



Serbisyo Sibil: Isang Daang Taong Paglilingkod

MC No. 11, s. 2001

**MEMORANDUM CIRCULAR**

**T O :** ALL HEADS OF DEPARTMENTS, BUREAUS, AGENCIES AND INSTRUMENTALITIES OF THE NATIONAL AND LOCAL GOVERNMENT UNITS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS AND STATE UNIVERSITIES AND COLLEGES

**SUBJECT :** Public Sector Volunteerism for Honest, Orderly and Peaceful Elections (HOPE) 2001 through the Spirit of 100 Hours: Alay Sa Bayan

Pursuant to CSC Resolution No. 01-0802 dated April 19, 2001, the Civil Service Commission activated the Public Sector Volunteerism for HOPE (Honest, Orderly and Peaceful Elections) 2001 through the Spirit of 100 Hours: Alay sa Bayan project.

All government officials and employees are invited to participate in 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.

**KARINA CONSTANTINO-DAVID**  
Chairman

April 27, 2001

**Republic of the Philippines**  
**CIVIL SERVICE COMMISSION**



Serbisyo Sibil: Isang Daang Taong Paglilingkod

**Re: Public Sector Volunteerism for Honest, Orderly and Peaceful Elections (HOPE) 2001 thru the Spirit of 100 Hours: Alay sa Bayan**

**RESOLUTION NO. 010802**

**WHEREAS**, the May 14 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 14 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;

**WHEREFORE**, the Civil Service Commission resolves as it is hereby resolved to activate the Public Sector Volunteers for HOPE (Honest Orderly and Peaceful Elections) 2001 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.

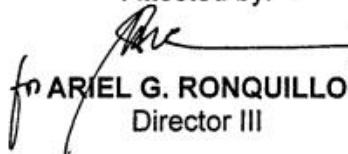
Quezon City, **APR 19 2001**

  
**KARINA CONSTANTINO-DAVID**  
Chairman

  
**JOSE F. ERESTAIN, JR.**  
Commissioner

  
**J. WALDEMAR V. VALMORES**  
Commissioner

Attested by:

  
**ARIEL G. RONQUILLO**  
Director III

## **IMPLEMENTING GUIDELINES FOR PUBLIC SECTOR VOLUNTEERS FOR HOPE 2001**

### **I. Rationale**

In view of the significance of May 14, 2001 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) 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**

April – May 2001

### **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 or PPCRV. Sign up period is April 11 to April 20.
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 task 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 2001.

**V. 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:

- COMELECT 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

## **VI. 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'2001 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.

**VII. 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.