



**Philippine National Volunteer  
Service Coordinating Agency**  
NEDA Complex, EDSA, Diliman, Quezon City  
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Email Address: pps.pnvsca@yahoo.com

**END OF ASSIGNMENT REPORT FOR  
VOLUNTEER**

*(To be submitted by the volunteer one month before  
end of assignment)*

- 
1. Name of Volunteer/Volunteer Sending Organization: \_\_\_\_\_
  2. Host Organization: \_\_\_\_\_
  3. Program/Project Assisted and Location: \_\_\_\_\_
  4. Period of Assignment: From \_\_\_\_\_ To \_\_\_\_\_
  5. Summary of Activities and Accomplishments

Activities and Accomplishments	Remarks

*Use additional sheet when necessary.*

6. Please highlight significant changes in your workplace during or after implementation of the project as a result of your volunteer work:

6.1. Changes in host organization: \_\_\_\_\_

\_\_\_\_\_

6.2. Changes in program/project clients: \_\_\_\_\_

\_\_\_\_\_

7. If part or all of your present activities are to be continued or expanded to other locations and beneficiaries, who will sustain and do the tasks? If not possible, what would be required to achieve this?

\_\_\_\_\_

\_\_\_\_\_

8. What are the factors that facilitated/hindered your work?

\_\_\_\_\_

\_\_\_\_\_

9. What additional training would have been useful to make your assignment more effective?

\_\_\_\_\_

\_\_\_\_\_

10. If possible, please provide PNVSCA a short write-up/anecdotal information for the Newsletter describing your stories which could be inspiring to other volunteers. (Please use separate sheet).

**Prepared by:**

\_\_\_\_\_

*Printed Name & Signature of Volunteer*

Date: \_\_\_\_\_