

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 A, Administrative Officer B, ...)		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 the approval of your Travel Order	Recommending Approval Department Head	Approval by the Local Chief Executive	Control No.	Remarks
6/14/2024 9:02:07	joynk23@gmail.com	Jessie L Dagio	LEO III	Baguio City	Attend Pse Meeting	6/18/2024	6/20/2024	https://drive.google.com/open?id=1td8v2_559f1a3	https://drive.google.com/open?id=1td8v2_559f1a3	Approved	Approved	MO-2024-06-11	
6/18/2024 11:04:32	putdotwaterunit@gmail.com	APRILLA CAMILO, FERDIN MUNICIPAL ADMINISTRATOR	BAGUIO CITY		TO ATTEND ENVIRONM	6/19/2024	6/22/2024	https://drive.google.com/open?id=1LwUQ9m6GGGy	https://drive.google.com/open?id=1LwUQ9m6GGGy	Approved	Approved	MO-2024-06-12	
6/18/2024 15:51:24	idmpudto@gmail.com	Katrina Visitation, Herman GLDRMO II, LDRRMO I, AA I, Aiem, Pudit, Apayao	Luna, Apayao		To facilitate the conduct of	6/19/2024	6/24/2024	https://drive.google.com/open?id=1Zw6RSM77_BCI	https://drive.google.com/open?id=1Zw6RSM77_BCI	Approved	Approved	MO-2024-06-13	
6/19/2024 13:48:32	etazcariga@gmail.com	Jevanily I Puly	AA I	J/A Apparel, San Isidro, I	To attend the Local Plan	6/19/2024	6/21/2024	https://drive.google.com/open?id=14uU9z74d6Gy	https://drive.google.com/open?id=14uU9z74d6Gy	Approved	Approved	MO-2024-06-14	
6/19/2024 15:31:05	mayorsofticem@gmail.com	ROLDAN BURIGASAY, RUFIN AAII	Baguio City	EDSA SHANGRI-LA, MAI	To shuttle and fetch the L	6/19/2024	6/23/2024	https://drive.google.com/open?id=1aF_6w6_TUj3U	https://drive.google.com/open?id=1aF_6w6_TUj3U	Approved	Approved	MO-2024-06-14	
6/23/2024 14:58:50	etazcariga@gmail.com	Roldan Burigasay, Driver	Apayao	Tuguegarao City	To accompany the LCE to	6/23/2024	6/24/2024	https://drive.google.com/open?id=1R_Kf0cm_h4f5	https://drive.google.com/open?id=1R_Kf0cm_h4f5	Approved	Approved	MO-2024-06-16	
6/24/2024 17:12:34	idmpudto@gmail.com	KATRINA VISITACION, HERLDORMO II, LDRRMO I, LDRRE		Swan, Pudit, Apayao	To facilitate the conduct of	6/25/2024	6/25/2024	https://drive.google.com/open?id=12PQJEUWjRX4h	https://drive.google.com/open?id=12PQJEUWjRX4h	Approved	Approved	MO-2024-06-17	
6/25/2024 9:03:16	caragaiez@gmail.com	Roldan Burigasay	AA III	Comner, Apayao	To shuttle players	6/25/2024	6/25/2024	https://drive.google.com/open?id=1a0f_q96U_0j3V	https://drive.google.com/open?id=1a0f_q96U_0j3V	Approved	Approved	MO-2024-06-18	
6/25/2024 18:12:34	jevanilyp23@gmail.com	Jevanily Puly	Administrative Officer I	Luna, Apayao	To attend the first semeste	6/27/2024	6/27/2024	https://drive.google.com/open?id=1K6a70z_K6M1	https://drive.google.com/open?id=1K6a70z_K6M1	Approved	Approved	MO-2024-06-19	
6/25/2024 11:51:43	idmpudto@gmail.com	Herman Galut, Cesar Visalad, LDRRMO II, DRIVER, AA I, LDI, Swan, Pudit, Apayao	AA III	LDRRMO II, DRIVER, AA I, LDI, Swan, Pudit, Apayao	Ground preparation for th	6/26/2024	6/26/2024	https://drive.google.com/open?id=1TNSu0a8R1Te	https://drive.google.com/open?id=1TNSu0a8R1Te	Approved	Approved	MO-2024-06-20	
6/26/2024 15:41:53	etazcariga@gmail.com	Roldan Burigasay	AAIII	Airport, Tuguegarao City	To shuttle the guest arriv	6/26/2024	6/27/2024	https://drive.google.com/open?id=1QoG7U5_QD_fm	https://drive.google.com/open?id=1QoG7U5_QD_fm	Approved	Approved	MO-2024-06-21	
6/26/2024 16:48:24	idmpudto@gmail.com	Herman Galut, Cesar Visalad, LDRRMO II, DRIVER, AA I, LDI, Swan, Pudit, Apayao	AA III	LDRRMO II, DRIVER, AA I, LDI, Swan, Pudit, Apayao	Ground Preparation for th	6/27/2024	6/27/2024	https://drive.google.com/open?id=1149y6v2N6W9G	https://drive.google.com/open?id=1149y6v2N6W9G	Approved	Approved	MO-2024-06-22	
6/27/2024 18:02:58	idmpudto@gmail.com	Katrina Visitation, Herman GLDRMO II, LDRMO I, and LDRR Staff, Pudit, Apayao	AA III	LDRRMO II, DRIVER, AA I, LDI, Swan, Pudit, Apayao	Ground Preparation for th	6/28/2024	6/29/2024	https://drive.google.com/open?id=14N0z3Y34F1Df	https://drive.google.com/open?id=14N0z3Y34F1Df	Approved	Approved	MO-2024-06-23	
6/28/2024 10:19:01	putdotwaterunit@gmail.com	etazcariga@gmail.com	Administrative Officer I	Baguio City	To attend public financial r	7/2/2024	7/2/2024	https://drive.google.com/open?id=1K525v5a3Q6Gy	https://drive.google.com/open?id=1K525v5a3Q6Gy	Approved	Approved	MO-2024-06-24	
7/1/2024 9:02:47	etazcariga@gmail.com	Roldan Burigasay	AA III	Airport, Tuguegarao City	To shuttle the LCE at the i	7/1/2024	7/1/2024	https://drive.google.com/open?id=1H13JE1T84Y9G	https://drive.google.com/open?id=1H13JE1T84Y9G	Approved	Approved	MO-2024-07-01	
7/1/2024 15:14:04	putdotwaterunit@gmail.com	MARC DARYLE ALABAN, TOURISM STAFF	PUDIT, APAYAO		To assist during the cond	7/1/2024	7/1/2024	https://drive.google.com/open?id=1Dg_8vme0M8R	https://drive.google.com/open?id=1Dg_8vme0M8R	Disapproved	Disapproved	MO-2024-07-01	
7/3/2024 11:38:49	idmpudto@gmail.com	RYAN CALUDON, JESSA LDRRMO STAFF	LDRRMO STAFF	Tawl, Pudit, Apayao	To attend settlement of a	6/4/2024	6/4/2024	https://drive.google.com/open?id=1DG_8vme0M8R	https://drive.google.com/open?id=1DG_8vme0M8R	Disapproved	Disapproved	MO-2024-07-02	
7/3/2024 11:41:11	etazcariga@gmail.com	Rufino P. Guillemo	AA III	Farnoth Luzon General H	To attend patient (Andy S	7/3/2024	7/3/2024	https://drive.google.com/open?id=1gR4U0K4M7b	https://drive.google.com/open?id=1gR4U0K4M7b	Approved	Approved	MO-2024-07-02	
7/4/2024 8:40:14	idmpudto@gmail.com	Herman Galut, Cesar Visalad, LDRRMO II	Administrative Officer I	Tuguegarao City	AGSA Transaction at Patis	7/5/2024	7/5/2024	https://drive.google.com/open?id=1V10zT8f7nBv	https://drive.google.com/open?id=1V10zT8f7nBv	Approved	Approved	MO-2024-07-03	
7/4/2024 9:23:50	mayorsofticem@gmail.com	MARGARITA RUBY-ANI AAIII	Administrative Officer I	Calasagjan, Pudit, Apayao	To attend the Opening Ce	7/5/2024	7/5/2024	https://drive.google.com/open?id=1mBz6CYM0R	https://drive.google.com/open?id=1mBz6CYM0R	Approved	Approved	MO-2024-07-03	
7/4/2024 10:45:32	jevanilyp23@gmail.com	Jevanily I Puly	AA III	LYO-ALMEDA Designate	Baguio City	7/8/2024	7/12/2024	https://drive.google.com/open?id=1mBz6CYM0R	https://drive.google.com/open?id=1mBz6CYM0R	Approved	Approved	MO-2024-07-05	
7/5/2024 8:10:57	etazcariga@gmail.com	AA III	Rofino P. Guillemo	Camalunagan, Cagayan	To transport patient (Ede	7/5/2024	7/5/2024	https://drive.google.com/open?id=1B8b63FED5DyC	https://drive.google.com/open?id=1B8b63FED5DyC	Approved	Approved	MO-2024-07-06	
7/5/2024 8:52:24	idmpudto@gmail.com	Katrina Visitation	LDRMO II	Capitol, Luna Apayao	To attend coordinatoya	7/5/2024	7/5/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-07	
7/8/2024 9:06:55	mayorsofticem@gmail.com	ROLDAN BURIGASAY	AAIII	QUEZON CITY, MANILA	TO FETCH THE LCE.	7/7/2024	7/10/2024	https://drive.google.com/open?id=1m418g87K6E3N	https://drive.google.com/open?id=1m418g87K6E3N	Approved	Approved	MO-2024-07-08	
7/8/2024 6:56:23	rubelyabangon06@gmail.com	RANDY A. LAOAT, EDNANO VICE MAYOR	MUNICIPAL PRTUAO, CAGAYAN		TO ATTEND SETTLEMEN	7/9/2024	7/9/2024	https://drive.google.com/open?id=17m2687m2N2N	https://drive.google.com/open?id=17m2687m2N2N	Approved	Approved	MO-2024-07-09	
7/9/2024 9:00:40	etazcariga@gmail.com	Jenny Claire T. Llayat	Administrative Officer I	COA, Luna Apayao	To assist auditors at COA	7/9/2024	7/9/2024	https://drive.google.com/open?id=1V10zT8f7nBv	https://drive.google.com/open?id=1V10zT8f7nBv	Approved	Approved	MO-2024-07-11	
7/9/2024 14:15:21	idmpudto@gmail.com	Rufino P. Guillemo	AA III	Camalunagan, Cagayan	To transport patient (Ede	7/9/2024	7/9/2024	https://drive.google.com/open?id=1V10zT8f7nBv	https://drive.google.com/open?id=1V10zT8f7nBv	Approved	Approved	MO-2024-07-11	
7/12/2024 17:39:21	putdotwaterunit@gmail.com	JENNY CLAIRE T. LAYAT, GLA Tourism Operations Officer II	T. Ibaragud, Abra		To attend and assist the A	7/13/2024	7/15/2024	https://drive.google.com/open?id=1BMEF3E5444yK	https://drive.google.com/open?id=1BMEF3E5444yK	Approved	Approved	MO-2024-07-12	
7/16/2024 9:20:12	etazcariga@gmail.com	Rufino P. Guillemo	AAIII	MMMC, Batac City	To fetch patient (Roselyn I	7/15/2024	7/15/2024	https://drive.google.com/open?id=1149y6v2N6W9G	https://drive.google.com/open?id=1149y6v2N6W9G	Approved	Approved	MO-2024-07-13	
7/16/2024 13:21:15	etazcariga@gmail.com	Editha C. Nobles	RMO II	COA Luna	To assists auditors at COA	7/16/2024	7/16/2024	https://drive.google.com/open?id=1exTOpUj0X58R	https://drive.google.com/open?id=1exTOpUj0X58R	Approved	Approved	MO-2024-07-14	
7/17/2024 8:36:01	etazcariga@gmail.com	Rufino P. Guillemo	AA III	Camalunagan, Cagayan	To transport patient (Ede	7/16/2024	7/16/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-15	
7/17/2024 14:51:58	idmpudto@gmail.com	Katrina Visitation, Aprilia Cami	Municipal Administrator	Baguio City and Caba, La	To attend the orientatio	7/17/2024	7/17/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-15	
7/17/2024 15:03:53	putdotwaterunit@gmail.com	JENNY CLAIRE T. LAYAT, GLA Tourism Operations Officer II	Luna, Apayao		To attend the 3rd Quarter	7/18/2024	7/18/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-17	
7/17/2024 9:12:30	idmpudto@gmail.com	Katrina V. Visitation, Romel LDRRMO II, LDRRMO STAFF	Baguio City		To attend Cordillera Regi	7/22/2024	7/25/2024	https://drive.google.com/open?id=1y8b87m55G8R	https://drive.google.com/open?id=1y8b87m55G8R	Approved	Approved	MO-2024-07-18	
7/18/2024 10:18:54	etazcariga@gmail.com	Rufino P. Guillemo	AA III	Baguio City	To attend Cordillera Regi	7/22/2024	7/24/2024	https://drive.google.com/open?id=1H29GHX0D5y0X	https://drive.google.com/open?id=1H29GHX0D5y0X	Disapproved	Disapproved	MO-2024-07-18	
7/18/2024 10:32:51	mayorsofticem@gmail.com	Rolando Marizta, AA III, Admin. Assistant	Baguio City		To attend Cordillera Regi	7/22/2024	7/25/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-19	
7/18/2024 13:51:18	putdotwaterunit@gmail.com	GLAZZA MAE C. DONGLAN	TOURISM OPERATIONS ASSISTANT	Baguio City	To attend the Regional Di	7/22/2024	7/25/2024	https://drive.google.com/open?id=17m2687m2N2N	https://drive.google.com/open?id=17m2687m2N2N	Approved	Approved	MO-2024-07-20	
7/18/2024 17:11:16	putdotwaterunit@gmail.com	JENNY CLAIRE T. LAYAT	TOURISM OPERATIONS OFFICER II	Luna, Apayao	To attend the 3rd Quarter	7/18/2024	7/18/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-21	
7/18/2024 17:11:29	etazcariga@gmail.com	Rufino P. Guillemo	AA III	CBMC, Tuguegarao City	To fetch patient (Jex Plas	7/18/2024	7/18/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-22	
7/18/2024 17:20:29	joynk23@gmail.com	Jessie L Dagio, Jessie Joy LEO III, LEA	LUNA, APAYAO		ASSIST IN THE TUPAD F	7/19/2024	7/19/2024	https://drive.google.com/open?id=13MF0F0QJ1Z6E	https://drive.google.com/open?id=13MF0F0QJ1Z6E	Approved	Approved	MO-2024-07-23	
7/18/2024 18:40:55	mayorsofticem@gmail.com	RUFINO GUILLERMO, RUBY ANI, RMOI, ADMINISTRATIVE	SANTA MARCELA APAYAO		To served as medics for th	7/19/2024	7/20/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-24	
7/23/2024 17:08:53	mayorsofticem@gmail.com	ROLDAN BURIGASAY, RUFIN AAIII	Baguio City		To shuttle the LCE	7/23/2024	7/26/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-25	
7/24/2024 9:03:22	idmpudto@gmail.com	KATRINA VISITACION, HERNAN LDRRMO II, LDRRMO I, LDRRMO I	ADMINISTRATIVE OFFICER II	COA, Luna Apayao	TO ATTEND BASIC INCI	7/24/2024	7/24/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-26	
7/24/2024 9:03:22	idmpudto@gmail.com	Katrina Visitation, Herman GLDRMO II, LDRRMO I, LDRRMO I	SANTA MARCELA APAYAO		To attend Basic Incident C	7/24/2024	7/24/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-26	
7/24/2024 14:48:40	alonzoclarissa@gmail.com	Clarissa D. Alonzo	Admin. Officer IV	La Union	attend Basic Incident Con	7/28/2024	8/1/2024	https://drive.google.com/open?id=1P1zK53u1V4C	https://drive.google.com/open?id=1P1zK53u1V4C	Approved	Approved	MO-2024-07-27	
7/24/2024 16:30:52	idmpudto@gmail.com	Katrina Visitation, Herman GLDRMO II, LDRRMO I, AA I, LDI, Swan, Pudit, Apayao	ADMINISTRATIVE AIDE IV		To attend 2024 NDRM. F	7/25/2024	7/25/2024	https://drive.google.com/open?id=149G5DduL74G	https://drive.google.com/open?id=149G5DduL74G	Approved	Approved	MO-2024-07-28	
7/25/2024 16:21:04	putdotwaterunit@gmail.com	FERDINAND SIENA	ADMINISTRATIVE AIDE IV	TOYOTA, TUGUEGARAO	To bring service vehicle w	7/25/2024							

		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
9/23/2024	8:37:54	pudtolourism@gmail.com	MARC DARYLLE ALABAN, F Tourism Staffs, Driver, SB Men	Upper Pudtol, Apayao	To assist videographers in	9/23/2024	9/23/2024	https://drive.google.com/open?id=1G0iB3x5t5T586		Approved	MO 2024-09-29		
9/23/2024	14:51:28	elzacarlag4@gmail.com	Rufino P. Guillermo	MMHTC, Batac City	To transport patient (Rodi	9/24/2024	9/24/2024	https://drive.google.com/open?id=1q0h8Q8bo5QYU		Disapproved			
9/23/2024	14:54:49	elzacarlag4@gmail.com	Rufino P. Guillermo	Admin Aide III	Camatanugan, Cagayan	To transport patient (Adel	9/24/2024	9/24/2024	https://drive.google.com/open?id=1118Kc_ND022acdf		Approved	MO 2024-09-30	
9/24/2024	8:40:56	pudtolourism@gmail.com	Marc Drylle Alaban, Rowin C	Tourism Staffs, Driver, SB Men	Pudtol, Apayao	To assist videographers in	9/24/2024	9/24/2024	https://drive.google.com/open?id=1r52j0d8d67_Y1Q		Approved	MO 2024-09-31	
9/24/2024	9:05:56	ezakiethenry@gmail.com	Edith C. Nobles	RMO II	Luna, Apayao	To assist Auditors at COA	9/24/2024	9/24/2024	https://drive.google.com/open?id=1F15Uj92Hf5u		Approved	MO 2024-09-32	
9/24/2024	9:53:27	jesielacarlag@gmail.com	JESSIE L. DAGUIO	LED II	BULANAO TABUK CITY, I	Attend 3rd quarter Provis	9/30/2024	9/30/2024	https://drive.google.com/https://drive.google.com/		Approved	MO 2024-09-33	
9/25/2024	9:08:47	rubielynabangon0908@gmail.com	RANDY A. LAOAT	VICE MAYOR	BAGUIO CITY	To follow up request at VA	9/26/2024	9/26/2024	https://drive.google.com/open?id=1QocqpnZf9d4f		Approved	MO 2024-09-34	
9/25/2024	14:21:44	pudtolourism@gmail.com	MARC DARYLLE ALABAN, F Tourism Staffs, Driver, SB Men	Upper Pudtol, Apayao	To assist videographers in	9/25/2024	9/25/2024	https://drive.google.com/open?id=1G0iB3x5t5T586		Approved	MO 2024-09-29		
9/26/2024	8:42:28	PUDTOLTOURISM@GM.LICFIELD.WAMIL, DEITHE	Drivers	City of Batac, Ilocos Norte	To transport patient	9/26/2024	9/26/2024	https://drive.google.com/open?id=12efm7zypYaa8		Approved	MO 2024-09-36		
9/27/2024	16:58:34	ldrmpudtol@gmail.com	KATRINA D. VISITACION	LDRRMO II	ALTA VISTA ILOCANDIA I	TO ATTEND POSITION C	9/29/2024	10/4/2024	https://drive.google.com/open?id=1eX_dWVtSGa6		Approved	MO 2024-09-37	
10/1/2024	10:35:01	ezakiethenry@gmail.com	Edith C. Nobles	RMO II	Luna, Apayao	To assist Auditors at COA	10/1/2024	10/1/2024	https://drive.google.com/open?id=1E8hZ7mSC2p		Approved	MO 2024-10-01	
10/2/2024	9:11:38	pudtolourism@gmail.com	MARY JOY CALIZO, JANICE	Tourism Staff, GIP	Tuguegarao City	To attend Post office set u	10/2/2024	10/3/2024	https://drive.google.com/open?id=1OyBerVj6foAL8		Approved	MO 2024-10-02	
10/2/2024	9:27:58	elzacarlag4@gmail.com	Jayves Macadangdang	M O Staff	Tuguegarao City	To attend lectures on the	10/2/2024	10/2/2024	https://drive.google.com/open?id=1XooRGZ556C2v		Disapproved		
10/2/2024	16:43:16	elzacarlag4@gmail.com	Jayves Macadangdang	Driver	Batac City	To fetch patient (SK Fed.	10/3/2024	10/3/2024	https://drive.google.com/open?id=1e_mYQeaTtT4G		Approved	MO 2024-10-03	
10/3/2024	12:09:30	elzacarlag4@gmail.com	Rufino Guillermo	Admin Aide III	Camatanugan, Cagayan	To transport patient (Edel	10/4/2024	10/4/2024	https://drive.google.com/open?id=18BvqXcmVYyF		Approved	MO 2024-10-04	
10/3/2024	12:13:33	elzacarlag4@gmail.com	Rufino Guillermo	Admin Aide III	Batac City	To transport patient (Gent	10/5/2024	10/5/2024	https://drive.google.com/open?id=1aMNGc_om564d		Approved	MO 2024-10-05	
10/4/2024	10:31:09	ldrmpudtol@gmail.com	WILFRED LABICAN, DENNIS	LDRRMO STAFF, AA	CVAC, TUGUEGARAO C	To deliver blood for blood	10/4/2024	10/4/2024	https://drive.google.com/open?id=1D0h8L_8u9F2p		Approved	MO 2024-10-06	
10/4/2024	10:53:39	pudtolourism@gmail.com	MARY JOY CALIZO, JANICE	Tourism Staff, GIP	Luna, Apayao	To attend continuation tra	10/4/2024	10/4/2024	https://drive.google.com/open?id=1exNUxU1L_WY		Approved	MO 2024-10-07	