



SIMPLIFIED ORGANIZATIONAL SELF-ASSESSMENT GUIDE FOR NGOs/FOUNDATIONS

PCNC adheres to a set of organizational standards/indicators to measure an NGO's practice of good governance and management and accountability and transparency. Thus, an NGO that wishes to apply for PCNC certification is advised to first conduct an organizational self-assessment to identify its strengths and areas for improvements. *In case many areas for improvements are identified, it is highly recommended that the NGO first institute the necessary corrective measures before applying for PCNC certification.*

It is best to involve the management and concerned staff in the conduct of the organizational self-assessment. The Board should be involved, at least, in the assessment of the governance function.

In consultation with your Board of Trustees, Management and Staff, objectively answer the following guide questions:

Use space to √ if answer is yes; x if answer is no and: ? if the answer is incomplete or not sure.

1. Vision and Mission

- a. Is/Are the purpose/s of the organization clearly stated in its Vision and Mission?
- b. Are the Vision and Mission in writing?
- c. Are the target beneficiaries and their specific needs being responded to by the organization clearly stated?
- d. Can the members of the Board of Trustees, management, beneficiaries and partners explain the purpose/s of the organization in a similar manner?

2. Governance

- a. Are there clear processes for selection and election of members and officers of the Board of Trustees (BOT)?
- b. Are governance practices according to the Articles of Incorporation and By-Laws?
- c. Do the BOT members meet regularly? How often? _____
- d. Is there proper documentation of minutes of Board meetings and resolutions
- e. Is there annual submission of General Information Sheet (GIS) to the Securities and Exchange Commission (SEC) and if registered as a Foundation, list of donors?
- f. Do BOT members serve as volunteers and do not receive any remuneration or compensation?

- g. ____ Is there clear delineation (evidenced by job descriptions) of responsibilities of the members and officers of the BOT and the President and/or Executive Director?
- h. ____ Is there evident possible conflict of interest among the BOT members and the staff?
- i. ____ Is there a policy on conflict of interest?
- j. ____ The Chair/President is not related to the Treasurer by affinity or consanguinity up to the second degree.
- k. ____ For family and corporate foundations and those organized by faith-based organizations, there is at least one (1) independent trustee.

3. Administration

- a. ____ Is there clear organizational structure that shows lines of authority and accountability?
- b. ____ Is there a written set of administrative/personnel policies and procedures and guidelines?
- c. ____ Are there enough staff (*even if volunteers or seconded from the affiliate company*) with skills suitable to the operations of the organization?
- d. ____ Are there clearly defined job functions (*job descriptions*) that are consistent with current staff responsibilities?
- e. ____ Does the organization pay its staff, at least the law/government mandated minimum wage and benefits as evidenced in the payroll?

4. Program Operations

- a. ____ Are program/project beneficiaries consistent with the Vision and Mission of the organization?
- b. ____ Are there clear program planning, implementation and monitoring and evaluation policies and procedures or guidelines that are in writing and practiced accordingly?
- c. ____ Are the programs/projects implemented contributory to the achievement of the Vision and Mission of the organization?
- d. ____ Does the organization have a there a 3 – 5 year program/strategic plan?
- e. ____ Is there a system used to track and measure the degree of achievement of targeted program goals/results?

5. Financial Management

- a. ____ Are funds utilized for the intended purpose/s of the organization?
- b. ____ Does the organization have a 3 – 5 year financial plan?
- c. Are there proper internal controls or check and balance of financial transactions:
 - ____ separate persons handling disbursement approvals, cashiering and bookkeeping functions

- ___ accurate, complete and up-to-date recording in the four (4) books of accounts (cash receipts book, cash disbursement book, general journal and general ledger)
 - ___ funds are deposited in bank account/s in the name of the organization
 - ___ there are at least two (2) check signatories
 - ___ official receipts are registered with the BIR and properly used
 - ___ financial transactions are supported with proper documents, including pre-numbered cash/check vouchers and attachments that are stamped paid
- d. ___ Total administrative expense for the year not more than 30% of total donations and expenditures for the year
- e. ___ Financial management policies and procedures or guidelines are in writing and consistent with practices
- f. Other financial documents/records that should be kept by an NGO:
- ___ Board approved budget for the current calendar/fiscal year
 - ___ BIR permit to use manual, loose leaf or computerized accounting system
 - ___ Corporate Secretary's certificate re signatories for the bank account/s of the organization
 - ___ Tax Exemption Certificate issued by BIR or at least, application or re-application for Tax Exemption duly stamped received by BIR
 - ___ Audited Financial Statements and Audit Report (duly stamped received by BIR and SEC) conducted by a CPA duly registered with BOA, BIR, PRC and if applicable, SEC.
 - ___ External auditor's BOA accreditation, BIR, PRC, and if applicable SEC registration numbers
 - ___ Latest Unaudited Financial Statements

6. Collaborative Linkages/Networking

- a. ___ A member of an NGO network for learning and sharing of good practices and potential partnerships
- b. ___ Have partnerships with other NGO/s and/or government agency/ies
- c. ___ MOA/s with partner NGOs/agencies in case of partnerships

7. ___ Are all the policies and procedures or guidelines organized or compiled together?

8. ___ Presence of Annual Reports or Accomplishment Reports for the last two (2) years or if operating for less than two (2) years, cumulative/up-to-date

9. ___ Three (3) to five (5) Year Strategic Plan or Program Plan and Financial Plan

If most of your answers is no or not present/sure, it is best to first work on these deficiencies before applying for PCNC certification.