

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)	Recommended Approval Department Head	Approval by the Local Chief Executive	Control No.	Remarks
3/11/2024 9:50:28	meolgu_official@yahoo.co	rickson v. puerto, laurenc	engineer II, driver	TUGUEGARA CITY	TO BLUEPRINT, SIGN AN	3/12/2024	3/12/2024	https://drive.google.com/open?id=1YxOaV7zVYmL...	Approved	Approved	MEO-2024-03-01		
3/18/2024 17:16:37	of.pudtinec@gmail.com	rickson Puerto	Engineer II	RIDJFFR, Alem, Pustol,	Atto conduct PCRM Training	3/19/2024	3/20/2024	https://drive.google.com/open?id=146dMOM_P5AJ...	Approved	Approved	MEO-2024-03-02		
3/21/2024 8:17:58	meolgu_official@yahoo.co	DARLO T. ARNEODO, LENO I. GULLI	MUNICIPAL ENGINEER, RECORDS	SAN SIDRO, LUNA, KATA	TO ATTEND 1ST QUARTE	3/21/2024	3/22/2024	https://drive.google.com/open?id=1F79dM8M9bK...	Approved	Approved	MEO-2024-03-03		
3/21/2024 11:17:48	meolgu_official@yahoo.co	LAURENCE ANTHONY BALLESTE DRIVER		PINKUPUK TABUK KALSH	SHUTTLE PLAYERS FOR	3/21/2024	3/21/2024	https://drive.google.com/open?id=1AXCVa2bCyJaa...	Approved	Approved	MEO-2024-03-04		
3/21/2024 16:15:46	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, I	AUTOMOTIVE TECHNICIAN	WALTE LUNA, APAYAO	TO shuttle division presson	3/22/2024	3/22/2024	https://drive.google.com/open?id=1PCs5BzV6V6G...	Approved	Approved	MEO-2024-03-05		
3/22/2024 8:25:12	meolgu_official@yahoo.co	Laurence anthony Balleste	Driver	Lower matan	ERC training refresh for	3/22/2024	3/22/2024	https://drive.google.com/open?id=1o2ZGzIMbuO6G...	Approved	Approved	MEO-2024-03-06		
3/22/2024 18:49:44	meolgu_official@yahoo.co	Gregorio Napigoo Jr., Rickson V	I Labor Foreman, Engineer II	Luna, Apayao	Presentation of CDP PPAs	3/25/2024	3/26/2024	https://drive.google.com/open?id=13o2S026yTYD...	Approved	Approved	MEO-2024-03-07		
4/1/2024 17:26:53	of.pudtinec@gmail.com	Eng. Rickson Puerto	Engineer II	Lower Btangays	to Assist Barangays for PCI	4/2/2024	4/5/2024	https://drive.google.com/open?id=1yhaOz0b2C...	Approved	Approved	MEO-2024-04-01		
4/3/2024 14:46:55	meolgu_official@yahoo.co	LAURENCE ANTHONY BALLESTE DRIVER		AUTOMOTIVE TECHNICIAN	ALTE LAOGAOG CITY	4/4/2024	4/5/2024	https://drive.google.com/open?id=1v5M8a8z718...	Approved	Approved	MEO-2024-04-02		
4/11/2024 9:06:56	meolgu_official@yahoo.co	Laurence Anthony C. Balleste	Driver	Manila International Airpo	To fetch the body remain of	4/9/2024	4/12/2024	https://drive.google.com/open?id=1ky7t4MgPC7...	Approved	Approved	MEO-2024-04-03		
4/15/2024 14:49:46	meolgu_official@yahoo.co	JOCELYN T. DACUYCUY ENGINEER 1		SAN JOSE, ALEM, CABATO	CONDUCT SUSTAINA	4/16/2024	4/19/2024	https://drive.google.com/open?id=1WYwF1C06yU...	Approved	Approved	MEO-2024-04-04		
4/15/2024 14:54:22	meolgu_official@yahoo.co	GREGORIO A. NAPICOO JR	SH LABOR FOREMAN, ENGINEER	SAN JOSE, LOWER MAT	TO CONDUCT SUSTAINA	4/16/2024	4/19/2024	https://drive.google.com/open?id=1T80aVzG8...	Approved	Approved	MEO-2024-04-05		
4/18/2024 12:23:17	of.pudtinec@gmail.com	Rickson Puerto	Engineer II	RIDJFFR, Alem	PURPOSE: to attend data t	4/24/2024	4/24/2024	https://drive.google.com/open?id=1B8UWb0yWLLC...	Approved	Approved	MEO-2024-04-06		
4/24/2024 10:18:08	meolgu_official@yahoo.co	GREGORIO A. NAPICOO JR., SH	LABOR FOREMAN, ENGINEER	N MATAGUISI	To conduct sustainability ev	4/24/2024	4/24/2024	https://drive.google.com/open?id=1F0QBzY7...	Approved	Approved	MEO-2024-04-07		
4/24/2024 8:12:20	meolgu_official@yahoo.co	JOCELYN DACUYCUY ENGINEER 1		SAN MARIANO	To conduct sustainability ev	4/24/2024	4/24/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-04-08		
4/24/2024 8:17:24	meolgu_official@yahoo.co	GREGORIO A. NAPICOO JR., SH	LABOR FOREMAN, ENGINEER	N MATAGUISI	To conduct sustainability ev	4/24/2024	4/24/2024	https://drive.google.com/open?id=1T0zP578zC8...	Approved	Approved	MEO-2024-04-08		
4/25/2024 14:15:11	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, I	AUTOMOTIVE TECHNICIAN	ALTE NAGLANGAN, CALANANES	TO ATTEND FRIENDSHIP	4/25/2024	4/26/2024	https://drive.google.com/open?id=1K7w8z1...	Approved	Approved	MEO-2024-04-09		
4/29/2024 16:11:16	meolgu_official@yahoo.co	LAURENCE ANTHONY C. BALLESTE DRIVER		BAGUIO CITY	TO shuttle the Municipal Mayor for the signing of MOA (CLUP)	5/1/2024	5/2/2024	https://drive.google.com/open?id=1T0zP578zC8...	Approved	Approved	MEO-2024-04-10		
5/8/2024 9:38:27	meolgu_official@yahoo.co	JOCELYN T. DACUYCUY, HARRY ENGINEER I, ENGINEERING ASS		BAGUIO CITY	To attend training on the PIs	5/12/2024	5/25/2024	https://drive.google.com/open?id=1B2z0zV7...	Approved	Approved	MEO-2024-05-01		
5/13/2024 8:54:04	meolgu_official@yahoo.co	JOCELYN DACUYCUY ENGINEER 1		LABOR FOREMAN, BAGUIO CITY	To attend training/workshop	5/20/2024	5/24/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-05-02		
5/13/2024 16:28:22	meolgu_official@yahoo.co	CLIFFORD JOHN S. SAN MATEO ENGINEER I, AUTOMOTIVE TECH		abatawan & aurora	assignment preparation fo	5/14/2024	5/15/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-05-03		
5/14/2024 15:10:34	meolgu_official@yahoo.co	laurence anthony c. balleste driver		Tuguegao City	TO shuttle and pick-up play	5/14/2024	5/14/2024	https://drive.google.com/open?id=1Ag8z2z4z4...	Approved	Approved	MEO-2024-05-04		
5/16/2024 14:28:39	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, I	AUTOMOTIVE TECHNICIAN	ALTE BAGUIOD, ILOCOS, CA	To drive govt vehicle to	5/16/2024	5/18/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-05-05		
5/17/2024 14:26:27	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, I	AUTOMOTIVE TECHNICIAN	ALTE BAGUIOD, ILOCOS, CA	To shuttle employee on the	5/20/2024	5/24/2024	https://drive.google.com/open?id=1R8zJ2a2C8a...	Approved	Approved	MEO-2024-05-06		
5/28/2024 18:47:27	meolgu_official@yahoo.co	Laurence Anthony C. Balleste driver		Tuguegao City	To fetch Remz Alabado	5/28/2024	5/28/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-05-07		
5/30/2024 10:38:27	meolgu_official@yahoo.co	Laurence Anthony C. Balleste driver		BAGUIO CITY	To shuttle the Municipal Ma	5/30/2024	5/30/2024	https://drive.google.com/open?id=1R8zJ2a2C8a...	Approved	Approved	MEO-2024-05-08		
6/3/2024 14:30:22	meolgu_official@yahoo.co	JOCELYN T. DACUYCUY, HARRY ENGINEER I, ENGINEERING ASS		BAGUIO CITY	TO attend Capability Buildin	6/9/2024	6/22/2024	https://drive.google.com/open?id=1K7w8z1...	Approved	Approved	MEO-2024-06-01		
6/3/2024 14:42:52	meolgu_official@yahoo.co	Laurence Anthony C. Balleste, Dir driver, alternate driver		baguio city	to shuttle employee who w	6/9/2024	6/10/2024	https://drive.google.com/open?id=1R8zJ2a2C8a...	Approved	Approved	MEO-2024-06-02		
6/5/2024 15:13:04	meolgu_official@yahoo.co	GREGORIO A. NAPICOO JR. LABORE FOREMAN		GONZAGA CAGAYAN	Benchmarking for the repa	6/6/2024	6/6/2024	https://drive.google.com/open?id=1WwT7u52V8...	Approved	Approved	MEO-2024-06-03		
6/20/2024 9:18:07	meolgu_official@yahoo.co	DARLO T. ARNEODO, LENO I. GULLI Municipal Engineer, MED-Staff		Luna, Apayao	To attend Provincial M & E	6/20/2024	6/20/2024	https://drive.google.com/open?id=1Z01t14_3d3w...	Approved	Approved	MEO-2024-06-04		
6/20/2024 12:46:03	meolgu_official@yahoo.co	DARLO T. ARNEODO, LENO I. GULLI MUNICIPAL ENGINEER, RECORDS		LUNA, APAYAO	TO ATTEND PROVINCIAL	6/20/2024	6/21/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-06-04		
6/25/2024 8:51:37	meolgu_official@yahoo.co	LAURENCE ANTHONY C. BALLESTE DRIVER		CONNER, APAYAO	SHUTTLE PLAYERS AND I	6/25/2024	6/25/2024	https://drive.google.com/open?id=1X4F42z4z4...	Approved	Approved	MEO-2024-06-05		
6/26/2024 8:06:45	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, I	AUTOMOTIVE TECHNICIAN	ALTE CONNER, APAYAO	TO FETCH PLAYERS	6/26/2024	6/26/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-06-06		
6/28/2024 11:07:26	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, CL	AUTOMOTIVE TECHNICIAN	ALTE CONNER, APAYAO	TO SHUTTLE VOLLEYBALL	6/28/2024	6/28/2024	https://drive.google.com/open?id=10zP578zC8...	Approved	Approved	MEO-2024-07-01		
7/8/2024 11:57:12	meolgu_official@yahoo.co	LAURENCE ANTHONY C. BALLESTE DRIVER, ALTERNATE DRIVER		MANILA	TO FETCH THE MUNICIPAL	7/7/2024	7/12/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-01		
7/25/2024 14:16:24	meolgu_official@yahoo.co	rickson v. puerto, laurenc	ENGINEER II, DRIVER, ALTERNATE DRIVER	QUEZON CITY AND QUIL	TO PICK-UP MATERIALS	8/4/2024	8/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-02		
7/26/2024 14:30:15	meolgu_official@yahoo.co	rickson v. puerto, laurenc	ENGINEER II, DRIVER, ALTERNATE DRIVER	QUEZON CITY AND QUIL	TO PICK-UP MATERIALS	8/4/2024	8/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-02		
7/26/2024 14:30:15	meolgu_official@yahoo.co	rickson v. puerto, laurenc	ENGINEER II, DRIVER, ALTERNATE DRIVER	QUEZON CITY AND QUIL	TO PICK-UP MATERIALS	8/4/2024	8/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-02		
7/26/2024 14:30:15	meolgu_official@yahoo.co	rickson v. puerto, laurenc	ENGINEER II, DRIVER, ALTERNATE DRIVER	QUEZON CITY AND QUIL	TO PICK-UP MATERIALS	8/4/2024	8/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-02		
7/26/2024 14:30:15	meolgu_official@yahoo.co	rickson v. puerto, laurenc	ENGINEER II, DRIVER, ALTERNATE DRIVER	QUEZON CITY AND QUIL	TO PICK-UP MATERIALS	8/4/2024	8/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-02		
7/26/2024 14:30:15	meolgu_official@yahoo.co	rickson v. puerto, laurenc	ENGINEER II, DRIVER, ALTERNATE DRIVER	QUEZON CITY AND QUIL	TO PICK-UP MATERIALS	8/4/2024	8/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-07-02		
8/8/2024 16:24:59	meolgu_official@yahoo.co	DIETHER JOHN O. SINFUEGO, I	ALTERNATE DRIVER	BATAAN PROVINCE	TO FETCH MINOR CLIENT	8/9/2024	8/11/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Disapproved	Disapproved	MEO-2024-07-03		
8/12/2024 15:18:18	meolgu_official@yahoo.co	rickson v. puerto, gregor	ENGINEER II, LABOR FOREMAN	STA ANA	TO ATTEND CLIP WRITE	8/13/2024	8/16/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-08-01		
8/21/2024 12:57:56	meolgu_official@yahoo.co	LAURENCE ANTHONY C. BALLESTE DRIVER, ALTERNATE DRIVER		MANILA	TO SHUTTLE SB BAYDAN	8/21/2024	8/24/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-08-02		
8/30/2024 16:53:15	meolgu_official@yahoo.co	rickson v. puert	GREGORIO ENGINEER II, LABOR FOREMAN,	BAGUIO CITY	TO ATTEND CLIP WORK	9/1/2024	9/5/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-08-01		
9/17/2024 9:37:42	meolgu_official@yahoo.co	LAURENCE ANTHONY C. BALLESTE DRIVER		CAMALANAGAN, CAGA	TO SHUTTLE DALYSIS PF	9/17/2024	9/17/2024	https://drive.google.com/open?id=1K7w8z1...	Approved	Approved	MEO-2024-08-01		
9/27/2024 13:42:29	meolgu_official@yahoo.co	Laurence Anthony Balleste, Death Driver, Alternate Driver		La Trinidad, Benguet	To shuttle attendees on the	9/26/2024	9/29/2024	https://drive.google.com/open?id=1F79dM8M9bK...	Disapproved	Disapproved	MEO-2024-08-01		
9/27/2024 16:45:09	meolgu_official@yahoo.co	diether john o. sinfuego, laurence driver		La Trinidad, Benguet	To shuttle attendees on the	9/26/2024	10/1/2024	https://drive.google.com/open?id=1YFvO8R...	Approved	Approved	MEO-2024-09-02		
10/7/2024 16:46:22	meolgu_official@yahoo.co	rickson v. puerto, gregorio	ENGINEER II, LABOR FOREMAN	SANTA ANA, CAGAYAN	TO ATTEND COMPREHENS	10/7/2024	10/11/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Disapproved	Disapproved	MEO-2024-10-01		
10/14/2024 10:58:10	meolgu_official@yahoo.co	EDHARH SAGUN, RODNEL TAN	ARCHITECTURAL DESIGNER, EN MUNICIPAL WIDE		TO GATHER DATA FOR TR	10/15/2024	10/16/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-10-01		
10/21/2024 14:04:19	meolgu_official@yahoo.co	Laurence Anthony C. Balleste	Driver	Tuguegao city	TO shuttle employees for	10/22/2024	10/22/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-10-01		
10/21/2024 14:22:18	meolgu_official@yahoo.co	Diether John O. Sinfuego	Driver	Tuguegao city	TO shuttle BHW for their g	10/22/2024	10/22/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-10-02		
10/28/2024 14:41:44	meolgu_official@yahoo.co	Diether John Sinfuego	Automotive technician/ alternate driver	BAGUIO CITY	TO pick-up Patient at BRH	10/28/2024	10/30/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-10-03		
10/29/2024 14:51:12	meolgu_official@yahoo.co	rickson v. puerto, gregor	ENGINEER II, LABOR FOREMAN, SAN SIDRO SUR, LUNA		TO attend Orientation and a	10/30/2024	10/30/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-10-04		
11/5/2024 11:48:43	meolgu_official@yahoo.co	ROD NEEL C. TUMBAGA, ARR-JA	ENGINEERING ASSISTANT, COM MUNICIPAL WIDE		TO VALIDATE FMRs FOR	11/5/2024	11/8/2024	https://drive.google.com/open?id=1B8zJ2a2C8a...	Approved	Approved	MEO-2024-11-01		

