

# RECORDS SECTION - WORK ARRANGEMENTS FOR WEEK OF JUNE 19 - 23, 2023

JUNE, 2023						
	19	20	21	22	23	
NAME	MON.	TUES.	WED.	THURS.	FRI.	REMARKS
1 MICHELLE B. TUYAN	WFH	WFH				2 days WFH
2 ROSEMARIE F. RODRIGUEZ	WFH	WFH				2 days WFH
3 ABRAHAM R. VILLANUEVA	WFH	WFH				2 days WFH
4 JEZETH MAE FADERO	WFH	WFH				2 days WFH
5 NIÑA ROSE MERCEDES N. SORIANO	WFH	WFH				2 days WFH
	0	0	5	5	5	
	0%	0%	100%	100%	100%	

report for work

WORK PLAN		JUNE 19 - 23, 2023	TASKS TO BE PERFORMED/TARGETS TO BE ACCOMPLISHED
NAME	WFH Dates		
MICHELLE B. TUYAN	June 19-20, 2023		<ul style="list-style-type: none"><li>• Attend the Monday Convocation</li><li>• Supervise and give instructions to RS staff</li><li>• Email, GC and DATS monitoring; Attend to inquiries in email/chats/calls/texts</li><li>• Document (Memo, RMO, RSO etc.) dissemination via email</li></ul>
ABRAHAM R. VILLANUEVA	June 19-20, 2023		<ul style="list-style-type: none"><li>• Attend the Monday Convocation</li><li>• 80 - 90 documents to be encoded/recorded/updated in RDATS</li></ul>
ROSEMARIE F. RODRIGUEZ	June 19-20, 2023		<ul style="list-style-type: none"><li>• Attend the Monday Convocation</li><li>• 50 - 60 documents to be encoded/recorded/updated in RDATS</li></ul>
JEZETH MAE FADERO	June 19-20, 2023		<ul style="list-style-type: none"><li>• Attend the Monday Convocation</li><li>• 50 - 60 documents to be encoded/recorded/updated in RDATS</li></ul>
NIÑA ROSE MERCEDES N. SORIANO	June 19-20, 2023		<ul style="list-style-type: none"><li>• Attend the Monday Convocation</li><li>• 50 - 60 documents to be encoded/recorded/updated in RDATS</li></ul>

Prepared by:

Recommending Approval:

Approved by:

  
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