



Republic of the Philippines  
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Caraga Region



3-5-24

MONTHLY WORK AND TRAVEL PLAN (ACTUAL)

March 1-31, 2024

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
03/01/2024	Sab Jose: Meeting w/ PDI-DA RO re TA for RRP FY 2024 Implementation		
03/02/2024	Saturday		
03/03/2024	Sunday		
03/04/2024	POO: Prepare for the upcoming P/MLGU-TWG Consultation Meeting. Coordinate w/ TWG re:		
03/05/2024	Confirmation of pax, RRP Materials, Venue, Food, etc.		
03/06/2024	Capitol: Conduct PMTWG Consultation meeting.		
03/07/2024	Tubajon and Libjo, PDI: Site Validation of proposed sites for project LAWA & BINHI		
03/08/2024	Basilisa, PDI: Site Validation of proposed sites for project LAWA & Binhi		
03/09/2024	Saturday		
03/10/2024	Sunday		
03/11/2024	POO: Facilitate initial revision of Project Proposals: Lobbying of MOA to PTWG.		
03/12/2024	Cagdianao and Dinagat, PDI: Site Validation of proposed sites for Project LAWA and BINHI.		
03/13/2024	POO: Facilitate initial revision of Project Proposals.		
03/14/2024	Provincial Capitol: TA to PLGU TWG re: Project Proposals, Breakdown of Allocation & MER Baseline Data.		
03/15/2024	POO: Prepared reports.		
03/16/2024	Saturday		
03/17/2024	Sunday		
03/18/2024			
03/19/2024	POO: Follow up to PTWG re: Status of PCN, Breakdown of Allocation, SP Resolution & MOA.		
03/20/2024			
03/21/2024			
03/22/2024			
03/23/2024	Saturday		
03/24/2024	Sunday		
03/25/2024	FO, Butuan City: Submission of signed MOA, SP Resolution, Final PCN, Breakdown of Allocation and MER		
03/26/2024	FO, Butuan City: Partipate in Strategic Planning.		
03/27/2024			
03/28/2024	Maunday Thursday		
03/29/2024	Good Friday		
03/30/2024	Saturday		
03/31/2024	Sunday		

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).

**FELINO E. FLORIDA JR. III.**  
RRP-CFW PDO I

**ALICIA T. MARQUISO**  
DRRS Head / SWO II