

MONTHLY COVERAGE PLAN

MONTH JULY, 2024
AREA SECRETARY: Josie Dela Cruz

WEEK: 1 2 3 4 5

COVERAGE DATE: JULY 15-20, 2024
AREA: Mindoro whse.

MONDAY DATE: 7/15/24		TUESDAY DATE: 7/16/24		WEDNESDAY DATE: 7/17/24		THURSDAY DATE: 7/18/24		FRIDAY DATE: 7/19/24		SATURDAY DATE: 7/20/24	
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 COLLECTION ● ALJEN ENTERPRISES ● MR HARDWARE DEPOSIT: ● STY HARDWARE GOING LBC EXPRESS	Customers call: 1. EVA J GENERAL MERCHANDISE =follow up check payment 2. BL HARDWARE = follow up check payment 3. RJ CONSTRUCTION SUPPLY =follow up check payment COLLECTION ● MR HARDWARE	Calls at least 1-3 customers; COLLECTION: ● EMMANUEL GEN. MDSE. DEPOSIT: ● JT HARDWARE	Customers call: 1. EMMA NUEL GENERAL MERC HANDISE =follow up check payment 2. ALJEN ENTERPRISES =follow up check payment COLLECTION: ● EMMA NUEL GEN. MDSE. DEPOSIT: ● JT HARDWARE	Calls at least 1-3 customers COLLECTION ● EVA J GEN. MDSE.	Customers call: 1. PSY DEPARTMENT STORE =follow up check payment 2. MASTER HARDWARE = follow up check payment 3. BL HARDWARE = follow up check payment 4. ALJEN ENTERPRISES =follow up check payment	Calls at least 1-3 customers COLLECTION ● BL HARDWARE	Customers call: 1. ALJEN ENTERPRISES =follow up check payment & interest payment	Calls at least 1-3 customers COLLECTION ● RJ CONSTRUCTION SUPPLY	Customers call: 1. ALJEN ENTERPRISES =follow up interest payment 2. MR HARDWARE =concern the outstanding balance 3. RJ CONST. SUPPLY =interest payment	Calls at least 1-3 customers	Customers call: 1. JAJ ENTERPRISES =follow up interest payment 2. ALJEN ENTERPRISES =follow up interest payment 3. RJ CONST. SUPPLY =follow up interest payment

	DEPOSIT: ● STY HARDW ARE				COLLECTI ON ● EVA J GEN. MDSE.						
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AREA SECRETARY

COLLECTION OFFICER

CREDIT AND COLLECTION MANAGER

GENERAL MANAGER