DIVISION MEMORANDUM
NO. 278, s. 2016

2016 SEARCH FOR OUTSTANDING VOLUNTEERS (SOV)

To: Public Schools District Supervisors
    Public Elementary School Heads
    Public Secondary School Heads
    All Division Office Personnel

1. Attached are copies of the Regional Memorandum dated June 3, 2016 from Atty. Alberto T. Escobarte, CESO IV, Regional Director and the letter from the Regional Director of National Economic and Development Authority (NEDA) and Chairperson of NVM-RSC XI, Dir. Maria Lourdes D. Lim, CESO II announcing the conduct of the 2016 Search for Outstanding Volunteers (SOV).

2. The Search for Outstanding Volunteers (SOV) aims to highlight the exemplary performance and dedication to service of Filipino volunteers in helping people and communities and recognize the role of volunteerism in development and nation-building.

3. This office encourages to submit nominations for the 2016 Search for Outstanding Volunteers (SOV). The said Search is open to all individuals of Filipino Citizenship and Filipino volunteer organizations or local chapter organizations of foreign volunteer organizations that currently provide volunteer assistance in the Philippines.

4. Nomination forms may also be downloaded from the PNVSCA website, www.pnvlsa.neda.gov.ph. The accomplished nomination forms are to be submitted to the Regional Search Committee (RSC) XI, through its Chair, the Regional Director of the National Economic and Development Authority XI, on or July 30, 2016.

5. Immediate and wide dissemination of this Memorandum is desired.

[Signature]
DEE D. SILVA, DPA, CESO VI
Schools Division Superintendent
Memorandum

To: Schools Division Superintendents

From: ATTY. ALBERTO T. ESCOBARTE, CESO IV
Regional Director,

Subject: 2016 SEARCH FOR OUTSTANDING VOLUNTEERS (SOV)

Date: June 3, 2016

Attached is a letter from the Regional Director of National Economic and Development Authority (NEDA) and Chairperson of NVM-RSC XI, Dir. Maria Lourdes D. Lim, CESO II, which announces the conduct of the 2016 Search for Outstanding Volunteers (SOV).

In this connection, you are hereby requested to help disseminate and solicit nominations for the said search to all qualified individuals of Filipino citizenship and Filipino volunteer organizations or local chapter organizations of foreign volunteer organizations that currently provide volunteer assistance in the Philippines.

Furthermore, Guidelines, Nomination Forms for the two (2) categories, Individual and for the Organization are hereto attached for information and reference.

Submission of documents and requirements for the SOV shall be submitted to NEDA on or before July 30, 2016 copy furnished, Quality Assurance Division, DepED Regional Office XI for reference.

Please be guided accordingly.

Incl: As stated
Rrq3/mjd

Department of Education
Regional Office XI
RECORDS SECTION
RELEASED

By: ____________________________

Date: ____________________________ Time: ____________________________
18 May 2016

ATTY. ALBERTO T. ESCOBARTE  
Regional Director  
Department of Education XI  
Davao City

Dear Director Escobarate:

Warm greetings!

In recognition of the noble acts of volunteerism in the Philippines, the National Volunteer Month Steering Committee in coordination with the Philippine National Volunteer Service Coordinating Agency (PNVSCA) is again launching the Search for Outstanding Volunteers (SOV) for 2016. The said Search is open to all individuals of Filipino Citizenship and Filipino volunteer organizations or local chapter organizations of foreign volunteer organizations that currently provide volunteer assistance in the Philippines.

In this regard, we would like to solicit nominations from your institution that could qualify for the subject Search. May we also request assistance from DepED in disseminating information regarding the conduct of the said Search?

Attached are the nomination forms, poster and guidelines on the SOV for your reference/dissemination. Nomination forms may also be downloaded from the PNVSCA website, www.pnvsc.a.neda.gov.ph. The accomplished nomination forms are to be submitted to the Regional Search Committee (RSC) XI, through its Chair, the Regional Director of the National Economic and Development Authority XI, on or before 30 July 2016.

For inquiries, kindly contact Ms. Janice May A. Corezo, Senior EDS of NEDA XI through telephone number (082) 296-0160 to 64 local 113.

We look forward to your favorable action on this matter.

Thank you and best regards.

Very truly yours,

MARIA LOURDES D. LIM, CESO II  
Chairperson, NVM-RSC XI and  
Regional Director, NEDA XI

encl: a/s

NEDA Regional Office XI | NEDA-RDC XI Center  
Km. 7, Bangkal, Davao City 8000 | Telephone nos. 296-0160 to 64 | e-mail: nedaroxi@nedaxi.net
SEARCH FOR OUTSTANDING VOLUNTEERS
 NOMINATION FORM – INDIVIDUAL CATEGORY

Sub-Category:  [ ]  Youth
              [ ]  Adult

I. Nominee's Profile:

1. Name of Volunteer:

2. Date of Birth:  

3. Age:

4. Permanent Address:

5. Telephone No.:  Fax No.:

6. Email:

   Mobile Number:

7. Name/s and Address/es of Volunteer Organization/s the nominee is presently affiliated:

8. Duration of volunteer engagement: From ______________ to ______________

II. Describe the nominee's reason/s and motivation for volunteering:


III. Describe the nominee's personal, professional and social behaviors in the home, workplace and community. Has the nominee been charged, convicted or has pending administrative, civil or criminal case in court or in any concerned agency/organization?


IV. What are the most significant accomplishment/s of the nominee in his/her volunteer work? Why are these significant?

V. Summary of Volunteer Work: (Include ONLY those directly attributed to the nominee. Use additional sheets as needed.)

<table>
<thead>
<tr>
<th>Project/Activity</th>
<th>Duration</th>
<th>Target groups/beneficiaries</th>
<th>Outputs and/or Outcomes (include projects initiated, innovations introduced, resources generated, volunteers mobilized, etc.)</th>
<th>Partner institutions/Contact Persons and Telephone/Email</th>
</tr>
</thead>
</table>

Submitted by:

Name and Signature:

Designation:

Name and Address of Organization

Home Address:

Tel No./Fax No./Mobile No.

Email:
I. Nominee's Profile:

<table>
<thead>
<tr>
<th></th>
<th>Name of Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Date organization was established:</td>
</tr>
<tr>
<td>3</td>
<td>Head of Organization:</td>
</tr>
<tr>
<td>4</td>
<td>Designation:</td>
</tr>
<tr>
<td>5</td>
<td>Permanent Address:</td>
</tr>
<tr>
<td>6</td>
<td>Telephone No.</td>
</tr>
<tr>
<td>7</td>
<td>Fax No.:</td>
</tr>
<tr>
<td>8</td>
<td>SEC Registration No</td>
</tr>
<tr>
<td>9</td>
<td>Date of SEC registration:</td>
</tr>
</tbody>
</table>

10. Duration of organization's volunteering engagement: From ________ to ________

II. What are the organization's vision, mission and goals and its rationale for implementing its volunteer program/s and activity/ies?

III. Describe the organization's status in the community. Has the organization been charged, convicted or has pending administrative, civil or criminal case in court or in any concerned agency/organization?
IV. What are the most significant accomplishment/s of the organization in its volunteer services? Why do you say that these are significant?

V. **Summary of Volunteer Work:** (Include ONLY those directly attributed to the organization. Use additional sheets as needed.)

<table>
<thead>
<tr>
<th>Project/Activity</th>
<th>Duration</th>
<th>Target groups/beneficiaries</th>
<th>Outputs and/or Outcomes (include projects initiated, innovations introduced, resources generated, volunteers mobilized, etc.)</th>
<th>Partner institutions/Contact Persons and Telephone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitted by:

<table>
<thead>
<tr>
<th>Name and Signature:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Designation:</td>
<td></td>
</tr>
<tr>
<td>Name and Address of Organization</td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
<tr>
<td>Tel No./Fax No./Mobile No.</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>
Volunteers are the unsung and unnamed heroes who help build and empower the nation. Their compassion and selfless service to the underprivileged communities ignite hope and serve as indispensable tools in our journey towards progress and sustainability.
I. PURPOSE

The Search for Outstanding Volunteers (SOV) aims to highlight the exemplary performance and dedication to service of Filipino volunteers in helping people and communities and recognize the role of volunteerism in development and nation-building.

II. COVERAGE

The Search is open to the following individuals and organizations currently providing volunteer assistance in the Philippines:

- Individuals of Filipino citizenship;
- Filipino or local chapters of foreign/international non-profit organizations; and
- Filipino or local chapters of foreign/international corporate organizations.

III. DEFINITION OF TERMS

- Volunteer refers to individual/s who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute time, service and resources, whether on full-time or part-time basis to a just and essential social development cause, mission or endeavour in the belief that their activity is mutually meaningful and beneficial to public interest as well as to themselves.

- Non-Profit refers to non-stock, non-profit, non-government organization/s, including academic institution/s that implement volunteer program/s by mobilizing and engaging volunteers to provide services and assistance in socio-economic, humanitarian, civic and cultural development activities.

- Corporate refers to companies that implement volunteer program/s either as a component of Corporate Social Responsibility (CSR) or initiated and supported by the employee group, where employees are mobilized and engaged to volunteer their time, skills and resources for socio-economic, humanitarian, civic and cultural development activities.

IV. TYPES AND CATEGORIES OF AWARDS

A. National Outstanding Volunteer Award

The award is conferred to an individual or organization for outstanding volunteer service that has made a significant contribution to uplift the lives of people and communities served.

<table>
<thead>
<tr>
<th>Individual</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth</td>
<td>Non-Profit</td>
</tr>
<tr>
<td>Adult</td>
<td>Corporate</td>
</tr>
</tbody>
</table>

B. Volunteer Lifetime Achievement Award

The award is conferred to an individual or organization for consistent and outstanding volunteer service and whose achievement is regarded as an inspiration and role model in the field of volunteerism.

V. QUALIFICATIONS FOR NOMINATION

A. National Outstanding Volunteer Award

1. Individual

- Must be fifteen (15) to thirty (30) years old for the youth category and at least thirty-one (31) years old for the adult category at the time of submission of nomination;
• Has been providing volunteer assistance consistently for at least three (3) years for the youth category and at least five (5) years for the adult category at the time of submission of nomination;
• A member of a volunteer organization or institution registered with the Securities and Exchange Commission (SEC) or PNVSQA or other duly recognized accrediting government institution; or recognized as a volunteer by the local government, local institution or community being provided with volunteer services; and
• Has not been found guilty of crime or offense involving moral turpitude.

2. Organization
• Has been providing volunteer assistance consistently for at least five (5) years for the non-profit category and at least three (3) years for the corporate category at the time of submission of nomination; and
• Registered with the Securities and Exchange Commission (SEC) or PNVSQA or other duly recognized accrediting government institution; or recognized as a volunteer organization by the local government, local institution or community being provided with volunteer services.

B. Volunteer Lifetime Achievement Award
• Has been engaged in consistent volunteering activities for at least twenty five (25) years;
• Has been a recipient of regional, national or international awards in relation to volunteerism; and
• Has not been found guilty of crime or offense involving moral turpitude, in the case of individual nominees.

VI. CRITERIA FOR EVALUATION

A. National Outstanding Volunteer Award

1. Individual
• Qualities of the Volunteer - Motivation, behavioral attributes, character and integrity.
• Performance - Volunteer activities, innovative volunteering practice/s, and promotion of volunteerism.

• Outputs and/or Outcomes – Benefits, relevance, effectiveness, sustainability and replicability of volunteer assistance.

2. Organization
• Qualities of the Organization - Organizational culture and policy, volunteer program and volunteer management system.
• Performance - Volunteer activities, innovative volunteering practice/s, and promotion of volunteerism.
• Outputs and/or Outcomes – Benefits, relevance, effectiveness, sustainability and replicability of volunteer assistance.

B. Volunteer Lifetime Achievement Award
• Role model in promoting and advocating volunteerism and active citizenship through positive examples and best practices adopted and emulated by partners and stakeholders.

VII. SEARCH AND NOMINATION PROCESS
1. The Regional Search Committees (RSCs) are constituted to proactively search and nominate qualified candidates to the award.

2. Nomination forms may be downloaded at www.pnvsca.gov.ph/sov or may be obtained from the following agencies:
   • PNVSQA
   • NEDA Regional Offices
   • Regional Planning and Development Office of the Autonomous Region in Muslim Mindanao

   The completed nomination forms must be submitted to the respective RSC that covers the area where the volunteer or volunteer organization is based. Deadline for submission of nominations is on 31 July 2016. For NCR nominations, completed forms must be submitted to the PNVSQA, G/F Philippine Sugar Center Building, North Avenue, Dilliman, Quezon City.

3. The RSC shall submit the documentation of the nominees to the SOV-National Selection Committee (NSC) on or before 30 September 2016.
VIII. PROHIBITION AND EXCLUSIONARY PROVISIONS

1. Self-nomination is not allowed.
2. Nominees who did not qualify for the national award may be renominated.
3. National awardees of previous years are no longer eligible to be nominated except for the Volunteer Lifetime Achievement Award.
4. Members of the NSC are not eligible to nominate.

IX. CONFERMENT OF AWARDS

The recognition ceremony will be held in Manila in December 2016 during the celebration of the National Volunteer Month.

National awardees based outside Metro Manila shall be provided round-trip transportation and accommodation for their attendance in the awarding ceremony.