

Daily Time Record

Bagcat, Leo Tristan S.
(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-2024-02-6977					
02	SATURDAY					
03	SUNDAY					
04	07:52 AM	12:17 PM	12:47 PM	05:58 PM		
05	08:23 AM	12:26 PM	12:33 PM	05:34 PM		
06	-OB-RSD 000012					
07	OB: TO-2024-03-7093					
08	OB: TO-2024-03-7098					
09	SATURDAY					
10	SUNDAY					
11	-ABSENT-		12:16 PM	06:24 PM		
12	08:24 AM	12:11 PM	12:26 PM	05:57 PM		
13	-OB-RSD				(HFG)	
14	-OB-RSD				(HFG)	
15	-OB-RSD		12:05 PM	05:32 PM	(HFG)	

[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.

BAGCAT, LEO TRISTAN S.

Verified as to the prescribed office hours.

ALDIE MAE A. ANDOY, SWO IV

Chief, Disaster Response
Management Division


GREEN

**ACCOMPLISHMENT REPORT**
(March 01 - 15, 2024)

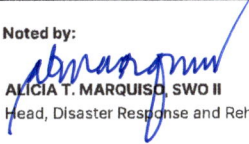
Name : LEO TRISTAN S. BAGCAT
Position : Project Development Officer II
Division / Unit / Project : Disaster Response Management Division
Area of Assignment : Agusan Del Sur - Patin-ay

DATE / PERIOD	PLACE/S VISITED	ACCOMPLISHMENTS / OUTPUT
March 01	Prosperidad	Facilitated the completion of 2024 project proposal signatories
March 04	F.O. Caraga	Prepared DTR, accomplishment report, TEV, workplan for March and other reportorial
March 05	F.O. Caraga	Attended DSWD F.O. Womens Month Celebration kick off and assisted DRMD booth preparation
March 06	Posperidad, ADS	Dialogued with USAD head and followed up Agusan del Sur letter of consideration to C.O. for RRP-CFWT
March 07	Trento, ADS	Assisted Emergency Cash Transfer payout at Poblacion, Trento, ADS
March 08	Bunawan, ADS	Assisted Emergency Cash Transfer payout payout at Brgy. Mambalili/Bunawan, ADS
March 11	F.O. Caraga	Arranged, sorted and liquidated ECT payout documents of Bunawan
March 12	F.O. Caraga	Arranged, sorted and liquidated ECT payout documents of Trento
March 13	HFG, Bonbon, Butuan City	Assisted the recovery of 2021 General Intake Sheets documents
March 14	HFG, Bonbon, Butuan City	Assisted the recovery of 2021 General Intake Sheets documents
March 15	HFG, Bonbon, Butuan City/ F.O. Caraga	Assisted the recovery of 2021 General Intake Sheets documents/ prepared DTR and accomplishment report

Prepared by:


LEO TRISTAN S. BAGCAT
Project Development Officer II

Noted by:


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

