**PHILIPPINE COUNCIL FOR NGO CERTIFICATION (PCNC)**

**ORGANIZATIONAL PROFILE FORM – PCNC CERTIFIED ORGANIZATION**

*(It is best to review the whole document before accomplishing it)*

1. **CONTACT INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. *Name of Organization*: | | | | | |
| 1. *Complete Office Address*: | | | | | |
| *Landline/s #* | Mobile # | | | *Fax #* | |
| *Email Address:* | | | *Website, if any*: | | |
| *1st Contact Person:* | | *Positon:* | | | *Phone #:* |
| *2nd Contact Person:* | | *Position:* | | | *Phone #:* |

1. **ORGANIZATIONAL STATUS**
2. *Mark appropriate answer with an X in the box/space provided for years of existence of your organization*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Newly established |  | Operating- less than 2 years |  | Operating - 2 to 5 years |
|  | Operating–more than 5 yrs |  | Operating – more than 10 yrs. |  | Operating – more than 20 yrs |

1. **GENERAL CLASSIFICATION OF YOUR NGO/FOUNDATION** *-* **Select only one** that best describes your organization. If you feel that your organization does not fall in any of items 1 to 8, please specify your response in item 9. *Mark answer with an X in the box/space provided*

|  |  |
| --- | --- |
|  | 1. NGO – organized by like-minded/hearted individuals and the organization does not belong to any of classifications from #2 to #9 in this section *(definition of NGO used is not official, it is only for the classification of PCNC Certified Organizations)* |
|  | 1. Family Foundation - organized by a family to help the disadvantaged |
|  | 1. Corporate Foundation- organized by for-profit corporation or group of companies to pursue Corporate Social Responsibility Agenda and/or help the disadvantaged. |
|  | 1. Educational Institution - organized as a school/educational foundation to provide formal basic and/or formal tertiary education |
|  | 1. Faith-Based Foundation - organized by a religious group/congregation primarily to help the disadvantaged |
|  | 1. Religious – Primarily engaged in the propagation of a certain faith and registered as a non-stock, non-profit corporation/organization (*not registered under Section 116 of the Corporation Code*) |
|  | 1. Alumni Association/Foundation - organized by alumni of a school to help the disadvantaged |
|  | 1. Network/Federation – incorporated by a group of organizations, usually to pursue common advocacies and/or to strengthen its sector |
|  | 1. Others (Specify): |

1. **MAIN TYPE OF OPERATIONS** *Mark answer/s with an X in the box/space provided*

|  |  |
| --- | --- |
|  | 1. Direct Service – provides services directly to target beneficiaries *(individuals, families, communities, etc.)* |
|  | 1. Grant Making – provides funding to NGOs/Foundations and other types of organizations that are the ones that deal directly with target beneficiaries |
|  | 1. Advocacy – actively engaged in the pursuit/promotion of specific causes |
|  | 1. Research – mainly engaged in the conduct of studies |
|  | 1. Others (Specify): |

1. **TYPES OF PROGRAM/S OR PROJECT/S** *– Mark answer/s with an X in the box/space provided*

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Program/s or Project/s** *–* ***Significant percentage/s*** *of budget spent for* program/s that is/are regularly implemented. | | **Secondary (Other) Program/s or Project/s** *– Not regularly implemented or funds used are* ***Insignificant percentage/s*** *of total budget.* | |
|  | 1. Community Building/Development |  | 1. Community Building/Development |
|  | 1. Culture and Arts |  | 1. Culture and Arts |
|  | 1. Disaster Relief and/or Rehabilitation |  | 1. Disaster Relief and/or Rehabilitation |
|  | 1. Education – Formal School |  | 1. Education – Formal School |
|  | 1. Education – Supports Formal Schools/Students |  | 1. Education–Supports Formal Schools/Students |
|  | 1. Education – Non-Formal/ALS |  | 1. Education – Non-Formal/ALS |
|  | 1. Education – Technical/Vocational |  | 1. Education – Technical/Vocational |
|  | 1. Enterprise Development/Livelihood |  | 1. Enterprise Development/Livelihood |
|  | 1. Environment/Biodiversity |  | 1. Environment/Biodiversity |
|  | 1. Health – public/community |  | 1. Health – public/community |
|  | 1. Health – specialized (e.g.brain, cancer, etc) |  | 1. Health – specialized(e.g. brain, cancer, etc) |
|  | 1. Religious |  | 1. Religious |
|  | 1. Research (specify type) |  | 1. Research (specify type) |
|  | 1. Social Welfare and Development |  | 1. Social Welfare and Development |
|  | 1. Youth Development and Sports |  | 1. Youth Development and Sports |
|  | 1. Others (Specify): |  | 1. Others (Specify): |

1. **TARGET BENEFICIARIES –** *Mark answer/s with an X in the box/space provided*

|  |  |  |  |
| --- | --- | --- | --- |
| **Main Classification of Target Beneficiaries** – Priority Beneficiaries of **Major** Programs/Projects | | **Secondary (Other) Target Beneficiaries** – Beneficiaries of **Secondary** Programs /Projects. | |
| *General Category* | | *General Category* | |
|  | 1. Urban Population |  | 1. Urban Population |
|  | 1. Rural Population |  | 1. Rural Population |
|  | 1. Indigenous People |  | 1. Indigenous People |
|  | 1. Organizations |  | 1. Organizations |
|  | 1. Others (Specify): |  | 1. Others (Specify): |
| *Specific Category* | | *Specific Category* | |
|  | 1. Children and Youth |  | 1. Children and Youth |
|  | 1. Differently Abled |  | 1. Differently Abled |
|  | 1. Elderly |  | 1. Elderly |
|  | 1. Women |  | 1. Women |
|  | 1. Men |  | 1. Men |
|  | 1. Families |  | 1. Families |
|  | 1. Communities |  | 1. Communities |
|  | 1. Organizations (type): |  | 1. Organizations (type): |
|  | 1. Others (Specify): |  | 1. Others (Specify) |

1. **AREAS OF OPERATIONS –** *Correspondingly enumerate all areas currently covered*

|  |  |
| --- | --- |
| Province/s: | City/ies: |
| Region/s: | Other Countries: |

1. **NUMBER OF PERSONNEL FOR CURRENT YEAR –** *Specify number as applicable in the space provided*

|  |  |
| --- | --- |
| **No.** | **Employment Status** |
|  | Regular/full-time staff |
|  | Part-time staff |
|  | Project-based staff *(hired on a per project basis or employment co-terminus with a project*) |
|  | Regular volunteers (*who regularly provide uncompensated services to the organization*) |
|  | Others (Specify): |

1. **BALANCE SHEET** as per Audited Financial Statement for the last two (2) years (*specify years)*:

|  |  |  |
| --- | --- | --- |
| **PARTICULARS** | **Year:** | **Year:** |
| Current Assets |  |  |
| Non-Current Assets |  |  |
| Total Assets |  |  |
| Total Liabilities |  |  |
| Total Networth/Fund Balance |  |  |
| Total Liabilities & Fund Balance |  |  |

1. **TOTAL REVENUES AND EXPENDITURES** as per Audited Financial Statements for the last two (2) years (*specify years): (fill in as appropriate/applicable to your organization)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Particulars** | **Year:** | **%** | **Year:** | **%** |
| **Total Revenues** |  |  |  |  |
| **Less: Expenses** |  |  |  |  |
| * Programs |  |  |  |  |
| * Administrative |  |  |  |  |
| * Others, if any (Specify) |  |  |  |  |
| **Total Expenses** |  |  |  |  |
| **Excess (Deficit) of Revenues over Expenses** |  |  |  |  |

1. **SOURCES OF FUNDING/REVENUES -** *Mark answer/s with an X in the box/space provided*

|  |  |  |  |
| --- | --- | --- | --- |
| **Major Sources** *– Sources of significant percentage/s of revenues used for operations.* | | **Secondary (Other) Sources** *– Small percentage/s of revenues used for operations.* | |
|  | 1. Donations –affiliate/parent corporations |  | 1. Donations –affiliate/parent corporations |
|  | 1. Donations – non-affiliate corporations |  | 1. Donations – non-affiliate corporations |
|  | 1. Donations – members |  | 1. Donations - members |
|  | 1. Donations – individuals/families |  | 1. Donations – Individuals/families |
|  | 1. Grants – local funding institutions |  | 1. Grants – local funding institutions |
|  | 1. Grants – foreign funding institutions |  | 1. Grants – foreign funding institutions |
|  | 1. Grants – Philippine Gov’t Agency/LGU |  | 1. Grants – Philippine Gov’t Agency/LGU |
|  | 1. Income Generating Project/s |  | 1. Income Generating Project/s |
|  | 1. Income from Investments/Bank Deposits |  | 1. Income from Investments/Bank Deposits |
|  | 1. Tuition and other fees |  | 1. Tuition and other fees |
|  | 1. Membership and other dues |  | 1. Membership and other dues |
|  | 1. Public Fund Raising |  | 1. Public Fund Raising |
|  | 1. Others (Specify): |  | 1. Others, if any (Specify): |

1. **PCNC APPLICATION/CERTIFICATION HISTORY -** *Mark answer/s with an X in the box/space provided*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | First time |  | 1st renewal |  | 2nd renewal |  | 3rd renewal |  | 4th renewal |
|  | 5th renewal |  | 6th renewal |  | 7th renewal |  | 8th renewal |  | 9th renewal |

1. **LIST OF NETWORK AFFILIATION/S-MEMBERSHIP/S** [e.g. Association of Foundations (AF), Caucus of Development NGO Networks (CODE-NGO), League of Corporate Foundations (LCF), Area Based Standards Network (ABSNET), others *(spell out full name of network and add acronym)*]

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| --- | --- | --- |
| **Prepared by:** | **Position:** | **Date:** |
| **Approved by:** | **Position:** | **Date:** |

**[In case of difficulty and/or need for clarification in accomplishing the form, do not hesitate to contact PCNC – (63-2) 782-15-68; 715-95-94 or 715-27-56.]**

January, 2016