

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		WFH	3 days WFH
2 ROSEMARIE F. RODRIGUEZ		WFH				1 day WFH
3 ABRAHAM R. VILLANUEVA	WFH	WFH		WFH		3 days WFH
4 JEZETH MAE FADERO		WFH		WFH		2 days WFH
5 NIÑA ROSE MERCEDES N. SORIANO	WFH	WFH			WFH	3 days WFH
	3	0	4	3	3	
	60%	0%	80%	60%	60%	

 report for work

WORK PLAN		JUNE 19 - 23, 2023	TASKS TO BE PERFORMED/TARGETS TO BE ACCOMPLISHED
NAME	WFH Dates		
MICHELLE B. TUYAN	June 20, 21 & 23		<ul style="list-style-type: none">• Attend the Monday Convocation• Supervise and give instructions to RS staff• Email, GC and DATS monitoring; Attend to inquiries in email/chats/calls/texts• Document (Memo, RMO, RSO etc.) dissemination via email
ROSEMARIE F. RODRIGUEZ	June 20		<ul style="list-style-type: none">• Attend the Monday Convocation• 40 - 50 incoming documents to be encoded/recorded/updated in RDATS
ABRAHAM R. VILLANUEVA	June 19, 20 & 22		<ul style="list-style-type: none">• Attend the Monday Convocation• 80 - 90 outgoing/transmitted/delivered documents to be recorded/updated in RDATS
JEZETH MAE FADERO	June 20 & 22		<ul style="list-style-type: none">• Attend the Monday Convocation• 30 - 40 documents from email to be encoded/recorded/updated in RDATS
NIÑA ROSE MERCEDES N. SORIANO	June 19, 20 & 23		<ul style="list-style-type: none">• Attend the Monday Convocation• 40 - 50 incoming documents to be encoded/recorded/updated in RDATS

Prepared by:

Recommending Approval:

Approved by:

MICHELLE B. TUYAN
OIC-Chief, Records Section

ROSARIO C. GULMATICO
Chief, Administrative Division

DONNA MAYOR-GORDOVE, CESO IV
Assistant Regional Director for Management Services