

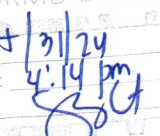
MONTHLY WORK AND TRAVEL PLAN
June 1-30, 2024

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES APPROVED
01/06/2024	Saturday		
02/06/2024	Sunday		
03/06/2024	Talacogon: Courtesy call with the Municipal Mayor and assist the distribution of updated MEB for collection of birthdates for NHTS crossmatching		
04/06/2024	Sibagat: Courtesy call with the Municipal Mayor and assist the distribution of updated MEB for collection of birthdates for NHTS crossmatching		
05/06/2024	Jabonga, ADN: RP for the conduct of CFT day1 of RRP-CFTW		
06/06/2024	Prosperidad: Dialogue with PDRMO/ Dialogue with DTI / Dialogue with SLP for CFT RP		
07/06/2024	Properidad: Follow up pre-implementation documents completion		
08/06/2024	Saturday		
09/06/2024	Sunday		
10/06/2024	Properidad: Follow up pre-implementation documents completion		
11/06/2024	Esperanza: Courtesy call with the Municipal Mayor and assist the distribution of updated MEB for collection of birthdates for NHTS crossmatching		
12/06/2024	San Luis: Courtesy call with the Municipal Mayor and assist the distribution of updated MEB for collection of birthdates for NHTS crossmatching		
13/06/2024	Loreto: Courtesy call with the Municipal Mayor and assist the distribution of updated MEB for collection of birthdates for NHTS		
14/06/2024	Office: Prepare DTR and accomplishment report		
15/06/2024	Saturday		
16/06/2024	Sunday		
17/06/2024	Office: Review, summarize and prepare PPT presentation for CFT		
18/06/2024	Office: Review, summarize and prepare PPT presentation for CFT		
19/06/2024	Office: Review, summarize and prepare PPT presentation for CFT		
20/06/2024	Office: Review, summarize and prepare PPT presentation for CFT		
21/06/2024	Sibagat: Coordinate with MLGU Focal for the preparation of CFT and turn-over ceremony		
22/06/2024	Saturday		
23/06/2024	Sunday		
24/06/2024	Sibagat: Assist the conduct of Cash for Training day 1		
25/06/2024	Sibagat: Assist the conduct of Cash for Training day 2		
26/06/2024	Sibagat: Assist the conduct of Cash for Training and Turn-over ceremony		
27/06/2024	Office: Update MER, coordinate with MLGU Loreto focal for preparation of the upcoming CFTW		
28/06/2024	Office: Prepare TEV, monthly workplan, DTR and accomplishment report		
29/06/2024	Saturday		
30/06/2024	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 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).


MARIA D'AMELLE P. SALVAN
PDO I ADS RRP-CFTW Focal

DSWD CARAGA
Capitol Site, Butuan City
Tel. No. (085) 3425619 local 238
DRMD-DRRS
RECEIVED
Date: 6/31/24
Time: 4:14 pm
By: 

ALICIA T. MARQUIZO
Immediate Supervisor