

Provide proper orientation to the volunteer before the start of his/her assignment. This includes, but is not limited to, introducing the volunteer to the project staff, community focal person, and concerned authorities in the area, more

Republic of the Philippines
National Economic & Development Authority



**PHILIPPINE
NATIONAL
VOLUNTEER
SERVICE
COORDINATING
AGENCY**

NEDA Complex, EDSA, Diliman, Quezon City
Tel. No. 826-89-02 Cable Address: "VOLPHIL"

OFFICE CIRCULAR NO. III
Series of 1996

**GUIDELINES FOR THE SECURITY AND SAFETY
PROTECTION OF PNVSCA-REGISTERED
LOCAL AND FOREIGN VOLUNTEERS**

WHEREAS, local development projects are presently technically assisted by local and foreign volunteers;

WHEREAS, as part of their technical assistance, these volunteers work in various sites of the assisted projects;

WHEREAS, the security of these volunteers in the project sites is a joint responsibility of the Philippine Government, the sponsoring foreign volunteer organization, the recipient agency, and the volunteers themselves.

THEREFORE, to ensure the safety of all volunteers, particularly foreign volunteers, the following security measures is hereby adopted.

Section 1. DEFINITION OF TERMS - The following shall be defined as follows:

Recipient Agency - a government entity, a local government unit, or a non-government organization availing of the services of a local or foreign volunteer.

Volunteer - any foreign or local volunteer recruited by or at the instance of PNVSCA to assist in a specified local development project.

A foreign volunteer refers to a member of a foreign volunteer service organization while a local volunteer refers to a Filipino citizen.

Foreign Volunteer Organization - a duly organized foreign group of volunteer workers, registered with PNVSCA and deploying its volunteer members to the Philippines;

Focal Person - any contact person in the region/province/municipality, designated by PNVSCA to handle all agency/volunteer-related concerns within the area;



Tulong-tulong sa Pagsulong

Section 2. RESPONSIBILITIES OF THE RECIPIENT AGENCY - The following shall be the duty and responsibility of the Recipient Agency:

a) Provides proper orientation to the volunteer before the start of his/her assignment. This includes, but is not limited, to introducing the volunteer to the project staff, community area, focal person, and concerned authorities in the area, more particularly to the military and police authorities;

b) Submits to PNVSCA, for approval, the itinerary/schedule of activities of volunteer/s assigned thereat;

c) Reviews and approves request for vacation leave and all other participation of the volunteer in activities, official or personal, outside of his station;

d) Informs the focal person, in the region/province/municipality, as determined by PNVSCA, of any changes of itinerary and whereabouts of the volunteers;

e) Ensures that the volunteer shall refrain from going to areas not otherwise approved by or coordinated with PNVSCA;

Section 3. RESPONSIBILITIES OF THE FOREIGN VOLUNTEER ORGANIZATION - The following shall be the duty and responsibility of the Foreign Volunteer Organization:

a) Submits to PNVSCA, for approval, the itinerary/schedule of activities which would require participation of their volunteer members;

b) Ensures that consultation is made with PNVSCA and RA before any transfer, reassignment or pull-out of volunteer is effected;

Section 4. RESPONSIBILITIES OF THE VOLUNTEER - The following shall be the responsibility of the volunteer/s:

a) Secures approval of RA in cases of travel outside the official station, PROVIDED, travel exceeding two weeks must need approval of PNVSCA at least one week prior to the travel;

b) Refrain from going outside the project site without prior approval of the recipient agency;

Section 5. RESPONSIBILITIES OF PNVSCA - The following shall be the responsibility of PNVSCA:

a) Coordinate with the proper authorities in determining project areas safe for volunteer deployment;

b) Obtain security clearance on agency/organization requesting for assistance of a local or foreign volunteer;

- c) Obtain security clearance of local or foreign volunteers to be deployed in project sites;
- d) Facilitates introduction of volunteers to proper authorities/offices in the assignment site;
- e) Coordinate with the focal person on the security status of places indicated in the itinerary of the volunteers as submitted by the recipient agency;

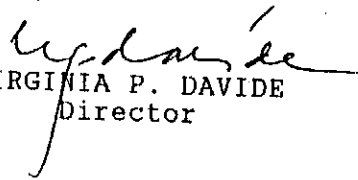
Section 6. JOINT RESPONSIBILITIES OF RA, FVO and PNVSCA - The following shall be the responsibility of RA, FVO, and PNVSCA:

- a) Assumes joint responsibility on the security and personal protection of the volunteers; and
- b) Sees to it that the volunteer works in accordance with the rules and regulations on volunteer service as provided for in Executive Order No. 635.
- c) Coordinates with concerned local government executives, military and police officials for security and other support/assistance to volunteers within area of responsibility.

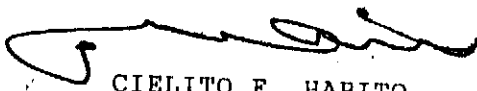
Section 7. NON-LIABILITY CLAUSE - The Philippine Government is not liable for any untoward event that may occur as a result of failure of the volunteer, recipient agency or foreign volunteer organization to comply with the security measures as hereintofore mentioned.

Section 8. EFFECTIVITY - This guideline shall be effective immediately.

23 October 1996.


VIRGINIA P. DAVIDE
Director

Approved:


CIELITO F. HABITO
Socio-Economic Planning Secretary
and NEDA Director-General




Magawaran ng Ugnayang Panlabas

Department of Foreign Affairs

MANILA

OFFICE OF ASIAN AND PACIFIC AFFAIRS

MEMORANDUM FOR THE SECRETARY

FROM : 
Lauro L. Baja Jr.
Assistant Secretary

SUBJECT : Presidential Instructions Re: Amendments to Executive
Order Nos. 134 and 635 on Foreign Volunteers

DATE : 03 December 1996

This refers to the President's handwritten instructions dated 02 October 1996 to amend executive order nos. 134 and 635 to include provision on security regulations for foreign volunteers. In an inter-agency meeting held on 11 October 1996 for this purpose, the representatives agreed on a draft PNVSCA Office Circular No. III Series of 1996 as a stop-gap measure to respond to the immediate need for the safety/security of foreign volunteers.

ASPAC recommends the approval of the enclosed draft Office Circular. Also attached, for the Secretary's signature, is the Memorandum for the President dated 22 October 1996 prepared by the National Economic and Development Authority.