ANNUAL PLANNING TEMPLATE

Provincial Cooperative Development Office (PCDO)
Province of Bohol

I. ORGANIZATION DETAILS

- **Name of Cooperative / Office / Department:** _____
- **Date Prepared:** _____
- **Prepared by:** _____
- **Position / Office:** _____

II. VISION, MISSION, AND CORE VALUES

- **Vision:** _____
- **Mission:** _____
- **Core Values:** _____

III. SITUATION ANALYSIS

- **SWOT Analysis**

Strengths	Weaknesses

Opportunities	Threats

- **Key Challenges / Issues:** _____
- **Previous Year's Performance Summary:** _____

IV. GOALS AND OBJECTIVES

Goal	Objective(s)	Key Performance Indicators (KPIs)	Target	Responsible Person/Office

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V. STRATEGIC ACTION PLANS / ACTIVITIES

Activity / Program	Description	Timeline / Schedule	Resources Needed	Responsible Person/Office	Success Indicators

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VI. BUDGET PLAN / RESOURCE ALLOCATION

Activity / Program	Estimated Budget	Source of Fund	Remarks

VII. MONITORING AND EVALUATION PLAN

Activity / Program	Monitoring Method	Frequency	Responsible Person/Office	Reporting Tool

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VIII. RISKS AND MITIGATION STRATEGIES

Risk	Likelihood	Impact	Mitigation Measures	Responsible Person/Office

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IX. APPROVALS

- **Prepared by:** _____ Date: _____
- **Reviewed by:** _____ Date: _____
- **Approved by:** _____ Date: _____

This Annual Planning Template is designed for PCDO and cooperatives to facilitate systematic planning, monitoring, and evaluation of programs and activities for the year.