

Republic of the Philippines
Department of Social Welfare and Development

WORK AND FINANCIAL PLAN
 For CY/FY 2018 (revised January, 2018)

NAME OF AGENCY:
 ADDRESS:

Angel House Orphanage Foundation, Inc.
 Batobato, San Isidro, Davao Oriental

Sources of Funds
 Adoptions
 Global Giving
 Individual International Sponsors

Goals/ Objectives	Items	Activities	Targets and Financial Requirements									
			1 st Quarter		2 nd Quarter		3 rd Quarter		4 th 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	0	
		1 Part Time Gardener		5,400	1 Part Time Gardener	5,400	1 Part Time Gardener	5,400	1 Part Time Gardener	5,400	20,800	
		Year End Bonus	N/A	N/A	N/A	N/A	N/A	N/A	1 Employee	850	850	
Utilization of Facilities 30% of the Total	Electricity	Daily Use	N/A	2,980	N/A	2,980	N/A	2,980	N/A	2,980	11,920	
	Water	Daily Use	N/A	1,235	N/A	1,235	N/A	1,235	N/A	1,235	4,940	
	Phone/Internet/website		N/A	324	N/A	324	N/A	324	N/A	324	1,296	
	Building Maintenance	Repairs	N/A	9,250	N/A	9,250	N/A	9,250	N/A	9,250	37,000	
	Vehicle Maintenance/Registration		N/A	973	N/A	973	N/A	973	N/A	973	3,892	
	Diesel	transport	N/A	1,912	N/A	1,912	N/A	1,912	N/A	1,912	7,650	
	Office Supplies		N/A	606	N/A	606	N/A	606	N/A	606	2,425	
	Household Needs	supplies	N/A	1,379	N/A	1,379	N/A	1,379	N/A	1,379	5,516	
	LPG	cooking	N/A	1,022	N/A	1,022	N/A	1,022	N/A	1,022	4,088	
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 Accreditation	Fees/Printing/accounts	SEC/DSWD/BIR / Auditor	Auditor/ SEC/ BIR/ DSWD	12,000		1,500		500		500	14,500	
TOTAL FOR ADMINISTRATIVE											134,877	
PROGRAMS: ANGEL HOUSE												
Salaries for Employment and other Benefits			1 Resident Social Worker	36,000	1 Resident Social Worker	36,000	1 Resident Social Worker	36,000	1 Resident S/W	36,000	144,000	
			1 Supervising Houseparent	16,800	1 Supervising Houseparent	16,800	1 Supervising Houseparent	16,800	1 Supervising Houseparent	16,800	67,200	
			2 Resident House parents	28,200	2 Resident House parents	28,200	2 Resident House parents	28,200	2 Resident House parents	28,200	112,800	
	Salaries			1 Nurse	15,000	1 Nurse	15,000	1 Nurse	15,000	1 Nurse	15,000	60,000
				1 shift H-P	12,000	1 shift H-P	12,000	1 shift H-P	12,000	1 shift H-P	12,000	48,000
				1 part-time domestic help	6,600	1 part-time domestic help	6,600	1 part-time domestic help	6,600	1 part-time domestic help	6,600	26,400
To Provide Benefits to Employees	Employer's Share 70%	SSS	6 Employees	7,056	6 Employees	7,056	6 Employees	7,056	6 Employees	7,056	28,224	
	Employer's share 50%	Philhealth	6 Employees	2,152	6 Employees	2,152	6 Employees	2,152	6 Employees	2,152	8,608	
To Provide Bonus to Employees			13 th Month Pay	N/A	N/A	N/A	N/A	N/A	6 Employees	36,000	36,000	
			Bonus	N/A	N/A	N/A	N/A	N/A	7 Employees	4,700	4,700	

To Provide Basic Needs of Client/Staff		Meals/Snacks/Drinks	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	120,000	
		Milk	15 Clients	40,000	15 Clients	40,000	15 Clients	40,000	15 Clients	40,000	160,000	
	Medical Needs		Meals/Snacks/Drinks	6 Staff	15,000	6 Staff	15,000	6 Staff	15,000	6 Staff	15,000	60,000
			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	5,000	1 client	5,000	1 client	5,000	1 client	5,000	20,000	
Clothes/Diapers/shoes		15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	8,000		
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	1,000	5 staff	1,000	5 Staff	1,000	5 Staff	1,000	4,000	
	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	1,000	15 Clients	1,000	15 Clients	1,000	15 Clients	2,000	5,000	
Utilization of Facilities 70% Total Cost	Electricity	For Daily Use	Staff/Clients	6,955	Staff/Clients	6,955	Staff/Clients	6,955	Staff/clients	6,955	27,820	
	Water	For Daily Use	Staff/Clients	2,882	Staff/Clients	2,882	Staff/clients	2,882	Staff/clients	2,882	11,530	
	LPG	For Daily Use	Staff Clients	2,384	Staff/clients	2,384	Staff/Clients	2,384	Staff/Clients	2,384	9,536	
	Phone /load/Internet	Clients/Website	RSW/Director	756	RSW/Director	756	RSW/Director	756	RSW/Dir	756	3,024	
	Building Maintenance	Repairs	N/A	21,500	N/A	21,500	N/A	21,500	N/A	21,500	86,000	
	Vehicle Maintenance/ Registration/insurance		N/A	2,271	N/A	2,271	N/A	2,271	N/A	2,271	9,085	
	Diesel	Home Visitation/Others	Client/Staff	4,462	Clients/Staff	4,462	Clients/Staff	4,462	Clients/Staff	4,462	17,850	
	Office Needs		Client/Staff	1,415	Client/Staff	1,415	Clients/Staff	1,415	Clients /Staff	1,415	5,660	
Household Needs	supplies	Home life	3,218	Home life	3,218	Home life	3,218	Home life	3,218	12,872		
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/PSA/ Publication	2 Clients	3,000	2 Clients	3,000	2 Clients	3,000	2 Clients	3,000	12,000	
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	Beach / birthdays	Clients		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:											1,236,501	
TOTALS												
ADMINISTRATIVE			=	P	134,877.00							
PROGRAMS			=	P	1,236,501.00							
TOTAL FOR A YEAR			=	P	1,371,378.00							

Prepared by: DAVID S. DONALDSON Angel House Director

WORK AND FINANCIAL PLAN
For CY/FY 2019 (revised January, 2018)

NAME OF AGENCY:
ADDRESS:

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Batobato, San Isidro, Davao Oriental

Goals/ Objectives	Items	Activities	Targets and Financial Requirements								
			1 st Quarter		2 nd Quarter		3 rd Quarter		4 th 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	0
			1 Part Time Gardener	5,400	1 Part Time Gardener	5,400	1 Part Time Gardener	5,400	1 Part Time Gardener	5,400	20,800
	Year End Bonus	N/A	N/A	N/A	N/A	N/A	N/A	1 Employee	850	850	
Utilization of Facilities 30% of the Total	Electricity	Daily Use	N/A	2,980	N/A	2,980	N/A	2,980	N/A	2,980	11,920
	Water	Daily Use	N/A	1,235	N/A	1,235	N/A	1,235	N/A	1,235	4,940
	Phone/Internet/website		N/A	324	N/A	324	N/A	324	N/A	324	1,296
	Building Maintenance	Repairs	N/A	9,500	N/A	9,500	N/A	9,500	N/A	9,500	38,000
	Vehicle Maintenance/Registration		N/A	1,125	N/A	1,125	N/A	1,125	N/A	1,125	4,500
	Diesel	transport	N/A	2,250	N/A	2,250	N/A	2,250	N/A	2,250	9,000
	Office Supplies		N/A	606	N/A	606	N/A	606	N/A	606	2,425
	Household Needs	supplies	N/A	1,379	N/A	1,379	N/A	1,379	N/A	1,379	5,516
	LPG	cooking	N/A	1,125	N/A	1,125	N/A	1,125	N/A	1,125	4,500
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
Audit / tax return	Fees/Printing/accounts	SEC/DSWD/BIR / Auditor	Auditor/ SEC/ BIR/ DSWD	12,000		500		500		500	13,500
	TOTAL FOR ADMINISTRATIVE										137,247
PROGRAMS: ANGEL HOUSE											
Salaries for Employment and other Benefits			1 Resident Social Worker	39,000	1 Resident Social Worker	39,000	1 Resident Social Worker	39,000	1 Resident S/W	39,000	156,000
			1 Supervising Houseparent	17,400	1 Supervising Houseparent	17,400	1 Supervising Houseparent	17,400	1 Supervising Houseparent	17,400	69,600
			2 Resident House parents	28,800	2 Resident House parents	28,800	2 Resident House parents	28,800	2 Resident House parents	28,800	115,200
			1 Nurse	15,600	1 Nurse	15,600	1 Nurse	15,600	1 Nurse	15,600	62,400
			1 shift H-P	12,600	1 shift H-P	12,600	1 shift H-P	12,600	1 shift H-P	12,600	50,400
			1 part-time domestic help	6,600	1 part-time domestic help	6,600	1 part-time domestic help	6,600	1 part-time domestic help	6,600	26,400
To Provide Benefits to Employees	Employer's Share 70%	SSS	6 Employees	7,056	6 Employees	7,056	6 Employees	7,056	6 Employees	7,056	28,224
	Employer's share 50%	Philhealth	6 Employees	2,152	6 Employees	2,152	6 Employees	2,152	6 Employees	2,152	8,608
To Provide Bonus to Employees		13 th Month Pay	N/A	N/A	N/A	N/A	N/A	N/A	6 Employees	46,200	46,200
		Bonus	N/A	N/A	N/A	N/A	N/A	N/A	7 Employees	6,570	6,570
To Provide Basic Needs of Client/Staff		Meals/Snacks/Drinks	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	15 Clients	30,000	120,000
		Milk	15 Clients	40,000	15 Clients	40,000	15 Clients	40,000	15 Clients	40,000	160,000

Sources of Funds
Adoptions
Global Giving
Individual International Sponsors

		Meals/Snacks/Drinks	6 Staff	15,000	6 Staff	15,000	6 Staff	15,000	6 Staff	15,000	60,000
	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	5,000	1 client	5,000	1 client	5,000	1 client	5,000	20,000
	Clothes/Diapers/shoes		15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	15 Clients	2,000	8,000
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	1,000	5 staff	1,000	5 Staff	1,000	5 Staff	1,000	4,000
	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	1,000	15 Clients	1,000	15 Clients	1,000	15 Clients	2,000	5,000
Utilization of Facilities 70% Total Cost	Electricity	For Daily Use	Staff/Clients	6,955	Staff/Clients	6,955	Staff/Clients	6,955	Staff/clients	6,955	27,820
	Water	For Daily Use	Staff/Clients	2,882	Staff/Clients	2,882	Staff/clients	2,882	Staff/clients	2,882	11,530
	LPG	For Daily Use	Staff Clients	2,625	Staff/clients	2,625	Staff/Clients	2,625	Staff/Clients	2,625	10,500
	Phone/load/Internet	Clients/Website	RSW/Director	756	RSW/Director	756	RSW/Director	756	RSW/Dir	756	3,024
	Building Maintenance	Repairs	N/A	22,500	N/A	22,500	N/A	22,500	N/A	22,500	90,000
	Vehicle Maintenance/Registration/insurance		N/A	2,625	N/A	2,625	N/A	2,625	N/A	2,625	10,500
	Diesel	Home Visitation/Others	Client/Staff	5,250	Clients/Staff	5,250	Clients/Staff	5,250	Clients/Staff	5,250	21,000
	Office Needs		Client/Staff	1,415	Client/Staff	1,415	Clients/Staff	1,415	Clients /Staff	1,415	5,660
	Household Needs	supplies	Home life	3,218	Home life	3,218	Home life	3,218	Home life	3,218	12,872
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/PSA/ Publication	2 Clients	3,000	2 Clients	3,000	2 Clients	3,000	2 Clients	3,000	12,000
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
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Special Events	Foundation/ Xmas Party	Beach / birthdays	Clients		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:											1,289,308
TOTALS											
ADMINISTRATIVE			=	P	137,247.00						
PROGRAMS			=	P	1,289,308.00						
TOTAL FOR A YEAR			=	P	1,426,555.00						

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