

Republic of the Philippines
Department of Education
REGION V - BICOL



08 Jan 2024

REGIONAL MEMORANDUM
No. **000026**, s. 2024

ADOPTING VOLUNTEERISM AS A DEVELOPMENT STRATEGY
IN THE BICOL REGION

To : Assistant Regional Director
Schools Division Superintendents
Regional Chiefs of Functional Divisions/Sections/Units
All Others Concerned

1. Enclosed is a copy of the issued Regional Development Council (RDC) Memorandum Circular No. 04-23 dated 06 December 2023 from Engr. Luis G. Banua, Regional Director, National Economic and Development Authority, Regional Office V relative to the adoption of volunteerism as a development strategy in the Bicol Region, for information and guidance.

2. In view of the foregoing, the Schools Division Offices and the Functional and Support Divisions, *this Office*, are encouraged to take notice of the roles and responsibilities assigned to the Regional Line Agencies (RLAs) specifically enumerated under item number 4.2 of the attached Memorandum Circular.

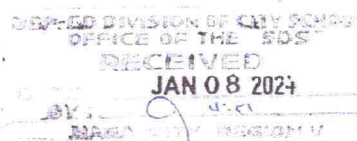
3. Immediate dissemination of this Memorandum is desired.


GILBERT T. SADSAD
Regional Director

Encls:As stated
To be indicated in the Perpetual Index
under the following subjects:

DEVELOPMENT STRATEGY
REGIONAL LINE AGENCIES
ROLES AND RESPONSIBILITIES
VOLUNTEERISM

PPRD/apr
01/08/2024



Regional Center Site, Rawis, Legazpi City 4500

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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit Heads
Public School Heads
All Others Concerned

January 9, 2024

For information.


SUSAN S. COLLANO CESOV
Schools Division Superintendent

DM 31, s. 2019 Rider Rev. 01



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Page 1 of 1



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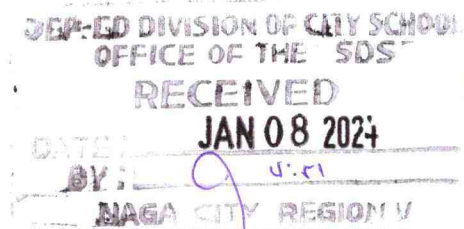
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REPUBLIC OF THE PHILIPPINES
REGIONAL DEVELOPMENT COUNCIL
BICOL REGION

RDC MEMORANDUM CIRCULAR NO. 04-2023

FOR : All Heads of Departments, Bureaus, and Agencies; Local Government Units; Government-owned and -controlled Corporations; and State Universities and Colleges, and Other Concerned in the Bicol Region

SUBJECT : Adopting Volunteerism as a Development Strategy in the Bicol Region

Date : December 6, 2023

1.0 PURPOSE

1.1 This circular is issued in view of the Bicol Regional Development Council (RDC) Resolution No. 4-75, s. 2023, approving the adoption of volunteerism¹ as a development strategy in the Bicol Region, and enjoining regional line agencies (RLAs) and government-owned and -controlled corporations (GOCCs), RDC-accredited private sector organizations (PSOs), local government units (LGUs), state universities, and colleges (SUCs) to institutionalize and establish programs that promote and encourage volunteerism as a way of life.

2.0 GOALS AND OBJECTIVES

Through this memorandum circular (MC), the Bicol RDC intends to:

2.1 provide a policy framework on volunteerism that shall underscore the fundamental principles necessary to harness and harmonize the broad and diverse efforts of the voluntary sector² in the region into an integrative and effective partnership for local, regional, and national development; and

¹ Volunteerism refers to an act involving a wide range of activities, including traditional forms of mutual aid and developmental interventions that provides an enabling and empowering environment both on the part of the beneficiary receiving and the volunteer rendering the act, undertaken for reasons arising from sociodevelopmental, business or corporate orientation, commitment or conviction for the attainment of the public good and where monetary and other incentives or rewards are not the primary motivating factors., *Section 4.a, RA No. 9418*

² Voluntary Sector refers to those sectors of Philippine society that organizes themselves into volunteers to take advocacy and action primarily for local and national development as well as international cooperation and understanding. *Section 4.d, RA. 9418*

- 2.2 provide a conducive and enabling environment for volunteers³ and volunteer service organizations⁴ by setting mechanisms to protect volunteers' rights and privileges and give due recognition to highlight their roles and contributions to society.

3.0 BACKGROUND AND LEGAL BASES

- 3.1 Republic Act (RA) No. 9418 or the Volunteer Act of 2007 mandates the establishment of volunteer programs in the national government agencies and LGUs to promote and encourage volunteerism as a way of life. The Philippine National Volunteer Service Coordinating Agency (PNVSCA) leads the implementation and execution of RA No. 9418.

- 3.2 Specifically, Section 2 of RA No. 9418, declares that:

"It shall be the policy of the State to promote the participation of the various sectors of the Filipino society, and as necessary, international and foreign volunteer organizations in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and international understanding. The inculcation of volunteerism as a way of life shall rekindle in every Filipino the time-honored tradition of *bayanihan* to foster social justice, solidarity and sustainable development."

- 3.3 Memorandum Order No. 45 dated December 7, 2001 provides that the Volunteer Program for Government Service or the *Bayanihang Bayan* Program shall serve as platform for private sector volunteering in government agencies and LGUs.
- 3.4 Civil Service Commission (CSC) MC No. 23, s. 2012 enjoins heads of agencies to establish and implement volunteer programs on top of agencies regular mandate and functions, to promote the value of volunteerism in the public sector.
- 3.5 In recognition of the dedicated service of Filipino volunteers, the month of December was declared as the National Volunteer Month (NVM) per Presidential Proclamation No. 55, s. 1998.

³ "Volunteer" refers to an individual or group who for reasons arising from their sociodevelopmental, business and corporate orientation, commitment or conviction, contribute time, service and resources whether on full-time or part-time basis to a just and essential social development cause, mission or endeavor in the belief that their activity is mutually meaningful and beneficial to public interest as well as to themselves. *Section 4.b, RA. 9418*

⁴ "Volunteer service organization" refers to a local or foreign group that recruits, trains, deploys and supports volunteer workers to programs and projects implemented by them or by other organizations or any group that provides services and resources, including but not limited to, information, capability building, advocacy and networking for the attainment of the common good., *Section 4.c, RA. 9418*

4.0 ROLES AND RESPONSIBILITIES

4.1 Local Government Units shall coordinate, facilitate, and encourage the participation of the voluntary sector in the local development process through, but not limited to, the following activities:

- 4.1.1 Issuance and adoption of laws, ordinances, and other written policies that encourage and support volunteerism such as resolution from the *Sangguniang Bayan, Sangguniang Panlalawigan*, Ordinance, Executive Order, Administrative Order, Memorandum Circular;
- 4.1.2 Integration of volunteerism in the LGU's development planning documents, such as Comprehensive Development Plan, Comprehensive Land Use Plan, Local Development Investment Program, Sectoral Development Plan, and the like;
- 4.1.3 Designation of Volunteerism Focal Point System and Volunteerism Focal Person who shall serve as volunteerism champions or advocates in the LGU;
- 4.1.4 Establishment of a directory or database for the registration, monitoring and documentation of foreign volunteer assignments in the LGU; and
- 4.1.5 Development of volunteers' recognition and incentive package.

4.2 Regional line agencies and GOCCs shall, in accordance with RA No. 9418 and CSC MC No. 23, s. 2012, establish volunteer programs in their respective offices, such as but not limited to the following:

- 4.2.1 Conduct of activities on top of the agencies' regular mandate and functions for causes like social services, technical development assistance, environmental and disaster response, and the like;
- 4.2.2 Promotion of citizen engagement and advocacy of volunteerism such as observance of the NVM, inclusion of volunteerism in agency work programs, and strategic plans;
- 4.2.3 Resource sharing to support private sector and civil society groups in raising funds and materials for volunteer programs and activities; and
- 4.2.4 Development of volunteers' recognition and incentive package.

4.3 Academe shall establish volunteer programs and integrate volunteerism as a concept and practice at all levels of education, through but not limited to the following:

- 4.3.1 Issuance of guidelines for the adoption and utilization of the instructional materials on volunteerism for all levels of formal and informal education in public

and private schools, SUCs, including vocational and technical learning centers and institutions;

4.3.2 Development of instructional materials that incorporate or promote volunteerism as a way of life;

4.3.3 Conduct of activities on top of the institution's regular mandate and functions for causes like social services, technical development assistance, research and extension services, environmental and disaster response, and the like;

4.3.4 Advocacy of volunteerism such as observance of the NVM, inclusion of volunteerism in institution's work programs, and strategic plans;

4.3.4 Mobilization of school-based groups and student organizations in their initiatives on promoting volunteerism; and

4.3.5 Development of volunteers' recognition and incentive package.

4.4 Private Sector, including RDC-accredited PSOs, shall establish volunteer programs in their respective organizations, such as but not limited to the following:

4.4.1 Adoption of the components of the PNVSCA Volunteer Management System (Annex A) in their respective volunteer programs and services;

4.4.2 Forging memoranda of understanding and/or agreement and other similar partnerships with the government and various organizations for the implementation of volunteer programs;

4.4.3 Advocacy of volunteerism such as observance of the NVM, inclusion of volunteerism in the organization's work programs, and strategic plans; and

4.4.4 Development of volunteers' recognition and incentive package.

5.0 MONITORING OF VOLUNTEER ACTIVITIES

5.1 The PNVSCA, as the lead agency in the implementation and execution of the provisions of RA No. 9418 shall document best practices on volunteerism, and may conduct recognition and incentives, as necessary.

5.2 All enjoined entities shall submit an annual report on their volunteering initiatives to the PNVSCA for documentation purposes.


DIR. LUIS G. BANUA
Vice Chairperson

DRD/abb

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Annex A

Components of the PNVSCA Volunteer Management System

1. **Strategy Development** - This involves the development of a strategic plan on how to engage volunteers for community development projects or initiatives.
2. **Partnership Development** - This looks into processes and principles related to partner identification, partnership building, and relationship management.
3. **Activity Planning** - This is about developing an activity or project plan for volunteer-related initiatives. It outlines the activity objectives and work plan as well as the requirements to successfully implement the activity.
4. **Volunteer Recruitment** - This focuses on the processes and management practices necessary in recruiting the right volunteers. It includes the development of assignment descriptions, selection criteria and undertaking of due diligence in volunteer selection.
5. **Volunteer Mobilization** - This looks at the processes related to the mobilization of volunteers, especially with regard to developing and running an effective pre-deployment training or orientation for volunteers.
6. **Volunteer Support** - This focuses on aspects related to the support and management of volunteers on assignment, including allowances, incentives and benefits, communication and feedback, safety and security, emergency management.
7. **Volunteer Monitoring** - In this component, the monitoring of volunteers on assignment also includes capturing volunteer contributions or outputs and identifying the tools for reporting, tracking volunteer inputs, etc.
8. **Assignment Completion** - This involves processes related to volunteer assignment completion include the conduct of exit interviews and debriefing, as well as granting of awards and recognition.

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