

MONTHLY COVERAGE PLAN

MONTH JULY, 2024
AREA SECRETARY: Josie Dela Cruz

WEEK: ○ 1 ○ 2 ○ 3 ○ 4 **○ 5**

COVERAGE DATE: JULY 29-AUG. 3, 2024
AREA: Mindoro whse.

MONDAY DATE: <u>7/29/24</u>		TUESDAY DATE: <u>7/30/24</u>		WEDNESDAY DATE: <u>7/31/24</u>		THURSDAY DATE: <u>8/01/24</u>		FRIDAY DATE: <u>8/02/24</u>		SATURDAY DATE: <u>8/03/24</u>	
COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAGE PLAN	REMARKS	COVERAG E PLAN	REMARKS
Calls at least 1-3 customers DEPOSIT: ● MASTER HARDWARE ● BL HARDWARE	Customers call: 1. BL HARDWARE=follow up check payment 2. PSY DEPT. STORE=follow interest payment DEPOSIT: ● MASTER HARDWARE	Calls at least 1-3 customers; OTHER TRANSACTION	Customers call: 1. BL HARDWARE =follow interest payment 2. TANSI NG ENTERPRISES =regarding sales invoice ● Going to PNB for paying quarterly Remittance for BIR	Calls at least 1-3 customers COLLECTION ● MR HARDWARE	Customers call: 1. PSY DEPT. STORE =follow up interest payment 2. BL HARDWARE=follow interest payment COLLECTION ● MR HARDWARE	Calls at least 1-3 customers OTHER TRANSACTION	Customers call: 1. SHARIZ Z GEN. MDSE.=follow up payment	Calls at least 1-3 customers OTHER TRANSACTION	Customers call: 1. BL HARDWARE=follow up replacement check	Calls at least 1-3 customers OTHER TRANSACTION	Customers call: NO TRANSACTION



AREA SECRETARY

COLLECTION OFFICER

CREDIT AND COLLECTION MANAGER

GENERAL MANAGER