



Republic of the Philippines
Department of Social Welfare and Development

WORK AND FINANCIAL PLAN

For CY/FY : _____

NAME OF APPLICANT ORGANIZATION: _____

ADDRESS : _____

Goals/ Objectives	Items	Activities	Targets and Financial Requirements						Sources of Funds (pls. specify both foreign & local donors)				
			1st Qtr		2nd Qtr		3rd Qtr			4th Qtr			
			Physical Target	Financial Target	Physical Target	Financial Target	Physical Target	Financial Target		Physical Target	Financial Target		
	Programs												
	Administrative												

Prepared by: _____

Name & Signature of
Agency i lead or Authorized Representative

Designation

Date

Distribution of fund allocation and utilization in the implementation of social welfare and development programs and services of Social Welfare and Development Agencies (SWDAs) must be at least 70% of its funds are disbursed for direct social welfare services while 30% of the funds are disbursed for administrative services. The following are expenses considered for programs and administrative cost respectively:

1. **Program expenses** – refer to cost or valuation of items, goods and services that are directly consumed by/spent for the benefits of the beneficiaries such as:
 - a. **Basic Services** – refer to services addressing the basic needs of the beneficiaries such as food, clothing and shelter. This also include social services that contribute to the healing and rehabilitation of the beneficiaries and other support services such as legal, educational, socio-cultural health and nutrition, livelihood and referral services as well as salaries & benefits of program staff
 - b. **Consumable Goods** – refer to goods that directly benefit the beneficiaries while at the residential facility such as: electricity, water and communications e.g. telephone, mails, internet, tri-media publications
 2. **Administrative expenses** – refer to operational expenses of the agency or the organization enabling them to manage their day to day operation/transactions such as, but not limited to office rentals, repairs and maintenance of the office fixture and equipment, taxes, utilities, salaries and benefits of administrative staff.
- If an item, good or service cannot be completely/predominantly considered as direct or indirect, a reasonable pro-rating should be employed to assign the cost to either administrative (indirect) or program (direct) expense.