtesy call to Municipal Mayor of LGU <u>Mainit</u> . Discussed with PTWG and MLGU-TWG regarding the conducted site validation.
March 06	OB: TO-2024-03-6985	Conducted site validation for the proposed site of Project Lawa-Binhi in Malimono, SDN. Discussed with PTWG and MLGU-TWG regarding the conducted site validation.
March 07	ABSENT	ABSENT
March 08	OB: TO-2024-03-6985	Conducted site validation for the proposed site of Project Lawa-Binhi in Taganaan, SDN. Courtesy call to Municipal Mayor of LGU Taganaan. Made courtesy call to barangay officials of Brgy. Aurora, Taganaan. Discussed with PTWG and MLGU-TWG regarding the conducted site validation.
March 09	OB: TO-2024-03-6985	Travel time to DSWD FO CARAGA, Butuan City.
March 10	SUNDAY	SUNDAY
March 11	OB Provincial Capitol, SDN (RSO 000012)	Discussion with PAGriO focal on finalizing allocations for every municipalities implementing Project Lawa. Coordinated with MAO focal of each municipalities for the updates of ownership of lands to be used for the implementation.
March 12	OB Provincial Capitol, SDN (RSO 000012)	Continuation of discussion with PAGriO focal on finalizing allocations for every municipalities implementing Project Lawa. Discussed with PDRMO focal regarding the invite for the committee hearing of Memorandum of Agreement between DSWD FO Caraga and PLGU SDN.
March 13	OB Provincial Capitol, SDN (RSO 000012)	Discussion with PENRO focal on finalizing allocations for projects under Phase 2. Coordinated with MENROs regarding locations of Phase 2 projects. Answered queries from MLGU-TWG regarding selection of partner beneficiaries
March 14	OB Provincial Capitol, SDN (RSO 000012)	Attended committee hearing at Sangguniang Panlalawigan of Surigao del Norte regarding on the request of the Governor for the Sangguniang Panlalawigan resolution granting the authority to enter into Memorandum of Agreement with the DSWD FO Caraga for the Implementation of Risk Resiliency Program.
March 15	OB Provincial Capitol, SDN (RSO 000012)	Facilitated the submission of Memorandum of Agreement to the Provincial Government of Surigao del Norte.

Prepared by:

RACHELLE B. PACOT
Project Development Officer I

Noted by:

ALICIA T. MARQUIISO, SWO II
Head, DRPS