Republic of the Philippines
Department of Social Welfare and Development

WORK AND FINANCIAL PLAN

For CY/FY 2016 (revised January, 2016)

NAME OF AGENCY: ***Angel House Orphanage Foundation, Inc.***
ADDRESS: Batobato, San Isidro, Davao Oriental

Goals/ Objectives	Items	Activities	Targets and Financial Requirements									Sources of Funds
			1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
	ADMINISTRATIVE		**Targets**	**Amount**	**Targets**	**Amount**	**Targets**	**Amount**	**Targets**	**Amount**	**Total**	
Salaries for Employment	Salaries		Director	N/A	Director	N/A	Director	N/A	Director	N/A		Adoptions
			Part Time Gardener	5,100	Part Time Gardener	5,100	Part Time Gardener	5,100	Part Time Gardener	5,100	20,400	Global Giving
			Part time domestic	6,300	Part time domestic	6,300	Part time domestic	6,300	Part time domestic	6,300	25,200	Individual International Sponsors
Utilization of **Facilities 30% of the Total**	Electricity	Daily Use	N/A	2,889	N/A	2,889	N/A	2,889	N/A	2,889	11,556	
	Water	Daily Use	N/A	2,060	N/A	2,060	N/A	2,060	N/A	2,060	8,240	
	Phone/Internet/website		N/A	900	N/A	900	N/A	900	N/A	900	3,600	
	Building Maintenance	Repairs	N/A	10,736	N/A	10,736	N/A	10,736	N/A	10,736	42,946	
	Vehicle Maintenance/ Registration		N/A	2,231	N/A	2,231	N/A	2,231	N/A	2,231	8,924	
	Diesel	transport	N/A	1,674	N/A	1,674	N/A	1,674	N/A	1,674	6,696	
	Office Supplies		N/A	600	N/A	600	N/A	600	N/A	600	2,400	
	Household Needs	Cleaning Equip.	N/A	1,000	N/A	1,000	N/A	1,000	N/A	1,000	4,000	
	LPG	cooking	N/A	850	N/A	850	N/A	850	N/A	850	3,400	
Provide /training /Coordination	Travel Allowance/Food/ Continuing Training	ABSNET/ Staff Training	DSWD/Director/ Staff	5,000	DSWD/ Director/Staff	5,000	DSWD/ Director/ Staff	5.000	DSWD/ Director/Staff	5,000	20,000	
Renewal of Registration	Fees/Printing/accounts/ Alien work visa	SEC/DSWD/BIR / Auditor	Auditor/ SEC/ BIR	15,000		500		500		500	16,500	
	TOTAL FOR ADMINISTRATIVE										**173,862**	
PROGRAMS: ANGEL HOUSE												
Salaries for Employment and other Benefits			1 Resident Social Worker	42,000	1 Resident Social Worker	42,000	1 Resident Social Worker	42,000	1 Resident S/W	42,000	168,000	
			1 Resident Supervising Houseparent	15,600	1 Resident Supervising Houseparent	15,600	1 Resident Supervising Houseparent	15,600	1 Resident Supervising Houseparent	15,600	62,400	
Salaries			2 Resident House parents	25,200	2 Resident House parents	25,200	2 Resident House parents	25,200	2 Resident House parents	25,200	100,800	
Salaries			1 Nurse	13,500	1 Nurse	13,500	1 Nurse	13,500	1 Nurse	13,500	54,000	
			1 shift H-P	10,500	1 shift H-P	10,500	1 shift H-P	10,500	1 shift H-P	10,500	42.000	
To Provide Benefits	Employer's Share 70%	SSS	6 Employees	7,917	6 Employees	7,917	6 Employees	7,917	6 Employees	7,917	31,668	

to Employees	Employer & employee	Philhealth	6 Employees	4,050	6 Employees	4,050	6 Employees	4,050	6 Employees	4,050	16,200
To Provide Bonus to Employees		13th Month Pay	N/A	N/A	N/A	N/A	N/A	N/A	6 Employees	35,600	35,600
		Bonus	N/A	N/A	N/A	N/A	N/A	N/A	8 Employees	9,850	9,850
To Provide Basic Needs of Client/Staff		Meals/Snacks/Drinks	15 Clients	50,000	15 Clients	50,000	15 Clients	50,000	15 Clients	50,000	200,000
		Milk	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	120,000
		Meals/Snacks/Drinks	6 Staff	30,000	6 Staff	30,000	6 Staff	30,000	6 Staff	30,000	120,000
	Medical Needs	Check-up Medicine	Clients/staff	8,000	Client/s	8,000	Clients	8,000	Clients	8,000	32,000
		Vitamins	15 clients	1,200	15 clients	1,200	15 clients	1,200	15 clients	1,200	4,800
		Hospital admissions	1 client	8,000	1 client	8,000	1 client	8,000	1 client	8,000	32,000
	Clothes/Diapers/shoes		15 Clients	3,500	15 Clients	3,500	15 Clients	3,500	15 Clients	3,500	14,000
To provide basic needs of clients/staff	Toiletries/Towels/Bed Linen		15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	8,000
	Toiletries/Towels/Bed Linen		5 Staff	1,200	5 staff	1,200	5 Staff	1,200	5 Staff	1,200	4,800
	School Fees/ Supplies		5 Clients	1,500	5 Clients	1,500	5 Clients	1,500	5 Clients	1,500	6,000
	Books/Toys/Clay/Poster		15 Clients	3.000	15 Clients	3,000	15 Clients	3,000	15 Clients	10,000	19,000
Utilization of Facilities **70% Total Cost**	Electricity	For Daily Use	Staff/Clients	6,741	Staff/Clients	6,741	Staff/Clients	6,741	Staff/clients	6,741	26,964
	Water	For Daily Use	Staff/Clients	4,808	Staff/Clients	4,808	Staff/clients	4,808	Staff/clients	4,808	19,232
	LPG	For Daily Use	Staff Clients	1,984	Staff/clients	1,984	Staff/Clients	1,984	Staff/Clients	1,984	7,936
	Phone /load/Internet	Clients/Website	RSW/Director	2,100	RSW/Director	2,100	RSW/Director	2,100	RSW/Dir	2,100	4,400
	Building Maintenance	Repairs	N/A	25,052	N/A	25,052	N/A	25,052	N/A	25,052	100,207
	Vehicle Maintenance/ Registration/insurance		N/A	5,206	N/A	5,206	N/A	5,206	N/A	5,206	20,824
	Diesel	Home Visitation/Others	Client/Staff	3,906	Clients/Staff	3,906	Clients/Staff	3,906	Clients/Staff	3,906	15,624
	Office Needs		Client/Staff	1,840	Client/Staff	1,840	Clients/Staff	1,840	Clients /Staff	1,840	7,360
	Household Needs	Cleaning Equipment	Home life	2,540	Home life	2,540	Home life	2,540	Home life	2,540	10,160
Identify Needs of the Client/s	Psychological Evaluation/ Speech therapy	Sessions of Treatment	Clients	2,000	Clients	2,000	Clients	2,000	Clients	2,0260 000	8,000
Obtain Legal Documents for the Client/s	Birth Certificates/ Notarization Fees/ media fees	Filing of Legal Documents/DOA/ Publication	2 Clients	5,000	2 Clients	5,000	2 Clients	5,000	2 Clients	5,000	20,000
INTER-COUNTRY ADOPTION	Travel / LBC / Check-ups	Facilitate inter-country adoption	2 clients	1,500	2 clients	1,500	2 clients	1,500	2 clients	1,500	6,000
To Educate Client/s	Food/Fuel/Entrance Fees	Fieldtrips/Exposure	Clients/Staff	2,000	Clients/Staff	2,000	Clients/Staff	2,000	Clients/Staff	2,000	8,000
Special Events	Foundation/ Xmas Party				Foundation	5,000			Xmas party	20,000	25,000
For Emergency Use	Contingency Funds		Clients	10,000	Clients	10,000	Clients	10,000	Clients	10,000	40,000
TOTAL FOR ANGEL HOUSE PROGRAMS:											**1,400,825**
	TOTALS										
	ADMINISTRATIVE		**=**	**P**	**173,862.00**						
	PROGRAMS		**=**	**P**	**1,400,825.00**						
	TOTAL FOR A YEAR		**=**	**P**	**1,574,687.00**						

Prepared by: **DAVID S. DONALDSON** Angel House Director

WORK AND FINANCIAL PLAN

For CY/FY 2017 (revised January, 2016)

NAME OF AGENCY: ***Angel House Orphanage Foundation, Inc.***

ADDRESS: Batobato, San Isidro, Davao Oriental

Goals/ Objectives	Items	Activities	Targets and Financial Requirements									Sources of Funds
			1st Quarter		2nd Quarter		3rd Quarter		4th Quarter			
	ADMINISTRATIVE		**Targets**	**Amount**	**Targets**	**Amount**	**Targets**	**Amount**	**Targets**	**Amount**	**Total**	
Salaries for Employment	Salaries		Director	N/A	Director	N/A	Director	N/A	Director	N/A		Adoptions
			Part Time Gardener	5,100	Part Time Gardener	5,100	Part Time Gardener	5,100	Part Time Gardener	5,100	20,400	Global Giving
			Part time domestic	6,300	Part time domestic	6,300	Part time domestic	6,300	Part time domestic	6,300	25,200	Individual International Sponsors
Utilization of **Facilities 30% of the Total**	Electricity	Daily Use	N/A	3,178	N/A	3.178	N/A	3,178	N/A	3.178	12,712	
	Water	Daily Use	N/A	2,266	N/A	2,266	N/A	2,266	N/A	2,266	9,066	
	Phone/Internet/website		N/A	900	N/A	900	N/A	900	N/A	900	3,600	
	Building Maintenance	Repairs	N/A	10,992	N/A	10,992	N/A	10,992	N/A	10,992	43,970	
	Vehicle Maintenance/ Registration		N/A	2,454	N/A	2,454	N/A	2,454	N/A	2,454	9,817	
	Diesel	transport	N/A	1,842	N/A	1,842	N/A	1,842	N/A	1,842	7,366	
	Office Supplies		N/A	600	N/A	600	N/A	600	N/A	600	2,400	
	Household Needs	Cleaning Equip.	N/A	1,000	N/A	1,000	N/A	1,000	N/A	1,000	4,000	
	LPG	cooking	N/A	935	N/A	935	N/A	935	N/A	935	3,741	
Provide /training /Coordination	Travel Allowance/Food/ Continuing Training	ABSNET/ Staff Training	DSWD/Director/ Staff	5,000	DSWD/ Director/Staff	5,000	DSWD/ Director/ Staff	5.000	DSWD/ Director/Staff	5,000	20,000	
Renewal of Registration	Fees/Printing/accounts/ Alien work visa	SEC/DSWD/BIR / Auditor	Auditor/ SEC/ BIR	15,000		500		500		500	16,500	
	TOTAL FOR ADMINISTRATIVE										**178,772**	
PROGRAMS: ANGEL HOUSE												
Salaries for Employment and other Benefits			1 Resident Social Worker	45,000	1 Resident Social Worker	45,000	1 Resident Social Worker	45,000	1 Resident S/W	45,000	180,000	
			1 Resident Supervising Houseparent	16,200	1 Resident Supervising Houseparent	16,200	1 Resident Supervising Houseparent	16,200	1 Resident Supervising Houseparent	16,200	64,800	
Salaries			2 Resident House parents	25,800	2 Resident House parents	25,800	2 Resident House parents	25,800	2 Resident House parents	25,800	103,200	
Salaries			1 Nurse	13,800	1 Nurse	13,800	1 Nurse	13,800	1 Nurse	13,800	55,200	
			1 shift H-P	10,800	1 shift H-P	10,800	1 shift H-P	10,800	1 shift H-P	10,800	43,200	.
To Provide Benefits to Employees	Employer's Share 70%	SSS	6 Employees	7,917	6 Employees	7,917	6 Employees	7,917	6 Employees	7,917	31,668	
	Employer & employee	Philhealth	6 Employees	4,050	6 Employees	4,050	6 Employees	4,050	6 Employees	4,050	16,200	
To Provide Bonus to		13th Month Pay	N/A	N/A	N/A	N/A	N/A	N/A	6 Employees	37,200	37,200	

Employees		Bonus	N/A	N/A	N/A	N/A	N/A	N/A	8 Employees	10,250	10,250
To Provide Basic Needs of Client/Staff		Meals/Snacks/Drinks	15 Clients	50,000	15 Clients	50,000	15 Clients	50,000	15 Clients	50,000	200,000
		Milk	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	120,000
		Meals/Snacks/Drinks	6 Staff	30,000	6 Staff	30,000	6 Staff	30,000	6 Staff	30,000	120,000
	Medical Needs	Check-up Medicine	Clients/staff	8,000	Client/s	8,000	Clients	8,000	Clients	8,000	32,000
		Vitamins	15 clients	1,200	15 clients	1,200	15 clients	1,200	15 clients	1,200	4,800
		Hospital admissions	1 client	8,000	1 client	8,000	1 client	8,000	1 client	8,000	32,000
	Clothes/Diapers/shoes		15 Clients	3,500	15 Clients	3,500	15 Clients	3,500	15 Clients	3,500	14,000
To provide basic needs of clients/staff	Toiletries/Towels/Bed Linen		15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	8,000
	Toiletries/Towels/Bed Linen		5 Staff	1,200	5 staff	1,200	5 Staff	1,200	5 Staff	1,200	4,800
	School Fees/ Supplies		5 Clients	1,500	5 Clients	1,500	5 Clients	1,500	5 Clients	1,500	6,000
	Books/Toys/Clay/Poster		15 Clients	3.000	15 Clients	3,000	15 Clients	3,000	15 Clients	10,000	19,000
Utilization of Facilities **70% Total Cost**	Electricity	For Daily Use	Staff/Clients	7,415	Staff/Clients	7,415	Staff/Clients	7,415	Staff/clients	7,415	29,660
	Water	For Daily Use	Staff/Clients	5,288	Staff/Clients	5,288	Staff/clients	5,288	Staff/clients	5,288	21,153
	LPG	For Daily Use	Staff Clients	2,182	Staff/clients	2,182	Staff/Clients	2,182	Staff/Clients	2,182	8,729
	Phone /load/Internet	Clients/Website	RSW/Director	2,100	RSW/Director	2,100	RSW/Director	2,100	RSW/Dir	2,100	4,400
	Building Maintenance	Repairs	N/A	25,649	N/A	25,649	N/A	25,649	N/A	25,649	102,597
	Vehicle Maintenance/ Registration/insurance		N/A	5,727	N/A	5,727	N/A	5,727	N/A	5,727	22,906
	Diesel	Home Visitation/Others	Client/Staff	4,296	Clients/Staff	4,296	Clients/Staff	4,296	Clients/Staff	4,296	17,186
	Office Needs		Client/Staff	1,840	Client/Staff	1,840	Clients/Staff	1,840	Clients /Staff	1,840	7,360
	Household Needs	Cleaning Equipment	Home life	2,540	Home life	2,540	Home life	2,540	Home life	2,540	10,160
Identify Needs of the Client/s	Psychological Evaluation/ Speech therapy	Sessions of Treatment	Clients	2,000	Clients	2,000	Clients	2,000	Clients	2,000	8,000
Obtain Legal Documents for the Client/s	Birth Certificates/ Notarization Fees/ media fees	Filing of Legal Documents/DOA/ Publication	2 Clients	5,000	2 Clients	5,000	2 Clients	5,000	2 Clients	5,000	20,000
INTER-COUNTRY ADOPTION	Travel / LBC / Check-ups	Facilitate inter-country adoption	2 clients	1,500	2 clients	1,500	2 clients	1,500	2 clients	1,500	6,000
To Educate Client/s	Food/Fuel/Entrance Fees	Fieldtrips/Exposure	Clients/Staff	2,000	Clients/Staff	2,000	Clients/Staff	2,000	Clients/Staff	2,000	8,000
Special Events	Foundation/ Xmas Party				Foundation	5,000			Xmas party	20,000	25,000
For Emergency Use	Contingency Funds		Clients	10,000	Clients	10,000	Clients	10,000	Clients	10,000	40,000
TOTAL FOR ANGEL HOUSE PROGRAMS:											**1,433,469**
	TOTALS										
	ADMINISTRATIVE		**=**	**P**	**178,772.00**						
	PROGRAMS		**=**	**P**	**1,433,469.00**						
	TOTAL FOR A YEAR		**=**	**P**	**1,612,241.00**						

Prepared by: **DAVID S. DONALDSON** Angel House Director