



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

MONTHLY WORK AND TRAVEL PLAN  
April 1-30, 2024



DSWD CARAGA  
Capitol Site, Butuan City  
Tel. No. (085) 3425619 local 233  
DRMD-RRP-CFW  
4-5-24  
Y

ANNEX XIII-B

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES APPROVED
01/04/2024	DSWD F.O. Caraga: Assisted in sorting of General Intake Sheets		
02/04/2024	Assist ECT payout @ Sta. Josefa, ADS		
03/04/2024	Assist ECT payout @ Loreto, ADS		
04/04/2024	Assist ECT payout @ Esperanza, ADS		
05/04/2024	Attend DSWD Fun and Frolics Kick off activity		
06/04/2024	Saturday		
07/04/2024	Sunday		
08/04/2024	ADS: Coordinate PTWG: re additional attachments for the letter of reconsideration		
09/04/2024	Holiday		
10/04/2024	Holiday		
11/04/2024	ADS: Coordinate PTWG: re Provision of TA re: Preparation for site validation		
12/04/2024	ADS: Coordinate PTWG: re Provision of TA re: Preparation for site validation		
13/04/2024	Saturday		
14/04/2024	Sunday		
15/04/2024	Prosperidad: Prepare DTR and accomplishment reports / Update MEBIS		
16/04/2024	Loreto, ADS: Conduct site validation		
17/04/2024	Talacogon, ADS: Conduct site validation		
18/04/2024	Libjo, SDN: Participate in Staff Dev./ Caring for Carers		
19/04/2024	Libjo, SDN: Participate in Staff Dev./ Caring for Carers		
20/04/2024	Saturday		
21/04/2024	Sunday		
22/04/2024	DSWD F.O. Caraga: Attend RRP-CFTW meeting		
23/04/2024	Butuan City: Assist and participate in the P/MLGU Forum		
24/04/2024	Butuan City: Assist and participate in the P/MLGU Forum		
25/04/2024	Butuan City: Assist and participate in the P/MLGU Forum		
26/04/2024	Butuan City: Assist and participate in the P/MLGU Forum		
27/04/2024	Saturday		
28/04/2024	Sunday		
29/04/2024	Prosperidad: Follow-up submission of Project Proposal, Breakdown of Allocation and MER Baseline Data		
30/04/2024	Prosperidad: Prepare TEV, DTR and accomplishment reports		

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).

LEO TRISTAN S. BAGCAT  
PDO II ADS RRP-CFWT Focal

ALICIA T. MARQUIZO  
Immediate Supervisor