

Timestamp	Email Address	Please input the complete names of the personnel who will be included in the Travel Order separated by comma (Employee A, Employee B, ...)	Please input the positions of the personnel who will be included in the Travel Order separated by comma (Administrative Officer I, Administrative Aide III, ...)	Destination of Travel	Purpose of Travel	Travel Start Date	Travel End Date	Please upload the screenshot of the Order of your Travel	Please upload the screenshot of the copy of the invoice for your travel order(optional)	Recommending Approval Department Head	Approval by the Local Chief Executive	Control No.	Remarks
3/4/2024 16:32:23	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Luna, Apayao	To submit Tax Declaration for approval.	3/5/2024	3/5/2024	https://drive.google.com/open?id=1S5_Lc5Vjw9L8		Approved	Approved		
3/13/2024 16:16:35	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Tuguegarao City, Cagaya	To bring section map of barangay 0001 4006 for to attend revision/Updating of the zonal values.	3/15/2024	3/15/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-03-01	
3/20/2024 8:56:37	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Luna, Apayao	To attend refresher course for responders	3/21/2024	3/21/2024	https://drive.google.com/open?id=1V_Bw5Bx_UAM		Approved	Approved	MASSO 2024-03-02	
3/22/2024 9:33:04	putoassessmentoffice@gmail.com	Bernadeth Soriano, Andy Canoniza	Administrative Aide III, Municipal Assessor, Administrative Aide III	Davao, Lower Malabon, Put	To attend refresher course for responders	3/22/2024	3/22/2024	https://drive.google.com/open?id=1Jaxd3y3XW4Z		Approved	Approved	MASSO 2024-03-03	
3/22/2024 14:07:38	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Luna, Apayao	To attend workshop on the uniform procedure for Ispig and Tuguegarao, Ca to bring section map of barangay 0007 0011 for	3/25/2024	3/25/2024	https://drive.google.com/open?id=1JWu2Dy0Gm		Approved	Approved	MASSO 2024-03-04	
3/26/2024 16:42:05	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Luna, Apayao	To attend refresher course for responders	3/27/2024	3/27/2024	https://drive.google.com/open?id=14TQ2D9Z9wZ		Approved	Approved	MASSO 2024-03-05	
3/27/2024 10:27:45	putoassessmentoffice@gmail.com	Andy I. Canoniza	Administrative Aide III	Tuguegarao Airport, Tuga	To shuttle Mrs. Margelyn M. Iningan for her travel ticket	3/31/2024	4/6/2024	https://drive.google.com/open?id=1O2740Np0e2		Approved	Approved	MASSO 2024-04-01	
4/9/2024 1:35:00	putoassessmentoffice@gmail.com	Andy I. Canoniza	Administrative Aide III	Lunag City, Iloilo Norte	To submit payment for turn-up	4/4/2024	4/9/2024	https://drive.google.com/open?id=1Uy0Z95_VWm		Approved	Approved	MASSO 2024-04-01	
4/11/2024 8:44:21	putoassessmentoffice@gmail.com	FERNANDO MARIC R. GALMAY	AC I	MATAYUG	TO ATTEND AND ASSIST MEDIATION OF PROJ	4/11/2024	4/11/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-02	
4/12/2024 11:15:33	putoassessmentoffice@gmail.com	Margelyn Iningan, Andy Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Provincial Assessor's Office	to submit FAAS and Tax Declaration for approval	4/12/2024	4/12/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-03	
4/19/2024 8:07:40	putoassessmentoffice@gmail.com	Margelyn M. Iningan	Municipal Assessor	Tuguegarao City, Cagaya	To transact insurance of service vehicle, deliver of	4/19/2024	4/19/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-04	
4/24/2024 9:25:17	putoassessmentoffice@gmail.com	ANDY I. CANONIZADO, MARGELYN M. ININGAN	ADMINISTRATIVE AIDE III, MUNICIPAL ASSESSOR	LUNA, APAYAO	TO ATTEND ALOTA MEETING	4/26/2024	4/26/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-05	
4/25/2024 15:11:35	mrcor301@gmail.com	Andy Canonizado	DRIVER	Tanganay, Calasiao, A	To attend therapeutic game volleyball and basketball	4/25/2024	4/25/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-06	
4/30/2024 10:12:30	putoassessmentoffice@gmail.com	Margelyn M. Iningan	Municipal Assessor	Tuguegarao City, Bohol	To attend 15th National Convention-Seminar of PA	6/23/2024	6/23/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-07	
4/30/2024 10:17:12	putoassessmentoffice@gmail.com	Andy I. Canoniza	Administrative Aide III	Tuguegarao City, Cagaya	To shuttle Mrs. Margelyn M. Iningan.	6/16/2024	6/23/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-04-08	
5/13/2024 8:42:12	putoassessmentoffice@gmail.com	Andy I. Canonizado, Margelyn M. In	Admin Aide III, Municipal Assessor	Malbang, Putubi, Apayao	to attend mediation of Project LUSA	5/13/2024	5/13/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-05-01	
5/15/2024 19:42:20	putoassessmentoffice@gmail.com	MARGELYN M. ININGAN, FERDINAND MARIC R. GALMAY	ASSESSOR, ASSESSMENT CLERK	LUNA, APAYAO	TO ATTEND MEETING REGARDING SCHEDULE	5/17/2024	5/17/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-05-02	
5/22/2024 16:40:43	putoassessmentoffice@gmail.com	Margelyn Iningan, Andy Canoniza	Municipal Assessor, Driver	Tubuk City, Kalinaog and T	to submit documents at BIR (recommended Zona	5/23/2024	5/23/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-05-03	
5/29/2024 16:46:25	putoassessmentoffice@gmail.com	MARGELYN M. ININGAN	MUNICIPAL ASSESSOR	LUNA, APAYAO	TO GET APPROVED TAX DECLARATION, REFEE	5/29/2024	5/29/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-05-04	
6/13/2024 8:16:20	putoassessmentoffice@gmail.com	Margelyn M. Iningan	Municipal Assessor	Tuguegarao City	To bring section maps for blue printing and follow	6/13/2024	6/13/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-06-01	
6/21/2024 9:29:22	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Calasiao, Pangasinan	TO ATTEND MID-YEAR CONFERENCE	6/25/2024	6/29/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-06-02	
7/2/2024 13:13:45	putoassessmentoffice@gmail.com	MARGELYN M. ININGAN, ANDY I. CANONIZADO	MUNICIPAL ASSESSOR, AA III	LUNA, APAYAO	TO ATTEND MEETING REGARDING THE FORM	7/2/2024	7/2/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-01	
7/5/2024 8:46:26	putoassessmentoffice@gmail.com	Margelyn Iningan, Andy Canonizado	Municipal Assessor, AA III, AC I, AC II	Malbang, Putubi, Apayao	To attend mediation and appraise buildings, mach	7/5/2024	7/5/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-02	
7/10/2024 8:50:33	putoassessmentoffice@gmail.com	Andy Canonizado, Margelyn Iningan	Administrative Aide III, Municipal Assessor, Administrative Aide III	Matigara, Putubi	To appraise/assess real properties for Tax Decla	7/10/2024	7/10/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-03	
7/10/2024 8:52:20	putoassessmentoffice@gmail.com	Andy Canonizado, Margelyn Iningan	Administrative Aide III, Municipal Assessor, Administrative Aide III	Tuguegarao City, Cagaya	To transact at GISB for the insurance of newly ac	7/11/2024	7/11/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-04	
7/12/2024 14:14:38	putoassessmentoffice@gmail.com	Alden P. Ruiz	TaxMapper I	Bulacan, Kalinaog	To transact official business at Registry of Deeds I	7/17/2024	7/17/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-05	
7/16/2024 13:13:12	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Administrative Aide III, Municipal Assessor, Administrative Aide III	Baguio City	Conduct of the Leveling by Skills in Schedule M	7/21/2024	7/27/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-06	
7/18/2024 14:28:53	putoassessmentoffice@gmail.com	Bernadeth R. Soriano	Assessment Clerk	Baguio City, Philippines	To attend 2-day Cordillera Regional DRRM Summ	7/22/2024	7/25/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-07	
7/18/2024 14:18:55	putoassessmentoffice@gmail.com	Andy I. Canonizado, Margelyn M. In	Admin Aide III, Municipal Assessor	Tuguegarao City, Cagaya	To bring service vehicle for PMS.	7/19/2024	7/19/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-08	
7/19/2024 10:39:34	putoassessmentoffice@gmail.com	Alden Ruiz, Dorel Ann Marilag, Lys	TaxMapper I, GIP, GIP	Matigara, Putubi, Apayao	To assist/attend mediation of Project LUSA.	7/22/2024	7/22/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-07-09	
8/2/2024 12:24:44	putoassessmentoffice@gmail.com	Alden Ruiz, Margelyn Iningan, Ferdin	TaxMapper I, Municipal Assessor, Ass	Tungog, Luna, Apayao	To attend leveling off meeting	8/8/2024	8/8/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-01	
8/5/2024 1:28:11	putoassessmentoffice@gmail.com	Andy I. Canonizado, Margelyn M. In	Admin Aide III, Municipal Assessor	Tungog, Luna, Apayao	To bring insurance checked payment of newly acq	8/8/2024	8/8/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-02	
8/7/2024 11:28:11	putoassessmentoffice@gmail.com	Andy I. Canonizado	Administrative Aide III	Tungog, Luna, Apayao	To shuttle MMSPD personnel to attend the leveling	8/8/2024	8/8/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-03	
8/13/2024 13:35:01	putoassessmentoffice@gmail.com	Margelyn Iningan, Ferdinand Maric	Municipal Assessor, Assessment Clerk	Baguio City	To attend training on encoding, review and analy	9/3/2024	9/7/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-04	
8/15/2024 15:29	putoassessmentoffice@gmail.com	Ferdinand Maric Galamay, Margelyn	Assessment Clerk I, Municipal Assessor, L	Luna, Apayao	To refer assessment matter, submit docs for SMV	8/15/2024	8/15/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-05	
8/21/2024 16:49:33	putoassessmentoffice@gmail.com	Margelyn Iningan, Andy Canonizado	Municipal Assessor, AA III	Tuguegarao City	To bring check payment insurance of motorcycle	8/22/2024	8/22/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-06	
8/21/2024 15:51:35	putoassessmentoffice@gmail.com	harry calucian, lectie ann calucian	Assessment Clerk I, Assessor	Calasiao, Amado, San Jo	To appraise real properties	8/22/2024	8/22/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-07	
8/30/2024 10:44	putoassessmentoffice@gmail.com	Andy I. Canonizado, Margelyn M. In	Admin Aide III, Municipal Assessor	Provincial Assessor's Office	to submit Tax Declaration for approval and delive	8/30/2024	8/30/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-08	
8/30/2024 16:16:57	putoassessmentoffice@gmail.com	Lectie Ann Calucian, Ferdinand M	Assessment Clerk, Assessment Clerk	San Mariano and San Jos	To appraise real properties.	8/30/2024	8/30/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-08-09	
8/30/2024 8:37:30	putoassessmentoffice@gmail.com	Andy Canonizado, Margelyn Iningan	Admin Aide III, Municipal Assessor	Tuguegarao City	To follow up insurance of motorcycle	8/30/2024	8/30/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-01	
9/12/2024 14:48:29	putoassessmentoffice@gmail.com	Andy Canonizado, Margelyn Iningan	Admin Aide III, Municipal Assessor	Tuguegarao City	To refer assessment matters of the upcoming GEP	9/12/2024	9/12/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-02	
9/12/2024 9:27:27	putoassessmentoffice@gmail.com	Harry Calucian, Lectie Ann Caluda	TaxMapping Aide I, AC I, AC I	Capampunan, Putubi, Apo	To appraise and assess real properties and other	9/12/2024	9/12/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-03	
9/18/2024 8:53:09	putoassessmentoffice@gmail.com	Margelyn Iningan, Andy Canonizado	Municipal Assessor, Admin Aide III, AC I	San Mariano, Cabaltagan,	To accompany EPO for the joint inspection and a	9/18/2024	9/18/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-04	
9/20/2024 8:24:59	putoassessmentoffice@gmail.com	Andy I. Canonizado, Margelyn M. In	Admin Aide III, Municipal Assessor	Tuguegarao City	To follow up insurance of motorcycle "yellow" die	9/20/2024	9/20/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-05	
9/20/2024 14:47	putoassessmentoffice@gmail.com	Alden P. Ruiz	TaxMapper I	Luna, Apayao	To bring service motorcycle with plate number SA	9/20/2024	9/20/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-06	
9/24/2024 8:11:59	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Admin Aide III, TaxMa	Luna, Apayao	To attend consultative meeting with the Governor	9/25/2024	9/25/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-07	
10/2/2024 8:09:35	putoassessmentoffice@gmail.com	Margelyn M. Iningan	Municipal Assessor	Tuguegarao	To bring CPUs for repair	10/2/2024	10/2/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-09-08	
10/9/2024 9:08:01	putoassessmentoffice@gmail.com	Andy Canonizado, Margelyn Iningan	Admin Aide III, Municipal Assessor, TaxMa	Paupud, Iloilo Norte	To attend seminar/workshop RE: Finalization of S	10/10/2024	10/10/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-10-01	
10/9/2024 8:24:33	putoassessmentoffice@gmail.com	Andy Canonizado, Ferdinand Maric	G Admin Aide III, Assessment Clerk I, M	Luna, Apayao	To attend ALOTA meeting.	10/11/2024	10/11/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-10-02	
10/22/2024 8:34:03	putoassessmentoffice@gmail.com	Alden P. Ruiz, Harry A Calucian	TaxMapper I, TaxMapping Aide I	Capampunan, Dona Lorets	To appraise/assess buildings and other improv	10/23/2024	10/23/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved	MASSO 2024-10-10	
11/6/2024 10:11:11	putoassessmentoffice@gmail.com	Margelyn M. Iningan, Andy I. Canoniza	Municipal Assessor, Admin Aide III	Luna Apayao	To bring and refer Tax Declarations for approval.	11/6/2024	11/6/2024	https://drive.google.com/open?id=1H5_VUjA6eM4		Approved	Approved		