**ADMINISTRATION DEPARTMENT REPORT**

|  |  |
| --- | --- |
| For the Month of: |  |

**Statistics**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **MINISTRY** | **NUMBER OF WORKERS / TRAINEES** | |  | **MINISTRY** | **NUMBER OF WORKERS / TRAINEES** | |
| Finance |  |  |  | Kitchen Management |  |  |
| Maintenance |  |  |  | Property Management |  |  |
| Sanitation |  |  |  |  |  |  |

*Remarks:*

|  |
| --- |
|  |

**Financial Statement**

|  |  |
| --- | --- |
| **STATEMENT** | **AMOUNT** |
| Income/Revenue |  |
| Expenses |  |
| **NET INCOME/(DEFICIT):** |  |

*Remarks:*

|  |
| --- |
|  |

**Facilities**

|  |  |  |
| --- | --- | --- |
| **RECOMMENDED FOR REPAIR** | | **REMARKS** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

|  |  |  |
| --- | --- | --- |
| **RECOMMENDED FOR REPLACEMENT** | | **REMARKS** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

**Items Newly Procured**

|  |  |  |
| --- | --- | --- |
| **DATE** | | **PARTICULARS** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |

**Priority Projects**

|  |  |
| --- | --- |
| **FUTURE PROJECTS** | |
| 1. |  |
| 2. |  |
| 3. |  |

*Remarks:*

|  |
| --- |
|  |

**Proposed Activities *(See Attached Activity Proposal Form for details)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NAME OF ACTIVITY** | | **DATE** | **VENUE** | **PERSON IN CHARGE** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

*Remarks:*

|  |
| --- |
|  |

**Others**

|  |
| --- |
|  |
|  |

|  |  |  |
| --- | --- | --- |
| Prepared by: |  | Noted by: |
| **Sis. Evita Galena** |  | **Bro. Philip Sanchez** |
| *Secretary, Administration Department* |  | *Head, Administration Department* |