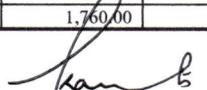
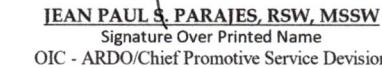


ITINERARY OF TRAVEL

Entity Name : DSWD
 Funs Cluster : CCAM

				No.:				
				Date of Travel: February 21-29, 2024				
				Purpose of Travel: Conducted Consultation Meetings/ TA in preparation for th RRP implementation				
Date	Places to be visited (Destination)	TIME		Means of Transportation	Transpor- station	Per Diem	Others incidental	Total Amount
		Departure	Arrival					
2/21/2024	OS to Tubay	8:00 am	9:00 am	Van	120.00			120.00
	Tubay to OS	3:00 pm	4:00 pm	Van	120.00			120.00
2/22/2024	OS to Santiago	8:11 am	9:43 am	Van	180.00			180.00
	Santiago to OS	3:34 pm	5:28 pm	Van	180.00			180.00
2/23/2024	OS to Buenavista	8:27 am	9:12 am	Van	100.00			100.00
	Buenavista to OS	3:46 pm	4:35 pm	Van	100.00			100.00
2/27/2024	OS to Jabonga	7:30 am	9:15 am	Van	230.00			230.00
	Jabonga to OS	3:30 pm	5:00 pm	Van	230.00			230.00
2/28/2024	OS to Las Nieves	8:15 am	9:55 am	Hired Motor	250.00			250.00
	Las Nieves to OS	3:26 pm	5:19 pm	Hired Motor	250.00			250.00
					1,760.00	-	-	1,760.00
Prepared by :  KARIN LOUISE Q. NIETES Project Development Officer II								
Approved by:  JEAN PAUL S. PARAJES, RSW, MSSW Signature Over Printed Name OIC - ARDO/Chief Promotive Service Devision								
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.								
Recommending for Approval: ALDIE MAE A. ANDOY Signature over Printed Name OIC-Chief, DRMD/SWO IV								

DSWD CARAGA

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

3-5-24
 q



Department of Social Welfare and Development

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



"Kalidad na Serbisyo, Kalidad na Buhay Sigurado"

FUND SUMMARY
FOR TRAVEL WITHIN AND OUTSIDE THE OFFICIAL STATION
For the Month of February 2024

ANNEX XIII-C

DATE	ACTIVITIES AND PROGRAMS/FUND	AMOUNT
February 21-28, 2024	Conduct Consultation Meetings with LGU-TWG of RRP re pre-implementation activities	1,760.00
		1,760.00

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
PDO II

Note by:

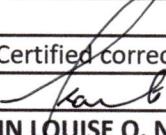
ALDIE MAE A. ANDOY
DRMD Chief/ SWO IV

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		Employee No.	16-11505
Office			
Division/Program			
Date			
2/21/2024	OS to Tubay	Van	120.00
	Tubay to OS	Van	120.00
2/22/2024	OS to Santiago	Van	180.00
	Santiago to OS	Van	180.00
2/23/2024	OS to Buenavista	Van	100.00
	Buenavista to OS	Van	100.00
2/27/2024	OS to Jabonga	Van	230.00
	Jabonga to OS	Van	230.00
2/28/2024	OS to Las Nieves	Hired Motor	250.00
	Las Nieves to OS	Hired Motor	250.00
			1,760.00

I certify that the above expenses are incurred as they are necessary for the above cited purpose, that above goods

	Certified correct:	Noted by:
Signature		
Printed Name	KARIN LOUISE Q. NIETES	ALDIE MAE A. ANDOY
Date:	Employee 3 / 9 / 2024	Immediate Supervisor

CERTIFICATION OF TRAVEL COMPLETED

Entity Name: DSWD

Fund Cluster: CCAM

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

Field Office Caraga, Butuan City
Station

I HEREBY CERTIFY THAT I have completed the travel as authorized in the **Travel Order/Itinerary of Travel No. 000012** dated _____, 2024 under conditions indicated below:

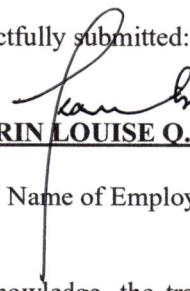
- [x] Strictly in accordance with the approved itinerary.
[] Cut short as explained below. Excess payment in the amount of P_____ was refunded under O. R. No. _____ dated _____
[] Extended as explained below, additional itinerary was submitted
[] Other deviation as explained below.

Explanation or justifications:

Evidence of travel:

REGIONAL SPECIAL ORDER, TRAVEL ORDER AND CERTIFICATE OF APPEARANCE

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
SWO-IV/ OIC-DRMD Head

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

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 Q. NIETES

Position and Designation: PDO-II

Date and Places of Travel: AGUSAN DEL NORTE / Feb. 21 - 28, 2024

Purpose of travel: conduct consultation meeting w/ LGU Tug of RRD 000805

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 MAE A. ANDOY, SWO IV

Immediate Supervisor



Republic of the Philippines
Province of Agusan del Norte
MUNICIPALITY OF TUBAY

-00o-

MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE

CERTIFICATE OF APPEARANCE

TO WHOM IT MAY CONCERN: designation

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

NAME	: <u>KARIN LOUISE G. NIETES</u>
DESIGNATION	: <u>PDO - II</u>
STATION	: <u>DSWP - FO</u>
DATE APPEARED	: <u>2/21/2024</u>
PURPOSE	: <u>conduct consultation meeting</u>

Issued this 21st day of February, 2024 at Municipal Social Welfare and Development Office, Municipality of Tubay, Agusan del Norte.


MA. EVELITA P. ESLABON-REGIS, RSW
Municipal Social Welfare and Development Officer



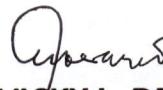
REPUBLIC OF THE PHILIPPINES
PROVINCE OF AGUSAN DEL NORTE
MUNICIPALITY OF SANTIAGO

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 Lorise G. Nicker
DESIGNATION : PRO-II
DATE/S APPEARED : 2 / 22 / 2024
PURPOSE/S : conduct consultation meeting

ISSUED THIS 22nd DAY OF February 2024.


VICKY L. DEL ROSARIO
Municipal Administrator



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

Office of the Municipal Mayor

CERTIFICATE OF APPEARANCE

Date: 2 / 23 / 2024

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Karin Louise Q. Niekr of the
DSWD FO, appeared in this office for the following purpose/s
conduct consultation meeting.

Issued on this 23rd day of February, 2024 at Municipal Hall, Buenavista, Agusan del Norte.

helle
ANDREW C. ROBLE
Municipal Administrator



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 G. Nickr
Designation : PPO-II
Agency/Office : PSWD - FO
Inclusive Date : 2/27/2024
Purpose : conduct consultation meeting

Issued this 27th day of February, 2024 at MSWD Office, Jabonga, Agusan del Norte.

CHRISTIAN JOY G. CERVANTES, RSW, MPA
MSWDO



MUNICIPAL SOCIAL WELARE AND DEVELOPMENT OFFICE

G/F, Municipal Hall, Barangay Poblacion, Las Nieves, Agusan del Norte

Call or 0970 758 4002(SMART)

Text us: (Office Hotline)



mswd_office_lasnieves@yahoo.com



mswdlasnieves@gmail.com



MSWD-Las Nieves

CERTIFICATE OF APPEARANCE

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

NAME : Karin Lovise Q. Nickes
DESIGNATION: PDO-II
STATION : MSWD - FO
DATE(S) APPEARED : 2/28/2024
PLACE: MUNICIPAL HALL
PURPOSE OF TRAVEL : conduct consultation meeting

Issued this 28th day of February 2024 at MSWD Office, Barangay Poblacion , Las Nieves, Agusan del Norte, CARAGA, Philippines.

ELDE G. JAPOS, JR., RSW
SWO III/OIC-MSWDO

By the authority of the MSWDO:

Marline A. Baloria
MARLINE A. BALORIA, RSW
SWO II



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



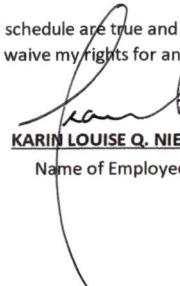
MONTHLY WORK AND TRAVEL PLAN

February 1-29, 2023

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
02/05/2024	Office Works: Make Monthly Work Plan		
02/06/2024	Office Works: Attend RRP Meeting cum Stress Management and IPC 2024 Preparation		
02/07/2024	Office Works: Attend RRP Meeting cum Stress Management and IPC 2024 Preparation		
02/08/2024	Office: Finalize and submit signed IPC 2024; Make presentation for coordination meeting	CTDO	
02/12/2024	ADN Capitol: Courtesy Call to Provincial Governor's Office	Office Works: Follow up status of project proposal signing; review Amendment on Guidance for the Implementation of RRP through CFT and Work for FY 2024	
02/13/2024	ADN Capitol: Conduct coordination meeting with TWG	ADN Capitol: Courtesy Call to Provincial Governor's Office	
02/14/2024	Communicate with Municipal Focal re: finalization of recipient barangays	Butuan City: Augmented in AICS validation to Flood Victims of Brgy. Baobaoan and Baan KM 3	
02/15/2024	Communicate with Municipal Focal re: finalization of recipient barangays	ADN Capitol: Retrieved and submitted to FO the signed project proposal of ADN; follow up status of procurement of planting materials	
02/16/2024	Communicate with Municipal Focal re: finalization of recipient barangays	Office Works: Submitted IPC and rating guide 2024 for review by PDO-III	
02/19/2024	Conduct Site Validation/ Coordination meeting at Jabonga	Office Works: Made PowerPoint presentation for the upcoming consultation meetings.	
02/20/2024	Conduct Site Validation/ Coordination meeting at Santiago	Office Works: Made PowerPoint presentation for the upcoming consultation meetings.	
02/21/2024	Conduct Site Validation/ Coordination meeting at Tubay	Tubay: Conducted consultation Meeting with LGU RRP TWG and courtesy call with Municipal Mayor	
02/22/2024	Conduct Site Validation/ Coordination meeting at Las Nieves	Santiago: Conducted consultation Meeting with LGU RRP TWG and courtesy call with Municipal Mayor	
02/23/2024	Conduct Site Validation/ Coordination meeting at Buenavista	Buenavista: Conducted consultation Meeting with LGU RRP TWG	
02/26/2024	ADN Capitol: Conduct coordination meeting with TWG	Butuan City: Discussed the RRP implementation overview during the Facilitator's Refresher Course of PDRRMO ADN	
02/27/2024	ADN Capitol: Conduct meeting with CFT Trainers of ADN	Jabonga: Conducted consultation Meeting with LGU RRP TWG	
02/28/2024	ADN Capitol: Conduct meeting with CFT Trainers of ADN	Las Nieves: Conducted consultation Meeting with LGU RRP TWG	
02/29/2024	Office Works: Consolidate findings during site validation	Office Works: Assisted in the sorting of AICS documents ; Made Feedback Report	

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