

MONTHLY COVERAGE PLAN

MONTH JULY, 2024
AREA SECRETARY: Josie Dela Cruz

WEEK: 1 2 3 4 5

COVERAGE DATE: JULY 22-27, 2024
AREA: Mindoro whse.

MONDAY DATE: 7/22/24		TUESDAY DATE: 7/23/24		WEDNESDAY DATE: 7/24/24		THURSDAY DATE: 7/25/24		FRIDAY DATE: 7/26/24		SATURDAY DATE: 7/27/24	
COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS
Calls at least 1-3 customers GOING LBC EXPRESS	Customers call: 1. KEJA MAREN IK CONSTRUCTION=follow up interest payment 2. ALJEN ENTERPRISES=follow up interest payment >gong to Japs printing press for D.R & R.R booklet DEPOSIT: ● JAJ ENTERPRISES=27,240	Calls at least 1-3 customers; OTHER TRANSACTION	Customers call: 1. ALJEN ENTERPRISES=follow up payment GOING LBC EXPRESS	Calls at least 1-3 customers COLLECTION ● MABINI BONA	Customers call: NO TRANSACTION =due to typhoon Carina	Calls at least 1-3 customers OTHER TRANSACTION	Customers call: 1. EVA J GENERAL MERCHANDISE=follow up interest payment 2. BEN CONSTRUCTION=follow up payment 3. ALJEN ENTERPRISES=sending payment >gong to Japs printing press for D.R & R.R booklet	Calls at least 1-3 customers DEPOSIT: ● BL HARDWARE	Customers call: 1. JAJ ENTERPRISES=follow up interest payment 2. MR HARDWARE=regarding in 2307 3. BEN CONSTRUCTION SUPPLY=regarding in payment 4. BL HARDWARE=regarding in replacement check >going to omeco for paying electric bill	Calls at least 1-3 customers OTHER TRANSACTION	Customers call: 1. EVA J GEN. MDSE.=follow up interest payment 2. BL HARDWARE=follow up replacement check 3. PSY DEPARTMENT STORE=remind for due date

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AREA SECRETARY

COLLECTION OFFICER

CREDIT AND COLLECTION MANAGER

GENERAL MANAGER