

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:** _____
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II. VISION, MISSION, AND CORE VALUES

- **Vision:**

- **Mission:**

- **Core Values:**

III. SITUATION ANALYSIS

- **SWOT Analysis**

Strength	Weaknesse
s	s

	Threat
Opportunities	s

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