

11) Perform other duties and responsibilities as may be assigned by the local chief executive or local ordinance.

(b) The Personnel Selection Board of the municipal government shall also serve as the governing body of the Municipal Volunteer Program. It shall perform additional tasks and functions related to ensuring the successful implementation of the program. The performance of the Municipal Volunteer Coordinating Unit shall be guided by the Personnel Selection Board. All issues and concerns related to the volunteer program shall be referred to the Board for proper recommendations to the Local Chief Executive.

SECTION 9. GUIDELINES FOR VOLUNTEERISM IN THE MUNICIPAL GOVERNMENT. In accordance to and consistent with Rule XII of the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713), free voluntary service refers to services rendered by persons who are in government without pay or compensation. The following minimum guidelines shall govern the operation of the municipal volunteer program:

a) **Requirements.** The requirements of free voluntary service are as follows:

- 1) Issuance of an appropriate contract document;
- 2) Fitness and suitability for the duties and responsibilities of the particular position;
- 3) Shall not engage in any political activities;

b) **Functions of Volunteerism.** The following are the functions or services that volunteers can perform:

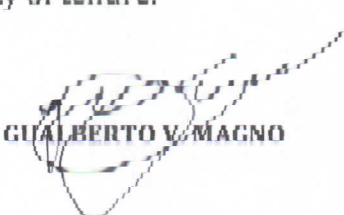
- 1) Advisory
- 2) Consultancy or counselling
- 3) Recommendatory
- 4) Professional services
- 5) Staff work
- 6) Humanitarian

c) **Policy coverage and Limitations.** Those who render free voluntary service to the government are covered by the following:

- 1) Laws on rewards and incentives;
- 2) Norms and conduct and ethical standards
- 3) Duties and obligations of public officers and employees
- 4) Prohibitions and sanctions enumerated in RA 6713 and its Implementing Rules and Regulations
- 5) Civil and criminal liability

d) Those who render free voluntary service are, however, exempted from the filing of statements of assets, liabilities and net worth and financial disclosures, the requirement on divestment and the appropriate eligibility requirement for their designations, and shall not enjoy security of tenure.


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e) Prohibitions. Unless otherwise provided in the terms of their designations, volunteers are prohibited from:

- 1) Exercising supervisory functions over personnel;
- 2) Exercising functions of position involving national security;
- 3) Having access to confidential or classified information unless authorized by proper authorities;
- 4) Occupying regular plantilla positions;
- 5) Having such services credited as government service and availing themselves of retirement benefits;
- 6) Using facilities and resources of the office for partisan political purposes;
- 7) Receiving any pecuniary benefits such as honoraria, allowances and other perquisites of office, except those incentives provided hereof.

f) Qualifications. In addition to the guidelines hereof and in the identification of volunteers, the following basic qualifications shall be observed:

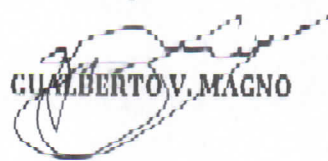
- 1) At least eighteen (18) years old for volunteering in office work or works that requires to be of legal age and at least fifteen (15) years old for those who will engage in activities which does not compel to be of legal age
- 2) A resident of the community where he/she will be assigned
- 3) Physically and morally fit
- 4) Elderly, women and person with disabilities shall not be discriminated in the selection of volunteers

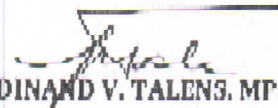
g) Criteria for Selection. Applicants for volunteer works shall be selected on their commitment to volunteering, learning and development, ability to work with others and technical competence.

h) Pre-Service Orientation. The Human Resource Management Section shall provide a pre-service orientation on the volunteer program and training on selected areas which will enable the volunteers to effectively perform their role as volunteers or development facilitators. The length of services that the volunteer may contribute shall be discussed and negotiated between the volunteer and the HRMS. The same shall be indicated in the contract of volunteer services which shall be signed between the municipal government and the volunteer before the deployment.

i) Deployment. Volunteers shall be assigned to projects in the communities of their choice or the project/office which needs their services under the supervision of the Department Head concerned.


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j) **Monitoring and Supervision.** Host department or office shall directly supervise the volunteers under their supervision while the HRMS shall monitor the volunteer assignment through field visits and monthly reports submitted by the volunteers and the host office or department.

Tripartite consultations among the host office, department or community, HRMS and concerned volunteer shall be undertaken from time to time to address issues and concerns affecting volunteer assignment. Upon completion of assignment, the volunteer shall submit a terminal report to the HRMS and shall discuss the same, the outputs and outcomes of the volunteer work and the learning experience of the volunteer.

Section 10. **INCENTIVES FOR VOLUNTEERS.** Volunteers who have successfully finishes their term of engagement shall be conferred the Gawad Kabayanihan in the form of a certificate and an official medallion designed under the provisions of the Gawad Roxasño Ordinance. The conferment shall be done in a simple yet meaningful ceremony on November 15 coinciding with the celebration of the foundation day of Roxas. Provided, that municipal officials or employees who have successfully rendered one hundred volunteer hours, a certificate of recognition shall be conferred.

Section 11. **SUNSET REVIEW.** Within one year after the effectivity of this Ordinance or as need arises, a Joint Executive-Legislative-CSO Oversight Committee shall conduct a sunset review. For purposes of this Ordinance, the term "sunset review" shall mean a systematic evaluation by the Joint Oversight Committee of the accomplishments and impact of this Code, as well as the performance and effectiveness of the institutional or enabling mechanisms created hereof, for purposes of determining remedial legislations.

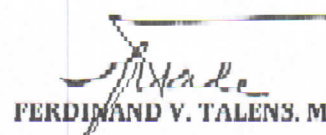
In furtherance hereof, the Joint Oversight Committee shall be composed of nine (9) members: three (3) members shall come from the executive departments of the local government to be selected by the local chief executive from departments which were engaged in the volunteer program; three (3) members shall be selected by the Sangguniang Bayan from among its members; and, three (3) members from the accredited CSOs who are involved in the implementation of any of the volunteer programs hereof to be selected by the Municipal Local Government Operations Officer.

Section 12. **REPEALING CLAUSE.** All ordinances, rules and regulations, other issuances or parts thereof inconsistent with any or all of the provisions of this Ordinance are hereby amended, repealed or modified accordingly.

Section 13. **SEPARABILITY CLAUSE.** This Ordinance and its provisions are hereby deemed separable. If for any reason part/s or provision/s hereof is/are declared unconstitutional, ultra vires or inconsistent with law by a competent authority, any other part/s or provision/s not affected


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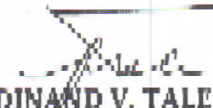

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thereby shall remain valid, in force and effect unless otherwise repealed, modified or amended accordingly.

SECTION 14. EFFECTIVITY. This Ordinance shall take effect on the date of approval.

Adopted : 28 June 2021

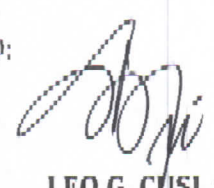
CERTIFIED TRUE AND CORRECT:


FERDINAND V. TALENS, MPA
Secretary to the Sangguniang Bayan

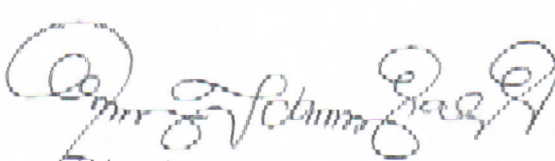
ATTESTED:


GUADBERTO V. MAGNO
Municipal Vice Mayor

APPROVED:


LEO G. CUSI, SR.
Municipal Mayor
Date Signed: 07/12/2021

marc/07062021


JUMARD R. CUA
July 12, 2021