



MONTHLY TRAVEL PLAN
FOR THE MONTH OF MARCH C.Y. 2022
DENR-PENRO Marinduque

OFFICE/ DIVISION : Office of the PENRO

P/A/P (List down specific activities to be undertaken by each claimant)	NAME OF PERSONNEL & POSITION/ DESIGNATION	LOCATION/ DESTINATION	PURPOSE OF TRAVEL	1 ST WEEK	2 ND WEEK	3 RD WEEK	4 TH WEEK
Forest Development, Rehabilitation and Maintenance and Protection	Rommm Mariposque (Driver)	Boac/ Buenavista/Gasan/ Mogpog/ Sta. Cruz/ Torijos	To convey personnel and staff	2-3		16-17	23-24
		Within Area of Responsibility	To convey personnel and staff	ANA	ANA	ANA	ANA
Submitted by: ROMMM MARIPOSQUE / Driver		Approved by: IMELDA M. DIAZ OIC-PENRO Officer					



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	Amado Mortel (Driver)	Regional Office	To convey PENRO Diaz, personnel and staff	1-2			
		Boac/ Buenavista/ Gasan/ Mogpog/ Sta. Cruz/ Torrijos	To convey PENRO Diaz, personnel and staff		9-10		
		Within Area of Responsibility	To convey PENRO Diaz, personnel and staff	ANA	ANA	ANA	ANA
Submitted by:  <u>AMADO D. MORTEL, Jr.</u> Driver		Approved by:  <u>IMELDA M. DIAZ</u> OIC-PENR Officer					

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	PENR Officer Imelda M. Diaz	1. Regional Office	To confer with RED & ARDS	1-2			
Forest Development, Rehabilitation and Maintenance and Protection		2. Boac/ Buenavista/ Gasan/ Mogpog/ Sta. Cruz/ Torrijos	NGP Monthly Field Visit.		9-10		
		3. Within Area of Responsibility	To attend meetings, Inspection, etc.	ANA	ANA	ANA	ANA
Submitted by:	Approved by:						
 <u>IMELDA M. DIAZ</u> OIC-PENR Officer		 <u>LORMELYN E. CLAUDIO, CESO IV</u> OIC-Regional Executive Director					