

Republic of the Philippines  
Department of Social Welfare and Development

**ANNUAL REPORT**

**of**

\_\_\_\_\_  
**Name of Agency 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. Other significant information

**III. Difficulties/problems encountered and solutions**

**IV. Significant changes in the agency** (e.g. organizational structure, manpower, policy making body/board, programs, services, target clientele, area/s of operation, etc.)

**V. Plan of action for succeeding year**

\_\_\_\_\_  
Name and Signature of Agency Head  
or Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

**Reminder:** Annual report should be prepared and submitted annually to concerned DSWD Field Office copy furnish the Standards Bureau every after sixty (60) days from end of every fiscal or calendar year of the agency. ***Failure of submission for two (2) consecutive years shall cause automatic cancellation of the issued certificates and delisting of the SWDA from the registry***