



MC No. 8 s. 1998

**MEMORANDUM CIRCULAR**

F O R : ALL HEADS OF DEPARTMENTS, BUREAUS, AND AGENCIES  
OF THE NATIONAL AND LOCAL GOVERNMENT INCLUDING  
GOVERNMENT -OWNED AND CONTROLLED CORPORATIONS  
AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : **Public Sector Volunteerism for Honest, Orderly and  
Peaceful Elections (HOPE) '98 thru the Spirit of 100  
Hours: Alay sa Bayan**

Pursuant to CSC Resolution No. 98-0473 dated March 5, 1998, the Commission resolved to activate the Public Sector Volunteerism for Honest, Orderly and Peaceful Elections (HOPE) '98 thru the Spirit of 100 Hours: Alay sa Bayan.

In this connection, all heads of departments and agencies are enjoined to participate in this project in accordance with the attached implementing guidelines and allow their respective officials and employees to act as volunteers.

  
CORAZON ALMA G. DE LEON  
Chairman

16 March 1998

Republic of the Philippines  
**CIVIL SERVICE COMMISSION**

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Re: Public Sector Volunteerism for Honest, Orderly and Peaceful Elections (HOPE) '98  
thru the Spirit of 100 Hours: Alay sa Bayan

RESOLUTION NO. **980478**

WHEREAS, the May 11 election is a crucial turning point in the leadership and governance scenario in the Philippine bureaucracy;

WHEREAS, the National Movement for Free Elections (NAMFREL) and the Parish Pastoral Councils for Responsible Voting (PPCRV) which stand for non-partisan involvement of concerned citizens before, during and after elections are calling for volunteers to protect the sanctity of the ballot in the May 11 elections;

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;

WHEREAS, the Spirit of 100 Hours: Alay sa Bayan is a fitting offering of the Civil Service Commission to the Philippine Centennial as it involves public sector volunteers;

WHEREFORE, the Civil Service Commission resolves as it is hereby resolved to activate the Public Sector Volunteers for HOPE (Honest, Orderly and Peaceful Elections)'98 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;

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

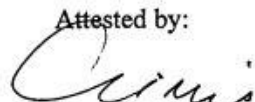
Quezon City, **MAR 05 1998**

  
CORAZON ALMA G. DE LEON  
Chairman

  
THELMA P. GAMINDE  
Commissioner

  
JOSE F. ERESTAIN, JR.  
Commissioner

Attested by:

  
CARMENCITA GISELLE E.B. BORILLO  
Board Secretary VI

## **IMPLEMENTING GUIDELINES FOR PUBLIC SECTOR VOLUNTEERS FOR HOPE'98**

### **I. Rationale**

In view of the significance of the May 11, 1998 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'98, 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) and the Parish Pastoral Council for Responsible Voting (PPCRV), the country's biggest and most extensive non-partisan organizations which are actively participating in the coming elections.

### **III. Duration of the Program**

March 11- May 1998

### **IV. Procedure for the Announcement and Promotion of the Program in all Government Agencies and Institutions**

1. Chairman de Leon will invite all heads of government agencies to encourage the participation of their employees in the May 11 elections by volunteering under NAMFREL and PPCRV. It will be left to the discretion of the agency head, the procedure on how to inform the officers and staff in his agency about the program (e.g. office memorandum to directors and/or division chiefs, announcement in a general assembly such as the flag ceremony, etc.)
2. Agency head will designate an agency representative for the PSV for HOPE'98 who will be the program's permanent coordinator.

With the permission of the agency head, the coordinator will organize a simple, low-key "Wake Up Call and Sign-up" Ceremony for the Public Sector Volunteers for HOPE '98 to formalize the start of the recruitment phase (March 11-April 11, 1998) of the program. Another option is for the coordinator to set up sign-up sheets in a highly visible or public

location in their building to encourage employees to come forward and be counted as volunteers.

V. The Tasks and Responsibilities of the Program's Coordinator in the Agency:

- Request permission for , inform and update the head of agency about activities of the project
- List down the names of the volunteers in his/her agency and submit these to the CSC not later than April 11
- Hand out NAMFREL and PPCRV application forms to the volunteers
- Collect the filled out application forms and submit the NAMFREL forms to CSC.
- Give instructions to PPCRV volunteers to submit their forms directly to the PPCRV coordinator in their own parish.
- Attend an orientation program for volunteer managers sponsored by PAVE, Inc.
- Organize sub-coordinators who are also volunteers from the different bureaus/divisions in his/her department
- Organize orientation meetings with the volunteers in the agency before their fielding to NAMFREL and PPCRV
- Organize de-briefing sessions with the volunteers after their volunteer work

VI. 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 name to or sign up with their agency coordinator who will ask them to fill out application forms for NAMFREL or PPCRV. Sign up period is March 11 to April 11.
3. Volunteers are encouraged to attend the volunteer orientation meetings in their agency and undergo training under PPCRV or NAMFREL prior to their actual volunteer work.
4. PPCRV and NAMFREL expect their volunteers to be NON-PARTISAN and willing to perform the tasks expected of them during the time they are volunteers
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 experiences and insights of their volunteer work under PSV for HOPE'98.

## VII. The Types of Volunteer Work Under NAMFREL and PPCRV

Volunteers under NAMFREL will mainly be involved in the OPERATION QUICK COUNT. Specifically, the following are the task options for the volunteers:

- COMELEC Deputy to collect the official copy of the election return to be given to NAMFREL as provided by law
- Provide transportation for bringing the election returns from the polling place to the designated OQC Center
- Contribute food or assist the Food Brigade for the OQC in their city or municipality
- Training of OQC volunteers
- Be an Operation Quick Count volunteer in the National Tabulation Center in La Salle Greenhills
- Serve as NAMFREL Bantay ng Bayan (roving volunteers whose job is to be visible in the voting centers on election day)

Volunteers under PPCRV will mainly be involved in pollwatching, voter education and assistance. The following are the other task options of PPCRV volunteers:

- Finance and solicitations
- Logistics (food, supplies, etc.)
- Transportation and Communications
- Legal Matters
- Media Liaison Work
- Volunteers Enlistment

- Voter's List Clean-up
- Ballot Box Delivery

#### VIII. The Role of NAMFREL and PPCRV

##### NAMFREL

Upon receipt of the application forms from the CSC, NAMFREL shall process these and inform the agency coordinators through the PSV for HOPE '98 Secretariat all the necessary information i.e. schedule of orientation/training, time and place of assignment, etc. for their volunteers.

NAMFREL shall provide their volunteers orientation/trainings for all volunteers prior to their fielding.

NAMFREL shall undertake precautions to ensure the safety and security of their volunteers

NAMFREL shall provide volunteer accreditation (e.g. ID's and/or other forms of visible identification during their actual volunteer work) and document the participation of the public sector volunteers under them through a certificate of appearance.

##### PPCRV

PPCRV Central Headquarters shall inform all their coordinators of the participation of Public Sector volunteers so that they will be ready to receive the volunteers who will be submitting their applications directly to the PPCRV coordinators based in their parishes.

PPCRV shall provide their volunteers orientation/trainings for all volunteers prior to their fielding.

PPCRV shall undertake precautions to ensure the safety and security of their volunteers

PPCRV shall provide volunteer accreditation and document the participation of the public sector volunteers under them through a certificate of appearance.

#### IX. The Role of the CSC

1. The CSC will issue office memorandum to all its regional offices and a letter inviting the agency heads to allow public sector workers to participate in the program. The implementing guidelines shall be issued along with these.

2. The CSC will provide the secretariat for the PSV for HOPE '98 program
  3. The CSC will serve as the link between NAMFREL and the agency representatives
  4. The CSC will collect and collate the lists of volunteers from the agencies.
  5. The CSC will prepare a report at the end of the program based on the reports of Agency coordinators as well as of the PPCRV and NAMFREL
  6. The CSC will issue a certificate of appreciation to all volunteers signed by the CSC Chairman and the Chairmen of NAMFREL and PPCRV.
  7. The CSC will write a letter of thanks to the department heads, PPCRV and NAMFREL for their support of the program.
- X. Responsibilities of the Philippine Association for Volunteer Effort (PAVE), Inc.
1. Assist the CSC, NAMFREL and PPCRV in the implementation of the program;
  2. Conduct orientation/training on volunteer mobilization. orientation and fielding for the agency coordinators;
  3. Assist the CSC in monitoring the program and give recommendations and suggestions for its implementation as needed
  4. Assist the CSC in the preparation of the report at the end of the program
- XI. Administrative Concerns on volunteer work
1. Rendering volunteer work during official time will be at 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 later.
  3. The organizational structure for this program is attached for the reference and guidance of everyone concerned.

**PARISH PASTORAL COUNCIL FOR RESPONSIBLE VOTING**  
PIUS XII CATHOLIC CENTER  
U.N. Avenue, Manila, Philippines

**MEMBERSHIP APPLICATION FORM**

I wish to become a bona fide member of the Parish Pastoral Council for Responsible Voting (PPCRV) in its movement towards the promotion of responsible voting and responsible citizenship.

Name \_\_\_\_\_ Nickname \_\_\_\_\_ Birthdate \_\_\_\_\_

Mailing Address/Residence \_\_\_\_\_

Arch / diocese \_\_\_\_\_ Parish Name \_\_\_\_\_

Name of Parish Priest \_\_\_\_\_

Mailing Address \_\_\_\_\_

Business Address:

Company \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_ Fax No. \_\_\_\_\_

Educational Attainment \_\_\_\_\_

Personal Talents / Capabilities \_\_\_\_\_

Current Position at PPCRV \_\_\_\_\_

Current Affiliation:	Organization	Position
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Church	_____	_____
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Civic	_____	_____
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NGO / PO	_____	_____
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Activity Participation Preference:

- \_\_\_\_\_ Voter's Education
- \_\_\_\_\_ Pollwatching
- \_\_\_\_\_ Finance & Solicitations
- \_\_\_\_\_ Logistics (Food, Supplies, etc.)
- \_\_\_\_\_ Transportation and Communications
- \_\_\_\_\_ Legal Mailers
- \_\_\_\_\_ Media Liaison Work
- \_\_\_\_\_ Volunteers Enlistment
- \_\_\_\_\_ Voter's List Clean-up
- \_\_\_\_\_ Voter's Assistance Desk
- \_\_\_\_\_ Ballot Box Delivery
- \_\_\_\_\_ Others

In the event that I opt to be involved in partisan politics or decide to take a noble task of seeking an elective position in government. I will officially tender my resignation in the PPCRV membership.

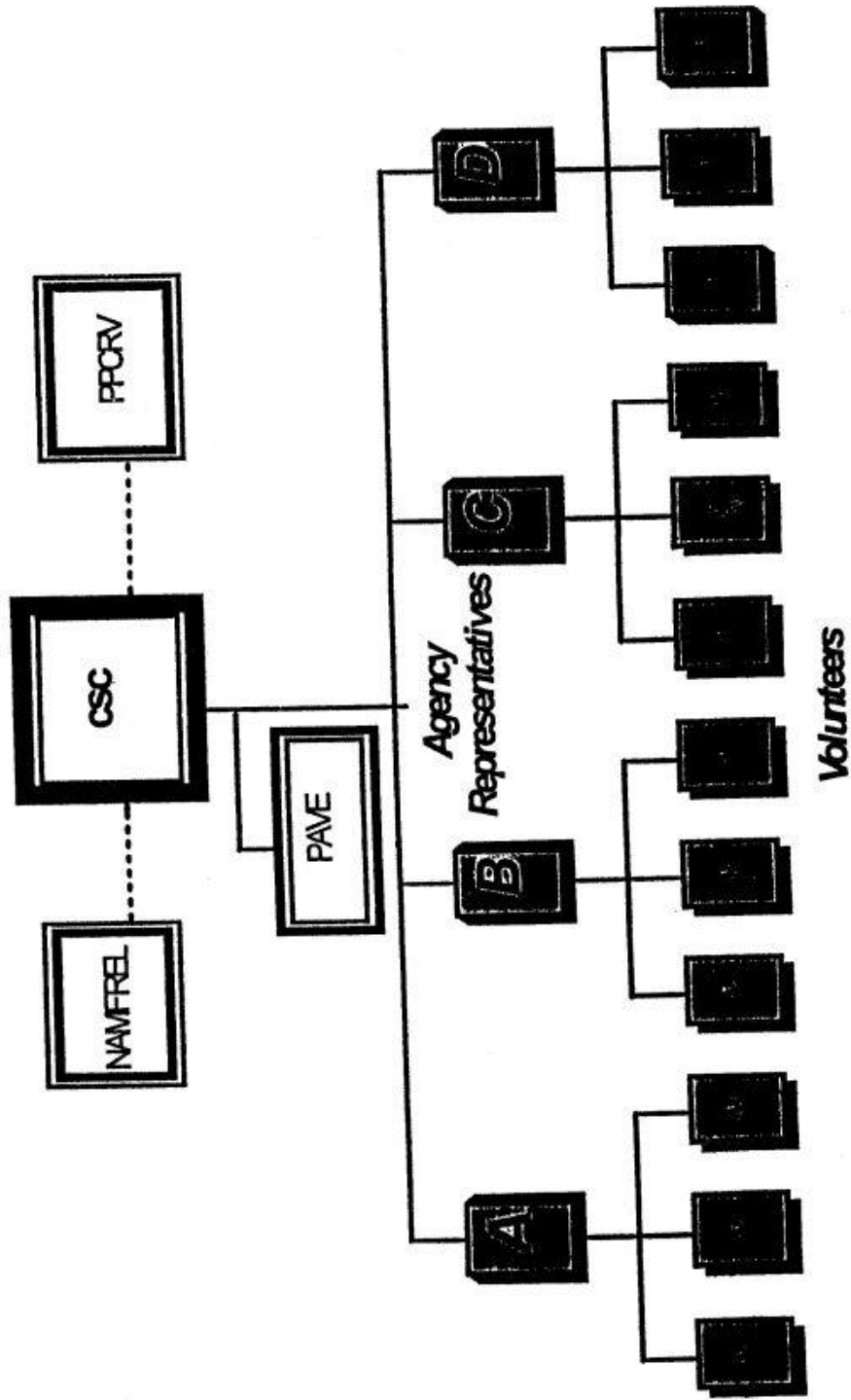
\_\_\_\_\_  
(Signature of Member)

Recommended by: \_\_\_\_\_ Noted by: \_\_\_\_\_  
(Parish Coordinator) Parish Priest

Approved by: \_\_\_\_\_  
Arch/Diocesan Coordinator Ecclesiastical/Congressional Coordinator



**Public Sector Volunteers for HOPE '98**  
Organizational Structure





## NATIONAL CITIZENS' MOVEMENT FOR FREE ELECTIONS (NAMFREL)

### VOLUNTEER SIGN-UP SHEET

Name: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_ Pager No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

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

\_\_\_\_\_

I would like to volunteer for NAMFREL in the following areas:

- Operation Quick Count (OQC) in my city/municipality as
- COMELEC Deputy to collect the official copy of the election return to be given to NAMFREL as provided for by law
  - Provide transportation for bringing the election returns from the polling place to the designated OQC center
  - Contribute food or assist the Food Brigade for the OQC in my city/municipality
  - Training of OQC volunteers
  - Operation Quick Count volunteer in the National Tabulation Center in La Salle Greenhills
  - To serve as NAMFREL Bantay ng Bayan -- roving volunteers whose job is to be visible in the voting centers on election day

#### NAMFREL PLEDGE

I hereby commit myself to uphold the objectives of NAMFREL to safeguard the integrity of the ballot and to ensure honesty in the government.

I pledge to protect and strengthen the process of free, honest and meaningful election, without fear or favor in a non-partisan manner, in the service of the country and my community.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date