

Annex G.

ANNUAL ACCOMPLISHMENT REPORT TEMPLATE

of

Name of SWDA and Address
For Year: _____

I. Introduction
II. Salient Accomplishment (Statistical and narrative)

1. In response to organizational objectives, programs implemented and services extended, corresponding activities and number of clients served per service during the year as compared to the targets
2. Statistical Accomplishment (*you may present this in landscape presentation*)

Mode of Intervention ¹	Program/ Services Provided ²	Area of Coverage/ Location ³	Category of Beneficiaries	Sex of Beneficiaries Served		Total Number of Beneficiaries	Remarks (if any)
				Male	Female		
Sample entries:							
Residential-based	Temporary shelter, Education, Health	Quezon City	Abandoned Children	50	50	100	Name of Facility: ABC Home for Children
Community-based	Livelihood	Malolos, Bulacan	Community	100	100	200	
Auxiliary - Resource Agency	Disaster and Relief Operations	NCR	Community	500	500	1000	

3. Other significant information

¹ Indicate if Residential-based, Center-based, Community-based, or Auxiliary

² Specify the particular programs or services offered by the agency to its beneficiaries.

³ Indicate the corresponding area of operation, including facilities and branches of the particular program/service

4. Photo documentation

III. Report on Human Resource Management and Development

Please provide an overview of how the agency recruits, manages, supports, and develops staff and volunteers. Focus on how these efforts help achieve the organization’s mission and social goals.

Outline the key functions, current practices, challenges, and suggestions for improvement. Highlight how good human resource practices improve productivity, employee satisfaction, and organizational growth. Include aspects such as:

- Number of hired staff vs actual number of positions and challenges/recommendations in the hiring process
- Training attended or conducted by the staff/management
- Meetings attended by the staff/management

IV. Active Area-Based Standards Network Membership

Highlight the attended meetings/activities conducted by the Local/Regional/National ABSNET within the year.

V. Challenges encountered and implementing solutions

VI. Strengths of the agency and notable recognitions received

VII. Significant changes in the SWDA (e.g. organizational structure, workforce, policy-making body/board, programs, services, target beneficiaries, area/s of operation, etc.)

V. Plan of action for the succeeding year

Name and Signature of
Agency Head or
Authorized Representative

Designation

Date

Note: *As long as the minimum required content has been complied with, the SWDAs are without limitations to rearrange the information, adopt their own reporting style/template/packaging, and/or indicate additional information.*