



Republic of the Philippines  
**Department of Education**

25 JUL 2019

DepEd MEMORANDUM  
No. **092**, s. 2019

**SEARCH FOR OUTSTANDING VOLUNTEERS 2019 OF THE PHILIPPINE  
NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY**

To: Undersecretaries  
Assistant Secretaries  
Bureau and Service Directors  
Minister of Basic, Higher, and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Philippine National Volunteer Service Coordinating Agency (PNVSCA) of the National Economic and Development Authority (NEDA) announces the **Search for Outstanding Volunteers (SOV) 2019**. The SOV is the centerpiece activity of the National Volunteer Month, which is celebrated pursuant to the Presidential Proclamation No. 55, s. 1998 entitled **Declaring the Month of December of Every Year as the National Volunteer Month**.

2. The SOV aims to identify and recognize outstanding Filipino volunteers and their exemplary performance and achievements in empowering communities and promoting volunteerism as a way of life, contributory to nation-building.

3. The SOV has the following categories:

a. National Outstanding Volunteer Award

i. Individual

- Youth
- Adult

ii. Organization

- Non-Profit
- Corporate

iii. Special Award for Local Government Unit

b. Volunteer Lifetime Achievement Award

i. Individual

ii. Organization


4. Enclosed are the Nomination Checklist, Nomination Forms, and Directory of Regional Search Committees and SOV-National Search Committee (NSC) Secretariat. These documents and other information, education and communication materials may also be obtained from the PNVSCA, NEDA regional offices, the Regional Planning and Development Office of the BARMM, or downloaded at <http://bit.ly/2019SOV>.

5. Nomination forms must be submitted to the concerned Regional Search Committee (RSC) covering the area where majority of the volunteer program, project, or service of the nominee is implemented. The deadline for submission of nominations is on **August 15, 2019**.

6. The awarding ceremony will be held in December 2019 during the celebration of the National Volunteer Month. The PNVSCA will cover the transportation, accommodation, and meals of the awardees during their attendance to the awarding ceremony.

7. For more information, please contact the **Search for Outstanding Volunteer-National Search Committee (SOV-NSC) Secretariat**, Philippine National Volunteer Service Coordinating Agency, G/F Sugar Center Building, North Avenue, Diliman, Quezon City through email at [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph) or telephone nos. (02) 247-7934 and (02) 927-6847.

8. Immediate dissemination of this Memorandum is desired.

  
**ATTY. NEPOMUCENO A. MALALUAN**  
Undersecretary  
Officer-in-Charge

Encls.:  
As stated

Reference:  
None

To be indicated in the Perpetual Index  
under the following subjects:

AWARDS  
BUREAUS AND OFFICES  
CELEBRATIONS AND FESTIVALS  
LEGISLATIONS  
SEARCH



# SEARCH FOR OUTSTANDING VOLUNTEERS

## NOMINATION REQUIREMENTS



### NOMINATION CHECKLIST AND DOCUMENTARY REQUIREMENT

#### For Individual Category

- Nomination Form
- 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 beneficiaries within the duration set per category
  - Activity reports or write-ups
  - Implementation plan for the past three (3) years for the youth and five (5) years for adult
  - Implementation plan for the following year for both the youth and adult
  - 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
  - In-action photos
  - Video documentation
  - Security information
  - List of partner organization/s within the duration set per category

#### For Organization Category

- Nomination Form
- Certificate of registration from SEC and/or other duly recognized accrediting government institution; or recognition as a volunteer organization by the local government, local institution, or community being provided with volunteer services. (GOCCs and LGU are not required to submit.)
- Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Organizational Profile
  - Volunteer Program profile including areas of coverage and beneficiaries
  - Activity reports or write-up
  - Implementation plan for the past three (3) years for corporate and five (5) years for non-profit
  - 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
  - In-action photos
  - Video documentation
  - Security information
  - List of partner organization/s within the duration set per category



# SEARCH FOR OUTSTANDING VOLUNTEERS NOMINATION REQUIREMENTS



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## For Special Award for LGU

- Nomination Form
- Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - LGU Profile, list of staff handling volunteer program
  - Volunteer Program profile including areas of coverage, beneficiaries, and list of partners and volunteer individuals or organizations
  - Activity reports or write-up
  - Implementation plan for the past two (2) years
  - Implementation plan for the following year
  - 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
  - In-action photos
  - Video documentation
  - Budget Allocation for the Volunteer Program





# SEARCH FOR OUTSTANDING VOLUNTEERS NOMINATION FORM – INDIVIDUAL CATEGORY




(Use separate sheet if necessary.)

Submitted by:

Name and Signature:	
Designation:	
Name and Address of Organization	
Home Address:	
Tel No./Fax No./Mobile No.	
Email:	



# SEARCH FOR OUTSTANDING VOLUNTEERS

## NOMINATION FORM – ORGANIZATION CATEGORY



<b>ORGANIZATION</b>	<input type="checkbox"/> Non-Profit
	<input type="checkbox"/> Corporate
Name of Organization:	
Address:	
Classification	<input type="checkbox"/> Foundation <input type="checkbox"/> NGO <input type="checkbox"/> Employees' Association <input type="checkbox"/> Others, specify:

<b>I. BACKGROUND</b>			
A. Name/Position of Current Head of Organization			
B. Name/s of Incorporators/Founding Members			
C. Personnel/Staff Complement			
No. of Paid Employees	Regular:	Contractual:	Total:
No. of Volunteers Engaged	Full Time:	Part time/Periodic:	
D. Date Established			
E. Registration/Accreditation Status	<input type="checkbox"/> SEC	<input type="checkbox"/> LGU	<input type="checkbox"/> Others:
F. Organizational/Institutional Affiliation	<input type="checkbox"/> DSWD	<input type="checkbox"/> DA	<input type="checkbox"/> Others:

<b>II. ORIGIN/VISION/MISSION</b>
(Use separate sheet if necessary.)

<b>III. VOLUNTEERING EFFORTS</b>					
Program/Activity/Project (PAP)	Objectives	Target Area/Beneficiaries	No of Volunteers Engaged	Partners/Funding/Other Resource Mobilization	Remarks
(Use separate sheet if necessary.)					



SEARCH FOR OUTSTANDING VOLUNTEERS  
NOMINATION FORM – ORGANIZATION CATEGORY



IV. AWARDS/RECOGNITION IN VOLUNTEERISM			
Title of Award	Nature/Objective of Award	Date Given	Awarding Body
(Use separate sheet if necessary.)			

Submitted by:

Name and Signature:	
Designation:	
Name and Address of Organization	
Home Address:	
Tel No./Fax No./Mobile No.	
Email:	





**SEARCH FOR OUTSTANDING VOLUNTEERS  
NOMINATION FORM – SPECIAL AWARD FOR LGU**



Name of LGU: \_\_\_\_\_

Address: \_\_\_\_\_

<b>I. BACKGROUND</b>			
A. Name of Local Chief Executive		_____	
B. Personnel/Staff Complement for the Volunteer Program			
<u>No. of Paid Employees</u>	Regular:	Contractual:	Total:
<u>No. of Volunteers Engaged</u>	Full Time:	Part time/Periodic:	

**II. LIST OF ORDINANCES RELATED TO VOLUNTEERISM**  
(Use separate sheet if necessary.)

<b>III. VOLUNTEER PROGRAM</b>					
Program/Activity /Project (PAP)	Objectives	Target Area/ Beneficiaries	No of Volunteers Engaged	Partners/Funding/ Other Resource Mobilization	Remarks

(Use separate sheet if necessary.)



SEARCH FOR OUTSTANDING VOLUNTEERS  
NOMINATION FORM – SPECIAL AWARD FOR LGU



IV. AWARDS/RECOGNITION IN VOLUNTEERISM			
Title of Award	Nature/Objective of Award	Date Given	Awarding Body

(Use separate sheet if necessary.)

Submitted by:

Name and Signature:	
Designation:	
Name and Address of Organization	
Home Address:	
Tel No./Fax No./Mobile No.	
Email:	



## SEARCH FOR OUTSTANDING VOLUNTEERS



**Directory of Regional Search Committees  
and SOV-NSC Secretariat**

Regional Search Committees

<b>Region</b>	<b>RSC Chair</b>	<b>Contact Details</b>
NCR	DILG NCR	4h Floor Annex Bldg., Sugar Regulatory Administration, Sugar Center Compound, North Avenue, Diliman, Quezon City Tel. No. (02) 453-4748
CAR	NEDA Regional Office CAR	Botanical Garden, Leonard Wood, Baguio City Tel. Nos. (074) 442-3232 loc. 0100 (074) 424-1422, (074) 619-6627
I	NEDA Regional Office I	2500 Guererro Road, San Fernando City, La Union Tel. Nos. (072) 888-5501 (072) 888-2679, (072) 888-2680
II	NEDA Regional Office II	NRO2 Building., 1 Dalanna Pawurulun Regional Government Center, Carig, Tuguegarao City Tel. Nos. (078) 844-1336, (078) 304-9300
III	NEDA Regional Office III	Diosdado Macapagal Government Center (DMGC), Maimpis, San Fernando City, Pampanga Tel. Nos. (045) 963-5993, 455-4110
CALABARZON	NEDA Regional Office CALABARZON	4 <sup>th</sup> Floor Marcelita Building, Brgy. Real, Calamba City, Laguna Tel. Nos. (049) 576-0148, 576-0155
MIMAROPA	NEDA Regional Office MIMAROPA	2 <sup>nd</sup> – 4 <sup>th</sup> Flrs., Paras Building, J.P. Rizal St., San Vicente South, Calapan City Tel. No. (043) 288-1115 loc. 414
V	NEDA Regional Office V	Regional Office No. V, Arimbay, Legazpi City, Albay Tel. Nos. (052) 482-0498, 482-0499
VI	NEDA Regional Office VI	Fort San Pedro, Iloilo City, Iloilo Tel Nos. (033) 336-6840, 337-9787
VII	NEDA Regional Office VII	Government Center, Sudlon, Lahug, Cebu City Tel. Nos. (032) 414-5263, 414-5265
VIII	NEDA Regional Office VIII	Government Center, Candahug, Palo District, Leyte Tel. Nos. (053) 323-3092, 323-2975



# SEARCH FOR OUTSTANDING VOLUNTEERS



IX	NEDA Regional Office IX	Corazon C. Aquino Regional Government Center, Balintawak, Pagadian City Tel. Nos. (062) 913-0164, 945-0049
X	NEDA Regional Office X	RDC-X Building, corner Capistrano-Echem Streets, Cagayan de Oro City Tel. Nos. (088) 856-1920 loc. 204/200
XI	NEDA Regional Office XI	NEDA-RDC XI Center, Km. 7 SPED Area, Bangkal, Davao City Tel. Nos. (082) 296-0161 loc. 113
XII	NEDA Regional Office XII	Regional Government Center, Carpenter Hill, Koronadal City, South Cotabato Tel. Nos. (083) 228-9203, 228-6211
XIII	NEDA Regional Office XIII	NEDA CARAGA Bldg., JP Rosales Ave., Butuan City, Agusan del Norte Tel. No. (085) 342-5774
ARMM	ARMM Regional Planning and Development Office	ARMM Compound, Cotabato City Tel. Nos. (064) 421-1389, 421-7614

## SOV-NSC Secretariat

Philippine National Volunteer Service  
Coordinating Agency

G/F Sugar Center Building, North Avenue,  
Diliman, Quezon City  
Tel. Nos. (02) 247-7934, (02) 927-6847