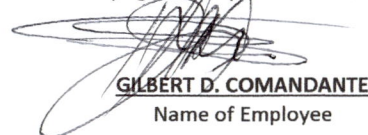


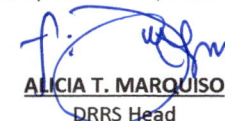
**MONTHLY WORK AND TRAVEL PLAN**  
March 1-31, 2024

**RECEIVED**  
Date: 3-5-24  
Time: 9  
By: [Signature]  
ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
March 01, 2024	Office works: Assist in sorting AICS payout attachments/documents		
March 02, 2024	Saturday		
March 03, 2024	Sunday		
March 04, 2024	Office Works: Make Monthly Work Plan		
March 05, 2024	Office Works: Follow up LGU re submission of list of implementing barangays		
March 06, 2024	Jabonga, ADN: Courtesy call to municipal mayor and assist in the conduct of consutation meeting with Punong barangays		
March 07, 2024	Agusan del Sur: Assist in the conduct of ECT payout		
March 08, 2024	Agusan del Sur: Assist in the conduct of ECT payout		
March 09, 2024	Saturday		
March 10, 2024	Sunday		
March 11, 2024	ADN Capitol: Assist in the conduct TWG Meeting		
March 12, 2024	Office Works: Follow up LGU re schedule for site validation		
March 13, 2024	Buenavista, ADN: Assist in the conduct of site validation		
March 14, 2024	Jabonga, ADN: Assist in the conduct of site validation		
March 15, 2024	Santiago, ADN: Assist in the conduct of site validation		
March 16, 2024	Saturday		
March 17, 2024	Sunday		
March 18, 2024	Office Works: Follow up LGU re submission of list of implementing barangays		
March 19, 2024	Tubay ADN: Assist in the conduct Site Validation		
March 20, 2024	Las Nieves ADN: Assist in the conduct Site Validation		
March 21, 2024	Office works; Follow-up PTWG of ADN regarding the status of MOA for RRP-CFW/T 2024		
March 22, 2024	Assist in sorting/liquidation of ECT payout attachments		
March 23, 2024	Saturday		
March 24, 2024	Sunday		
March 25, 2024	Office works: Follow-up the municipal TWG regarding MEBIS encoding for RRP-CFW/T		
March 26, 2024	Butuan City: Attend Strategic Planning (Internal)		
March 27, 2024	Butuan City: Attend Strategic Planning (Internal)		
March 28, 2024	Maundy Thursday		
March 29, 2024	Good Friday		
March 30, 2024	Saturday		
March 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).

  
**GILBERT D. COMANDANTE**  
Name of Employee

  
**ALICIA T. MARQUISO**  
DRRS Head