



# MUNICIPALITY OF ASINGAN

## OFFICE OF THE MUNICIPAL MAYOR



AWARDEE: 2016 2017 2019

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### EXECUTIVE ORDER NO. 028, S. 2022

## ESTABLISHING THE VOLUNTEER AND CITIZENSHIP DESK/TEAM AND DESIGNATING THE VOLUNTEER FOCAL PERSON TO COORDINATE THE VOLUNTEER AND CITIZENSHIP PROGRAM (VCP) OF THE MUNICIPALITY OF ASINGAN, PANGASINAN, AND FOR OTHER PURPOSE

**WHEREAS**, it is 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;

**WHEREAS**, the passage of the Republic Act No. 9415, otherwise known as the "Volunteer Act of 2007" which seeks to attain the following goals and objectives:

- 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;
- 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 contributions to society; and
- To provide an effective institutional mechanism to strengthen the role of the Philippine National Volunteer Service Coordinating Agency (PNVSCA) to perform its mandates and to oversee the implementation of this Act;

**WHEREAS**, Section 7 of the same Law provides that the government shall coordinate, facilitate, and encourage the participation of the voluntary sector in the promotion, utilization, and recognition of volunteerism in national development and international cooperation. This shall be achieved through the provision of enabling and conducive environment for volunteer work;

**WHEREAS**, the Civil Service Commission issued Memorandum Circular No. 23, s. 2012 enjoining all heads and agencies to establish and implement volunteer programs to promote the value of volunteerism in the public sector and provide opportunities for government employees to express and actualize their personal motivation and desire to help others especially the underserved and marginalized sectors;

**WHEREAS**, DILG Memorandum Circular No. 2013-27 mandates for the implementation of the Volunteer and Citizenship Program (VCP) to harness available human resources in the community towards productive ends which otherwise would not be possible without the program;

**WHEREAS**, there is a need to establish a Volunteer and Citizenship Desk and designate a focal person to coordinate the Volunteer and Citizenship Program (VCP) in accordance with the provision of RA 9418;

**SECTION 1. NOW, THEREFORE, I, Engr. CARLOS F. LOPEZ, JR., Local Chief Executive of the Municipality of Asingan, Pangasinan, premises considered, by virtue of the powers vested in me by law, do hereby order and decree the Establishment of the Volunteer and Citizenship Desk to be coordinated by the VCP Focal Team.**

**SECTION 2. COMPOSITION OF THE VCP TEAM AND VOLUNTEER CHAMPIONS.** The Team shall be composed of the following:

VCP Focal Person	:	ARJAY M. GARCIA	Planning Officer I/CSO Desk Officer
VCP Members	:	MYRNA LUISA M. ALIPIO	Admin Officer II (HRMO I)
		MICHAEL C. SOLIVEN	LDRMO I/Tourism & Cultural Affairs Officer
		MARILLOU O. TORIO	Nurse II/Local Blood Coordinator
		ROSALIE A. JOVER	Admin Officer II/GAD Focal Person
		BLESSEL ANNIELY F. NABOR	Social Welfare Assistant
		CHRISTOPHER JERRONE S. LAVARIAS	RCC I/LYDO Designate
Volunteer Champions	:	At least one (1) per Office to be identified by Department Heads	





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**SECTION 3. ROLES AND FUNCTIONS.** The Volunteer Focal Person, in collaboration with the VCP Team, shall perform the following duties and responsibilities:

- a) Initiate, implement, and coordinate programs, projects, and activities related to the Volunteer and Citizenship Program of the LGU through the LGU's Volunteer and Citizenship Desk, such as:
  - Social Services: feeding program for children and the elderly in orphanages, medical missions, house build, visit to prisoners, counselling;
  - Technical Development Assistance geared towards knowledge and skills sharing: conduct of lectures and training, reading and writing workshops for children;
  - Environmental and disaster response: cleanup drive, tree planting, relief and rehabilitation work, donation of basic needs for victims of calamities and disasters;
  - Promotion and advocacy of volunteerism: sponsoring ordinances or bills to support volunteerism, promotion drives with mass media to highlight volunteer accomplishments, information dissemination of government programs and projects;
  - Resources support in partnership with the private sector and civil society groups to raise funds and materials for volunteer programs and activities.
- b) Conduct activities in connection with the celebration of the National Volunteer Month (NVM) every December, and the International Volunteer Day (IVD) every December 5;
- c) Conduct IEC campaign on the VCP at the local level by developing print-based materials, uploading of online or web-based information, and utilizing other forms of media that will ensure maximum exposure of the program;
- d) Implement matching of volunteers with the existing demands or gaps at the local governments based in the capacity development agenda;
- e) Maintain a profile and database of available volunteers. A mechanism for a volunteer database management system shall be established and sustained from walk-in or online applications as well as in coordination with the various volunteer networks;
- f) Participate in competency-based orientations and capacity building interventions of the Local Government Academy, DILG-LGRRCs, and other authorities on the VCP;
- g) Encourage local companies to setup volunteer program as part of their corporate social responsibility (CSR);
- h) Provide standard criteria on the selection of individual volunteer or groups;
- i) Lobby for the provision of allowances and incentives, as far as practicable, to volunteers assigned in the localities; and
- j) Monitor and assess volunteer performance.

**SECTION 4. AWARDS AND RECOGNITION.** Awards and recognition shall be developed to acknowledge exemplary LGU and volunteers who were able to make a lasting impact to recipients of services provided through the Volunteer and Citizenship Program.

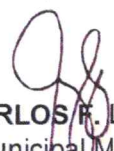
**SECTION 5. REPEALING CLAUSE.** All orders, rules, regulations, and other related issuances inconsistent with or contrary to this Order are hereby repealed, amended, or modified accordingly. All other provisions of existing issuances which are not affected by this Order shall remain valid and in effect.

**SECTION 6. SEPARABILITY CLAUSE.** In the event any provision in this Order shall be declared invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not be affected or impaired thereby.

**SECTION 7. EFFECTIVITY.** This Order shall take effect immediately.

Let copies hereof be furnished to all concerned for information, reference, and guidance.

DONE this 19<sup>th</sup> day of August 2022 at the Office of the Municipal Mayor, Asingan, Pangasinan.

  
Engr. CARLOS F. LOPEZ, JR.  
Municipal Mayor