

Republic of the Philippines  
Office of the President  
Philippine National Volunteer Service  
Coordinating Agency (PNVSCA)

Office Circular No. 1

Whereas, the Philippine government has encouraged the promotion of volunteer service programs for technical cooperation and international understanding and brotherhood;

Whereas, to maximize the benefits that may be derived from volunteer service programs, it is necessary to place them under the close supervision of a single government agency - The Philippine National Volunteer Service Coordinating Agency;

Therefore, pursuant to Section 15, Executive Order No. 635, the following Rules and Regulations are hereby promulgated to implement the provision of said order:

TITLE I

Section 1. Title I - The Philippine National Volunteer Service Coordinating Office (PNVSCO) shall hereinafter be named Philippine National Volunteer Service Coordinating Agency (PNVSCA).

Section 2. Aims and Objectives - The Agency shall have the following goals and objectives:

- a) Formulate policies and guidelines concerning volunteer service plans and programs;
- b) Coordinate programs and activities of domestic and all foreign governmental and private voluntary organizations in order that their services may be made to fit into the total national development goals;
- c) Act as clearinghouse for all matters pertaining to volunteer service;
- d) Organize and implement the national volunteer service programs to give the educated youth and adults a constructive opportunity to use their talent and skills for national development and in carrying out programs of international cooperation;
- e) Serve as a liaison between domestic and all foreign governmental and private voluntary organizations, including the UNDP United Nations Volunteer Program;
- f) Strengthen and promote volunteer service through conferences, seminars, training sessions and other related activities;
- g) Administer all funds from all sources appropriated to PNVSCA, including foreign aid, in accordance with accounting and auditing requirements, receive gifts, donations, bequests and subventions from public and private entities, associations and private persons; and
- h) Perform other functions and duties as may be provided by law.

## TITLE II

## Definition of Terms

As used in these rules and regulations -

1. Volunteer Service Organization - means any domestic or foreign group of volunteer workers organized and trained to plan and implement programs through volunteer service.
2. Volunteer Service Program - refers to a set of activities planned for implementation by all forms of voluntary organizations to promote national development goals.
3. Volunteer Service Worker - is a person who is a fulltime or parttime member of a volunteer service organization who works in a development project and who receives a remuneration/or monthly living allowance for services rendered.

## TITLE III

Registration of Volunteer Service Workers  
and Volunteer Service Organizations

Section 1. Who Shall Register - All volunteer service workers and organizations shall register with the PNVSCA in accordance with these rules and regulations.

Section 2. Place, Manner and Form of Registration - The registration of volunteer service organization/s and worker/s shall be accomplished under oath in the prescribed form and filed in three (3) copies with the Office of the PNVSCA, Third Floor, Belson House, 271 E. de los Santos Avenue, Mandaluyong, Metro Manila. The registration shall be done within thirty (30) days upon arrival or upon effectivity of this circular, whichever is applicable.

Section 3. Terms and Renewals of Registration - The registration of foreign volunteer service organizations shall be valid and co-terminus with the bilateral working agreements, while that of domestic volunteer service organizations shall be valid for five years commencing from date of registration. The registration of volunteer workers, both domestic and foreign, shall be valid for the duration of their contracts with their volunteer service organizations.

Renewal of registration by volunteer service worker/s and volunteer service organization/s may be granted upon written application thereof by the applicant filed with PNVSCA within thirty (30) days preceeding the expiration of the period authorized in their registration certificate and/or agreement.

Section 4. Registry of Volunteer Service Workers and Organization - The names and residential addresses of all persons registered as volunteer service workers and principal business addresses or volunteer service organizations shall be recorded in a Register kept in the PNVSCA.

**Section 5. Operation of Volunteer Organization in the Philippines** - Upon effectivity of these rules and regulations, no volunteer service worker and organization shall be allowed to operate in the Philippines unless they are duly registered with the PNVSCA. The PNVSCA shall register only those volunteer sending organizations which have bilateral agreements with the Philippine Government. Private volunteer organizations which are not covered by any agreement shall enter into a working agreement with the PNVSCA through the Ministry of Foreign Affairs before registration.

**Section 6. Submission of Terminal Reports and Notification of Termination of Employment as Volunteer Service Worker** - All volunteer service workers shall submit to PNVSCA a terminal report within thirty (30) days of his/her termination of service.

**Section 7. Submission of Annual Report by Volunteer Service Organization** - All volunteer service organization shall submit to PNVSCA an annual accomplishment report on or before January 15 following the year of registration as such and every year thereafter.

**Section 8. Submission of Annual Accomplishment Report by Recipient Agency** - All recipient agencies of volunteer workers shall submit to PNVSCA annual accomplishment report on the volunteer's assignment on or before January 15 following the volunteers' placement and every year thereafter until the termination of the volunteer workers' assignment.

#### TITLE IV

**Procedure for Request and Assignment of Volunteer Service Worker**

**Section 1. Clearinghouse** - PNVSCA shall act as clearinghouse for all matters pertaining to volunteer service.

**Section 2. Who May Request** - Any government entity or private organization duly organized by law in need of the services of volunteer workers, foreign or domestic, shall file a request with PNVSCA by accomplishing the Volunteer Request Form to be provided by PNVSCA.

**Section 3. Project Review** - All request for volunteer workers shall be carefully studied by PNVSCA to ensure that volunteers are really needed for the work to which they would be assigned. The PNVSCA shall conduct initial project evaluation to determine whether the proposal meets project criteria and policy guidelines. This involves a field study of the project proposal based on established guidelines which includes, among others, the following:

1. Project title and background.
2. Project objectives.
3. Project location.
4. Project timetable.
5. Funding and allocation of the project.
6. Administrative support given to the volunteer.
7. Educational qualification and experience of the volunteer requested and other skills required.
8. Specific duties and responsibilities of the volunteer requested.
9. Availability of a local counterpart worker.
10. Desired date of arrival (recruitment and training of a foreign volunteer takes from 6 months to one year).
11. Provision for lodging and local transportation to the volunteer, if any; acceptance of the community, personal security measures.

The PNVSCA then reviews the project evaluation report to determine its conformity with project guidelines. If the proposal is approved it is submitted to the volunteer-sending organization for appropriate action.

**Section 4. Recruitment, Training and Placement of Volunteer Workers** - The volunteer organization/s shall recruit the suitable volunteer workers and shall submit to PNVSCA the biodata of candidates nominated for the different positions requested not less than thirty (30) days before the expected arrival of the volunteers. Only candidates accepted by PNVSCA shall be allowed to enter the country.

If a foreign volunteer selected cannot come to the Philippines for some reasons, or a volunteer whose candidature is not accepted by the PNVSCA, an alternative volunteer shall be accepted subject to the rules and procedures of accepting foreign volunteers to work in the country.

Before going to their assignment posts, all volunteer workers shall undergo an orientation training course administered jointly by the recipient agency, the sponsoring volunteer organization and the PNVSCA.

**Section 5. Condition of Service** - Volunteer workers are not paid a salary; instead, they received a monthly living allowance from the sponsoring volunteer organization adequate to meet their local living expenses as well as their round-trip transportation fare, insurance and other benefits. The recipient agency shall provide the volunteer free housing accommodation and local transportation allowance, if possible. Some volunteer organizations may require the recipient agency to provide monthly living allowance of the volunteer equivalent to the salary or wages received by their local counterpart worker.

**Section 6. Administration of Volunteers** - Volunteer's tour of service shall last for initial period of two years, with possible extensions upon the request of the recipient agency and agreed upon by the volunteer, and the sponsoring volunteer organization and the PNVSCA.

The Director of the volunteer organization and the PNVSCA Director shall exercise joint administrative supervision on the volunteers.

**Section 7. Technical Supervision of Volunteers** - Technical supervision for volunteer workers assigned to projects shall be provided by the Project Manager of the recipient agency under whose direction the volunteer works.

All volunteers and their recipient agencies shall be required to submit periodic performance reports to PNVSCA.

**Section 8. Channel of Communication** - Any foreign government desiring to send volunteers to the Philippines shall enter into a bilateral agreement with the Ministry of Foreign Affairs.

Request for/and exchange of volunteers with the other organizations, foreign or domestic, shall be sent directly to PNVSCA.

Section 9. Volunteer Development Projects Administered by NEDA and UNDP - Volunteer development projects administered jointly by the National Economic Development Authority (NEDA) and the United Nations Development Program (UNDP) shall be coordinated by PNVSCA.

Section 10. Projects Assisted by Volunteers - Volunteers may assist in the following types of projects:

(1) Short-term projects - which shall be assisted for not less than two (2) years and not more than three (3) years. Classification of projects: vegetable growing, bamboocraft, ceramics, sports and physical education/health and nutrition.

(2) Long-term projects - requiring volunteer assistance for not less than four (4) years shall have the approval of PNVSCA and the volunteer-sending organization.

The decision shall be based on the capacity of the project to operate itself, without the need for volunteers' assistance and its ability to continue the project under the supervision of the trained Filipino counterpart worker. Classification of projects:

Rice culture, sericulture, fish culture, mushroom culture, fruit culture, artificial breeding, dairy, agricultural engineering, civil engineering.

(3) Vocational and Technical education and training projects shall be assisted for not less than three (3) years but not more than five (5) years.

(4) Other projects that do not fall under these categories as mentioned shall be assisted for not less than two (2) years and not more than three (3) years.

#### TITLE V

#### Prohibited Acts

Section 1. Volunteer Service Workers are prohibited from performing any of the following acts:

(a) Accept other remuneration, employment, or engage in business during his/her assignment.

(b) Make, directly or indirectly, any contribution of money or other things of value, or promise expressly or impliedly to make any such contribution, in connection with any convention, caucus or other process to select a candidate for any political office.

(c) Participate in political activities.

(d) Solicit contributions.

Section 2. Volunteer service organizations are likewise prohibited from engaging in business and performing the acts contained in paragraphs (b) (c) and (d) mentioned above.

Section 3. Change of Visa Status - No foreigner entering or already admitted in the Philippines shall be allowed to change the status authorized for his/her original entry in order to become a volunteer service worker.

Section 4. Penalties - Any volunteer service worker who violates any of the provisions of Executive Order No. 635 as amended, and/or of these rules and regulations shall be subjected to proper administrative proceedings. The registration certificate of every volunteer service organization which violates any of the provisions of Executive Order No. 635 and/or these rules and regulations shall be cancelled and thereafter the organization shall be prohibited from performing volunteer service in the Philippines.

Section 5. Donations - Volunteer service organizations are prohibited from giving donations of any kind directly to the recipient agency without the approval of the PNVSCA.

Section 6. Technical Training - Invitations to local volunteer workers to attend training programs/courses abroad sponsored by volunteer service organizations shall be coursed through PNVSCA.

The PNVSCA shall review and evaluate all candidates invited to participate in training programs abroad by volunteer service organizations. After proper evaluation, the PNVSCA shall endorse to the Office of the President through the NEDA Special Committee on Scholarships for the final approval of the candidate's participation and travel.

## TITLE VI

### Creation of Multi-Sectoral Advisory Body

Section 1. Composition - The Multi-Sectoral Advisory Body shall be composed of representatives of government and non-government agencies involved in matters concerning volunteer service programs such as: interfaith groups, civic organizations utilizing volunteer services, foreign and international volunteer organizations, and other voluntary organizations in the Philippines. The body shall be under the Chairmanship of the PNVSCA Director.

Section 2. Functions - The Body shall have the following functions:

1. Advise and assist in the formulation of policies, plans and programs on volunteer matters;

2. Provide guidelines for policy studies related to volunteer service that may be undertaken by appropriate government ministries/agencies;

3. Provide consultative and technical advisory service on volunteer service;

4. To encourage the widest participation of volunteers in national development activities not only in the Philippines but also in foreign countries requesting for volunteer service;

5. To enhance and strengthen friendly, working relationships among participating organizations.

Section 3. Frequency of Meetings - The body shall meet quarterly or as often as needed as a whole or by sector.

## TITLE VII

## Effectivity

These rules and regulations shall become effective after fifteen (15) days following their publication in the Official Gazette.

July 17, 1981

(SGD) ELIZABETH Z. BARBERO  
Director

Approved:

By Authority of the President:

(SGD) JUAN C. TUVERA  
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