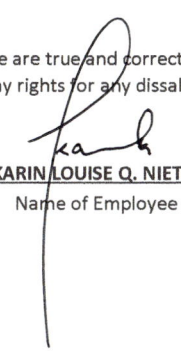


MONTHLY WORK AND TRAVEL PLAN
May 1-31, 2024

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
05/2-3/2024	Butuan City: Attend RRP Strategic Planning		
05/06/2024	Office Works: Upload Geotagg photos in Google Drive; submit endorsements of MEBs		
05/07/2024	ADN Capitol: Assist in the finalization of RRP Proposal		
05/08/2024	ADN Capitol: Assist in the finalization of RRP Proposal		
05/09/2024	Santiago: Revalidation of Water System of Brgy. Poblacion and Tagbuyacan		
05/10/2024	Santiago: Finalize Masterlist using new MEBIS version		
05/13/2024	Office Works: Submit Final Proposal Revision Summary		
05/14/2024	Santiago: Retrieve and submit to FO final MEB		
05/15/2024	AND Capitol: Conduct TWG meeting		
05/16/2024	Jabonga: Finalize Masterlist using new MEBIS version		
05/17/2024	Jabonga: Pre-implementation meeting with LGU-TWG, Brgy. San Vicente, San Pablo and Bunga		
05/20/2024	Office Works: Finalize Presentations for CFT		
05/21/2024	ADN Capitol: Final briefing with PDRRMO Capbuild team for the conduct of CFT		
05/22/2024	ADN Capitol: Final briefing with PDRRMO Capbuild team for the conduct of CFT		
05/23/2024	Buenavista: Revalidation of SFR site at Brgy. Rizal		
05/24/2024	Buenavista: Revalidation of Water System of Brgy. Manapa and Simbalan		
05/27-31/2024	Santiago: Conduct Stage 1 Cash for Training at Barangays Poblacion and Tagbuyacan		

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 disallowances for claims of travel which is/are not included in this plan except supported by Travel Order, Office Order or Regional Special Order (RSO).


KARIN LOUISE Q. NIETES
Name of Employee

ALICIA T. MARQUIISO
DRRS Head