

Daily Time Record

Pacot, Rachelle B.
(Name)

For the period of: April 01 - 15, 2024

DAY	AM		PM		UnderTime	
	Time In	Time Out	Time In	Time Out	Hours	Minutes
01	ABSENT		12:48 PM	05:16 PM		
02	OB: TO-2024-03-7469					
03	OB: TO-2024-03-7497					
04	OB: TO-2024-04-7606					
05	OB Provincial Capitol, SON (RSO COORD)					
06	SATURDAY					
07	SUNDAY					
08	07:46 AM	12:05 PM	12:20 PM	05:25 PM		
09	HOLIDAY					
10	HOLIDAY					
11	OB MDMIT, SON (RSO COORD)					
12	OB Provincial Capitol, SON (RSO COORD)					
13	SATURDAY					
14	SUNDAY					
15	OB Provincial Capitol, SON (RSO COORD)					

[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



ACCOMPLISHMENT REPORT
(April 01 - 15, 2024)

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

DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
April 01	FO CARAGA	Submitted TEV and DTR. Coordinated MENRO Gigaquit regarding implementation of RRP CFTW in LGU Gigaquit and follow up target recipient barangays. Coordinated MENRO Mainit regarding number of allocation to be utilized for Fruit Tree Farming. Coordinated with PAgrIO and PENRO focal regarding counterpart for Fruit Tree Farming in LGU Mainit and Malimono.
April 02	OB: TO-2024-03-7469	Conduct Emergency Cash Transfer Payout in Sta. Josefa, Agusan del Sur
April 03	OB: TO-2024-03-7497	Conduct Emergency Cash Transfer Payout in Loreto, Agusan del Sur
April 04	OB: TO-2024-04-7606	Conduct Emergency Cash Transfer Payout in Talacogon, Agusan del Sur
April 05	OB Provincial Capitol, SDN (RSO 000012)	Attended Solid Waste Management Board Meeting at Negosyo Center, Provincial Capitol of Surigao del Norte.
April 06	SATURDAY	SATURDAY
April 07	SUNDAY	SUNDAY
April 08	FO CARAGA	Submitted corrections for the TEV. Coordinated with the 5 MLGU focal regarding the submission of initial/potential masterlist.
April 09	HOLIDAY	HOLIDAY
April 10	HOLIDAY	HOLIDAY
April 11	OB MAINIT, SDN (RSO 000012)	Discussed with MENRO regarding allocation of Fruit Tree Farming and target barangay who will implement. Also discussed regarding the submission of initial masterlist for 2024 Implementation
April 12	OB Provincial Capitol, SDN (RSO 000012)	Discussed with PENRO focal regarding the reallocation of unutilized allocation from LGU Mainit. Coordinated with MENRO Gigaquit regarding the target barangays for the implementation of Mangrove Reforestation. Follow-up MLGU focal regarding the submission of initial masterlist. Follow-up submission and status of MOA.
April 13	SATURDAY	SATURDAY
April 14	SUNDAY	SUNDAY
April 15	OB Provincial Capitol, SDN (RSO 000012)	Discussed with PENRO, PPDO and PAgrIO focal regarding preparation of Breakdown of Allocation, Proposal Revision Summary, and MER Baseline Data. Drafted Implementation timeline. Discussed preparations for the TA visit of DRMB - CO with SAS Isabel Lanada. Follow-up 5 MLGU focals regarding the submission of initial masterlist and registration for the upcoming PLGL Forum

Prepared by:


RACHELLE B. PACOT
 Project Development Officer I

Noted by:

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