

**MONTHLY PLANS**

MONTH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUNCTIONAL DIVISION/UNIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **WEEK AND DATE** | **KRA** | **PROGRAMS/ACTIVITIES** | **REMARKS** |
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\*use additional pages if necessary

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| Prepared by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Employee |  |
|  | Noted by:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Rater  Rater |