

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 softcopy of your Travel Order	Please upload the softcopy of the attachments for your travel order(optional)	Recommending Approval Department Head	Approval by the Local Chief Executive	Control No.	Remarks
3/5/2024 10:59:19	o.pudtomacco@gmail.com	Hilsegregor K. Caluducan, Cipriano	Accountant II, Driver	Tuguegarao City	To conduct post qualificati	3/6/2024	3/6/2024	<a href="https://drive.google.com/open?id=1F6_P3e7MGVWj">https://drive.google.com/open?id=1F6_P3e7MGVWj</a>		Approved	Approved	MAO-2024-03-01	
3/13/2024 16:31:57	o.pudtomacco@gmail.com	Hilsegregor K. Caluducan	Accountant II	Tuguegarao City	To attend official business	3/14/2024	3/14/2024	<a href="https://drive.google.com/open?id=1vW9WewWVWj">https://drive.google.com/open?id=1vW9WewWVWj</a>		Approved	Approved	MAO-2024-03-02	
3/14/2024 14:19:22	o.pudtomacco@gmail.com	Cipriano Marquez Jr., Ianelia Mae	Driver, Accounting Clerk	Tuguegarao City	To attend official business	3/15/2023	3/15/2023	<a href="https://drive.google.com/open?id=12R6u2M4M52m">https://drive.google.com/open?id=12R6u2M4M52m</a>		Approved	Approved	MAO-2024-03-03	
4/4/2024 11:27:12	o.pudtomacco@gmail.com	Celso M. De La Cruz	Municipal Accountant	Tuguegarao City	To transact official business	5/4/2024	5/4/2024	<a href="https://drive.google.com/open?id=1MxOvGQOCFAj">https://drive.google.com/open?id=1MxOvGQOCFAj</a>		Approved	Approved	MAO-2024-04-01	
4/11/2024 15:04:25	o.pudtomacco@gmail.com	Maribel D. Ballente, Cipriano Mar	Administrative Aide VI, Driver	Tuguegarao City	To transact official business	4/12/2024	4/12/2024	<a href="https://drive.google.com/open?id=14EJlnZmE4m4">https://drive.google.com/open?id=14EJlnZmE4m4</a>		Approved	Approved	MAO-2024-04-02	
4/22/2024 8:45:17	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN	ACCOUNTANT II	BAGUIO CITY	To submit pertinent docum	4/22/2024	4/22/2024	<a href="https://drive.google.com/open?id=1O6huarQwS6d">https://drive.google.com/open?id=1O6huarQwS6d</a>		Approved	Approved	MAO-2024-04-03	
4/25/2024 13:49:54	o.pudtomacco@gmail.com	Cipriano A. Marquez Jr.	Driver	Tangiguan, Catanduanes	To attend friendship game	4/25/2024	4/25/2024	<a href="https://drive.google.com/open?id=1Oac3NuWjARj">https://drive.google.com/open?id=1Oac3NuWjARj</a>		Approved	Approved	MAO-2024-04-04	
4/26/2024 8:31:28	o.pudtomacco@gmail.com	MARIBEL D. BALLEENTE, BRAYN	Administrative Aide VI, Process	Baguio City	To attend seminar for "Phi	4/26/2024	4/26/2024	<a href="https://drive.google.com/open?id=1T6wG3S4w3S2">https://drive.google.com/open?id=1T6wG3S4w3S2</a>		Approved	Approved	MAO-2024-04-05	
4/29/2024 9:02:30	o.pudtomacco@gmail.com	CIPRIANO MARQUEZ JR.	Administrative Aide III	Tuguegarao City	To change oil of the Servid	4/29/2024	4/29/2024	<a href="https://drive.google.com/open?id=1h5G3S4w3S2">https://drive.google.com/open?id=1h5G3S4w3S2</a>		Approved	Approved	MAO-2024-04-06	
5/10/2024 13:06:06	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN	ACCOUNTANT II	LUNA, APAYAO	ORIENTATION OF SGLG	5/9/2024	5/10/2024	<a href="https://drive.google.com/open?id=14KAS2w4576">https://drive.google.com/open?id=14KAS2w4576</a>		Approved	Approved	MAO-2024-05-01	
5/14/2024 16:19:53	o.pudtomacco@gmail.com	IANELIA MAE A. GALUT, CIPRIAN	Clerk, Driver	Tuguegarao City	To transact official busines	5/15/2024	5/15/2024	<a href="https://drive.google.com/open?id=13W6Kollab8N6j">https://drive.google.com/open?id=13W6Kollab8N6j</a>		Approved	Approved	MAO-2024-05-02	
5/16/2024 15:11:14	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN	ACCOUNTANT II, Driver	Tuguegarao City	To submit request for upd	5/17/2024	5/17/2024	<a href="https://drive.google.com/open?id=1OCa52h3TavCj">https://drive.google.com/open?id=1OCa52h3TavCj</a>		Approved	Approved	MAO-2024-05-03	
5/23/2024 15:15:14	o.pudtomacco@gmail.com	CELISO M. DE LA CRUZ	MUNICIPAL ACCOUNTANT	Tuguegarao City	To transact official busines	5/24/2024	5/24/2024	<a href="https://drive.google.com/open?id=13JUEc296wVWj">https://drive.google.com/open?id=13JUEc296wVWj</a>		Approved	Approved	MAO-2024-05-04	
5/27/2024 10:38:42	o.pudtomacco@gmail.com	Wina A. Cristologo, Marichelle B.	Admin Assistant II, Reproductive	Baguio City	To attend seminar on "Law	7/12/2024	7/12/2024	<a href="https://drive.google.com/open?id=15Ckrcw3_cmh2">https://drive.google.com/open?id=15Ckrcw3_cmh2</a>		Approved	Approved	MAO-2024-05-05	
5/31/2024 10:31:26	o.pudtomacco@gmail.com	Celso M. De La Cruz, Cipriano Mae	Municipal Accountant, Driver	Baguio City	To submit legislation repo	6/3/2024	6/5/2024	<a href="https://drive.google.com/open?id=15SG3S4w3S2">https://drive.google.com/open?id=15SG3S4w3S2</a>		Approved	Approved	MAO-2024-05-06	
6/10/2024 9:12:03	o.pudtomacco@gmail.com	Hilsegregor K. Caluducan, Maribel C	Accountant II, Administrative Aide	Tuguegarao City	To attend meeting with Phi	6/11/2024	6/11/2024	<a href="https://drive.google.com/open?id=1VWQ2w4576">https://drive.google.com/open?id=1VWQ2w4576</a>		Approved	Approved	MAO-2024-06-01	
6/10/2024 10:59:35	o.pudtomacco@gmail.com	Celso M. De La Cruz, Cipriano A. I.	Municipal Accountant, Driver, Stat	Tuguegarao City	To transact official busines	6/11/2024	6/11/2024	<a href="https://drive.google.com/open?id=1OXx429PwY">https://drive.google.com/open?id=1OXx429PwY</a>		Approved	Approved	MAO-2024-06-02	
6/11/2024 10:04:53	o.pudtomacco@gmail.com	CIPRIANO A. MARQUEZ JR., MAR DRIVER	HRMO II	CSC, CENTRAL OFFICE	TO SHUTTLE MS. CLARI	6/12/2024	6/12/2024	<a href="https://drive.google.com/open?id=1T6wG3S4w3S2">https://drive.google.com/open?id=1T6wG3S4w3S2</a>		Approved	Approved	MAO-2024-06-03	
6/13/2024 9:03:53	o.pudtomacco@gmail.com	CELISO M. DE LA CRUZ, HILSGR	Municipal Accountant, Accountant	Baguio City	To attend seminar in capi	7/2/2024	7/2/2024	<a href="https://drive.google.com/open?id=1T6wG3S4w3S2">https://drive.google.com/open?id=1T6wG3S4w3S2</a>		Approved	Approved	MAO-2024-06-03	
6/14/2024 11:20:32	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN	Accountant II	Baguio City	To attend Seminar-Worksh	7/9/2024	7/12/2024	<a href="https://drive.google.com/open?id=1aa3z_B8baa6Hj">https://drive.google.com/open?id=1aa3z_B8baa6Hj</a>		Approved	Approved	MAO-2024-06-04	
6/18/2024 10:46:29	o.pudtomacco@gmail.com	Celso M. De La Cruz, Cipriano A. I.	Municipal Accountant, Admin Aide	Tuguegarao City	To submit fund utilization r	6/17/2024	6/19/2024	<a href="https://drive.google.com/open?id=1J7MnPkz2DzrC">https://drive.google.com/open?id=1J7MnPkz2DzrC</a>		Approved	Approved	MAO-2024-06-05	
6/20/2024 9:46:34	o.pudtomacco@gmail.com	Celso M. De La Cruz, Cipriano A. I.	Municipal Accountant, Admin Aide	Tuguegarao City	To transact official busines	6/17/2024	6/21/2024	<a href="https://drive.google.com/open?id=11Mf6akPakSM6">https://drive.google.com/open?id=11Mf6akPakSM6</a>		Approved	Approved	MAO-2024-06-06	
7/10/2024 13:31:12	o.pudtomacco@gmail.com	Hilsegregor K. Caluducan, Cipriano A.	Mi Admin Aide VI, Admin Aide III	Tuguegarao City	To transact official busines	7/11/2024	7/11/2024	<a href="https://drive.google.com/open?id=1Pc55F4MOPWj">https://drive.google.com/open?id=1Pc55F4MOPWj</a>		Approved	Approved	MAO-2024-07-01	
7/16/2024 9:21:52	o.pudtomacco@gmail.com	Celso M. De La Cruz, Cipriano Mae	Municipal Accountant, Driver	Tuguegarao City	To transact official busines	7/17/2024	7/17/2024	<a href="https://drive.google.com/open?id=1aK9w3S4w3S2">https://drive.google.com/open?id=1aK9w3S4w3S2</a>		Approved	Approved	MAO-2024-07-02	
7/18/2024 13:59:16	o.pudtomacco@gmail.com	Cipriano A. Marquez Jr.	Admin Aide III	Baguio City	To attend Cordillera Regic	7/22/2024	7/25/2024	<a href="https://drive.google.com/open?id=1wca57NbbwJy6">https://drive.google.com/open?id=1wca57NbbwJy6</a>		Approved	Approved	MAO-2024-07-03	
8/9/2024 10:54:06	macoputol12@gmail.com	CIPRIANO MARQUEZ JR.	ADMIN AIDE III	ABUCAY, BATANAN	TO FETCH MINOR CLEP	8/9/2024	8/11/2024	<a href="https://drive.google.com/open?id=1p6wR6R8366e">https://drive.google.com/open?id=1p6wR6R8366e</a>		Approved	Approved	MAO-2024-08-01	
8/13/2024 15:48:14	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN, C	Accountant II, Administrative Aide	Tuguegarao City	To transact official busines	8/14/2024	8/14/2024	<a href="https://drive.google.com/open?id=1aT67PRQ0voh4j">https://drive.google.com/open?id=1aT67PRQ0voh4j</a>		Approved	Approved	MAO-2024-08-02	
8/20/2024 14:16:11	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN, I	Acting Municipal Accountant, Admin Sta.	Ana, Cagayan	To attend Mid-Year Perfor	8/23/2024	8/24/2024	<a href="https://drive.google.com/open?id=1uB196DhThx6C">https://drive.google.com/open?id=1uB196DhThx6C</a>		Approved	Approved	MAO-2024-08-03	
8/29/2024 12:29:18	o.pudtomacco@gmail.com	Wina A. Cristologo	Admin Assistant II	Baguio City	To attend Local Governm	9/2/2024	9/2/2024	<a href="https://drive.google.com/open?id=1H8M9w3S4w3S2">https://drive.google.com/open?id=1H8M9w3S4w3S2</a>		Approved	Approved	MAO-2024-08-04	
9/9/2024 11:42:51	o.pudtomacco@gmail.com	Hilsegregor K. Caluducan	Acting Municipal Accountant	Baguio City	To submit FLR and reques	9/10/2024	9/12/2024	<a href="https://drive.google.com/open?id=1Z_IDVj3S3PTj">https://drive.google.com/open?id=1Z_IDVj3S3PTj</a>		Approved	Approved	MAO-2024-09-01	
9/9/2024 14:49:27	o.pudtomacco@gmail.com	Maribel D. Ballente, Cipriano A. M	Administrative Aide VI, Administrative	Tuguegarao City	To transact official busines	9/10/2024	9/10/2024	<a href="https://drive.google.com/open?id=1Jp6J4L_pahHE2">https://drive.google.com/open?id=1Jp6J4L_pahHE2</a>		Approved	Approved	MAO-2024-09-01	
9/9/2024 15:54:25	o.pudtomacco@gmail.com	Ianelia Mae A. Galut, Cipriano A. M	Accounting Clerk, Administrative	Tuguegarao City	To transact official busines	9/10/2024	9/10/2024	<a href="https://drive.google.com/open?id=1ANJ52uE4K7C9">https://drive.google.com/open?id=1ANJ52uE4K7C9</a>		Approved	Approved	MAO-2024-09-02	
9/26/2024 11:53:35	o.pudtomacco@gmail.com	Hilsegregor K. Caluducan, Cipriano	Acting Municipal Accountant, Admin	Tuguegarao City	To transact official busines	9/26/2024	9/26/2024	<a href="https://drive.google.com/open?id=11u2y2ubH4OX6">https://drive.google.com/open?id=11u2y2ubH4OX6</a>		Approved	Approved	MAO-2024-09-03	
10/10/2024 8:58:08	o.pudtomacco@gmail.com	MARICHELLE B. BARANGAY, JEARMO II	ACCOUNTING STAFF	San Isidro, Luna, Apayao	To attend seminar on Phil	10/15/2024	10/17/2024	<a href="https://drive.google.com/open?id=1Lc63S4w3S2">https://drive.google.com/open?id=1Lc63S4w3S2</a>		Approved	Approved	MAO-2024-10-01	
10/10/2024 13:26:33	o.pudtomacco@gmail.com	Maribel D. Ballente, Cipriano A. M	Administrative Aide VI, Administra	Tuguegarao City	To transact official busines	10/11/2024	10/11/2024	<a href="https://drive.google.com/open?id=15166N1_4jY0m">https://drive.google.com/open?id=15166N1_4jY0m</a>		Approved	Approved	MAO-2024-10-02	
10/31/2024 11:11:47	o.pudtomacco@gmail.com	HILSGREGOR K. CALUDUCAN	Acting Municipal Accountant	Baguio City	To attend seminar on Bari	11/4/2024	11/4/2024	<a href="https://drive.google.com/open?id=1G2yXOT5SVEj">https://drive.google.com/open?id=1G2yXOT5SVEj</a>		Approved	Approved	MAO-2024-10-03	

