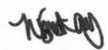


WEEKLY WORK PLAN FOR PERSONNEL UNDER FLEXIBLE WORK ARRANGEMENT
RECORDS SECTION - ADMINISTRATIVE DIVISION
DECEMBER 27 - 29, 2023

PERSONNEL	TARGET OUTPUTS					SIGNATURE	REMARKS
	25-Dec-23	26-Dec-23	27-Dec-23	28-Dec-23	29-Dec-23		
	Monday	Tuesday	Wednesday	Thursday	Friday		
MICHELLE B. TUYAN AO I / OIC, Chief 0953-366 5110	HOLIDAY	HOLIDAY	- Attend the Convocation - Email, GC and DATS monitoring; - Attend to inquiries in mail/chats/calls/texts - Assist in encoding/recording/updating of documents in RDATS - Home; Sahud-Ulan, Tanza, Cavite	- Email, GC and DATS monitoring; - Attend to inquiries in mail/chats/calls/texts - Assist in encoding/recording/updating of documents in RDATS - Home; Sahud-Ulan, Tanza, Cavite	SKELETON		ONCALL
ABRAHAM R. VILLANUEVA Staff 2 Liaison Officer 0927-773 0984	HOLIDAY	HOLIDAY	SKELETON	30 - 40 outgoing and/or transmitted/delivered documents to be recorded/updated in RDATS - Home; Bagtas, Tanza, Cavite	30 - 40 outgoing and/or transmitted/delivered documents to be recorded/updated in RDATS - Home; Bagtas, Tanza, Cavite		ONCALL
NIÑA ROSE MERCEDES N. SORIANO Staff 4 COS / Encoder 0926-653 0471	HOLIDAY	HOLIDAY	20-30 incoming and/or outgoing documents to be encoded/recorded/updated in RDATS and checking of emails if already encoded in RDATS - Home; Maysan, Valenzuela City	SKELETON	20-30 incoming and/or outgoing documents to be encoded/recorded/updated in RDATS and checking of emails if already encoded in RDATS - Home; Maysan, Valenzuela City		ONCALL

Prepared by:


MICHELLE B. TUYAN
OIC-Chief, Records Section

Recommending Approval:

ROSARIO C. GULMATICO
Chief, Administrative Division

DONNA MAYOR-GORDOVE, CESO IV
ARD for Management Services

Approved by:

FELIX S. MIRASOL, JR., CESO IV
OIC, Regional Executive Director

* Activities (include target and unit of measure if applicable)