

MONTHLY COVERAGE PLAN

MONTH JULY, 2024
AREA SECRETARY: Josie Dela Cruz

WEEK: 1 2 3 4 5

COVERAGE DATE: JULY 8-13, 2024
AREA: Mindoro whse.

MONDAY DATE: 7/8/24		TUESDAY DATE: 7/9/24		WEDNESDAY DATE: 7/10/24		THURSDAY DATE: 7/11/24		FRIDAY DATE: 7/12/24		SATURDAY DATE: 7/13/24	
COVERAG E 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: ● JAMA GEN. MDSE. ● HERITAGE GEN. MDSE. GOING JRS EXPRESS & SAVE DEPARTMENT STORE	Customers call: 1. TANSING ENTERPRISES=follow up check payment 2. BULANGCOG HARDWARE=follow up check payment 3. L.A HARDWARE=follow up check payment DEPOSIT: ● JAMA GEN. MDSE. ● HERITAGE GEN. MDSE.	Calls at least 1-3 customers; COLLECTION: ● STY HARDWARE ● ALJEN ENTERPRISES ● MR HARDWARE DEPOSIT: ● XF HARDWARE	Customers call: 1. MASTER HARDWARE=follow up check payment 2. TANSING ENTERPRISES=follow up check payment 3. ALJEN ENTERPRISES=follow up check payment 4. RJ CONSTRUCTION SUPPLY=follow up check	Calls at least 1-3 customers COLLECTION: ● L.A HARDWARE DEPOSIT; ● JAMA GEN. MDSE. GOING TO WATER DISTRICT	Customers call: 1. BULANGCOG HARDWARE=follow up check payment 2. TANSING ENTERPRISES=follow up check payment 3. L.A HARDWARE=follow up check payment 4. KEJAMARINEK CONSTRUCTION=follow up check	Calls at least 1-3 customers DEPOSIT; ● JAMA GEN. MDSE.	Customers call: 1. L.A HARDWARE=follow up check payment 2. MR HARDWARE=follow up 2307	Calls at least 1-3 customers COLLECTION ● EVA J GEN. MDSE.	Customers call: 1. EVA J. GEN MDSE.=follow up check payment > NO COLLECTION	Calls at least 1-3 customers NO TRANSSACTION	Customers call: NO TRANSSACTION

	>GOING JRS EXPRESS & SAVE DEPARTMEN T STORE =for buying office supplies		5. payment BL HARD WARE =follow up check payment COLLECTI ON: ● STY HARD WARE DEPOSIT: ● XF HARD WARE		payment COLLECTI ON: ● L.A HARD WARE DEPOSIT; ● JAMA GEN. MDSE. ● L.A HARD WARE >GOING TO WATER DISTRIC						
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AREA SECRETARY

COLLECTION OFFICER

CREDIT AND COLLECTION MANAGER

GENERAL MANAGER