

# Philippine National Volunteer Service Coordinating Agency

REPUBLIC OF THE PHILIPPINES  
PHILIPPINE NATIONAL VOLUNTEER  
SERVICE COORDINATING AGENCY

OFFICE CIRCULAR No. V  
Series of 2003

GUIDELINES CLARIFYING POLICY ISSUES RELATING  
TO THE VOLUNTEERS FOR INFORMATION AND  
DEVELOPMENT ASSISTANCE (VIDA) PROGRAM

WHEREAS, Section 3(d) of Executive Order No. 635 mandates the Philippine National Volunteer Service Coordinating Agency (PNVSCA) to "organize and implement the national volunteer service program 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;

WHEREAS, PNVSCA implements the Volunteers For Information and Development Assistance (VIDA) Program to provide unemployed Filipinos of various backgrounds the opportunity to serve their communities through volunteer service, and to mobilize and enable them toward greater and more participatory community development;

WHEREAS, the implementation of the VIDA is faced with various policy issues relating to: 1) the amount of allowable supplemental VIDA allowance, 2) volunteer working hours, 3) definition of the term "community" in the context of the VIDA Program, 4) assumption of dual role/function of the volunteer while in service and minimum basic VIDA qualifications;

NOW THEREFORE to ensure a standard appreciation of the issues and smooth implementation and coordination of the VIDA Program, this set of policy directives is hereby adopted.

1. The VIDA MLA shall remain at the amount prescribed by PNVSCA. Supplemental allowance shall be discouraged to make the MLA uniform for all volunteers.
2. The working hours of the VIDA volunteer shall be based on the Terms of Reference and Work Plan as agreed upon between the VIDA volunteer and the host organization and shall not be constricted by artificial timeframes.
3. Community shall be defined as where the volunteer resides and where the project is located and implemented irrespective of geographical confines.
4. Volunteers shall not assume dual role such as holding of a concurrent public office while in service for ethical considerations based on Republic Act 6173. Volunteers holding public office shall be required to relinquish their monthly living allowance as VIDAs.
5. A VIDA volunteer shall be at least 18 years old, and must possess functional skills useful to the project.

PNVSCA shall prepare the necessary implementing guidelines to further operationalize these policy directives.

This office circular shall take effect after fifteen (15) days following its publication in the *Official Gazette* or newspaper of general circulation.

24 March 2003, Quezon City

(Sgd.) JOSELITO C. DE VERA  
*Executive Director*