



Republic of the Philippines
Department of Environment and Natural Resources
Visayas Avenue, Diliman, Quezon City
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AUG 02 2004

DENR Administrative Order
No. 2004- 21

SUBJECT: GUIDELINES ON THE ACCEPTANCE AND ENGAGEMENT OF VOLUNTEERS IN THE DENR.

Consistent with the provisions of Executive Order 192, Philippine Agenda 21 and other related environmental laws, rules and regulations, which promote involvement of the private sector, professionals, youths, students, civic groups and individuals or groups and in recognition of the significant and substantial role they contribute in the protection, conservation, management and development of the environment and natural resources within the context of sustainable development, a system for volunteer acceptance/engagement is hereby established for the information and guidance of all concerned.

Article I
Legal Basis, Basic Policy, and Objectives

Section 1. Legal Basis

1. Executive Order No. 192, dated June 10, 1987 mandated the Department of Environment and Natural Resources to establish policies and implement programs that encourage greater people participation and private initiative in natural resources management;
2. Presidential Proclamation No. 55, dated December 1996 which declared every month of December of every year as National Volunteer Month;
3. Malacañang Memorandum Order No. 45, dated December 7, 2001 directed the implementation of a National Government Volunteer Program, whereby participating agencies shall set up a Bayanihang Bayan Desk and to designate Desk Officers to coordinate its implementation;

4. Memorandum Circular No. 4, Series of 2002 of the Civil Service Commission, directed all heads of Departments, Bureaus and Agencies of the National and Local Government including Government Owned or Controlled Corporations and State Universities and Colleges to participate in the Bayanihang Bayan – the National Volunteer Program for Government Service.

Section II. Basic Policy

1. The DENR adheres to the principle that it is the responsibility of the government and the private sector to promote social justice. The contribution of every citizen is vital to ensure socio-economic well being of its people;
2. The DENR acknowledges the participation of private, professional and other similar groups in nation building. It likewise acknowledges that given the present challenges, it can effectively and efficiently discharge its mandate and uplift the quality of life of Filipinos if services of these volunteers are tapped in addition to its existing manpower resources;
3. In engaging and accepting participation of volunteers it further acknowledges that in the process they develop interest, talent and expertise in their field of profession, finding self-fulfillment and satisfaction. The engagement/acceptance therefore of volunteers is a human resource development strategy for sustainable development at lesser government expense.

Section III. Objectives

1. To strengthen the DENR's effort in the protection, conservation, management and development of the environment and natural resources through the building of a strong open and transparent relationship between the government and the private sector;
 2. To organize a mechanism in the engagement/acceptance of volunteers in the DENR;
 3. To provide private individuals and groups the opportunity to be actively involved as volunteers in the implementation of the DENR's programs and projects;
 4. To help volunteers learn and grow personally and professionally through volunteerism.
- appp*

Article II Description of the Program

Section IV. The DENR Volunteer Program

A DENR Volunteer Program shall be organized to provide individuals, groups and organizations a time and space for volunteer service in the implementation of environmental programs and projects. The Program shall have the following component namely, areas/activities for volunteer work, recruitment, volunteer classification, criteria for selection/screening, orientation, deployment, supervision and control, roles of volunteers, awards and recognition, evaluation, monitoring and reporting and termination of services.

To implement the program, a Program Technical Group shall be formed to provide direction and ensure the participation of various DENR offices. A National Bayanihang Bayan Desk shall be established at the Special Concerns Office who shall serve as the coordinating unit in the implementation of the Volunteer Program in the DENR. Adequate manpower complement shall be designated to man the Desk to be headed by a National Bayanihang Bayan Desk Officer.

Further, Bayanihang Bayan Desks shall also be established at the Bureaus, Attached Agencies, and Regional Offices to ensure coordination and implementation of the program at their levels. A Bayanihang Bayan Coordinator shall be designated to man the Desk who shall be under the supervision of the Bureau Director, Head of the Attached Agency or the Regional Executive Director (RED) concerned.

Article III Engagement/ Involvement Mechanisms

Section V. Areas/Activities for Volunteer Work

The following are the list of areas where a volunteer can render services:

1. Professional/Technical/Expert Services on lands, forestry, mines, protected areas, environment and research;
2. Administrative Support Services on accounting, records management, computer encoding and maintenance, telephone operation and other administrative works;
3. Skilled Services such as carpentry, landscaping, electrical, plumbing, auto and other engine repairs and small construction works;
4. Capability Building such as teaching, counseling, conduct of skills training, development of training modules, development of information and education campaign or communication modules and other livelihood training or skills enhancement;
5. Resource generation or resource-based assistance such as provision of venue or food for a meeting, provision of equipment, medicines, supplies or materials for a specific project, etc.;

6. Special activities organized by the DENR like, tree planting, coastal clean-up, environmental campaigns, environmental missions and other similar undertakings.

Section VI Recruitment.

Recruitment of volunteers shall be the responsibility of the National and Bureau, Attached Agency and Regional Bayanihang Bayan Desks.

1. Bureaus, Attached Agencies, Regional offices, Central Office Services and Units, Programs, Projects shall conduct survey/inventory of specific work or services that may be opened for volunteer work. It should include number, field of expertise or qualifications of volunteers required, duties or tasks, expected outputs, duration of volunteer work and location where volunteers shall be fielded; (Appendix "1")
2. Volunteer opportunities shall be posted at the DENR Homepage (www.denr.gov.ph, [iVolunteer.ph](http://Volunteer.ph).) Bureaus, Attached Agencies and Regional Office Homepages if available or in any bulletin board. The use of other medium like radios, televisions and newspapers in posting volunteer opportunities is encouraged; (Appendix "2");
3. Potential volunteers shall fill-up the Individual or Group Volunteer Registration Form, which can be downloaded from the DENR Homepage or can be obtained from the concerned Bayanihang Bayan Desks; (Appendices "3&4");
4. Interviews of potential volunteers shall be immediately conducted especially if the volunteers are applying for a posted volunteer work. Interview questions should focus on the following direction; validation of qualifications, personal circumstances of the applicant, plan of action and other details of the volunteer work. The conduct of interview in the Central Office, Bureaus and Attached Agencies shall be arranged by the National Bayanihang Bayan Desk in coordination with the Head of the Office needing the volunteer services. Interviews of volunteers in the Regional Offices shall be arranged by the concerned Bayanihang Bayan Coordinators concerned;
5. Volunteer applicants shall be notified after five (5) working days whether the applicant/s has/have been accepted;
6. Other volunteer applicants who apply/register but did not qualify for a posted volunteer work shall be placed in a pool of volunteers who shall be tapped later once volunteer services are already available in accordance with their qualifications;
7. Upon acceptance, a work program shall be discussed and prepared between the Office and the volunteer defining the activities and expected output/accomplishment of the volunteer/s; *gfb*

8. A Memorandum of Agreement (MOA) shall be executed between the DENR and the volunteer defining the duties and responsibilities of both parties (Appendix "5").

Section VII. Volunteer Classification

The following individual or groups either local or foreign shall qualify as volunteers:

1. Students and student organizations from high school, colleges & universities provided they meet the age requirement; (On-the-Job trainees complying with school requisites for graduation shall not be considered as participant under this program);
2. Private individuals, professionals, family or families, experts, retirees, emigrants, overseas contract workers and foreigners;
3. Private, religious, business, professional groups, NGOs, civic and peoples organizations;
4. Other Government workers;
5. Members of existing group organized by the DENR such as Multi-Sectoral Forest Protection Committees (MFPCs), People Organizations under the CBFM areas and other similar groups already extending volunteer services shall be considered as participant under this program;

Section VIII. Criteria for Selection/Screening

Volunteers must be:

1. At least 15 years of age, (those with ages 15-18 must have parental consent);
2. Willing to commit his/her/their time, resources and talent and be assigned to a specific work without material or financial remuneration;
3. Willing to be supervised and abide by the policies and regulations of the office, program or project;
4. Willing to undergo training on volunteerism if necessary;
5. Physically and mentally fit to render volunteer work as certified by a licensed physician;
6. Endorsed and recommended by the organization they are affiliated with; *eyg*

7. Must not be convicted of cases involving moral turpitude and other criminal offenses;
8. Must be of good moral character as attested by the Barangay Chairman where he/she resides or Guidance Counselor/School Director/Principal of the school for student volunteers;
9. Foreigners must have clearances from the Bureau of Immigration and Deportation, Department of Foreign Affairs and have an endorsement from the PNVSCA.

Section IX. Orientation, Deployment, Supervision and Control

1. Before deployment, all volunteers must undergo an orientation to be undertaken by the Bayanihang Bayan Desk Officer or the concerned Coordinator together with the Head/Supervisor of the unit needing the volunteer;
2. Orientation shall include topics on DENR Vision & Mission, volunteer program, pertinent policies, specific work/duties, responsibilities, duration of volunteer work, days of reporting among others;
3. After orientation, volunteers shall be immediately assigned/deployed to the area of work agreed upon;
4. An ID shall be issued to the volunteer/s, which shall be surrendered after the duration of volunteer work. The ID should contain the name of volunteer, name of office/program/project where she/he is assigned, period of volunteer service/s and other necessary information;
5. Volunteers shall be assigned works which do not expose them to any risk constituting an imminent danger to their safety and health;
6. The Bayanihang Bayan Desk Officer/Coordinator concerned together with the Head of Office/Immediate Supervisor where the volunteer/s is/are deployed shall conduct consultation dialogue with the volunteer if necessary, in relation to his/her/their volunteer work. The agenda shall include, work accomplishment in relation to the program of work, technical, administrative and other concerns;
7. Volunteer/s shall take direct responsibility for unlawful acts and liabilities committed while performing volunteer services more so if these acts are not specified under the MOA and work/duties & responsibilities agreed upon.

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Article IV
Program Implementation Protocol

Section X. Roles of Volunteers

1. Perform the assigned task under the guidance of the Head of Office/Immediate supervisor of the Office, Program or Project where she/he/they is/are assigned;
2. Observe and respect at all times DENR policies as well as rules and procedures with regards to confidentiality of cases;
3. Must be punctual, trustworthy and committed to the program/project;
4. Attend orientation, briefing, meetings, consultations, dialogues and other capability building activities that will be provided by the DENR;
5. Submit completion report in relation to the volunteer work indicating therein his/her/their accomplishments.

Section XI. Awards/Recognition of Volunteers

Awards and recognition of the valuable services of the volunteers shall be undertaken through any of the following activities:

1. Issuance of Volunteer Service Appreciation (VSA) for those who have rendered voluntary service for at least 3 months or more and printing of their name and picture in any DENR publication;
 2. Issuance of Volunteer Service Certificates (VSC) for those who have rendered voluntary service for at least one hundred (100) but not more than (300) hours and printing of their name and picture in any DENR publication;
 3. Exhibit of volunteer activity photos whenever there is a chance to do so;
 4. Introduction of accepted volunteers during the Monday's flag ceremony with the presence of top management officials;
 5. Invitation and recognition during special agency occasions like Earth Day and Environment Month celebrations;
 6. Recognition and giving of tokens during the agency's Christmas party in December which is also the Volunteers Month;
 7. Participation in other agency's activities such as sports, physical, musical and cultural activities;
- aggr*

8. Issuance of a Volunteer T-shirts, jackets;
9. Courtesy calls with local government executives concerned;
10. Provision for accident or death insurance while rendering volunteer work;
11. In filling-up vacant positions, preferences shall be given to those who have rendered volunteer work provided they meet the qualification standards for the position;
12. Foreign nationals who have satisfactorily rendered volunteer work, may be issued an endorsement for extension of stay as a form of incentive, only upon their request;
13. Other appropriate forms of incentives that may be determined in the future.

Section XII. Evaluation, Monitoring and Reporting

1. Performance assessment shall be jointly undertaken by the volunteer, the Bayanihang Bayan Desk Officer/Coordinator and the Head of the Office/Immediate Supervisor concerned on a specific volunteer work based on the work plan;
2. The concerned Bayanihang Bayan Coordinator shall be responsible in the submission of the volunteer program quarterly report to the National Bayanihang Bayan Desk; (Appendix "6")
3. A post evaluation report shall be conducted by the Bayanihang Bayan Desk Officer/Coordinator concerned every after completion of a volunteer assistance with a duration of at least two (2) months. The evaluation shall cover all activities undertaken by the volunteer, accomplishments, insights and learning's including recommendations in relation to the general volunteer services rendered; (Appendix "7") and
4. The Bayanihang Bayan Desk Coordinator shall be responsible in the submission of names of volunteer received/accepted by their office to the National Bayanihang Bayan Desk who shall then be officially listed in the DENR Registry of Volunteers. (Appendix "8")

Section XIII. Termination of Volunteer Services

Termination of volunteer services may be done on the following grounds:

1. Upon request of the volunteer due to valid reasons like; health, peace and order, migration and other similar reasons among others; *aggs*

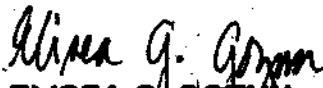

2. Anytime upon mutual consent of the volunteer and the office;
3. Violation by the volunteer of any DENR policies rules and regulations;
4. Valid complaints by the community or individual member of the community and co-employees against the volunteer for abusive behavior;
5. Termination of the program or project due to force majeure where the volunteer work is being rendered.

Section XIV. Program Funds.

Operational funds of the National Bayanihang Bayan Desk shall be sourced from the Central Office while operational funds for the Bureaus, Attaches Agencies and Regional Bayanihang Bayan Desk shall be sourced from their respective appropriations. Henceforth, all Heads of Offices, Bureaus, Regional Offices should ensure that appropriate program fund shall be allocated from their annual appropriations.

Section XV. Effectivity.

This order shall take effect immediately and supersedes all orders or issuances inconsistent herewith.


ELISEA G. GOZUN
Secretary 

**Department of Environment and Natural Resources
Bayanhang Bayan Volunteer Program**

Appendix "1"

INVENTORY OF VOLUNTEER NEEDS

Office _____
 Program/Project/Unit _____

Specific Work/Services Needed	Minimum Qualifications	No. of Volunteers Needed	Duration of Volunteer Work	Specific Date Needed

Submitted by: _____

Noted: _____

Signature Over Printed Name

Director/Head/Program or Project Manager

Date

**Department of Environment & Natural Resources
DENR VOLUNTEER PROGRAM**

VOLUNTEER NEEDS POSTING FORM:

Appendix "2"

The: _____
(Office/Program/Project/Event)

Is in need of volunteer/s (number): _____

For the following program/project/activity: _____

Field of Expertise/Skill Required from Volunteer: _____

The Volunteers will have the following duties/task:

- 1.
- 2.
- 3.

Expected Output required from the Volunteer:

- 1.
- 2.
- 3.

Position/Job Title of Volunteer: _____

Minimum qualifications: _____

Volunteer/s will be requested to report every:

Y	Monday	Y	Saturday
X	Tuesday	Y	Sunday
Y	Wednesday	Y	Any weekday
Y	Thursday	Y	Any weekend
Y	Friday	Y	Everyday

Duration of volunteer engagement will be from: _____

Location where volunteer/s will be fielded: _____

Interested Volunteers may contact:	Approved for Posting
Bayanihang Bayan Coordinator	Head of Office/ Program/Project Director
Address: _____	Tel. No. _____
Tel Nos. _____	Fax No. _____
Email: _____	Email Address _____

Note: The form should be filled-up for each volunteer position/job title.

**Department of Environment & Natural Resources
(Individual Volunteer Registration Form)**

Appendix "3"

Name of the Volunteer:

Last Name _____ First Name _____ Middle Name _____
Address: _____

Date of Birth: _____ Nationality: _____

Status: _____ Profession/Occupation: _____

Tel No.: () _____ Fax No. () _____

Mobile No.: _____ Email address: _____

Special Interest/Hobby/Skills: _____

Educational Background: _____

Educational Attainment: _____

Course/School: _____

Training Courses Attended:

1. _____

2. _____

What are your areas of interest for volunteering?

1. _____

2. _____

What forms of involvement are you interested in?

1. _____

2. _____

Which cities/provinces are you willing to reach to undertake volunteer work?

1. _____

2. _____

When can you do volunteer work?

- | | |
|---|---|
| <input type="checkbox"/> Everyday | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> After office hours | <input type="checkbox"/> Everyday except Weekends |
| <input type="checkbox"/> Weekends | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Specific dates _____ | |

Submitted By: _____

Signature Over Printed Name _____

Date _____

You may send this form to the:
DENR Bayanihang Bayan Desk
Special Concerns Office
Visayas Avenue, Diliman, Quezon City
Or fax to telephone numbers:
(02)926-8346 or (02)927-6336

**Department of Environment & Natural Resources
(Group Volunteer Registration Form)**

Appendix "4"

Name of the group volunteer or volunteer organization: _____

Address: _____

Organization Head/President/Chairman: _____

Tel Nos.: () _____ () _____

Fax Nos.: () _____ () _____

No. of Members: _____

Email address: _____ Website: _____

What are the objectives your organization?

1. _____
2. _____
3. _____

What are your group's areas of interest for volunteering?

3. _____
4. _____
5. _____

What forms of involvement are you/ your group interested in?

1. _____
2. _____
3. _____

Which cities/provinces are you/your group willing to reach to undertake volunteer work?

1. _____
2. _____

When can you/your group do volunteer work?

- | | |
|--|---|
| <input type="checkbox"/> Everyday | <input type="checkbox"/> Holidays |
| <input type="checkbox"/> After office hours | <input type="checkbox"/> Everyday except Weekends |
| <input type="checkbox"/> Weekends | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Specific date/s _____ | |

Submitted By: _____

Signature Over Printed Name _____

Date _____

You may mail this form to the:
DENR Bayanihang Bayan Desk
Special Concerns Office
Visayas Avenue, Diliman, Quezon City
Or fax to telephone numbers:
(02)926-8346 or (02)927-6336

MEMORANDUM OF AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This **MEMORANDUM OF AGREEMENT**, made and entered into by and between:

The **Department of Environment & Natural Resources** with office address at Visayas Avenue, Diliman, Quezon City represented by **GRACE FAVILA**, Director-Special Concerns Office, DENR, herein referred to as the **"First Party"**; and

The _____ with address at _____, herein referred to as the **"Second Party"**.

WITNESSETH

WHEREAS, the Government by virtue of Memorandum Order No. 45, has directed the Philippine National Volunteer Service Coordinating Agency (PNVSCA) to organize a National Government Volunteer Program referred to as Bayanihang Bayan Program by engaging the assistance of the private sector in the implementation of the government's programs and projects;

WHEREAS, the First Party is the primary government agency responsible for the protection, regulation & management of the country's environment and natural resources and as a pilot agency in the implementation of the Bayanihang Bayan Program has institutionalized the program through the setting up of program mechanisms and its Bayanihang Bayan Volunteer Desk;

WHEREAS, the First Party acknowledge that the participation of private individuals and groups as volunteers will strengthen the effort in the protection, conservation, management and development of the environment and natural resources; as well as uplift the quality of life of Filipino Community they serve;

WHEREAS, the Second Party is an organization/group/individual who committed voluntarily to the task of socio-economic development specifically to the protection and conservation of the country's environment and natural resources;

WHEREAS, the Second Party agrees to volunteer his/her professional and personal services under the concept of Bayanihan to the First Party;

WHEREAS, the Second Party likewise acknowledge that through volunteering they will develop interest, talent and expertise in their field of profession, finding self-fulfillment and satisfaction in the process and at the same time develop a strong, open and transparent relationship with the government and the community;

WHEREAS, both parties adhere to the principle that it is a joint responsibility of the government and the private sector to promote social justice. The contribution of every citizen is vital to ensure the socio-economic and cultural well being of the Filipino People;

WHEREAS, both parties likewise agrees that the engagement/acceptance of volunteer services promotes the spirit of "bayanihan" or mutual aid" among Filipinos which nurtures the moral fiber for cooperation and service for others which and should be encouraged by both parties to enrich our society;

WHEREAS, for and in consideration of the foregoing premises the "First Party" hereby agree to engage and accept the volunteer services of the "Second Party" as manifested by this agreement with the following terms and conditions:

Section 1. Scope and Duration of Volunteer Service:

The "First Party " hereby engages and accepts the volunteer services of the "Second Party" as _____ for a period of _____
(Job Description) (Duration of Services)
under _____
(Name of Project)

Section 2. In the performance of volunteer service, the Second Party shall observe the following:

1. Perform the assigned task assigned to him/her/them;
2. Observe and respect at all times policies as well as rules and procedures of the First Party with regards to confidentiality of cases;
3. Must be punctual, trustworthy and committed to the program/project;
4. Attend orientation, briefing, meetings, consultations, dialogues and other capability building activities that will be provided by the First Party;
5. Be accountable, accept as well as give feedback;
6. Respect the rights of people they work with;
7. Support the agency they are working with and represent its interest;
8. Acknowledge the decisions made by the staff, project manager or organization;
9. Address areas of conflict with appropriate staff member, coordinator of volunteer program or similar worker;

10. Submit reports as required by the "First party" in relation to the volunteer services;
11. Liquidate expenses incurred in the performance of volunteer service.

Section 3. In the conduct of the program, the First Party shall provide the following:

1. Clear & comprehensive job description of the volunteer services/work;
2. Accurate information about the agency/program/project;
3. Clear line of accountability;
4. Training for the volunteer initially and on an on-going basis;
5. Clear procedures/information on reimbursement of volunteers transportation and other expenses;
6. Clear grievance and conflict resolution procedures;
7. Feedback on volunteers work contribution and recognition;
8. Allowable personal or group accident and death insurance;
9. Appropriate awards or incentives allowed under the program
10. To kept confidential at all times the volunteer's personal information;

IN WITNESS HEREOF, the parties have affixed their signatures this day of _____, 2004.

Department of Environment and
Natural Resources
By:

By:

GRACE FAVILA

WITNESSES

ACKNOWLEDGEMENT

Republic of the Philippines)
Quezon City) S.S.

BEFORE ME, a Notary Public for Quezon City on this _____ day of _____, 2004 personally came and appeared and having exhibited their Community Tax Certificates as follows:

Name	CTC No.	Issued At	Issued On
GRACE FAVILA	_____	_____	_____

KNOWN TO ME to be the same persons who executed the foregoing instrument and they acknowledge to me that the same is their own free and voluntary deed.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2004 at Quezon City, Philippines.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of 2004

Department of Environment and Natural Resources
The DENR Volunteer Program
QUARTERLY REPORT

Date : _____

Office : _____
Unit/Program/Project : _____

1. Total Number of Volunteers:

Volunteer Received for the Quarter: _____
Total Number of Volunteers Received to Date: _____

2. Description of volunteer assistance received during the (quarter) period:

Area of Volunteer Assistance	Objectives of Volunteer Assistance	Volunteer Assistance Received No. Activities and Accomplishments
------------------------------	------------------------------------	---

3. Other activities undertaken by the Office for the implementation of the Program:

4. Issues and Concerns encountered during the period? Please specify.

5. Other information not addressed by this report.

Prepared by:

Noted :

Bayanihang Bayan Desk Coordinator

Head of Office/Program or Project Director

Department of Environment & Natural Resources
DENR Volunteer Program

POST EVALUATION REPORT

1. Name of Volunteer : _____

2. Office/Program/Project/Unit Where Deployed: _____

3. Volunteer Assistance Rendered

3.1 Volunteer Activities:

3.2 Accomplishments:

4. Duration of Volunteer Assistance: From _____ to _____

5. Insights and Learnings:

6. Recommendations:

Bayanihang Bayan Desk Officer/Coordinator

Date _____

Department of Environment & Natural Resources
DENR Volunteer Program

List of Volunteer Individual/Group Received

Office _____

1. Names of Individual Volunteer Accepted/Received:

Name	Address	Area of Volunteer Assistance	Contact Number/Email Address
1.			
2.			
3.			
4.			
5.			

2. Names of Group Volunteer Accepted/Received:

Name	Address	Area of Volunteer Assistance	Contact Person	Contact Number/Email Address
1.				
2.				
3.				
4.				
5.				

Submitted by:

Noted:

Bayanihang Bayan Desk Coordinator

Director/Head of Office/Attached Agency

Date