



# General Guidelines for the Search for Outstanding Volunteers 2023



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# GENERAL GUIDELINES ON THE SEARCH FOR OUTSTANDING VOLUNTEERS

## I. BACKGROUND

“Bayanihan” is a time-enduring Filipino value and tradition. The willingness and desire to help others have always been part of the Filipino psyche. Recognizing this innate trait among Filipinos, the Philippine National Volunteer Service Coordinating Agency has spearheaded the recognition of volunteers through the Search for Outstanding Volunteers (SOV).

The SOV is the centerpiece activity of the National Volunteer Month (NVM) which is observed every December pursuant to Presidential Proclamation No. 55, s. 1998. As mandated by Republic Act No. 9418, also known as the Volunteer Act of 2007, PNVSCA has embraced this strategy to play an active role in the promotion of volunteerism as a tool for development.

Created in 2001, the SOV has conferred awards upon 109 outstanding youth and adult individuals, and 40 organizations from the non-profit, corporate and government sector.

The SOV was replaced with the Search for Outstanding COVID-19 Volunteers (SOCV) for two years (2020-2021) to highlight the contribution of volunteers during the pandemic, awarding 34 exemplary volunteers across all regions. PNVSCA re-launched the SOV in 2022.

The SOV and SOCV awardees provided invaluable service in various development sectors such as education, health, agriculture, peace process, culture, environment, disaster risk reduction and management, community development, and other social services. The Search has served as a venue to celebrate significant contributions of volunteers from various sectors to the improvement of the lives of countless Filipinos.

## II. OBJECTIVE

The Search for Outstanding Volunteers aims to identify and recognize outstanding Filipino volunteers and volunteer organizations for their exemplary performance and achievements in empowering communities and promoting volunteerism as a way of life, contributory to nation-building.

## III. DEFINITION OF TERMS

For purposes of the Search, the following definitions shall be used:

- a) *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.
- b) *Non-Profit* pertains to non-stock, non-profit, non-government organization/s, including private academic institution/s and employees’ associations in the government that implement volunteer activities by mobilizing and engaging volunteers to provide services and assistance in socio-economic, humanitarian, civic and cultural development activities.

- c) *Corporate* refers to private business companies and Government-Owned and Controlled Corporations (GOCC) 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.
- d) *Youth*, as defined by RA 8044 or Youth in Nation-Building Act, refers to those persons whose ages range from fifteen (15) to thirty (30) years old, with the exception of BARMM, whose definition refers to the population from the age of fifteen (15) to forty (40) years old, as cited in the Bangsamoro Autonomy Act No. 10, s. 2019 (*Age group of BARMM only applies to nominees residing in BARMM*).
- e) *Local Government Unit or LGU* refers to a political subdivision of the Republic of the Philippines that oversees local governance at the provincial, city, municipal, or barangay level.

#### IV. SCOPE OF THE SEARCH

The Search will cover volunteering activities that were conducted in the Philippines, excluding volunteer service done for family members, for religious or indoctrination purposes, and initiatives which are part of the academic programs (ex. National Service Training Program) of academic institutions.

#### V. CATEGORIES OF AWARDS

##### 1. National Outstanding Volunteer Award (NOVA)

The National Outstanding Volunteer Award (NOVA) is conferred upon individuals or organizations for their exceptional contribution to the development agenda of the national government that resulted in positive outputs within the duration set by the Search.

The categories under NOVA are:

- 1.1. Individual
  - Youth
  - Adult
- 1.2. Organization
  - Non-Profit
  - Corporate

##### 2. Volunteer Lifetime Achievement Award (VLAA)

The VLAA is conferred upon 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.

##### 3. Special Award for LGU

This Award is conferred upon an LGU that implements outstanding volunteer programs or initiatives that promote the participation of civil society organizations or volunteer individuals in local governance. Submission of nominations to this category will be by invitation only.

## **VI. QUALIFICATIONS AND REQUIREMENTS FOR NOMINATION**

Nominators shall ensure that the nominees meet the minimum requirements for each category, as follows:

### **1. National Outstanding Volunteer Award (NOVA)**

#### **1.1 Individual (Youth and Adult)**

- Filipino Citizen
- Age group for youth category: 15 to 30 years old except for residents in BARMM whose youth age group is 15 to 40 years old
- Age group for adult category: At least 31 years old except for residents in BARMM whose adult age group is 41 years old and above
- 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;
- Has not been found guilty of crime or offense involving moral turpitude.

#### **1.2 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
- The organization must be registered with the Securities and Exchange Commission (SEC) or PNVSCA 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

### **2. Volunteer Lifetime Achievement Award (VLAA)**

*(In addition to the NOVA qualifications and requirements)*

- Has been engaged in consistent volunteering activities for at least twenty-five (25) years;
- Has been a recipient of any regional, national or international awards in relation to volunteerism (past SOV/SOCV awardees are eligible);
- Serves as a role model through a positive representation of volunteerism as a development resource; and
- For individual nominees, has not been found guilty of crime or offense involving moral turpitude
- For organizations, must have no derogatory reports from other agencies of the government as certified by said agency and no final adverse court decision of a criminal act (i.e. fraud, estafa).

### **3. Special Award for LGU *(by invitation only)***

- Has designated a volunteerism focal person/office/point system
- Has consistently promoted a conducive environment for volunteering

# SEARCH FOR OUTSTANDING VOLUNTEERS

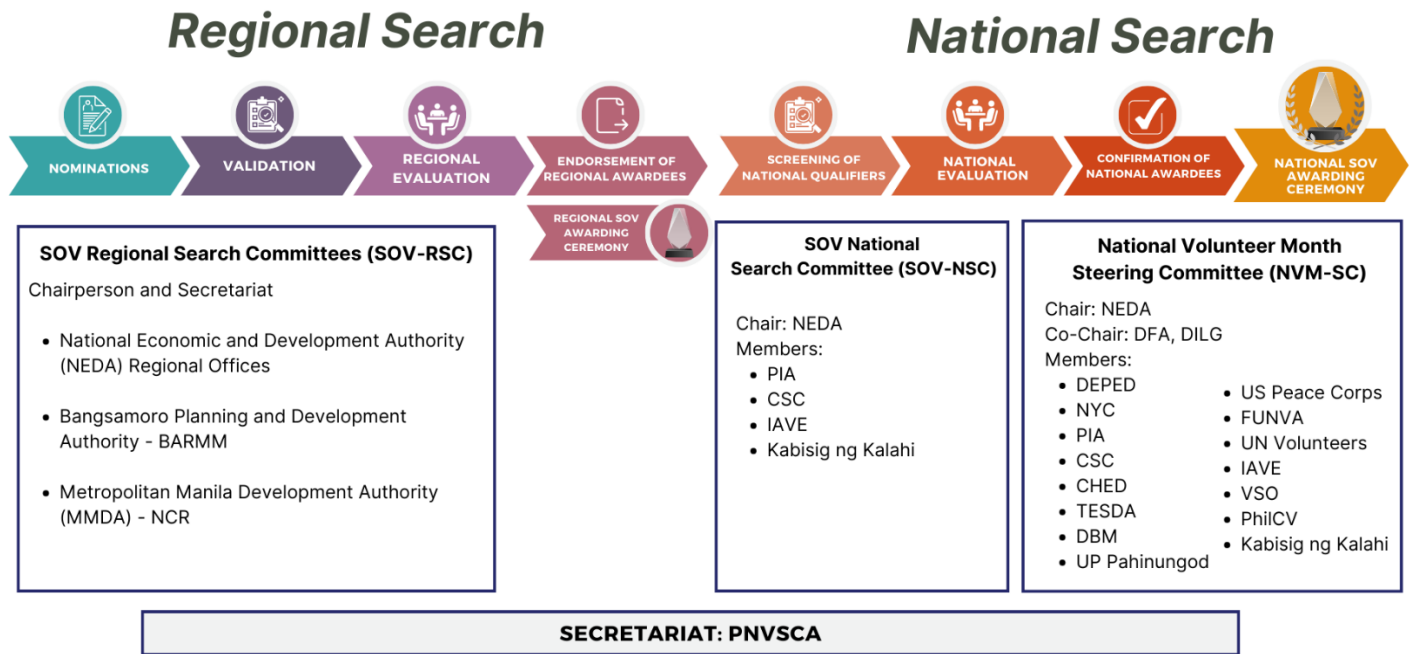


Figure 1. SOV Process Flow and Committee Membership

## VII. SUBMISSION OF NOMINATION AND SUPPORTING DOCUMENTS

1. A nominee may be nominated by another individual or organization. Self-nomination is also allowed.
2. Nominators shall complete the nomination form (except for LGU category) which may be downloaded from PNVSCA's official website, cloud storage:
  - SOV Form 01-A. Nomination Form for Individual
    - for Youth, Adult, Individual VLAA
  - SOV Form 01-B. Nomination Form for Organization
    - for Non-Profit, Corporate, Organization VLAA
  - For LGU category - Letter of interest to participate in the assessment/evaluation

For the individual youth and adult categories, nominators/nominees are advised to provide a **maximum of five (5)** outstanding volunteering activities in the form.

3. The nomination form must be supported by documentary evidence as deemed necessary. Supporting documents should be submitted on or before the RSC deliberation period. All documents shall be organized into one (1) file folder (*Refer to Annex A. Nomination Checklist and Documentary Requirements*).
4. The nominator shall directly submit the accomplished nomination form to the concerned RSC covering the area where majority of the nominee's volunteering activities are implemented (*For example, the nomination of a volunteer/organization whose majority of volunteering activities' beneficiaries are in Calabarzon must be submitted to NEDA Calabarzon. However, nominations of individuals/organizations with nationwide coverage and NCR-based address shall be submitted to MMDA.*)
5. Kindly refer to the RSC directory to know where your nominations should be submitted.
6. **Deadline of submission of nominations is on August 25, 2023.**



## VIII. PROHIBITION AND EXCLUSIONARY PROVISIONS

1. Nominees who did not qualify for the national award during the previous SOV may be re-nominated.
2. Search for Outstanding COVID-19 Volunteer (SOCV) awardees (awarded in 2020-2021) are still eligible to be nominated for both NOVA and VLAA categories.
3. National SOV award recipients from prior years are no longer eligible to be nominated except to the VLAA category, if they meet the qualifications.
4. Nomination of the organization and the head of the same organization in the same year is not allowed.
5. Members of the national and regional search committees are not eligible to nominate or be nominated.

## IX. INCENTIVES

1. Be recognized as an Outstanding Volunteer in your region and at the SOV National Awarding Ceremony.
2. Trophies and certificates
3. Various opportunities and platforms to showcase your award-winning volunteer work and inspire others to be a volunteer like you

## X. SOV 2023 RESOURCES (Nomination forms and other resources)

You may download the nomination forms and other SOV resources here:


- via PNVSCA Website
  - <https://www.pnvzca.gov.ph/> or [https://www.pnvzca.gov.ph/?page\\_id=3370](https://www.pnvzca.gov.ph/?page_id=3370)
- via PNVSCA cloud storage
  - <https://bit.ly/SOVPublicFiles2023>

## XI. REGIONAL SEARCH COMMITTEES (RSC) DIRECTORY

You may access or download the RSC Directory through this link: <https://bit.ly/SOVRSC2023>

Where should you submit your nomination?

Refer to the Regional Search Committee (RSC) directory for the complete contact details of each RSC.



You may access the RSC directory thru PNVSCA's website or cloud storage or you may access it directly thru this link: <https://bit.ly/SOVRSC2023>

**Ways to submit your nomination:**

**Option 1.** Submit the digital/scanned copies of the nomination form and supporting documents to the concerned RSC via email (recommended)

**Option 2:** Submit the hard copies directly to the Office Address of the assigned Regional Search Committee

## XII. TIMELINE OF ACTIVITIES

Activity	Timeframe
➤ SOV Launch	June 15
➤ Nomination Period	June 15 – Aug 25
➤ Deadline of submission of nominations and supporting documents to the Regional Search Committees	August 25
➤ Validation and deliberation of nominations ➤ Selection of regional awardees	August 28 – September 29
➤ Endorsement of Regional Awardees to the National Selection Committee	October 13
➤ Screening of National Qualifiers	October 16-30
➤ Deliberation of National Qualifiers and Selection of Regional Awardees	November 7-8
➤ Confirmation of the National Awardees by the National Volunteer Month Steering Committee	November 10-17
➤ Announcement of National Awardees	November 20
➤ National Awarding Ceremony for the Search for Outstanding Volunteers	December 12



## *Annex A: Nomination Checklist and Documentary Requirements*

### **For Individual Category (Youth, Adult, VLAA)**

- ☐ SOV Form 01-A. Nomination Form for Individual
- ☐ Copy of valid ID
- ☐ Endorsement from organization in case of an individual volunteer who is a member of an organization and is being nominated for his/her contributions to the organization
- ☐ Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Volunteer Program profile including areas of coverage and type and number of beneficiaries, and sponsors/donors, etc., within the duration set per category
  - Activity reports or write-ups
  - Published and unpublished articles about the nominee or his/her project
  - Testimonials from beneficiaries and/or project partners
  - Awards and/or Certificate of Recognition received related to volunteerism
  - High resolution in-action photos
  - Video documentation
  - List of partner organization/s within the duration set per category

### **For Organization Category (Non-Profit, Corporate, VLAA)**

- ☐ SOV Form 01-B. Nomination Form for Organization
- ☐ Certificate of registration from SEC and/or other duly recognized accrediting government institution; or certificate of recognition as a volunteer organization by the local government, local institution, or community being provided with volunteer services (GOCCs and LGUs are not required to submit.)
- ☐ Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Organizational Profile which reflect the Vision, Mission, Goals, and Core Values of the organization
  - Volunteer Program profile including areas of coverage and number and type of beneficiaries, sponsors/donors, etc.
  - Activity reports or write-up
  - Implementation plan for the past five (5) years
  - Implementation plan for the following year for both the corporate and non-profit
  - Published and unpublished articles about the nominee and its project
  - Testimonials from beneficiaries and/or project partners
  - Awards and/or Certificate of Recognition received related to volunteerism
  - High resolution in-action photos
  - Video documentation
  - List of partner organization/s within the duration set per category

### **For Special Award for LGU**

- ☐ Letter/expressions of interest to participate in the assessment/evaluation
- ☐ Duly accomplished self-assessment form and copies of Means of Verification (MOVs) identified in the assessment

## **Annex B: List of PNVSCA staff and officials**

For inquiries about the Guidelines, you may get in touch with:

Name	Designation	Email Address
Policy, Advocacy, and Technical Services Division (SOV coordinating division)		
Kenneth C. Siruelo	Officer-In-Charge	<a href="mailto:patstd@pnvsca.gov.ph">patstd@pnvsca.gov.ph</a> / <a href="mailto:info@pnvsca.gov.ph">info@pnvsca.gov.ph</a>
Maribel F. Larracochea	Senior Volunteer Service Officer	
Claire S. Pantoja	Senior Volunteer Service Officer	
Kamille May H. Atienza	Volunteer Service Officer II	
Jeffrey N. Almazan	Volunteer Service Officer II	
Arianne Rose C. Maghanoy	Volunteer Service Officer I	
Carleen Marie D. Salas	Volunteer Service Officer I	
Dempsey D. Alariao	Administrative Aide VI	
Program Coordination, Monitoring and Evaluation Division		
Ela Victoria F. Sarmago	Chief Volunteer Service Officer	<a href="mailto:pcmed@pnvsca.gov.ph">pcmed@pnvsca.gov.ph</a>
Fely M. Baday	Supervising Volunteer Service Officer	
Raymart V. Maruquez	Senior Volunteer Service Officer	
Tricia Marie B. Ayala	Volunteer Service Officer II	
Alyssa Marie A. Villa	Volunteer Service Officer II	
Sheena C. Alcala	Volunteer Service Officer I	
Rizalene F. Velacruz	Volunteer Service Officer II	
Marites S. Dela Fuente	Administrative Aide VI	
Administrative, Financial and Management Division		
Rudy R. Carlos	Chief Administrative Officer	<a href="mailto:afmd@pnvsca.gov.ph">afmd@pnvsca.gov.ph</a>
Joymarie M. Estonilo	Accountant III	
Rosana D. Falle	Administrative Officer IV	
Marie Dearmaine A. Ramos	Administrative Assistant II	
Trexie T. Bautista	Administrative Officer I	
Mhiouki Glyeh C. Esquivel	Administrative Assistant II	
Office of the Executive Director		
Donald James D. Gawe	Executive Director	<a href="mailto:oed@pnvsca.gov.ph">oed@pnvsca.gov.ph</a>
Diosita P. Mendoza	Administrative Assistant III	
Jhan Bhenedict G. Gamba	Information Systems Analyst II	
Ace Earvin A. Arellano	Computer Maintenance Technologist I	
Iñigo B. Lazar, Jr.	Administrative Aide IV	

### **CONTACT US:**

#### **PHILIPPINE NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY**

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