**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)*]

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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