

Refer To: Committee on Social Services and Community Development, Differently Abled or Persons With Disabilities and Senior Citizens



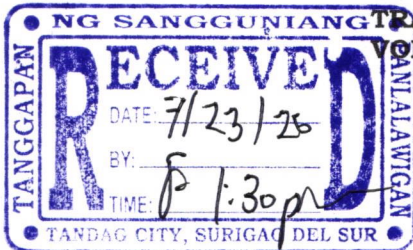
Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG CITY



BAGONG PILIPINAS

Office of the Governor

SUBJECT: 2ND INDORSEMENT LETTER DATED JULY 17, 2026, RE: RECOMMENDATION OF THE PROVINCIAL LEGAL OFFICER ON THE TRANSMITTAL OF DOCUMENTS FOR THE MAINSTREAMING OF VOLUNTEERISM AS A DEVELOPMENT STRATEGY



3rd Indorsement
July 21, 2026



Respectfully indorsed to **Mr. Edgar G. Perez, II, J.D., Secretary to the Sangguniang Panlalawigan**, this Province, the herein 2nd indorsement from Atty. Limuel L. Auza, Provincial Legal Officer, for your appropriate action.



PROVINCE OF SURIGAO DEL SUR
Office of the Secretary to the Sangguniang Panlalawigan
Tel. No.: 086-2115832
Email: ossp@surigaodelsur.gov.ph
OSSP-26-06107

MANUEL O. ALAMEDA, SR.
Acting Provincial Governor

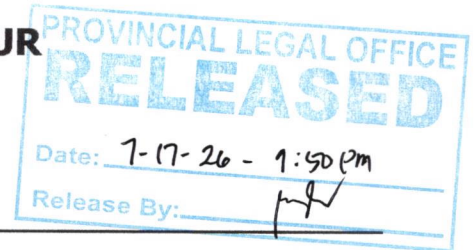
For the Governor:


JOHN VINCENT C. PIMENTEL
Provincial Administrator



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG

Provincial Legal Office



2nd Indorsement

July 17, 2026



Respectfully returned to **HON. MANUEL O. ALAMEDA**, Acting Governor, is the 1st Indorsement dated July 14, 2026, regarding the letter from **MR. DONALD JAMES D. GAWE, CESO III**, Executive Director of the **Philippine National Volunteer Service Coordinating Agency (PNVSCA)**.

This letter pertains to his recent meeting with the Acting Governor and **MR. RAMON R. MORALES**, Special Assistant to the Governor, regarding the proposed collaboration to advance volunteerism initiatives in support of the International Year of Volunteers for Sustainable Development (IVY 2026).

Attached to Mr. Gawe's communication are reference materials, including:

- 1) Quezon City Council Ordinance No. SP-3281, S-2024: **"AN ORDINANCE ADOPTING AND IMPLEMENTING REPUBLIC ACT NO. 9418, OR THE 'VOLUNTEERS ACT OF 2007', IN QUEZON CITY, TO BE LOCALLY KNOWN AS THE 'BAYANIHAN QC', PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES."**
- 2) Proposed ordinance from the Sangguniang Panlungsod of Baguio: **"AN ORDINANCE PRESCRIBING POLICIES FOR THE INSTITUTIONALIZATION OF A VOLUNTEER PROGRAM FOR THE CITY OF BAGUIO AND PROVIDING MECHANISMS FOR VOLUNTEER EMPOWERMENT AND DEVELOPMENT."**

The undersigned assumes that the documents were furnished for the purpose of enabling the provincial government, through the Sangguniang

Panlalawigan, to consider the enactment of a similar ordinance to institutionalize and mainstream volunteerism as a strategy for development.

Accordingly, it is recommended that this matter be forwarded to the Sangguniang Panlalawigan for their appropriate action and disposition.


ATTY. LIMUEL L. AUZA
Provincial Legal Officer



Republic of the Philippines
PROVINCE OF SURIGAO DEL SUR
TANDAG CITY



BAGONG PILIPINAS

Office of the Governor

SUBJECT: LETTER RE: TRANSMITTAL OF DOCUMENTS TO SUPPORT THE
MAINSTREAMING OF VOLUNTEERISM AS A DEVELOPMENT STRATEGY

1st Indorsement

July 14, 2026

RELEASED
PGO-SURIGAO DEL SUR
SIGNATURE OVER PRINTED NAME
CONTROL NO: DATE: 7-15-24 TIME: 9:11

Respectfully indorsed to **Atty. Limuel L. Auza, Provincial Legal Officer**, this Province, the herein basic communication from Donald James D. Gawe, CESO III, Executive Director, Philippine National Volunteer Service Coordinating Agency (PNVSCA), for your appropriate action.

MANUEL O. ALAMEDA, SR.
Acting *Provincial Governor*

For the Governor:

JOHN VINCENT C. PIMENTEL
Provincial Administrator

PROVINCIAL LEGAL OFFICE
RECEIVED
DATE: 7/15/24
TIME: 4:18 pm
BY: [Signature]
PROVINCE OF SURIGAO DEL SUR

PGO RECORDS/MVP/cha

Email

HON. MANUEL O. ALAMEDA, SR.
Acting Provincial Governor
Provincial Government of Surigao del Sur
Provincial Capitol Complex, Tandag City, Surigao del Sur

RECEIVED
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ARNIN C. CORDOVEZ
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CONTROL NO: 338 DATE: 7/8/20 TIME: 10:20

Attention: **MR. RAMON R. MORALES**
Special Assistant to the Governor

Dear **Acting Governor Alameda**:

Warm greetings from the Philippine National Volunteer Service Coordinating Agency (PNVSCA)!

We would like to express our sincere gratitude to the Provincial Government of Surigao del Sur for the time and hospitality extended to our delegation during our Follow-up Visit with your office last 02 June 2026.

We greatly appreciate the opportunity to discuss potential areas for collaboration between PNVSCA and Surigao del Norte, particularly in advancing volunteerism initiatives and exploring partnerships in support of the International Year of Volunteers for Sustainable Development (IVY 2026). Your openness to collaboration and commitment to community engagement are truly appreciated and serve as an inspiration in strengthening our shared advocacy for volunteerism and development.

As agreed during the meeting, we are sending you the following documents which we hope would help you in mainstreaming volunteerism as a strategy of development.

Should there be any clarifications or further information needed, please feel free to reach out to Mr. Michael Jake A. Nobleza at mnobleza@pnvsca.gov.ph or 0905-524-5173.

We are grateful for the opportunity to engage with you and your team, and we look forward to your support in advancing the cause of volunteerism within the CARAGA Region.

Very truly yours,

(sgd)
DONALD JAMES D. GAWA, CESO III
Executive Director

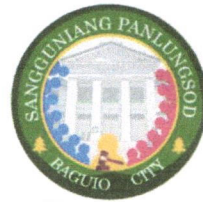
Policy, Advocacy, and Technical Services Division (PATSD)
Philippine National Volunteer Service Coordinating Agency (PNVSCA)

Contact No: (02) 8 247 7934 / +63 921 579 6759 (SMS/Viber)

Email: patsd@pnvsca.gov.ph

Website: www.pnvsca.gov.ph

Address: G/F Sugar Center Building, North Avenue, Diliman, Quezon City



Proposed Ordinance introduced by:

Hon. Levy Lloyd B. Orcales,
Hon. Peter C. Fianza, Hon. Fred L. Bagbagen, Hon. Faustino A. Olowan, and
Hon. Betty Lourdes F. Tabanda

**AN ORDINANCE PRESCRIBING POLICIES FOR THE
INSTITUTIONALIZATION OF A VOLUNTEER PROGRAM FOR THE CITY OF
BAGUIO AND PROVIDING MECHANISMS FOR VOLUNTEER EMPOWERMENT
AND DEVELOPMENT**

EXPLANATORY NOTE

Section 12, paragraph c of Republic Act No. 9418 or otherwise known as the “Volunteer Act of 2007” provides that local government units shall establish volunteer programs in their respective locality to promote and encourage volunteers in government and non-government programs and projects as well as enjoin all residents, whether in government service or not, to render volunteer service in social, economic and humanitarian development undertakings in the community.

DILG Memorandum Circular No. 2013-27, under section 5.3, has enunciated a policy encouraging LGUs to designate a focal person on the Volunteer and Citizenship Program (VCP). Thus, the city government of Baguio believes that it is within the context of volunteerism that good governance could greatly be enhanced if untapped human resource could be harnessed and mainstreamed into community endeavors in the different service areas of local governance. The civil society organizations, business sector, religious sector, professional groups, medical groups, or even retirees and students on vacation are a potential resource for the volunteers in the barangays and the city of Baguio, in general.

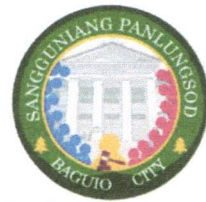
Further, the city government of Baguio recognizes that volunteers are essential for community cohesion and development where volunteerism should be promoted within the context of the fundamental rights and freedoms. More significantly, volunteers foster an enhanced sense of belongingness and community well-being that helps build resilience.

It is therefore the policy of the city government of Baguio to empower volunteers and inculcate volunteerism as a way of life which shall rekindle the time-honored tradition of *Bayanihan* to foster social justice, solidarity and sustainable community development.

NOW THEREFORE, on motion by Hon. Levy Lloyd B. Orcales, Hon. Peter C. Fianza, and Hon. Fred L. Bagbagen

**BE IT ORDAINED BY THE SANGGUNIANG PANLUNGSOD (CITY COUNCIL) IN
SESSION ASSEMBLED THAT:**

Section 1. Short Title. This Ordinance shall be known as the Baguio City Volunteer's Ordinance of 2022.

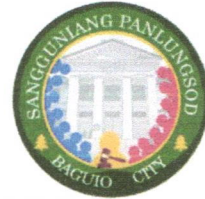


Section 2. Declaration of Policy. It is hereby declared a policy of the city government of Baguio to recognize volunteers and the very act of volunteerism as a significant driver of political, economic, and social development. It builds inclusion, ownership, solidarity, and social cohesion. Volunteerism has the potential to lead to stronger communities, capacity development and increased social capital that would eventually redound to gaining benefits from sustainable community development.

Section 3. Purpose and Coverage. The purpose and coverage of this ordinance is to establish a program for volunteers in the city of Baguio, creation of the City Volunteer's Council (CVC) prescribing guidelines for its operation, institutionalize mechanics of awards, recognition and other forms of support and assistance to volunteers and other guidelines for the effective implementation of the ordinance. This ordinance will definitely support the city government and the community at large in expanding and expediting the implementation of its programs, projects and activities that are in need of manpower augmentation at the same time stressing the significance of community volunteerism to our people and the city. Thus, the enactment of the proposed ordinance is in order.

Section 4. Definition of Terms. As used in this Ordinance, the following words shall be construed and hereby defined as:

- a. **Hazard.** a dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihood and services, social and economic disruption, or environmental damage.
- b. **Disaster.** a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.
- c. **Disaster risk reduction and management (DRMM).** It refers to the systematic process of using administrative directives, organizations, and operational skills and capacities to carry out preventive measures, implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster.
- d. **Volunteer.** refers to an individual or group who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute their personal time, effort and expertise 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.

- e. **Volunteer Agreement (VA).** is a document to be executed between the city government of Baguio and any volunteer/VMO, stipulating the extent of volunteer work, non-remuneration of work and government assistance or recognition that the city government may provide. This shall only apply to non-disaster and non-emergency-related voluntary work.
- f. **Volunteer Mobilizing Organization (VMO).** Refers to groups of individuals or organizations such as civil society organizations (CSOs) and private sector groups that mobilize volunteers. VMOs are responsible for the registration and submission of accreditation requirements, mobilization, and protection of their community volunteers. This includes Community Disaster Volunteer (CDV) Groups, but for purposes of classification VMOs shall refer to volunteer groups that responds to non-disaster, and non-emergency related voluntary services. While, CDVs shall refer to volunteer groups that specializes on emergencies and disaster response.
- g. **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 socio developmental, business or corporate orientation, commitment or conviction for the attainment of the public good and where monetary and other incentives or reward are not the primary motivating factors.

Section 5. Principles of volunteerism. Volunteerism in the city of Baguio shall be based guided by the following principles:

- a. **Volunteerism is done willingly.** Individuals must make a free choice to volunteer. If an individual is compelled, obliged or coerced, then he or she is generally not considered a volunteer.
- b. **Volunteerism is an activity or work.** Volunteering is contribution in-kind (i.e. time, skills, or services) and should be distinguished from donations in goods, cash, or other valuable items.
- c. **Volunteerism is done without pay.** Generally, volunteers are not expected to receive any kind of monetary compensation whatsoever. However, volunteers shall be entitled to recognition and other forms of appreciation for their contribution to the community.
- d. **Volunteerism is done to promote a cause or help someone outside of the volunteer's household or immediate family.** Volunteer activity is usually done to benefit the larger community, an organization representing community



interests, a public body, or the common interest. While the individual volunteer's household or family might benefit from the volunteer work, some other person outside the family should benefit as well.

- e. **Volunteerism should not be a substitute for work.** Volunteerism is a valuable way to contribute to society, but it should not be viewed as a substitute for paid work.
- f. **Volunteerism is the willingness to work with other volunteers under existing systems or mechanisms.**
- g. **Volunteer's orientation.** The volunteers should know the risks before volunteering and to take precautionary measures. Volunteers should be provided with the necessary information, training, and support by organizations and agencies to ensure their safety and well-being while volunteering.

Section 6. Registration of volunteers. Volunteers may be registered without discrimination, either as an individual, whether natural or juridical, or as a group, organization or association, whether registered or not. The city shall adopt a system of registration in accordance with guidelines as shall be established by the PNVSCA.

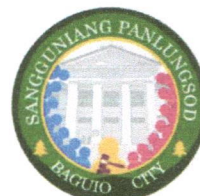
Any information provided by any volunteer individual or group, shall not be published, released or provided to any person or entity without the consent of the volunteer, save for such as may be provided or acknowledged as exceptions in the data form, application form for registration and other documents submitted by the volunteer.

Section 7. Rights of registered volunteers. The following rights must be observed for our volunteers:

- a. To have their names submitted for registration and recognition with the Philippine National Volunteer Service Coordinating Agency (PNVSCA);
- b. To be notified and called for volunteer service in accredited volunteer programs or activities in chosen areas or fields of involvement and be provided certificates of participation therein;
- c. To be included in capacity building and skill enhancement trainings and programs and be issued with certificates of completed trainings or programs;
- d. To be entitled to other benefits as may be provided by law or ordinances;
- e. Be allowed access to the volunteer network as shall be created.

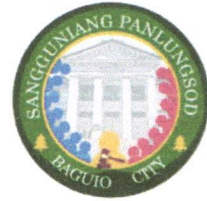
Section 8. Accreditation of Volunteer Programs and activities.

- a. Existing volunteer programs and activities of the city shall continue to be implemented and be listed in the accreditation system as may be adopted.
- b. Accreditation of new programs and activities by the Sangguniang Panlungsod shall be upon application and/or recommendation of concerned agencies, offices or instrumentalities which may require the submission of implementation agreements or commitments, including funding.



Section 9. Various Modes of Volunteerism. Volunteerism in the city of Baguio, shall be based on the field of expertise and/or fitness of the volunteer in any of the following modes:

- a. **Social services.** Volunteers may be engaged in different programs for children and the elderly, PWDs, solo parents; recreational activities like arts and music, visit to prisoners, or any other similar services;
- b. **Cultural services.** Services related to non-material benefits we obtain from ecosystems that includes aesthetic inspiration, cultural identity, sense of home, and spiritual experience related to the natural environment, among others
- c. **Capability Building.** Geared towards knowledge and skills sharing, e.g., conduct of lectures and training, seminars and workshops for free in the community;
- d. **Education services.** educational development programs like story-telling, IEC activities, free tutorial services and the like;
- e. **Health services.** Includes medical missions, feeding and lifestyle change, among others;
- f. **Environmental management.** e.g., clean-up drive, tree planting, and forest protection and preservation drive. This would also include clean-up works in public parks, roads, esteros, etc.
- g. **ICT-related services.** Volunteer work to assist in encoding/recording document, filing works, computer or ICT services;
- h. **Technical-professional services.** This includes the voluntary work extended by Professionals and/or professional groups to the city of Baguio. This may include the monitoring of buildings and structures, design and engineering, among others.
- i. **Disaster risk reduction and management (DRMM) services.** The spirit of Bayanihan is evident in Philippine society especially in times of calamities. During these challenging moments, volunteers shall provide assistance to the communities affected by disasters and calamities through various programs such as:
 - i. **Disaster Mitigation** – the lessening or limitation of the adverse impacts of hazards and related disasters.
 - ii. **Disaster Preparedness** – the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the Impacts of likely, imminent or current hazard events or conditions.

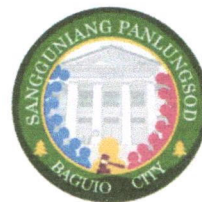


- iii. **Disaster Prevention** – the outright avoidance of adverse impacts of hazards and related disasters.
- iv. **Disaster Response** – the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.
- v. **Rehabilitation** – measures that ensure the ability of affected communities/areas to restore their normal level of functioning by rebuilding livelihood and damaged infrastructures and increasing the communities' organizational capacity. Volunteers may conduct programs to render professional health services such as consultation, tests, counselling, and debriefing to the victims of disasters who might be suffering from different health issues including psychological issues caused by trauma.
- j. Other services that may be authorized by the Local Chief Executive upon recommendation of the CVC coordinators and members.

Section 10. City Volunteer Program. There is hereby established a City Volunteer Program in the city of Baguio which shall serve as the centerpiece program to instill, promote, propagate and harness the spirit of volunteerism or *bayanihan* among the people of Baguio, to be of service to the community in the collective aspiration towards sustainable community development especially in bringing services to the most vulnerable and marginalized sectors and communities.

Section 11. Creation and Composition of the City Volunteer's Council (CVC). In order to operationalize the City Volunteer Program, there is hereby established a City Volunteer's Council (CVC) and shall be composed of, but not be limited to the following:

Chairperson:	Local Chief Executive
Vice Chairperson:	Any of the members of the Sangguniang Panlungsod to be determined by the city Mayor through an Executive Order
Coordinators:	Social Sector – Office of the City Social Welfare (OCSWDO); Environment Sector – City Environment and Parks Management Office (CEPMO); Health Sector – City Health Services Office (CHSO); DRRM – City Disaster Risk reduction and Management Office (CDRRMO); Education – Baguio Division Office, Department of Education Peace and Order – Baguio City Police Office (BCPO) LGU Employees rendering volunteer work – City Human Resource Management Office (CHRMO)
Members:	CMO, Special Services Division (Barangay Affairs) City Youth Development Office



ALL accredited volunteer mobilizing organization (VMO)
ALL accredited community disaster volunteers groups (CDV)
Baguio City Public Information Office
Other agencies/offices as may be deemed necessary

Section 12. Secretariat. The CDRRMO shall serve as the Secretariat of the City Volunteer's Council (CVC) to oversee the effective implementation of this ordinance. The secretariat may also be rotated among the council coordinators as may be deemed necessary.

Section 13. Duties and Functions of the CVC. The City Volunteer's Council (CVC), shall perform the following duties and functions:

- a. Mainstream volunteerism in local development plans, policies and budget;
- b. Conduct systematic information & education campaign on the City Volunteer Program in the entire city for effective recruitment
- c. Prepare a system of accreditation of volunteers and volunteer groups;
- d. Formulate and develop a City Volunteer Plan and City Volunteer Investment Program;
- e. Prepare a Manual of Operations for the CVC;
- f. Create a database of volunteers coming outside Baguio and establish a systematic arrangement and communication with these volunteers who wish to render volunteer work in Baguio city.
- g. Maintain a systematic profile and database of locally available and city volunteers and provide a list of the same for registration with the Philippine National Volunteer Service Coordinating Agency (PNVSCA).
- h. Implement matching of volunteers with the existing demands or gaps in local government program implementation based on the approved capacity development agenda, executive-legislative-CSO agenda, local development investment plan, and the annual investment plan, among others.
- i. Enhance and strengthen linkages among and between various volunteer groups and client communities;
- j. Encourage local companies/agencies/schools/establishments to set up volunteer programs as part of their Corporate Social Responsibility (CSR);
- k. Recommend legislation, policies, programs, and appropriations concerning volunteer service plans and programs;
- l. Produce appropriate materials related to volunteerism including but not limited to audio-visual materials, programs, and other promotional materials;
- m. Ensure that a Volunteer Agreement (VA) is executed between a volunteer/volunteer group and the city government is executed before deployment to render voluntary services for proper recording and/or monitoring.
- n. Implement the volunteer's recognition program, incentives system and other programs for volunteer welfare and development.
- o. Monitors and assess volunteer/s performance and contribution to local development, and
- p. Performs other duties and responsibilities as may be assigned by the local chief executive.



Section 14. Technical Working Group. The TWG shall be composed of the designated personnel of the sectoral Coordinators to facilitate the preparation, coordination, implementation, and monitoring of the City Volunteer Plan and Investment Program, the preparation of the Council's Manual of Operations, and other deliverables of the Council. The TWG shall be headed by the Secretariat of the Council.

Section 15. Establishment of Sectoral City Volunteer Desks. All council members are encouraged to establish their respective volunteer desks to facilitate the registration, accreditation, and mobilization of their volunteers and facilitate the coordination of the City Volunteers activities.

Section 16. Guidelines for Volunteer's accreditation. The following minimum guidelines shall govern the accreditation of volunteers and volunteer groups in the city of Baguio:

- a. **General requirement.** No discrimination to those who are willing and able to perform volunteer service. Anyone can be a volunteer. However, minors shall secure parental consent, to be allowed for deployment/assignment. All volunteers shall execute a Volunteer Agreement (VA) with the city government of Baguio to ensure proper matching and orientation prior to deployment or assignment. However, the VA shall no longer be applicable to CDVs as first responders to disasters, calamities and other emergencies. The length of services that the volunteer may contribute shall be discussed and negotiated with the CVC focal person. The same shall be indicated in the VA before the deployment.
- b. **Applicability.** Anyone residing in Baguio, willing to volunteer and be equipped with proper skills can be volunteers to include volunteers from other localities but must be subjected under the instruction of the city government, through the CVC coordinators.
- c. **Prohibitions.** Unless otherwise provided in the terms of their deployment/assignment, volunteers are prohibited to perform the following:
 - i. Having access to confidential or classified information unless authorized by proper offices;
 - ii. Having such volunteer services credited as government service and availing themselves of retirement benefits for government employees. Voluntary service is above official government functions;
 - iii. Having solicitation activities while performing official volunteer service;
 - iv. Having partisan political activities while performing official volunteer service; and,
 - v. Requesting for any pecuniary benefits such as honoraria, allowances and other emoluments, except those identified awards, incentives, assistance and recognition as provided hereof.



- d. **Accreditation for Community Disaster Volunteers (CDVs).** Community Disaster Volunteers (CDVs) shall be accredited in accordance with the provisions of Republic Act No. 10121 or the Philippine Disaster Risk Reduction and Management Act of 2010 and City Ordinance 98, series of 2019, prior to their mobilization or deployment.

As stipulated under R.A No. 10121, the agencies, CSOs, private sector, and LGUs concerned shall take full responsibility for the enhancement, welfare and protection of volunteers, and shall submit the list of volunteers to the OCD, through the CDRRMO, for accreditation and inclusion in the database of community disaster volunteers.

- e. **Volunteer orientation and seminars.** The CVC shall provide proper orientation to all volunteers to include the coverage of the city's volunteer program, as provided in this ordinance. Additionally, the CVC shall also conduct volunteer empowerment seminars and other related activities for continuing capability development of all volunteers.
- f. **Deployment.** Volunteers shall be assigned to projects in the communities of their choice or the project/office which needs their services under the supervision of the concerned LGU office or barangay council, as applicable. The CVC may also specifically request for the services of volunteers on specific programs, projects and activities, provided that it is with the acceptance of identified volunteers/VMO. However, if certain tasks are covered with government funding, such shall no longer be considered as voluntary service. Volunteer service shall not be equated to glorified unpaid labor with actual approved funding.
- g. **Monitoring and Supervision.** Host department or barangay shall directly oversee the volunteers under their supervision, while the CVC shall monitor the volunteer assignment through after-deployment reports submitted by the volunteers and the host department or barangay.
- h. **Delistment – any volunteer who is no longer active in rendering volunteer in the city of Baguio, as supported by the updated list of volunteers by the Volunteer Council, by reasons of voluntary delistment, inactivity and other reasons, upon recommendation from the CVC shall no longer be eligible for any of the awards, recognitions, assistance and other benefits as provided in this ordinance.**

Section 17. Awards, recognition and other government support/assistance for Volunteers.

All accredited volunteers shall be duly recognized and supported by the city government of Baguio through the following mechanisms, but shall not be limited to:

- a. Volunteers who have successfully finished their term of engagement shall be provided with a certificate of recognition by the CVC after due recommendation from the CVC focal person.



- b. The KAM-MAL AWARD FOR VOLUNTEERS, in the form of an official medallion shall be awarded to exemplary volunteers, CDVs and VMOs. The conferment shall be done in a simple yet meaningful ceremony on December 5 of every year thereafter, coinciding with the Celebration of the International Volunteer Day.
- c. The city government of Baguio shall extend assistance to CDVs in the form of medical assistance, insurance coverage, burial assistance and other forms of government support as applicable. CDVs shall also be provided with free medical kit and/or disaster kit from the city government subject to the availability of funds and in compliance with subsisting government rules and issuances. In case of death of a member of any ACDV while doing volunteer work under LGU deployment, the bereaved family should be provided with AICS support to cater to their immediate needs.
- d. Volunteers who successfully finished their term of engagement and after due approval of the CVC may recommend to the OCSWDO one immediate family member (son or daughter) for consideration on the grant of the BCEFAG or Gawad Lingap program under the Deped Division Office Baguio.
- e. CDVs and other volunteers shall be provided free consultation, counselling, and debriefing after conducting voluntary work related to disaster response, recovery operations and other similar activities or as needed by volunteers.
- f. Provision of trainings and programs for volunteers and volunteer groups, meal allowance, use of government vehicles and facilities for free provided that it is related to volunteer service not private functions;
- g. The CVC may refer certain volunteers who has rendered volunteer work in the city of Baguio for possible employment opportunities whether public or private;
- h. Other forms of recognition, assistance and support mechanism as approved by the LCE through the recommendation of the CVC.

Section 18. Baguio Volunteer's Day. The City Volunteer Council shall ensure the observance of the Volunteer's Day every 5th day of December in consonance with the International Volunteer Day. A volunteer's summit shall also be conducted that shall serve as a chance for individual volunteers, communities and organizations to share their contributions to development at the local, national or international levels. An appropriate program shall be designed by the CVC, which would include the conferment of awards to volunteers and such other activities as approved by the CVC.

Section 19. Review and monitoring. – Within three (3) years after the effectivity of this Ordinance, or as the need arises, the CVC shall conduct a volunteers' review. This review shall



mean a systematic evaluation of the accomplishments and impact of this Ordinance. All reports of the CVC shall also be submitted to the DILG Local Government Operations Officer.

Section 20. - Appropriations. - There is hereby appropriated the initial amount of Five Hundred Thousand Pesos (Php 500,000.00) for the implementation of this ordinance that can be sourced from any available fund.

Section 21. - Formation of Implementing Rules and Regulations (IRR). - Within one (3) months after the approval of this Ordinance, the City Volunteers sectoral coordinators or the CDRRM Office in coordination with the CVC shall formulate the implementing rules and regulations of this Ordinance.

Section 22. - Separability Clause - The provisions of this ordinance are hereby declared to be separable and in the event one or more of such provisions are held unconstitutional, the validity of the other provisions shall not be affected thereby.

Section 23. - Repealing Clause. - All ordinances, order, and all other government issuances which are inconsistent with this Ordinance, shall be deemed repealed.

Section 24. - Effectivity. - This ordinance shall take effect immediately upon its approval.

UNANIMOUSLY APPROVED.

Respectfully submitted to the City Secretary for the inclusion in the agenda.

LEVY LLOYD B. ORCALES
City Councilor

PETER C. FIANZA
City Councilor

FRED L. BAGBAGEN
City Councilor

FAUSTINO A. OLOWAN
City Vice Mayor

BETTY LOURDES F. TABANDA
City Councilor



Republic of the Philippines
QUEZON CITY COUNCIL

Quezon City
22nd City Council

PO22CC-156

60th Regular Session

ORDINANCE NO. SP- **3281**, S-2024

AN ORDINANCE ADOPTING AND IMPLEMENTING REPUBLIC ACT NO. 9418, OR THE "VOLUNTEER ACT OF 2007," IN QUEZON CITY, TO BE LOCALLY KNOWN AS THE "BAYANIHANG QC," PROVIDING FUNDS THEREFOR, AND FOR OTHER PURPOSES

Introduced by Councilor ATTY. ANTON L. REYES

Co-Introduced by Councilors Bernard R. Herrera, Tany Joe "TJ" L. Calalay, Dorothy A. Delarmente, M.D., Joseph P. Juico, Nikki V. Crisologo, Charm M. Ferrer, Fernando Miguel "Mikey" F. Belmonte, Candy A. Medina, Aly Medalla, Dave C. Valmocina, Tatay Rannie Z. Ludovica, Godofredo T. Liban II, Kate Galang-Coseteng, Geleen "Dok G" G. Lumbad, Albert Alvin "Chuckie" L. Antonio III, Don S. De Leon, Wencerom Benedict C. Lagumbay, Edgar "Egay" G. Yap, Imee A. Rillo, Irene R. Belmonte, Nanette Castelo-Daza, Marra C. Suntay, Joseph Joe Visaya, Alfred Vargas, MPA, Ram V. Medalla, Shaira "Shay" L. Liban, Aiko S. Melendez, Mutya Castelo, Maria Eleanor "Doc Ellie" R. Juan, O.D., Kristine Alexia R. Matias, Eric Z. Medina, Emmanuel Banjo A. Pilar, Vito Sotto Generoso, Victor "Vic" Bernardo, Jose Maria M. Rodriguez and Jhon Angelli "Sami" C. Neri

WHEREAS, Section 2 of Republic Act No. 9418, otherwise known as the "Volunteer Act of 2007" 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."

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WHEREAS, Section 12(c) of the abovementioned Act mandates that:

"LGUs shall establish volunteer programs in their respective offices to promote and encourage volunteering in government programs and projects as well as enjoin government employees to render volunteer service in social, economic and humanitarian development undertakings in the community."

WHEREAS, DILG Memorandum Circular No. 2013-27 provides that "There shall be in each LGU, a Volunteer and Citizenship Desk that will be set up as coordinator of the VCP [Volunteer and Citizenship Programs] at the LGU level".

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED:

SECTION 1. SHORT TITLE. – This Ordinance shall be known as the "Bayanihang QC Ordinance."

SECTION 2. GUIDING PRINCIPLES. – This Ordinance is in pursuit of the declaration in Republic Act No. 9418 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."

SECTION 3. STATEMENT OF GOALS AND OBJECTIVES. – Guided by the aforementioned principles, Quezon City, in full accord with the National Government, carries out the policy of volunteerism and shall pursue the attainment of the following goals and objectives:

- a) provide a policy framework on volunteerism that shall underscore the fundamental principles necessary to harness and to harmonize the broad and diverse efforts of the volunteer sectors in the Country into an integrative and effective partnership for local and national development, and for international cooperation and understanding;
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- b) *provide a conducive and enabling environment for volunteers and volunteer service organizations by setting mechanisms to protect volunteers' rights and privileges, and to give due recognition to highlight their roles and contributions to the society;*
- c) *provide an effective institutional mechanism to strengthen the role of the Philippine National Volunteer Service Coordinating Agency (PNVSCA) in performing its mandate, and in overseeing the implementation of this Act; and*
- d) *institutionalize this development strategy by strengthening volunteerism in Quezon City through the establishment of the volunteer and citizenship program of Quezon City, to be publicly known as the "Bayanihang QC."*

SECTION 4. DEFINITION OF TERMS. – For purposes of this Ordinance, the following definitions provided by Republic Act No. 9418 are hereby adopted, to wit:

- a) **Volunteerism** – refers to an act involving a wide range of activities, including traditional forms of mutual aid and development interventions, that provides an enabling and empowering environment both on the part of the beneficiary receiving and on the part of the volunteer rendering the act undertaken for reasons arising from socio-developmental, business or corporate orientation, whereby commitment of conviction or reward is not the primary motivating factor.
- b) **Volunteer** – refers to an individual or group who for the reasons arising from their social development, business and corporate orientation, and commitment or conviction, contributes time, service and resources whether on full-time or on 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 the public interest, as well as to themselves.
- c) **Volunteer Service Organization** – refers to a local or foreign group that trains, deploys, and supports volunteer workers, in programs and/or projects implemented by it or by other organizations, or any group that provides services and resources, including, but not limited to, information, capability building, advocacy and networking for attainment of the common good.

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- d) **Volunteer Sector** – refers to those sectors of the Philippine society that organize themselves into volunteers to take advocacy and action primarily for local and national development, as well as international cooperation and understanding.

SECTION 5. PRINCIPLES AND STANDARDS FOR VOLUNTEERING FOR DEVELOPMENT. – The three Pillars of volunteering for development standards set forth in the Global/Philippine Standards for Volunteering, namely (a) community-focused volunteering, (b) impactful volunteering, and (c) responsible volunteering, are hereby adopted. These Pillars serve as the backbone for the development intervention involving volunteers. It is from these that the development plans are measured for their effectiveness and responsiveness to the situation being addressed.

SECTION 6. OPERATIONAL STRUCTURES. – A policy and advisory body under the City Development Council and an implementation arm to oversee the implementation of this Ordinance shall be established:

- 6.1 **Local Volunteer Committee (LVC)** – An inter-agency and multi-sector group that shall propose policies and that shall provide advisory services to the implementing office. It shall ensure that volunteer policies and programs are integrated in the local development plans and it shall oversee the implementation of these policies and plans. The LVC shall also:
- a. formulate and recommend policies on volunteerism that shall underscore the fundamental principles necessary to harmonize the broad and diverse efforts of the volunteer sector in Quezon City into an integrative and effective partnership for local and national development;
 - b. formulate and recommend coordination and implementation guidelines of volunteerism initiatives, to ensure a holistic volunteerism approach, and to ensure the mainstreaming of volunteerism in all the stages of the development planning cycle. The coordination guidelines shall cover and integrate the existing national and local volunteer-related issuances, such as PD 1569, RA 7883, EO 788, RA 10121, RA 10707, PP 643 s. 2004 and CSC MC No. 23;
 - c. identify the classification of citizen volunteers into public sector, people's organizations, civil society organizations, professionals, reservists, youth, indigenous peoples, persons with disabilities, senior citizens, women, and others;

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- d. identify and develop the types and modalities/commitment of volunteer work which include, but are not limited to: (1) One-shot commitment, (2) Short-term commitment, and (3) Long-term commitment;
- e. identify incentive packages to volunteers, as far as practicable, which may include, but is not limited to, allowance, insurance, and training, in view of further promoting the value of volunteerism;
- f. review the implementation of volunteering initiatives of the LGUs in Quezon City; and
- g. provide overall direction in the implementation of this Ordinance.

The LVC shall be composed of the **Local Chief Executive** as the **Chairperson and Presiding Officer**, the City Administrator as **Co-Chairperson**, the head of the Human Resource Management Department as **Vice-Chairperson**, Heads of relevant local departments, Chairpersons of relevant Committees of the City Council, and Private sector (CSO, Business, or Voluntary Sector) representatives, as **Members**.

6.2 A Coordinating and Implementing team to be known as the Bayanihang QC Core Team will be formed under the Human Resource Management Department. It is tasked to:

- a. take care of the day-to-day operations of the whole program, and implement its specific projects/activities;
- b. collaborate with PNVSCA in building volunteerism statistics which shall include, among others, the setting-up of a mechanism for the creation and regular updating of a comprehensive database/directory involving organizations in the social development sector; and submit the statistical report/s on volunteer mobilization on a quarterly basis;
- c. collaborate with research institutions and the academe for the conduct of researches on volunteerism towards an evidence-based policy formulation;
- d. establish and maintain a local network of volunteer organizations, and serve as a liaison between and among local and national, and private and public, voluntary organizations;

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- e. develop and implement prototypes and models of volunteering to serve as a local learning hub for other LGUs, institutions, communities and barangays;
- f. provide, in collaboration with training institutions such as the LGA and the DILG-LGRRCs of the VCP, technical services and support for capability building of implementing departments of the Quezon City government, and of volunteers or volunteer organizations in Quezon City and in its barangays, and communities;
- g. undertake advocacy for the promotion and recognition of volunteerism as a tool for development in Quezon City;
- h. build a strong partnership between the government and private sector in implementing development programs and projects;
- i. create awareness on the volunteer programs of Quezon City and the national government;
- j. engage the volunteer assistance of the private sector in the implementation of government programs and projects for stronger partnership between and among the stakeholders;
- k. encourage local companies to set up volunteer program as part of their corporate social responsibility;
- l. develop and establish a system of registration and networking to improve coordination of volunteers and volunteer service organizations;
- m. maintain a profile and database of locally available volunteers and volunteer service organizations in Quezon City;
- n. establish a platform for the matching of volunteers with the existing demands in the barangays or communities in Quezon City, based on the capacity of volunteers vis-a-vis the development agenda;
- o. serve as convergence points for all the volunteer programs of the following, in order to ensure the complementation of their volunteering efforts:

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- o.1 all National Service Training Program service components of the public and the private higher education institutions;
 - o.2 Armed Forces of the Philippines Reserve Command;
 - o.3 registered volunteers and/or volunteer service organizations;
 - o.4 foreign volunteer organizations;
- p. serve as the Secretariat of the LVC, and as such, the Office shall:
 - p.1 monitor and consolidate the implementation reports of the local departments, and provide quarterly feedbacks to the LVC;
 - p.2 prepare an annual volunteerism report to be included in the State of the City Address delivered annually by the LCE;
 - p.3 prepare meeting agenda;
 - p.4 prepare and keep records of meeting; and
 - p.5 schedule regular meetings in coordination with the Chairperson.

SECTION 7. ROLE AND MODALITIES OF VOLUNTEERISM BY CITIZENS. – For purposes of this Ordinance, the Local Volunteer Committee (LVC) shall identify and develop the types, modalities, and schemes of volunteerism, pursuant to Section 6.1(d) hereof.

7.1 The types of volunteer assistance shall include, but is not limited to, the following:

- a) **Professional** – if volunteers provide assistance based on their professional or technical expertise.
- b) **Non-Professional** – if volunteers provide assistance to projects and activities that are aligned with their personal interests or causes, and which may or may not be linked with their technical expertise. (e.g. tree planting, house build, feeding program, etc.)

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The modalities/ schemes of volunteerism shall include but is not limited to the following:

- i **One-time volunteer commitment** – if interested volunteers are mobilized for 1 day to 1 week volunteer work, such as clean up drives, distribution of relief goods, involvement in election watch, building of houses, etc.
- ii **Short-term commitment** – if it involves volunteer work that continuously runs for less than 3 months. (e.g. teach-in, medical missions, etc.)
- iii **Long-term commitment** – if it involves volunteer work which is a continuous project that runs for more than 3 months.

SECTION 8. ROLE AND MODALITIES OF VOLUNTEERISM BY FOREIGN VOLUNTEER ORGANIZATION. – For purposes of this Ordinance, the provisions of Republic Act No. 9418 regarding the matter is hereby adopted. Volunteerism by foreign volunteer organization includes, but is not limited to, providing technical assistance not locally accessible in priority development areas within the framework of technical cooperation and understanding. Volunteer placements by International Volunteer Service Organizations shall be coordinated with the volunteerism implementing office of Quezon City.

SECTION 9. IMPLEMENTING RULES AND REGULATIONS. – Within 90 days from the promulgation of this Ordinance, the necessary rules and regulations for the proper implementation of its provisions shall be formulated by the appropriate departments in coordination with the Social Services Development Department and the Barangay and Community Relations Department.

SECTION 10. INFORMATION EDUCATION. – Upon the enactment of this Ordinance, a grace period will be given for massive information education on the Implementing Rules and Regulations or Guidelines to all stakeholders.

SECTION 11. FUNDING. – Funds shall be appropriated for the effective implementation of this Ordinance and shall be determined and provided for in the Implementing Rules and Regulations to be formulated within 90 days from the promulgation of this Ordinance.

SECTION 12. SEPARABILITY CLAUSE. – If any provision of this Ordinance is held unconstitutional or invalid, the other provisions not affected thereby shall continue in operation and shall remain in full force and effect.

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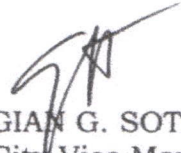
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SECTION 13. REPEALING CLAUSE. – All other ordinances, orders, issuances, rules and regulations which are inconsistent with the provisions of this Ordinance are hereby repealed, amended or modified accordingly.

SECTION 14. EFFECTIVITY CLAUSE. – This Ordinance shall take effect immediately upon its approval.

ENACTED: April 29, 2024.


GIAN G. SOTTO
City Vice Mayor
Presiding Officer

ATTESTED:


ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)

APPROVED: JUN 10 2024


MA. JOSEFINA G. BELMONTE
City Mayor

CERTIFICATION

This is to certify that this Ordinance was APPROVED by the City Council on Second Reading on April 29, 2024 and was PASSED on Third/Final Reading on May 6, 2024.


ATTY. JOHN THOMAS S. ALFEROS, III
City Government Department Head III
(City Council Secretary)



Republic of the Philippines
Department of Economy, Planning, and Development
Philippine National Volunteer Service Coordinating Agency

LGU Volunteerism Focal Person (VFP) Designation Form

Local Government of _____

Province: _____

Region: _____

Designated focal person on volunteerism

Name: _____

Designation: _____

Department: _____

Telephone numbers: _____

Email address: _____

Designated technical staff on volunteerism

Name: _____

Designation: _____

Department: _____

Telephone numbers: _____

Email address: _____

Approved by:

Name and designation of approving officer

G/F, SUGAR CENTER BUILDING, NORTH AVENUE, DILIMAN, QUEZON CITY, PHILIPPINES
Tel. Nos. +63(2) 3 454-8797, +63(2) 8 927-6847 • TeleFax No. +63(2) 8 247-7934 • Mobile No. +63 9215796759
Email: info@pnvsca.gov.ph • Website: <http://www.pnvsca.gov.ph>
Facebook: <https://www.facebook.com/PNVSCA>
LinkedIn: <https://www.linkedin.com/company/philippine-national-volunteer-service-coordinating-agency>

Republic of the Philippines
Province of [Name]
[City/Municipality] of [Name]
OFFICE OF THE SANGGUNIANG [PANLALAWIGAN/PANLUNGSOD/BAYAN]

Caption
Appears on the top of the ordinance and states the name of the LGU

[Provincial/City/ Municipal] Ordinance No. [Number]
Series of [Year]

Title
States the number of the ordinance and the official name of the ordinance

AN ORDINANCE ADOPTING AND IMPLEMENTING REPUBLIC ACT NO. 9418 IN
THE [PROVINCIAL/CITY/MUNICIPAL] GOVERNMENT OF [NAME]

WHEREAS, Section 2 of Republic Act No. 9418 otherwise known as the "Volunteer Act of 2007" 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 organization in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and internationally 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;

WHEREAS, Section 12 (c) of the abovementioned mandates that:
"LGUs shall establish volunteer programs in their respective offices to promote and encourage volunteering in government programs and projects as well as enjoin government employees to render volunteer in social, economic and humanitarian development undertaking in the community;"

WHEREAS, [...]

NOW, THEREFORE, BE IT ORDAINED BY THE SANGGUNIANG [PANLALAWIGAN/PANLUNGSOD/BAYAN], IN SESSION
DULY ASSEMBLED, THAT:

Ordaining or enacting clause
States the name of the local legislative body that exercises the power to legislate and make the order

SECTION 1. Title. This ordinance shall be known as the "An Ordinance Adopting and Implementing Republic Act No. 9418 in the [Provincial/City/Municipal] Government of [Name]"

Body
Contains the substantial provisions of the ordinance

SECTION 2. Guiding Principles. This Ordinance is in pursuit of RA 9418's declaration 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 way of life shall rekindle in every Filipino the time honored tradition of bayanihan to foster social justice, solidarity and Sustainable development".

The body is divided into different articles and sections

SECTION 3. Statement of Goals and Objectives. Guided by the aforementioned principles, the Local Government Unit (LGU) of [Name], in full accord with the National Government thrust of carrying out the policy of volunteerism, shall pursue the attainment of the following goals and objectives.

- a) To 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 sector in the country into an integrative and effective partnership for local and national development as well as international cooperation and understanding.
- b) To provide a conducive and enabling environment for volunteers and volunteer service organizations by setting mechanisms to protect volunteers' rights and privileges and give due recognition to highlight their roles and contribution to society.
- c) To provide an effective institutional mechanism to strengthen the role of the Philippine National Volunteer Service Coordinating Agency (PNVSCA) to perform its mandate and to oversee the implementation of this act.
- d) To institutionalize this development strategy by strengthening volunteerism in the [province/city/municipality] through the establishment of the volunteer and citizenship program of the Local Government Unit (LGU) of [Name] to be publicly known as the "[Name] Volunteerism Program".

SECTION 4. Definition of terms. For purposes of this ordinance, the following definitions provided by RA 9418 are hereby adopted, to wit:

- a) "Volunteerism" - refers to an act involving a wide range of activities, including traditional forms of mutual aid and development 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 socio-developmental, business or corporate orientation, commitment of conviction or reward are not the primary motivating factors.
- b) "Volunteer" - refers to an individual or group who for the reasons arising from their socio development, 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 believe that their activity is mutually meaningful and beneficial to public interest as to themselves.
- c) "Volunteer Service Organization" - refers to local or foreign group that result, trains, deploy, and supports volunteer workers to programs and project implemented by them or by other organization or any group that provides services and resources, including but not limited to information, capability building, advocacy and networking for attainment of the common good.
- d) "Voluntary Sector" - refers to those sectors of the Philippines society that organizes themselves into volunteers to take advocacy and action primarily for local and national development as well as international cooperation and understanding.
- e) "Volunteering Infrastructure" is an enabling environment, operational structures and implementation capacities to promote volunteerism, mobilize volunteers and support them in their work. The enabling environment includes the body of policies and laws that protect volunteers and provide incentives for volunteer action. Operational structures include schemes through which volunteers are mobilized, deployed and supported. Implementation capacities include functional and technical resources of volunteer organizations to adapt to changing circumstances, function at high standards of efficiency and achieve results.

SECTION 5. Principles and Standards for Volunteering for Development. The three pillars of volunteering for development standards set forth in the Global/Philippine Standards for Volunteering, namely, (a) community-focused volunteering; (b) impactful volunteering; and (c) responsible volunteering are hereby adopted. These pillars serve as the backbone for the development intervention involving volunteers. It is from these that the development plans are measured for its effectiveness and responsiveness to the situation being addressed.

SECTION 6. Operational Structures. A policy and advisory body under the Provincial Development Council and an implementation arm to oversee the implementation of this Ordinance shall be established:

(6.1) Local Volunteer Committee (LVC) - is an inter-agency and multi-sector group that shall propose policies and provide advisory services to the implementing office. It shall ensure that policies and programs that engage volunteers are integrated in the local development plans, and oversees the implementation of the policies and plans. Specifically, the LVC shall:

- a. Formulate and recommend policies on volunteerism that shall underscore the fundamental principles necessary to harmonize the broad and diverse efforts of the voluntary sector in the country into an integrative and effective partnership for local and national development as well as international cooperation and understanding;
- b. Formulate and recommend coordination and implementation guidelines of volunteerism initiatives to ensure a holistic volunteerism approach and the mainstreaming of volunteerism in all the stages of the development planning cycle. The coordination guidelines shall cover, among others, mechanisms of integrating existing national and local volunteer-related issuances such as PD 1569, RA 7883, EO 788, RA 10121, RA 10707, PP 643 s. 2004 and CSC MC No. 23.
- c. Identify and develop modalities and schemes for volunteering of its citizens which may be classified as: public sector, people's organizations, civil society organizations, professionals, reservists, youth, indigenous peoples, persons with disabilities, senior citizens, women, and others;
- d. Identify incentive package to volunteers, as far as practicable, which may include, but not limited to allowance, insurance, and training with the end in view of further promoting the value of volunteerism; and
- e. Review the implementation of volunteering initiatives of the LGU and provide overall direction in the implementation of this Act.

The LVC shall be composed of the Local Chief Executive as the Chairperson and Presiding Officer, a Co-chairperson from the Private Sector (CSO, Business or Voluntary Sector) as Co-Chairperson, the head of the implementing office as Vice Chairperson and heads of relevant local departments, Chairpersons of relevant Committees of the Provincial/City/Municipal Council and private sector representatives as members.

(6.2) A Coordinating and Implementing Office to be known as _____

- a. Takes care of the day to day operation of the Office/Center and implements its specific programs/activities;
- b. Collaborates with PNVSCA in building volunteerism statistics which shall include, among others, the setting-up of a mechanism for the creation and regular updating of a comprehensive database/directory of involving and engaging organizations in the social development sector; and the submission of statistical report/s on volunteer mobilization on a quarterly basis;
- c. Collaborates with research institutions and the academe for the conduct of researches on volunteerism towards an evidence-based policy formulation;
- d. Establishes and maintains a local network of volunteer organization and serve as a liaison between and among local and national, private and public voluntary organization;
- e. Develops and implements prototypes and models of volunteering to serve as a local learning hub for other LGUs, institutions, communities and barangays;

- f. Provides technical services and support for capability building of implementing departments and LGUs on volunteer management and in collaboration with the training institutions training for volunteers and volunteer organizations in the municipalities/cities, barangay and communities;
- g. Convenes regularly a TWG with the local (cities and municipalities) Volunteer Focal Persons as members to facilitate vertical alignment of policies, plans and programs;
- h. Undertakes advocacy for the promotion and recognition of volunteerism as a tool for development in the municipalities and cities and facilitate the designation of Volunteerism Focal Offices/Persons (VFPs) for each component town and city;
- i. Establishes platform for implementing matching of volunteers with the existing demands or gaps at the local government based on the capacity of development agenda;
- j. Serves as convergence points for all volunteering efforts of:
 - All National Service Training Program service components of public and private higher education institutions to ensure the complementation of volunteering efforts
 - Boy Scouts of the Philippines
 - Armed Forces of the Philippines Reserve Command
- k. As the Secretariat of the LVC, the Office shall:
 - Monitor and consolidate implementation reports of the local departments, partners and municipalities/cities and provides quarterly feedback to the LVC.
 - Prepare an annual volunteerism report to be included in the _____ (Provincial, City, Municipal) and State of _____ (Provincial, City, Municipal) Address delivered annually by the LCE.
 - Prepare meeting agenda
 - Prepare and keep records of meeting
 - Schedule regular meetings in coordination with the Chairperson

SECTION 7. Role and Modalities of Volunteerism by Foreign Volunteer Organization. For purposes of this Ordinance, the provision in RA 9418 regarding the matter is hereby adopted. Volunteerism by foreign volunteer organization includes, but not limited to provision of technical assistance not locally accessible in priority development areas within the framework of technical cooperation and understanding. Volunteer placements by the International Volunteer Service Organizations shall be coordinated with the volunteerism implementing office of the LGU.

SECTION 8. Implementing Guidelines. Proper compliance monitoring will be done by the implementing office after formulating rules and regulations in consultation with different stakeholders after the enactment of this Ordinance.

SECTION 9. Information Education. Upon the enactment of this Ordinance, a grace period will be given for massive information education on the implementing rules and regulations or guidelines to all stakeholders.

SECTION 10. Funding. Funds shall be appropriated for the effective implementation of this ordinance.

SECTION 11. Separability Clause. If any section or part of this ordinance is held unconstitutional or invalid, the other sections or provisions not otherwise affected shall remain in full force or effect.

SECTION 12. Repealing Clause. All other ordinances, orders, issuances, rules and regulations, which are inconsistent with the provisions of this ordinance are hereby repealed, amended or modified accordingly.

SECTION 13. Effectivity. This Ordinance shall take effect immediately upon its approval.

Effectivity clause

States the date of effectivity of the ordinance

ENACTED: [Day] [Month] [Year]

Date

states the date when the ordinance was passed by the Sanggunian

[SIGNATURE]
[PRINTED NAME]
[City/Municipal] Vice Mayor
Presiding Officer

Signatures

Three signatures can be seen in an ordinance, except in a barangay ordinance:

- (1) Sangguniang Secretary;
- (2) Sangguniang Presiding Officer; and
- (3) LCE

ATTESTED:

[SIGNATURE]
[PRINTED NAME]
[City/Municipal] Secretary

APPROVED:

[SIGNATURE]
[PRINTED NAME]
[City/Municipal] Mayor