Hon. Cielo Krisel Lagman-Luistro
City Mayor

EXECUTIVE ORDER NO. 024-A SERIES 2022

AN EXECUTIVE ORDER CREATING THE CITY BAYANIHANG BAYAN MANAGEMENT COMMITTEE (CBBMC) IDENTIFYING ITS MEMBERS, THEIR DUTIES AND FUNCTIONS, AND OTHER PURPOSES

City Bayan Com

WHEREAS, Republic Act 9418 also known as the Volunteer Act of 2007 provides for the guidelines mandating national government agencies and LGUs to establish volunteer programs in their respective offices to promote and encourage volunteering in government programs and projects as well as enjoin government employees to render volunteer service in social, economic and humanitarian development undertakings in the community;

WHEREAS, Administrative Order No. 01 Series of 2007 and Administrative Order No.10 Series of 2010 provide for the implementation of the DSWD Volunteers on Disaster Risk Management and Response and DSWD National Volunteer Service Program, respectively;

WHEREAS, Memorandum Circular No. 4 s. 2002 from Civil Service Commission (CSO) dated January 29, 2002, directed all heads of Departments, Bureaus, and agencies of the National and Local Government including government-owned and/or controlled corporations and state universities and colleges to participate in the Bayanihan Bayan – the National Volunteer Program. this is also in line with the existing volunteerism program, the Spirit of 100 Hours-Alay a Bayan;

NOW, THEREFORE, by virtue of the power vested upon me by section 455, b, 2 ii of R.A. 7160, otherwise known as the local government code of 1991, **I, CIELO KRISEL LAGMAN-LUISTRO**, City Mayor of Tabaco City, do hereby create the **CITY BAYANIHANG BAYAN MANAGEMENT COMMITTEE (CBBMC) IDENTIFYING ITS MEMBERS, THEIR DUTIES AND FUNCTIONS, AND OTHER PURPOSES** as follows;

SECTION 1. COMPOSITION. The City Bayanihang Bayan Management Committee (CBBMC) shall be established to provide overall direction and guidance for the effective implementation of the program and shall be composed of the following:

Chairman : **Hon. Cielo Krisel Lagman-Luistro**, City Mayor
Members : **Hon. Salvacion E. Balingbing**, City Councilor
Hon. Preciousicima B. Tanggo, City Councilor
Hon. Eddie S. Perol, LnB President
Hon. Allan Earvin S. Burce, SK Federation President
Hugo G. Buen, CDRRMO
Ma. Teresita B. Riosa, HRMO
Reynold P. Martirez, CENRO
Engr. Maria Ailene C. Bombon, Acting City Agriculturist

SECTION 2. DUTIES AND FUNCTIONS. The Committee shall exercise the following duties and functions:

1. Submission of Needs for Volunteer Service

1.1 Each Office/Department shall recommend to the CBBMC Secretariat possible areas of work needing volunteers along with their programs and services being implemented.

1.2 The CSWDO likewise shall recommend possible areas for volunteer work to its covered community-based and/or residential-based facilities.

1.3 Request for volunteers shall be submitted to the CBBMC Secretariat.

2. Social Marketing. All the offices that are members of the CBBMC shall be responsible for the information dissemination on the volunteer program using all available media platforms highlighting volunteer work opportunities of the Local Government Unit.

3. Recruitment and Registration. The recruitment process of volunteers' registration, selection, and screening. The Registration can be made in two ways:

3.1 **Online** – the interested volunteer individual or group must send an intent letter thru the LGU official email address.

3.2 **Walk-in** – interested individuals and organizations can also register as walk-in volunteers. They will sign-up and submit the Volunteer Registration Form.

4. Selection and Screening. The CBBMC shall be responsible for the screening of all qualified volunteers. The CBBMC shall likewise conduct and preside in the selection of the registered volunteers. The residence of the volunteers must be taken into consideration in the possible area for volunteer work. Volunteers intending to volunteer in the community-based or residential-based LGU-Managed facility shall be referred to the Center Heads to ensure the appropriateness of the qualifications of the volunteers.

5. Pre-deployment and Initial Orientation of Volunteers.

5.1 The CBBMC Secretariat shall conduct the pre-deployment orientation for qualified volunteers on the following:

a. LGU mission, vision, and goals.
b. Orientation of volunteerism.
c. General policies to be observed by the volunteers throughout the deployment period such as but not limited to wearing of ID, non-smoking and non-loitering inside the office premises.
d. Required output for the expected volunteer service to be rendered.

In the same manner, the focal person on Volunteers per office shall likewise conduct an orientation to the deployed volunteers on the following:

a. Office mission, vision, and goals.
b. Guidelines and policies on the programs and services are extended.

5.2 The CBBMC Secretariat shall prepare and facilitate the execution of the Memorandum of Understanding for group or corporate volunteers specifying the terms of reference of volunteer works.

5.3 Once the deployment orientation is done and the required registration forms and list of names of volunteers are submitted, the CBBMC shall communicate/refer the same to the concerned offices.

6. Deployment of Volunteers

6.1 The volunteer shall prepare a work plan in coordination and set agreements with the office head. The plan must conform to the duration and scope of the partnership.

6.2 The office head where the volunteer will be deployed must assign staff who will supervise the volunteers.

The supervisor is responsible for the following;

a. Conduct office-based orientation on the programs and services;
b. Provide actual demonstrations of work whenever necessary.
c. Ensure that logistical support needed for the volunteer work is provided.
d. Monitor the attendance of the volunteers.
e. Evaluate the volunteers based on the agreed scope of volunteer work.

7. Post-deployment of Volunteers. The CBBMC together with the office supervisor shall conduct post-deployment exit activities like interviews, debriefing, or reflection sessions. Debriefing will ensure that all issues and concerns encountered during the volunteer work will be expressed, processed, and resolved.

8. Reporting. The volunteer shall submit to the supervisor an accomplishment report using the prescribed reporting template based on the agreed timeline.

9. Recognition and Affirmation. The individual volunteer or organization who renders volunteer service regardless of duration shall be given a certificate of appreciation.

SECTION 3. SECRETARIAT. The Secretariat of the Committee shall be lodged to the City Social Welfare and Development Office. The secretariat shall also perform the following functions:

1. Coordinate and monitor the implementation of the Volunteer Service Program across the LGU; and
2. Consolidate, and summarize reports of activities and other accomplishments of the different volunteer groups.

SECTION 4. MEETINGS. The CBBMC shall convene every semester and as may be deemed necessary to discuss issues and concerns encountered and solutions to resolve them and to identify possible areas for volunteer work.

ISSUED this 28th day of Sept., 2022 at Tabaco City, Albay, Philippines.

CIELO KRISEL LAGMAN-LUISTRO
City Mayor