



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



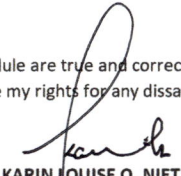
DSWD CARAGA  
Capitol Site, Butuan City  
Tel. No. (085) 3425619 local 238  
DRMD-RRP-CFW

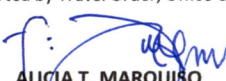
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Date: 3-4-24  
Time:  
By: [Signature]  
ANNEX XIII-B

MONTHLY WORK AND TRAVEL PLAN  
March 1-31, 2023

DATE	ACTIVITIES AND TRAVELS	TRAVEL CHANGES (Justification)	TRAVEL CHANGES (Approved)
03/04/2024	Office Works: Make Monthly Work Plan		
03/05/2024	Office Works: Follow up LGU re submission of list of implementing barangays		
03/06/2024	Jabonga: Courtesy call to Municipal Mayor and consultation meeting with Barangay Captains		
03/07/2024	Office Works: Follow up LGU re submission of list of implementing barangays		
03/08/2024	Office Works: Follow up LGU re submission of list of implementing barangays		
03/11/2024	ADN Capitol: Conduct TWG Meeting		
03/12/2024	Office Works: Follow up LGU re schedule for site validation		
03/13/2024	Buenavista: Conduct Site Validation		
03/14/2024	Jabonga: Conduct Site Validation		
03/15/2024	Santiago: Conduct Site Validation		
03/17/2024	Koronadal City: Attend Strategic Planning		
03/18/2024	Koronadal City: Attend Strategic Planning		
03/19/2024	Koronadal City: Attend Strategic Planning		
03/20/2024	Koronadal City: Attend Strategic Planning		
03/21/2024	Koronadal City: Attend Strategic Planning		
03/22/2024	Koronadal City: Attend Strategic Planning		
03/23/2024	Koronadal City: Attend Strategic Planning		
03/25/2024	CTDO		
03/26/2024	Butuan City: Attend Strategic Planning (Internal)		
03/27/2024	Butuan City: Attend Strategic Planning (Internal)		

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).

  
**KARIN LOUISE Q. NIETES**  
Name of Employee

  
**ALICIA T. MARQUIISO**  
DRRS Head