

Republic of the Philippines
National Economic and Development Authority



**Philippine National Volunteer
Service Coordinating Agency**
NEDA Complex, EDSA, Diliman, Quezon City
Tel. Nos: 434-7139 Telefax: 435-7999
Email Address: m_and_e@pnvsca.gov.ph

**REQUEST FOR EXTENSION OF
VOLUNTEER ASSIGNMENT**

*(To be submitted two (2) months before end of
volunteer assignment)*

Reference No. _____

1. Name and Address/Email Address of Host Organization: _____

_____ Email Add: _____

2. Name of Volunteer: _____

3. Project Title and Location: _____

4. Initial Duration of Volunteer Assignment: _____

5. Period of Extension Requested: _____

6. Reasons for Requesting Extension:(Please attach project accomplishment report and volunteer's work plan for the duration of extension requested)

Prepared by :

*Printed Name and Signature of
Program /Project Supervisor*

Concurred:

Signature of Volunteer

Submitted by:

*Printed Name and Signature of
Head of Organization*

Signature of Head of FVO

ACTION TAKEN BY PNVSCA (for PNVSCA use only)

- Deferred due to (state reason) _____
- Disapproved (state reason) _____
- Approved/Endorsed to _____ for the period _____

Date

JOSELITO C. DE VERA
Executive Director