


**MONTHLY WORK AND TRAVEL PLAN**  
March 1-31, 2024

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES APPROVED
03/01/2024	DSWD F.O. Caraga: Arrange and sort 2021 GIS forms		
03/02/2024	<b>Saturday</b>		
03/03/2024	<b>Sunday</b>		
03/04/2024	Prosperidad: Follow up the completion of 2024 project proposal and attended short meeting with Provincial Administrator and PTWG		
03/05/2024	Prosperidad: Prepare monthly workplan for March, coordinate with MLGU focals and distribute Briefer of Project LAWA at BINHI for RRP-CFWT 2024		
03/06/2024	Prosperidad: Assist PDO II with the dialogue between USAD head / Follow up and review the formal letter of ADS Province to Central Office for the consideration of the Project LAWA activity		
03/07/2024	Prosperidad: Assist PDO II Follow up the formal letter of ADS Province to Central Office for the consideration of the Project LAWA activity		
03/08/2024	Prosperidad: Assist PDO II Follow up the formal letter of ADS Province to Central Office for the consideration of the Project LAWA activity		
03/09/2024	<b>Saturday</b>		
03/10/2024	<b>Sunday</b>		
03/11/2024	Assist the finalization of project proposal		
03/12/2024	Retrieve 2024 ADS project proposal to F.O. Caraga		
03/13/2024	Coordinate with MLGU focals and TWGs for the Site validation schedule		
03/14/2024	Assist PDO II for the Endorsement of MOA template to focal for facilitation		
03/15/2024	DSWD FO Caraga: Prepare DTR, accomplishment report and other reportorial		
03/16/2024	<b>Saturday</b>		
03/17/2024	<b>Sunday</b>		
03/18/2024	Conduct site validation at Brgy. Sabud, Loreto, ADS		
03/19/2024	Conduct site validation at Brgy. Zamora and Sitio Noreca, Brgy. Del Monte, Talacogon, ADS		
03/20/2024	Conduct site validation at Brgy. Mahapag and Brgy. Weggum, San Luis, ADS		
03/21/2024	Conduct site validation at Brgy. Bakingking and Brgy. Valentina Esperanza, ADS		
03/22/2024	Conduct site validation at Brgy. Kioya, Sibagat, ADS		
03/23/2024	<b>Saturday</b>		
03/24/2024	<b>Sunday</b>		
03/25/2024	Prosperidad: Prepare feedback reports for site validation		
03/26/2024	Prosperidad: Arrange and sort documentations and geotag photos of ADS site validations		
03/27/2024	DSWD FO Caraga: Prepare DTR, Accomplishment report, TEV and other reportorial		
03/28/2024	<b>Holiday</b>		
03/29/2024	<b>Holiday</b>		
03/30/2024	<b>Saturday</b>		
03/31/2024	<b>Sunday</b>		

I hereby certify that 1. the forgoing work and travel schedule are true and correct, 2. the changes in travel is with consent and approved by the immediate supervisor, 3. Any changes of schedule without approval in the column opposite from the date is deemed invalid 4. that i will waive my rights for any dissallowances for claims of travel which is/are not included in this plan except supported by Travel Order, Office Order or Regional Special Order (RSO).

  
**MARIA DIOVELLA P. SALVAN**  
PDO I ADS RRP-CFWT Support Focal

  
**RUTCHEL R. MOLINO, PDO-II**  
Immediate Supervisor