

**JUNE 19 - 23, 2023**

| JUNE, 2023                        |      |       |      |        |      |
|-----------------------------------|------|-------|------|--------|------|
|                                   | 19   | 20    | 21   | 22     | 23   |
|                                   | MON. | TUES. | WED. | THURS. | FRI. |
| 1 MICHELLE B. TUYAN               | WFH  | WFH   |      |        |      |
| 2 ROSEMARIE F. RODRIGUEZ          | WFH  | WFH   |      |        |      |
| 3 ABRAHAM R. VILLANUEVA           | WFH  | WFH   |      |        |      |
| 4 JEZEITH MAE FADERO              | WFH  | WFH   |      |        |      |
| 5 NINIÑA ROSE MERCEDES N. SORIANO | WFH  | WFH   |      |        |      |

report for work

## WORK PLAN

| WORK PLAN                      |                  | JUNE 19 - 20, 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 outgoing/transmitted/delivered documents to be 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>• 40 - 50 incoming documents to be encoded/recorded/updated in RDATS</li> </ul>   |
| JEZEITH MAE FADERO             | June 19-20, 2023 |                    | <ul style="list-style-type: none"> <li>• Attend the Monday Convocation</li> <li>• 30 - 40 documents from email to be encoded/recorded/updated in RDATS</li> </ul>   |
| NINIA ROSE MERCEDES N. SORIANO | June 19-20, 2023 |                    | <ul style="list-style-type: none"> <li>• Attend the Monday Convocation</li> <li>• 40 - 50 incoming documents to be encoded/recorded/updated in RDATS</li> </ul>   |

Prepared by:

**Recommending Approval:**

Approved by:

MICHELLE B. TUYAN  
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