

Application of Bayanihang Bayan Program (BBP) Volunteers

Based on Memorandum Order 24 Series of 2001, the Philippine National Volunteer Service Coordinating Agency (PNVSCA) has been mandated to organize and implement a national volunteer service program to called “Bayanihang Bayan Program for Government Services”. This program will engage the volunteer assistance of the private sector in the implementation of government programs and projects. Likewise, the Administrative Order No. 10 Series of 2010 or the Omnibus Guideline on the DSWD National Service Program clearly stipulates the program management of BBP.

Volunteer refers to an individual or group, including students from high schools, colleges and universities not covered by the National Student Training Program (NSTP), 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 DSWD’s range of programs and services where a just and essential social development cause, mission or endeavor in the belief that their activity is mutually meaningful and beneficial to public interest as well as to themselves.

Office or Division:	Capacity Building Section (CBS)/ Protective Services Division (PSD)	
Classification:	Simple	
Type of Transaction:	Government to Citizens	
Who may avail:	Any individual or group, including students from high schools, colleges and universities not covered by the National Student Training Program (NSTP).	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> Letter of intent addressed to Mr. Vicente Gregorio B. Tomas, Regional Director of DSWD-NCR 	To be prepared by the Volunteer Applicant	
<ul style="list-style-type: none"> Accomplished Bayanihan Bayan Program (BBP) Registration Form 	Capacity Building Section BBP Focal Person	
<ul style="list-style-type: none"> One (1) piece 1x1 picture 	Volunteer Applicant	
<ul style="list-style-type: none"> One (1) Photocopy of any valid ID 	Volunteer Applicant	
<ul style="list-style-type: none"> Lists of at least 2 Character References 	Volunteer Applicant	
<ul style="list-style-type: none"> One (1) Original Barangay Clearance 	Barangay where the Volunteer Applicant resides	
<ul style="list-style-type: none"> One (1) Original Medical Certificate from a licensed Physician 	Any health clinic/ facility with a licensed physician	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
I. Pre-deployment Phase				
Registration				
1. The volunteer applicant must accomplish the BBP registration form from the CBS or register on-line using VR Plus.	Provided the registration form to the volunteer applicant	None	2 mins.	<i>Social Welfare Officer II</i> (CBS Focal Person) CBS
Selection and Screening				
2. The volunteer applicant must submit the needed requirements to the BBP Focal Person	2.1 Received the requirements of the volunteer applicant	None	1 min.	<i>Social Welfare Officer II</i> (CBS Focal Person) CBS
	2.2 Assess the requirements		5 mins.	<i>Social Welfare Officer II</i> (CBS Focal Person) CBS
	2.3 Draft endorsement of qualified applicant/ volunteer for deployment to Division/U/S/C/R CF		15 mins.	<i>Social Welfare Officer II</i> (CBS Focal Person) CBS
	2.4 Prepare			

	<p>the Volunteer ID;</p> <p>2.5 Approval of the Immediate Supervisor</p> <p>2.6 Approval of the Division Chief</p> <p>2.7 Approval of the Assistant Regional Director for Operations</p> <p>2.8 Approval of the Regional Director through signature of the endorsement memo and ID</p>		<p>2 mins.</p> <p>2 mins.</p> <p>2 mins.</p> <p>2 mins.</p> <p>2 mins.</p>	<p><i>Social Welfare Officer II</i> <i>(CBS Focal Person) CBS</i></p> <p><i>Social Welfare Officer II</i> <i>(CBS Focal Person) CBS</i></p> <p><i>SWO V - Chief</i> <i>Protective Services Division</i></p> <p><i>ARD for Operations</i> <i>DSWD - NCR</i></p> <p><i>Regional Director</i> <i>DSWD - NCR</i></p>
Initial Orientation of Volunteers				

3. Volunteer attend the initial orientation	3. Provide orientation to the volunteer applicant	None	15 mins.	<i>Social Welfare Officer II</i> <i>CBS Focal Person or Learning and Development Section</i>
II. Deployment Phase				
1. Volunteer will receive the endorsement memo and ID from CBS	1. CBS Focal Person to hand-in the endorsement document and ID to the volunteer	None	2 mins	<i>Social Welfare Officer II</i> <i>(CBS Focal Person)</i> CBS
2. Volunteer to report to the Division/Unit/Section/C/RCF assigned.	2. D/C/RCF provides orientation to the volunteer. (The head of the Divisions/ Unit/Section and C/RCF shall act as supervisor and shall assign a staff who will act as the immediate (task) supervisor)	None	15 mins. (Length of deployment of depends on the preference of the volunteer)	<i>D/U/S/C/RCF</i> DSWD - NCR
3. Volunteer to prepare Volunteer Work Plan	Immediate Supervisor assists the volunteer with agreement on the Volunteer Work Plan	None	10 mins.	<i>Training Specialist III</i> <i>(Immediate Supervisor)</i> CBS
III. Post-Deployment Phase				

<p>1. The volunteer shall submit the Volunteer Accomplishment report. Submission is two weeks after the last day of volunteer work.</p>	<p>1. To receive and review the submitted Volunteer Accomplishment Report and provide Supervisor's Evaluation Report</p>	<p>None</p>	<p>15 mins.</p>	<p><i>Training Specialist III (Immediate Supervisor)</i> CBS</p>
<p>2. To submit Daily Time Record (DTR) based on service duration.</p>	<p>2.1. Endorse the DTR, Volunteer Work Plan, Volunteer Accomplishment Report, Supervisor's Evaluation Report, and surrendered Volunteer ID</p> <p>2.2 Prepare the Certificate of Appreciation to volunteers regardless of volunteer service duration and Acknowledgment memorandum to D/U/S/C/RCF</p> <p>2.3 Approval of the Immediate Supervisor</p>	<p>None</p>	<p>3 mins.</p> <p>2 mins.</p>	<p><i>D/U/S/C/RCF BBP Focal Person</i></p> <p><i>Social Welfare Officer II (CBS Focal Person)</i> CBS</p>

	2.4 Approval of the Division Chief			
	2.5 Approval of the Assistant Regional Director for Operations	None	2 mins.	<i>Training Specialist III</i> <i>(Immediate Supervisor)</i> CBS
	2.6 Approval of the Regional Director	None	2 mins.	<i>SWO V - Chief</i> Protective Services Division
		None	2 mins	<i>ARD for Operations</i> DSWD - NCR
		None	2 mins	<i>Regional Director</i> DSWD - NCR
3. To receive the Certificate of Appreciation	3. Release of the Certificate of Appreciation	None	2 mins	<i>Social Welfare Officer II</i> <i>(CBS Focal Person)</i> CBS
	TOTAL	NONE	1 hour, 45	

			mins	
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List of Offices

Office	Address	Contact Information
Capability Building Section (CBS) 2 nd Floor, Room 209	DSWD-NCR #389 San Rafael St. cor. Legarda St., Sampaloc, Manila	Tel. No: (5)310-1433