



M.C. No. 09, s. 2013

MEMORANDUM CIRCULAR

TO : HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS with Original Charter; AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Public Sector Volunteerism for Honest, Orderly and Peaceful Elections (HOPE) 2013

Pursuant to CSC Resolution No. 1300619 dated April 3, 2013, the Civil Service Commission activated the Public Sector Volunteerism for HOPE (Honest, Orderly and Peaceful Elections) 2013.

All government officials and employees are invited to participate in the said project in accordance with the attached implementing guidelines.

Likewise, all heads of departments and agencies are enjoined to allow the participation of volunteers in accordance with the same guidelines.


FRANCISCO T. DUQUE III, MD, MSc
Chairperson

APR 04 2013

In a Race to Serve: Responsive, Accessible, Courteous and Effective Public Service



**Re: Public Sector Volunteerism for Honest,
Orderly and Peaceful Elections (HOPE) 2013**

**Number: 1300619
Promulgated: 03 APR 2013**

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RESOLUTION

WHEREAS, the May 13, 2013 election marks a turning point in the Philippine governance landscape;

WHEREAS, the National Movement for Free Elections (NAMFREL) which has been accredited by the Commission on Elections as citizen's arm for the May 13, 2013 national and local elections and which espouses non-partisan involvement of concerned citizens is calling for volunteers to protect the sanctity of the ballot in the said elections;

WHEREAS, Section 12 (c) of Republic Act No. 9418 (An Act Institutionalizing A Strategy for Rural Development, Strengthening Volunteerism and For Other Purposes) provides that "national government agencies and local government units shall establish volunteer programs in their respective offices to promote and encourage volunteering in government";

WHEREAS, Section 15.1 of the Implementing Guidelines of Republic Act No. 9418 states that the Philippine National Volunteer Services Coordinating Agency, in collaboration with the Civil Service Commission, shall identify and develop modalities and schemes for government agencies and/or employee volunteering an issue corresponding guidelines for their implementation";

WHEREAS, the Civil Service Commission (CSC) promotes volunteerism in government through its Spirit of 100 Hours: Alay sa Bayan project by enjoining government officials and employees to render at least 100 hours of voluntary service within and outside their work areas;

WHEREFORE, the Civil Service Commission resolves as it is hereby resolved to activate the Public Sector Volunteers for HOPE (Honest, Orderly and Peaceful Elections) 2013 through the Spirit of 100 Hours: Alay sa Bayan project;

RESOLVED further to invite government officials and employees to participate in said project in accordance with the attached implementing guidelines;

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RESOLVED finally to enjoin all heads of departments and agencies to allow the participation of volunteers in accordance with the project's implementing guidelines.

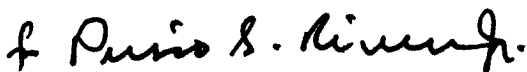
Quezon City.


FRANCISCO T. DUQUE III
Chairman


ROBERT S. MARTINEZ
Commissioner

VACANT
Commissioner

Attested by:


DOLORES B. BONIFACIO
Director IV
Commission Secretariat and Liaison Office

**IMPLEMENTING GUIDELINES FOR
PUBLIC SECTOR VOLUNTEERS FOR HOPE 2013**

I. Rationale

In view of the significance of May 13, 2013 elections, the Civil Service Commission under its Spirit of 100 Hours: Alay sa Bayan project is inviting all government officials and employees to volunteer their services to ensure that it will be honest, orderly and peaceful.

II. Description of the Program

Through the PSV for HOPE 2001, government officials and employees will be called upon to participate in the elections as volunteers in non-partisan activities and venues which will be the perfect opportunity for them to show their concern for the future of their country as Filipino citizens. Under this program, they can sign up as volunteers under the National Citizen's Movement for Free Elections (NAMFREL) which has been accredited by the Commission on Elections as citizen's arm for the May 13, 2013 national and local elections.

III. Duration of the Program

April – May 2013

IV. The Role of Volunteers

1. All employees of government agencies and institutions regardless of status and rank may volunteer under this program.
2. To signify their intent to be a volunteer, interested employees must submit their names to or sign up with their agency coordinator who will ask them to fill out application forms for NAMFREL. Sign up period is April 1 to April 20, 2013.
3. Volunteers are encouraged to attend the volunteer orientation meetings in their agency and undergo training under NAMFREL prior to their actual volunteer work.
4. NAMFREL expects their volunteers to be NON-PARTISAN and willing to perform the task expected of them during the time they are volunteers.

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5. Volunteers must observe proper decorum in dress, speech and behavior at all times during their volunteer work as expected by the public of an ideal civil servant.
6. Volunteers will be enjoined to attend a post-election debriefing during which they will share their experience and insights of their volunteer work under PSV for HOPE 2013.

V. The Types of Volunteer Work Under NAMFREL

Volunteers under NAMFREL will mainly be involved in the five projects covering the election cycle. These five projects are:

1. Voters' Education Program
2. Voters' List Monitoring
3. Campaign Finance Monitoring
4. Pollwatch
5. Random Manual Audit Monitoring

VI. The Role of NAMFREL

Upon receipt of the application forms, NAMFREL shall process these and inform the agency coordinators all the necessary information, i.e. schedule of orientation/training, place of assignment and other matters for their volunteers.

NAMFREL shall provide their volunteers orientation/training prior to being fielded. It shall undertake precautionary measures to ensure the safety and security of volunteers. NAMFREL shall provide volunteer accreditation (e.g. IDs and/or other forms of visible identification during their actual volunteer work) and document the participation of the public sector under it through a certificate of appearance.

VII. Administrative Concerns on Volunteer Work

1. Rendering volunteer work during official time will be the advocacy and discretion of the agency head.
 2. Additional coverage under the GSIS insurance of the employees for their volunteer work shall be submitted for study by the GSIS and the outcome will be announced at a later date.
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