

Republic of the Philippines
National Economic & Development Authority



**Philippine National Volunteer
Service Coordinating Agency**
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INITIAL REPORT FOR FOREIGN VOLUNTEER
*(To be submitted by the volunteer at the end of six months
from deployment)*

Name of Volunteer /Volunteer Sending Organization: _____

Email Address: _____

Host Organization: _____

Program/Project Assisted and Location: _____

Duration of Assignment: _____

Reporting Period: From _____ to _____

1. Please describe your planned activities and accomplishments during this period. *(You may use additional sheet if necessary)*

Planned Activities (Refer to Work and Financial Plan)	Accomplishments

2. Are there changes in your tasks and responsibilities as planned during this period?

Yes No. If yes, please explain.

3. Are there activities in your work plan that were not carried out? Yes No. If yes, please explain.

4. Please describe the work related support provided by your host organization.

5. Are there problems/issues that affect your work and how are these resolved?

6. Is your expertise utilized effectively by your host organization? Yes No
Please explain.

7. Please provide other information/concern not addressed by this report.

Prepared by:

Printed Name & Signature of Volunteer

Date: _____