



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
CARAGA Regional Office

ANNEX Y

DOLE KABUHAYAN PROGRAM
INDIVIDUAL BUSINESS PLAN

Individual Name : _____

My Proposed Business is: _____

My business location is : _____

I have these skills : _____

I have to learn these skills _____

I have these assets (space, good location, equipment) : _____

Market:

I will sell to: _____

Competitors: _____

(who, where) _____

I will promote my products/services like this:

Business Operation:

Production Plan for one year (quantities):

Each day _____

Each week _____

Each month _____





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The total amount to be produced (service: service hours/days delivered) in one year (attention: take into account seasonal ups and downs)

Sources of raw materials equipment, tools, materials required

The people who will work are (who, how many):

I will divide the work like this:

The people responsible for managing my business:

Business Expenses:

Start-up expenses (for one month):

Items (raw materials, equipment, tools)	Quantity	Unit Cost	Total Cost
Total			

Note: For food related business, include the basic sanitary tools and accessories such as gloves, mask, hairnet and apron.

Operating expenses (for one month):

Items (water, electricity, licenses/permits, rent, salaries)	Quantity	Unit Cost	Total Cost
Total			





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Total Expenses = Total Start-up expenses + Total Operating expenses

Sales per Month

Product/Service	Quantity (pieces, kilos or hour)	Unit Price (per piece, kilo or hour)	Total Sales
Total			

Income per Month = Total Sales – Total Expenses

Business Opportunities and Challenges

The Business opportunities and benefits (positive factors) are:

The Business risks and challenges (negative factors) are:

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