



Republic of the  
Philippines  
OFFICE OF THE SANGGUNIANG BAYAN  
Municipality of Bongabong  
Province of Oriental Mindoro



EXCERPTS FROM THE MINUTES OF THE FIFTY EIGHT (58<sup>TH</sup>) REGULAR SESSION OF THE 11<sup>TH</sup> SANGGUNIANG BAYAN OF BONGABONG, ORIENTAL MINDORO HELD ON SEPTEMBER 25, 2023 AT THE EXECUTIVE AND LEGISLATIVE BUILDING, POBLACION BONGABONG, ORIENTAL MINDORO

**PRESENT:**

Hon. RICHARD S. CANDELARIO	Vice-Mayor Presiding Officer
Hon. JAYSON M. BARCELONA	Member
Hon. DOLORES U. DE GALA	Member
Hon. NIÑO G. LIWANAG	Member
Hon. VICTORIA BAES-PADULLO	Member
Hon. JOHN MICHAEL K. MALALUAN	Member
Hon. ALFONSO A. MONTALBO, DMD	Member
Hon. EVELYN B. ALEA	Member
Hon. AZOR G. MAMENG	Liga ng mga Barangay President
Hon. LOVELY MAE A. ANULAO	S. K. Municipal Federation Vice-President
Hon. MATIGON T. SULIGAN	Indigenous People Mandatory Representative

**ABSENT:**

Hon. MAYNARD M. PANGANIBAN	Member
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**MUNICIPAL ORDINANCE NO. 2023-04**  
Series of 2023

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MATIGON T. SULIGAN

**AN ORDINANCE ESTABLISHING A MUNICIPAL VOLUNTEER PROGRAM FOR SUSTAINABLE RURAL DEVELOPMENT IN THE MUNICIPALITY OF BONGABONG, PRESCRIBING POLICIES, ESTABLISHING GUIDELINES FOR OPERATIONS, PROVIDING FOR INCENTIVES SYSTEM FOR VOLUNTEERS, ORGANIZING THE INSTITUTIONAL MECHANISMS FOR IMPLEMENTATION THEREOF, AND FOR OTHER RELATED PURPOSES**

**WHEREAS**, RA 9418, also known as the Volunteer Act of 2007 provides in Section 12(c) that local government units 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**, Civil Service Commission Memorandum Circular No. 23 dated December 04, 2012 enjoins, among others, heads of agencies to establish and implement

volunteer programs on top of the agencies' regular mandate and functions, to promote the value of volunteerism in the public sector;

**NOW THEREFORE**, pursuant to the above-cited legislative frameworks and believing in the innate spirit of bayanihan in every Bongabonense-

**BE IT ORDAINED** by the 11th Sangguniang Bayan of Bongabong, Oriental Mindoro in session assembled that:

**Section O1. Short Title.** This Ordinance in its short form shall be known, referred to and cited as the Bongabong Municipal Volunteerism Ordinance of 2023.

**Section O2. Declaration of Policy.** It is hereby the declared policy of the municipal government to recognize volunteerism as a significant driver of political, economic, and social development. Because 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 rural development.

The municipal government also recognizes that volunteerism should be promoted within the context of the fundamental rights and freedoms of citizens and the various marginalized sectors of society.

Further, part of the municipal government's policy is the recognition of the context in which volunteerism shall be viewed because at the level of communities, where some groups, or the entire population, suffer from exclusion, volunteerism fosters an enhanced sense of belonging and community well-being that helps to build resilience.

In rural communities, in particular, people are better able to mobilize through volunteerism to manage resources, minimize the impact of climate change and create sustainable practices that lead to a better quality of community life.

The municipal government of Bongabong also subscribes to the spirit and intent of Civil Service Commission Memorandum Circular No. 23 dated December 04, 2012 which enjoins, among others, heads of agencies to establish and implement volunteer programs on top of the agencies' regular mandate and functions, to promote the value of volunteerism in the public sector. Volunteerism activities shall be done beyond office hours so as not to disturb the agencies' delivery of mandated services. The agencies' volunteer program shall aim at providing opportunity for government employees to express and actualize their personal motivation and desire to help others especially the underserved and marginalized sectors of society. It shall contribute to the development of the identified communities or marginalized sectors where volunteer efforts are focused.

Furthermore, it is the policy of the municipal government to inculcate volunteerism as a way of life which shall rekindle in every Bongabonense the time-honored tradition of Bayanihan to foster social justice, solidarity and sustainable rural development.

Moreover, the local government of Bongabong reiterates the axiomatic declaration of the DILG in Memorandum Circular No. 2013-27 dated March 26, 2013 that it is within "the context of volunteerism that good governance could greatly be enhanced at the local government levels 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 group, or even retirees and students on vacation are a potential resource for the volunteer and citizenship program."

Finally, the municipal government hereby also reiterates as its policy the mandate of RA 9418, also known as the Volunteer Act of 2007, which provides in Section 12(c)

that local government units 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.

**Section O3. Purpose and Coverage.** The purpose and coverage of this measure is to establish a program on volunteerism in the municipal government of Bongabong, prescribe guidelines for its operation, grant incentives system for volunteers and determine the institutional mechanism for the implementation of the program, among others. Due to the importance of the measure to help the municipal government expedite the implementation of its programs, projects and activities that are currently burdened, the enactment of the proposed measure is in order. Further, it will also provide venue for local government officials and employees to also render volunteer work in the far-flung areas of the municipality to help in the development of rural communities.

**Section O4. Definition of Terms.** As used in this Ordinance, the following words shall be construed and hereby defined as:

a. **“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. In this context, ‘volunteerism’ shall be premised on the following principles:

i. Volunteerism is an activity or work. Volunteering is a contribution in-kind (i.e. time, skills, or services) and should be distinguished from donations in goods, cash, or other valuable assets.

ii. Volunteerism is done by people. Volunteers may act individually, as groups, or through associations and other formal organizations; but in all cases, a “volunteer” is a human being.

iii. Volunteerism is done willingly. Individuals must make a free choice to volunteer.

If an individual is compelled or coerced, then he or she is generally not considered a volunteer.

iv. Volunteerism is done without pay. In some contexts volunteers would not be expected to receive any kind of monetary compensation whatsoever, while volunteers might be entitled to stipends intended to help cover their living expenses or reimbursements of expenses incurred (such as the cost of traveling back and forth to the volunteer location).

v. 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.

b. **“Volunteer”** refers to an individual or group who for reasons arising from their socio-developmental, 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 and rural 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 O5. Establishment of Municipal Volunteer Program.** There is hereby established a Municipal Volunteer Program in the municipal government of Bongabong which shall be operationalized and implemented and shall serve as the centerpiece program to instill, promote, propagate and harness the spirit of volunteerism or bayanihan among Bongabonenses to be of service to the community in the collective aspiration towards rural sustainable development especially in bringing services to the most vulnerable and marginalized sectors and communities in the municipality.

**Section O6. Various Modes of Volunteerism.** Volunteerism in the municipal government shall be based on the field of expertise and/or fitness of the volunteer in any of the following modes:

1. Social services such as but not limited to feeding program for children and the elderly, rendering support or professional services during medical missions. Rendering of support or professional services in house building. visit to prisoners. Counselling or any similar or analogous services;

2. Technical development assistance geared towards knowledge and skills sharing such as but not limited to conduct of lectures and training, reading and writing workshops for children. etc.

3. Environmental and disaster response such as but not limited to clean-up drive, tree planting, relief and rehabilitation work. for victims of calamities and disasters, etc.; Provided, that tree-planting activity set on the first Monday of September pursuant to the existing arbor ordinance of the municipality may be conducted pursuant to this Ordinance and such activity shall be considered volunteer service;

4. Secretarial or office administration services such as assisting in secretarial or errand works, document filing works, computer or ICT services;

5. Janitorial and community cleaning services. Volunteer work for janitorial services in municipal government buildings, clean-up works in maintaining the cleanliness of public parks, roads, esteros, etc.

6. Other services that may be authorized by the Local Chief Executive upon recommendation of the Human Resource Management Officer.

**Section O7. Volunteer Service by LGU Officials and Employees.** Municipal employees and officials shall also be encouraged to render at least eight (8) hours of community volunteer work under this volunteer program outside of the official working days, and shall aim at providing opportunity for government employees to express and actualize their personal motivation and desire to help others especially the poor, the underserved and marginalized sectors of society. It shall contribute to the development of the identified communities or marginalized sectors where volunteer efforts are focused. Volunteer work of LGU officials and employees may be done individually or by group with a maximum three (3) members per focused community or sector. The employee-volunteer or group shall choose the particular community or sector and the nature of volunteer work that will be rendered.

**Section O8. Institutional Mechanism.** (a) In order to operationalize the Municipal Volunteer Program, there is hereby established a Municipal Volunteer Coordinating Unit (MVCU) which shall be lodged at the Human Resource Management Section of the Office of the Mayor. The Municipal Volunteer Coordinating Unit shall perform the following tasks and duties:

1. Conduct systematic information and education campaign on the Municipal Volunteer Program in the entire municipality for effective recruitment of volunteers

2. 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;

3. Maintain a systematic profile and database of locally available and municipal registered volunteers and provide list of the same for registration with the Philippine National Volunteer Service Coordinating Agency (PNVSCA);

4. Coordinate systematically and implement effectively and efficiently the municipal volunteer programs and activities;

5. Ensure the capacity building of key officials and employees of the municipal government on volunteer program implementation and its significance to local governance and afford them the opportunity to attend relevant capability building programs sponsored by other government or non-government organizations;

6. Initiate and implement a volunteer program among local government officials and employees and encourage local establishments to set up volunteer program as part of their corporate social responsibility (CSR);

7. Subscribe to a standard criteria on the selection of individual volunteer or group;

8. Ensure that a contract between the volunteer and the municipal government is executed before a volunteer is deployed to render voluntary services

9. Implement the incentives program for volunteers, as far as practicable, to volunteer/s assigned in various departments or units of the local government;

10. Monitor and assess volunteer/s performance, and the municipal volunteer program; and

11. Perform other duties and responsibilities as may be assigned by the local chief executive or local ordinance.

(b) In order to satisfactorily and successfully implement the municipal volunteer program the Local Chief Executive is hereby authorized to either assign the tasks and duties of the position to the incumbent Human Resource Management Officer or designate an employee from other offices of the municipal government who has lesser workloads, or hire a person on a job order status. (c) The Personnel Selection Board of the municipal government shall also serve as the governing body of the Municipal Volunteer Program. It shall perform additional tasks and functions related to ensuring the successful implementation of the program. The performance of the Municipal Volunteer Coordinating Unit shall be guided by the Personnel Selection Board. All issues and concerns related to the volunteer program shall be referred to the Board for proper recommendations to the Local Chief Executive.

**Section 09. Guidelines for Volunteerism in the Municipal Government.** In accordance to and consistent with Rule XII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), free voluntary service refers to services rendered by persons who are in government without pay or compensation. The following minimum guidelines shall govern the operation of the municipal volunteer program:

**(a) Requirements.** The requirements of free voluntary service are as follows:

(1) Issuance of an appropriate contract document;

(2) Fitness and suitability for the duties and responsibilities of the particular position;

- (3) Compliance with rule on nepotism;
- (4) Shall not engage in any political activities;
- (5) Shall not undertake any solicitation activities;

**(b) Functions of volunteerism.** The following are the functions or services that volunteers can perform:

- (1) Advisory
- (2) Consultancy or counselling
- (3) Recommendatory;
- (4) Professional Services;
- (5) Staff work; or
- (6) Humanitarian.

**(c) Policy coverage and Limitations.** Those who render free voluntary service to the government are covered by the following: (1) Laws on rewards and incentives; (2) Norms of conduct and ethical standards; (3) Duties and obligations of public officers and employees; (4) Prohibitions and sanctions enumerated in RA 6713 and its Implementing Rules and Regulations; (5) Civil and criminal liability.

(d) Those who render free voluntary service are, however, exempted from the filing of statements of assets, liabilities and net worth and financial disclosures, the requirement on divestment and the appropriate eligibility requirement, for their designations, and shall not enjoy security of tenure.

**(e) Prohibitions.** Unless otherwise provided in the terms of their designations, volunteers are prohibited from: (1) exercising supervisory functions over personnel; (2) exercising functions of position involving national security; (3) having access to confidential or classified information unless authorized by proper authorities; (4) occupying regular plantilla positions; (5) having such services credited as government service and availing themselves of retirement benefits; (6) using facilities and resources of the office for partisan political purposes; and, (7) receiving any pecuniary benefits such as honoraria, allowances and other perquisites of office, except those incentives provided hereof.

**(f) Qualifications.** In addition to the guidelines prescribed herein and in the identification of volunteers, the following basic qualifications shall be observed: (1) at least 18 years old (2) possesses technical skills required in project implementation (3) unemployed and willing to render full time service (4) a resident of the community where he/she will be assigned (5) must not be holding any elective position (6) physically and morally fit; (7) elderly, women and persons with disabilities shall not be discriminated in the selection of volunteers (g) Criteria for Selection. Applicants for volunteer works shall be selected based on their commitment to volunteering, learning and development; ability to work with others and technical competence. (h) Pre-Service Orientation. The MVCU shall provide a pre-service orientation on the volunteer program and training on selected areas which will enable the volunteers to effectively perform their role as volunteers or development facilitators. The length of services that the volunteer may contribute shall be discussed and negotiated between the volunteer and the MVCU. The same shall be indicated in the contract of volunteer services which shall be signed between the municipal government and the volunteer before the deployment. (i) 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 Department Head concerned. (j) Monitoring and Supervision. Host department or office shall directly supervise the volunteers under their supervision while the MVCU shall monitor the volunteer assignment through field visits and monthly reports submitted by the volunteers

and the host office or department. Tripartite consultations among the host office, department or community, MVCU and concerned volunteer shall be undertaken from time to time to address issues and concerns affecting volunteer assignment. Upon completion of assignment, the volunteer shall submit a terminal report to the MVCU and shall discuss the same, the outputs and outcomes of the volunteer work and the learning experience of the volunteer. (k) Extension and Replacement. Requests for extension or replacement are submitted by host departments. Offices or communities to the MVCU for evaluation and approval. Requests for extension need the concurrence of the volunteer. A volunteer can serve for a maximum period of three (3) years.

**Section 10. Incentives System for Volunteers.** Volunteers who have successfully finished their term of engagement shall be conferred the Gawad Bayanihan in the form of a certificate. The Conferment shall be done in a simple yet meaningful ceremony on the Celebration of the Volunteer Day set in this Ordinance. Provided that, municipal officials or employees who have successfully rendered the minimum eight hours of volunteer service, a certificate of recognition shall be conferred.

**Section 11. Celebrating International Volunteer Day.** The Municipal Volunteer Coordinating Unit shall ensure that the International Volunteer Day is celebrated in the municipality on the 5<sup>th</sup> day of December each year. International Volunteer Day shall serve as a chance for individual volunteers, communities and organizations to promote their contributions to development at the local, national or international levels, as appropriate. An appropriate program shall be designed by the coordinating unit, which include the conferment of awards to volunteers.

**Section 12. Sunset Review.** – Within five (5) years after the effectivity of this Ordinance, or as the need arises, a Joint Executive-Legislative-CSO Oversight Committee shall conduct a sunset review. For purposes of this Ordinance, the term "sunset review" shall mean a systematic evaluation by the Joint Oversight Committee of the accomplishments and impact of this Code, as well as the performance and effectiveness of the institutional or enabling mechanisms created herein for purposes of determining remedial legislations.

In furtherance hereof, the Joint Oversight Committee shall be composed of nine (9) members: three (3) members shall come from the executive departments of the local government to be selected by the local chief executive from departments which were engaged in the volunteer program; three (3) members shall be selected by the Sangguniang Bayan from among its members; and, three (3) members from the accredited CSOs who are involved in the implementation of any of the volunteer programs hereof to be selected by the Municipal Planning and Development Coordinator/Officer.

**Section 13. Repealing Clause.** All ordinances, rules and regulations, other issuances, or parts thereof inconsistent with any or all of the provisions of this Ordinance are hereby amended, repealed or modified accordingly.

**Section 14. Separability Clause.** This Ordinance and its provisions are hereby deemed separable. If for any reason part/s or provision/s hereof is/are declared unconstitutional, ultra vires or inconsistent with law by a competent authority, any other part/s or provision/s not affected thereby shall remain valid, in force and effect unless otherwise repealed, modified or amended accordingly.

**Section 15. Effectivity.** This Ordinance shall take effect on the date of approval.

I hereby certify to the truth and correctness of the foregoing Ordinance.

**Atty. EDUARDO M. MAGSINO**  
Secretary to the Sanggunian

Attested by:

**Hon. RICHARD S. CANDELARIO**  
Vice-Mayor and Presiding Officer

Approved:

**Hon. ELEGIO A. MALALUAN, O.D.**  
Municipal Mayor  
Date: \_\_\_\_\_