



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
University of Life Complex, Meralco Avenue  
Pasig City, Philippines

AUG 02 2002

DepEd Memorandum

No. 138, s. 2002

To : Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Public and Private Elementary/Secondary School Principals

SUBJECT: SEARCH FOR BEST VOLUNTEER PRACTICES

1. Attached is a copy of letter from Director Joselito C. Vera, Executive Director, Philippine National Volunteer Service Coordinating Agency, requesting assistance in promoting the Search and disseminating the primer and nomination forms for Best Volunteer Practices for the purpose.

2. In view hereof, you are hereby enjoined to disseminate attached copy of primer and nomination forms to different divisions in your respective regions. The division offices shall hereafter send the same to Elementary and Secondary Schools.

3. For your information and appropriate action.

*R. C. Bacani*  
**RAMON C. BACANI**  
Undersecretary

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

PRIZES or AWARDS  
SEARCH



**December 2002**

*Where are nominations submitted?*

Regional nominations should be submitted to the respective Chairman Regional Screening Committees Recognition for Best Volunteer Practice c/o NEDA Regional Offices. NCR nominations should be submitted to the Chairman Regional Screening Committee c/o PNVSCA. Deadline for submission is 13 September 2002.

**PROCEDURE FOR AWARDING**

*What are the awards that will be conferred?*

A National Award for Best Volunteer Practice will be conferred. Special citation in Technical and Humanitarian categories may also be awarded in exceptional cases.

*Forms of incentives*

Winners will be awarded with a trophy. They will also be provided with free roundtrip airfare to Manila and modest housing accommodation to attend the recognition rite.

Regional qualifiers will be awarded with a plaque of recognition.

*Finality of Decision*

The decision of the National Screening Committee will be confirmed by the NVM National Steering Committee. The decision of the NVM committee is final and unappealable.

*Awarding Rites*

The Best Volunteer Practice Awards will be conferred in Manila on the 12<sup>th</sup> of December during the occasion of the National Volunteer Month and in celebration of PNVSCA Anniversary.

# A Primer Recognition for Best Volunteer Practices



National Volunteer Month Steering Committee  
Philippine National Volunteer Service Coordinating Agency  
NEDA Complex, EDSA, Diliman, Quezon City  
Tel: 02 927 6851 Fax: 02 929 6376 Email: pnvsc@nsclub.net

## OVERVIEW

*What is the objective of the Recognition for Best Volunteer Practice?*

The Best Volunteer Practice Awards aims to highlight and recognize the exemplary performance and dedication to service of Filipino volunteers as well as nurture and promote volunteerism in the country.

*What are the bases for the Recognition?*

Volunteerism as a way of life can be best manifested and exemplified in the way volunteers practice volunteering. Whether in the area of advocacy, humanitarian service, technical cooperation or local capability building, a volunteer is consumed both by the desire to provide the service needed by their partners and the need to become a part of an institution and the community. In the process of volunteering, the individual is able to promote relevant work ethics, goodwill, and appreciation of volunteer service as an important component of development and everyday life.

Executive Order No. 635, UN Declaration of TVV and Presidential Proclamation 55 (Series of 1998) all aim to recognize the noble acts of volunteerism thus providing the framework for the institutionalization of the Recognition of Best Volunteer Practice.

## SCOPE/QUALIFICATION

*Who are covered by the Recognition for Best Volunteer Practice?*

The Awards shall apply to all Filipinos who have been serving as volunteer in the Philippines.

*What qualifications are required for nomination to the Recognition for Best Volunteer Practice?*

- Volunteers nominated to the Recognition for Best Volunteer Practice shall:
- have been involved in voluntary work for at least two years;
  - exhibited good conduct in the performance of his/her volunteer work;
  - have been providing technical assistance and/or involved in humanitarian programs/projects in institutions or community;
  - be a member of a volunteer organization or institutions implementing volunteer program; and
  - have been serving the cause of development priority sectors.

*What are the criteria in selecting awardees?*

For the Regional Search:

1. Performance - act noteworthy and distinguishable for relevance and/or uniqueness, resourcefulness, innovativeness, leadership and teamwork - 40 pts.
2. Impact - created significant and positive effect on volunteer organization and/or partners; uplift the economic and social status of underprivileged sectors and communities - 40 pts.

3. Consistency - commitment and volunteering track record - 20 pts. In addition, bonus point (up to maximum of 5) may be given based on the degree of difficulty or risk involved or encountered by the volunteer (i.e., dangerous element/factor substantially present in the work)

For the National Search:

1. National relevance - volunteer's output/assistance is directly related to national development priorities
2. Advocate of volunteerism - volunteer provided inspiration and is able to mobilize others for volunteer work; provided support to other volunteers; and constantly promoted/advocated volunteerism through meetings, publications and other activities

## REQUIREMENTS FOR NOMINATION

*What are the documents required for nomination?*

The following documents shall be submitted in five copies (except for videos and pictures):

- Duly accomplished nomination form;
- Certification of services rendered duly signed by the head of agency assisted;
- Volunteer Certificate of membership/membership ID;
- Certified true copy of related local, national and international awards and citations received;
- Passport size photo of nominee with his/her name written at the back of the picture; and
- Video, pictures and other documentation of the volunteer's activities.

*Where can nomination forms be obtained?*

Nomination forms can be obtained from the Philippine National Volunteer Service Coordinating Agency (PNVSCA), NEDA, and the Regional Offices of CHED, DepEd, DILG and, or email [pnvsca@nscub.net](mailto:pnvsca@nscub.net). The form is given free and may be reproduced.

## PROCEDURE FOR NOMINATION AND CUT-OFF DATE

*Who can nominate? /How many can be nominated?*

All heads of volunteer organizations, host organization and local government units (municipal/city and provincial governments only) can nominate. Any members/colleagues recommend nominees with in their organizations/LGU but should be endorsed by the head of organization/LGU. Each organization/LGU can only make one nomination.

Members of the regional and national screening committees are not eligible to nominate.



**National Volunteer Month Steering Committee**  
**RECOGNITION FOR BEST VOLUNTEER PRACTICE 2002**  
 Conducted in cooperation with the NEDA Regional Offices and NVM Regional Committees



**NOMINATION FORM**

Please attach recent  
colored passport,  
size photo

**I. IDENTIFYING INFORMATION:**

1. Region: \_\_\_\_\_

2. Nominating Person/Position: \_\_\_\_\_  
 \_\_\_\_\_

3. Name & Address of Nominating Agency/Organization: \_\_\_\_\_  
 \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

4. Name of Volunteer Nominated: \_\_\_\_\_

5. Permanent Residence of Volunteer Nominated: \_\_\_\_\_  
 \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email: \_\_\_\_\_

6. Name & Address of Volunteer Organization (organization to which the volunteer is presently affiliated);  
 \_\_\_\_\_  
 \_\_\_\_\_

**II. VOLUNTEERING EXPERIENCE:**

1. Number of years of volunteering experience (2 years minimum for eligibility): \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

**INSTRUCTIONS:** Please print legibly and use black ink. You may use additional Sheets if necessary. Submit original copy with (4) photocopies and other nomination requirements to the NEDA Regional Office in your area and to PNVSCA for NCR on or before 13 September 2002.

2. Summary of Volunteer Work: (Start with present work)

Organization/ Institution Assisted (Name, Address, Contact Person, and Tel. #)	Duration of Assistance	Target groups/beneficiaries	Volunteers Activities and Contributions

### III. VOLUNTEER ACHIEVEMENTS PROFILE

#### I. Performance

a. Please describe the nature, relevance and effectiveness of the nominee's voluntary work in the attainment of project objectives and/or the need of the beneficiaries.

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b. Cite examples that would demonstrate the nominee's skill in managing and mobilizing available resources to achieve project objectives and/or meet the needs of the beneficiaries.

Resources Mobilized/Managed	Project Objectives Achieved

c. Identify new approaches, tools or processes introduced by the nominee to hasten project implementation and achievement of project objectives. Please explain further, if necessary.

New approaches, tools or processes introduced	Project objectives achieved/results

d. Please describe the nominee's leadership ability in inspiring and motivating co-workers and project partners and how he/she related with the people in the community in general.

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e. Please describe the philosophy or principle that drives the nominee to serve as a volunteer.

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2. Impact of Volunteer Work

a. Please indicate significant observable changes both behavioral and organizational in the project as well as other stakeholders because of the nominee's voluntary work, e.g. change in attitude values on principles, increased productivity and efficiency among staff, streamlined processing or procedures in the system.

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b. Please describe the nature and extent of the beneficiaries that have been affected most by the nominee's voluntary work and indicate any marked improvement in their socio-economic status resulting from the nominee's intervention.

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c. Please describe any project based initiatives, measures or interventions introduced by the nominee that were replicated/adopted by other organization/communities. (Please provide some documentary evidence. e.g. certification and/or endorsement from the concerned agencies/communities)

Measures or interventions sustained	Replicated/Adopted by

3. Consistency of volunteer work

- a. Cite rewards/citations received by the volunteer in the conduct of his/her voluntary work over the years. Please indicate the nature and date of the award, the occasions and the awarding institution.

Awards/Citations Received	Date of Award	Awarded By

4. Degree of difficulty or risk in volunteer work

- a. Please describe the degree of sacrifice, difficulties and risks the nominee experienced and exposed to in the conduct of his/her voluntary works over the years. What do you think was the attitude of the nominee when faced with these challenges. Cite specific cases that would demonstrate the nominee's behavior and traits.

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5. National relevance of volunteer's contributions

- a. Please describe the relevance of the nominee's contributions to national development priorities, such as poverty alleviation; education; housing; and agricultural modernization.

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## 6. Volunteer's efforts in the advocacy and promotion of volunteerism

- a. Please list the contributions/activities of the nominee toward advocating volunteer service to peers and community; involvement in local and national volunteer activities; and other contributions of the volunteers such as articles books published, training materials developed or manuals prepared/developed in relation to the pursuit of her volunteer ideals/commitment. Please indicate observable results of said efforts.

Activities/Contributions	Observable Results (e.g. individuals/groups mobilized to volunteer)

## IV. CHECKLIST OF NOMINATION REQUIREMENTS.

- \_\_\_ Accomplished nomination form
- \_\_\_ Certification of services rendered duly signed by the head of agency assisted
- \_\_\_ Volunteer Certificate of membership/membership ID
- \_\_\_ Certified true copy of related local, national and international awards/citations received
- \_\_\_ Passport size photo of nominee with his/her name written at the back of the picture
- \_\_\_ Video, pictures and other documentation of the volunteer's activities

Prepared by:

\_\_\_\_\_  
Signature over Printed Name

Designation: \_\_\_\_\_

***This form may be reproduced***