



February 4, 2013

DIVISION MEMORANDUM

No. 75, s. 2013

**DISSEMINATION OF CSC MEMORANDUM CIRCULAR NO. 23
(Volunteer Program in the Public Sector)**

TO : OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary and Secondary School Heads

1. Attached is a copy of DepEd Memorandum No. 11, s. 2013, dated January 18, 2013, disseminating CCS Memorandum Circular No. 23 entitled, "Volunteer Program in the Public Sector", for the guidance and information of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

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Republic of the Philippines
Department of Education

18 JAN 2013

DepEd MEMORANDUM
No. **11**, s. 2013

**DISSEMINATION OF CSC MEMORANDUM CIRCULAR NO. 23
(Volunteer Program in the Public Sector)**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools
All Others Concerned

1. For the information and guidance of all concerned, enclosed is a copy of Memorandum Circular No. 23 dated December 4, 2012 from the Civil Service Commission (CSC) entitled **Volunteer Program in the Public Sector** which is self-explanatory.
2. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:
As stated

Reference:
None

To be indicated in the Perpetual Index
under the following subjects:

CELEBRATIONS & FESTIVALS
EMPLOYEES
LEGISLATION
PROGRAMS
PROJECTS

R-MCR/DM-MC No. 23 (Volunteer Program)
0005/ January 3, 2013



MC No. 23, s. 2012

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES, DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Volunteer Program in the Public Sector

Republic Act No. 9418 or the Volunteer Act of 2007, mandates the establishment of volunteer programs in the national government agencies and local government units 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.

One of the cross-cutting strategies for social development under the Philippine Development Plan 2011 – 2016 is the adoption of volunteerism wherein the government shall reinforce the practice of volunteerism in the delivery of social services, provision of technical assistance, response to disasters, and initiation of humanitarian efforts, especially in the remote and unserved areas.

The Commission enjoins all 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.

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service

The projects and activities may be anchored on, but not limited to the following causes:

1. Social services, e.g., feeding program for children and the elderly in orphanages, medical missions, house build, visit to prisoners, counselling, bloodletting, etc.
2. Technical development assistance geared towards knowledge and skills sharing, e.g., conduct of lectures and training, reading and writing workshops for children, etc.
3. Environmental and disaster response, e.g., clean-up drive, tree planting, relief and rehabilitation work, donation of basic needs for victims of calamities and disasters, etc.
4. Promotion and advocacy of volunteerism, e.g., sponsoring ordinances or bills to support volunteerism, promotion drives with mass media to highlight volunteer accomplishments, information dissemination of government programs and projects, etc.
5. Resources support in partnership with the private sector and civil society groups to raise funds and materials for volunteer programs and activities.

Agencies shall observe the celebration of the National Volunteer Month (NVM) every December; and the International Volunteer Day (IVD) in the Philippines every December 5.

The Philippine National Volunteer Service Coordinating Agency (PNVSCA) as the lead agency in the implementation and execution of the provisions of RA No. 9418 shall document best practices on volunteerism in the public sector. Each agency shall designate a focal person who shall be in-charge of coordination with the PNVSCA relative to the implementation of their respective volunteer program.

From 2013 onwards, government agencies are enjoined to submit a yearly report on their volunteering initiatives and activities to PNVSCA on or before the end of October. For inquiries and technical assistance, agencies may contact the PNVSCA Policy, Planning and Information Unit at (02) 3810559 or through email address info@pnvsca.gov.ph.

Please be guided accordingly.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

DEC 04 2012