



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL



21 October 2020

**Regional Memorandum**

**2020 SEARCH FOR OUTSTANDING COVID-19 VOLUNTEERS OF THE PHILIPPINE  
NATIONAL VOLUNTEER SERVICE COORDINATING AGENCY**

To **FUNCTIONAL DIVISION CHIEFS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL DEPED CALABARZON PERSONNEL**

1. The Search for Outstanding Volunteers (SOV), an annual activity of the Philippine National Volunteer Service Coordinating Agency (PNVSCA), in partnership with the regional offices of the National Economic and Development Authority, Department of Interior and Local Government, Philippine Information Agency, and Civil Service Commission, aims to recognize and award the outstanding performance and dedication of Filipino volunteers in building strong resilient communities across the country.
2. The Department of Education Region IV-A CALABARZON, as a member of the Regional Development Council as spearheaded by the NEDA, supports the call for nomination and encourages all personnel to disseminate and nominate personnel following the attached guidelines and information;
  - a. RDC Memo on SOV
  - b. Guidelines on the Search for Outstanding COVID-19 Volunteers
  - c. Nomination Form
  - d. Call for nomination
3. Deadline of submission to PNVSCA is on November 6, 2020 (Friday) at [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph) copy furnished [essd.calabarzon@deped.gov.ph](mailto:essd.calabarzon@deped.gov.ph)
4. For details and information, please contact Pearl Oliveth S. Intia, Medical Officer IV at [pearl.intia@deped.gov.ph](mailto:pearl.intia@deped.gov.ph)
5. Immediate dissemination of this Memorandum is desired.

**WILFREDO E. CABRAL**  
Regional Director

cc: essd/poi



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

Trunkline: 02-8682-5773/8684-4914/8647-7487 Loc 430  
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Document Inquiry : <https://r4a-teadoc.com/inquire>  
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Republic of the Philippines

## Regional Development Council Region IV-A (Calabarzon)

### MEMORANDUM

FOR : **All RDC Members**

SUBJECT : **2020 Search for Outstanding COVID-19 Volunteers**

DATE : **October 19, 2020**

1. This refers to the **Search for Outstanding Volunteers (SOV)**, an annual activity of the Philippine National Volunteer Service Coordinating Agency (PNVSCA) in partnership with the regional offices of the National Economic and Development Authority, Department of Interior and Local Government, Philippine Information Agency, and Civil Service Commission. The SOV aims to recognize and award the outstanding performance and dedication of Filipino volunteers in building strong resilient communities across the country.
2. This year's SOV will focus on **individuals** who have made significant contributions in addressing the challenges brought about by the COVID-19 pandemic.
3. In this regard, may we request your assistance in nominating volunteer individuals from among your partners, clients, and other interested parties. Attached are the following documents for your reference:
  - a. Guidelines on the Search for Outstanding COVID-19 Volunteers
  - b. Nomination Form
  - c. Call for Nomination
4. Deadline for submission of nomination forms to PNVSCA is on **November 6 (Friday)** via email at [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph).
5. May we also request your assistance in the dissemination of this call through your social media accounts.
6. For inquiries, you may email PNVSCA at [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph) or visit their official website at [www.pnvsca.gov.ph/](http://www.pnvsca.gov.ph/) and Facebook page at [www.facebook.com/PNVSCA/](https://www.facebook.com/PNVSCA/).

Thank you and best regards.

  
**LUIS G. BANUA**  
RDC Vice Chairperson

DRD/fpl

# CALL FOR NOMINATION

Have you volunteered or do you know someone who has volunteered during this pandemic?

If yes, join our **Search for Outstanding COVID-19 Volunteer**.

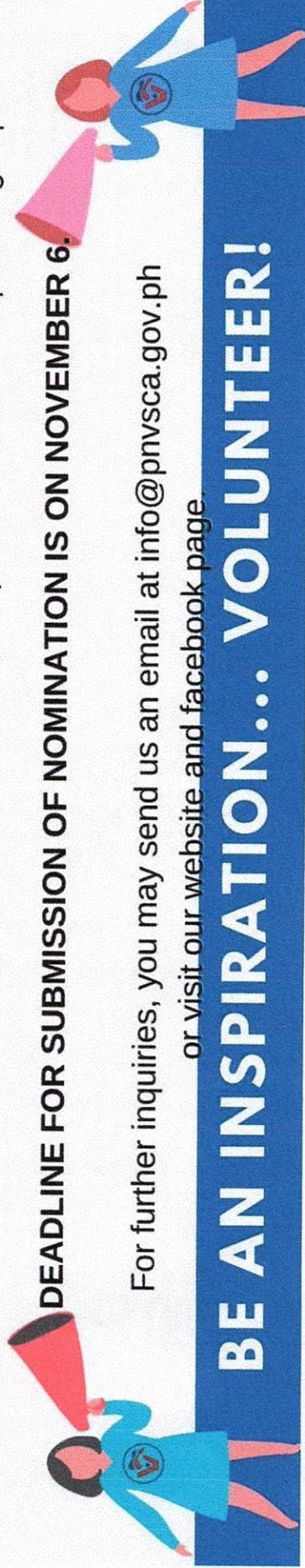
The Search is **open** to **individuals** who have **volunteered and made significant contributions** in addressing the challenges brought about by the COVID-19 pandemic.

To join (**YES, self-nomination is allowed!**) or nominate someone, kindly accomplish the nomination form through this link: **[bit.ly//COVID19VolunteerNomination](https://bit.ly/COVID19VolunteerNomination)**. You may also download the said form from our website or Facebook page and send the accomplished form to [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph).

**DEADLINE FOR SUBMISSION OF NOMINATION IS ON NOVEMBER 6.**

For further inquiries, you may send us an email at [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph)  
or visit our website and facebook page.

**BE AN INSPIRATION... VOLUNTEER!**



## GUIDELINES ON THE SEARCH FOR OUTSTANDING COVID-19 VOLUNTEERS

### I. OBJECTIVES

As a tribute for the COVID-19 volunteers and in lieu of this year's Search for Outstanding Volunteers, a recognition project will be implemented in collaboration with the National Economic and Development Authority Regional Offices (NROs), Department of the Interior and Local Government – National Capital Region (DILG-NCR) for the National Capital Region (NCR), and the Bangsamoro Planning and Development Authority (BPDA) for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM).

Towards the vision of a society where volunteerism is a way of life of everyone, this initiative aims to:

1. Recognize the contributions of individual female and male volunteers to the COVID-19 response;
2. Promote the experiences and good practices of these volunteers in responding to a pandemic; and
3. Encourage the general public to continuously engage in volunteer work even in non-emergency/disaster situations.

### II. DURATION OF VOLUNTEER SERVICE

The period covered for volunteer work/services shall be from March to September 2020.

### III. ELIGIBILITY/QUALIFICATIONS/CRITERIA FOR RECOGNITION

#### *a. General Recognition (will receive Certificates of Appreciation)*

- Has rendered at least 20 hours of volunteer services in response to COVID-19 for the period of March to September 2020;
- Has served/assisted at least 20 beneficiaries;
- Volunteer work may be carried out solely by the nominated volunteer or in partnership with groups, companies, organizations.

#### *b. Outstanding COVID-19 Volunteers (will receive Plaques of Recognition)*

| Weight | Criteria                   | Sub-Criteria   |
|--------|----------------------------|--|
| 30     | Duration of volunteer work | <ul style="list-style-type: none"><li>• 20 hours and below (10%)</li><li>• 21 to 40 hours (20%)</li><li>• 41 to 60 hours (40%)</li><li>• 61 to 80 hours (60%)</li><li>• 81 to 100 hours (80%)</li><li>• 100 hours and above (100%)</li></ul> |
| 25     | Number of beneficiaries    | <ul style="list-style-type: none"><li>• 20 and below (5%)</li></ul>  |

|    |                                 |   |
|----|---------------------------------|---|
|    | served                          | <ul style="list-style-type: none"> <li>• 21 to 40 (20%)</li> <li>• 41 to 60 (40%)</li> <li>• 61 to 80 (60%)</li> <li>• 81 to 100 (80%)</li> <li>• 100 &amp; above (100%)</li> </ul>   |
| 10 | Type of beneficiaries           | <ul style="list-style-type: none"> <li>• Frontline workers (100%)</li> <li>• Belonging to the vulnerable sector (80%)</li> <li>• General public (60%)</li> <li>• Members of the organization/company the nominated individual is affiliated with (40%)</li> <li>• Family members (20%)</li> </ul> <p><i>(in case answer is multiple, get the category with the highest points)</i></p>  |
| 20 | Difficulty of volunteering work | <p>i. Mode (10%)</p> <ul style="list-style-type: none"> <li>• Self (100%)</li> <li>• With informal group (60%)</li> <li>• With formal org (40%)</li> </ul> <p><i>(in case answer is multiple, get the category with the highest points)</i></p> <p>ii. Estimated value of resources mobilized for the volunteer services rendered (10%)</p> <ul style="list-style-type: none"> <li>• P25K and below (10%)</li> <li>• P26K to Ph50K (20%)</li> <li>• Ph51K to Ph75K (40%)</li> <li>• Ph76K to Ph100K (60%)</li> <li>• Ph101K to Ph125K (80%)</li> <li>• Ph126K and above (100%)</li> </ul> <p>iii. Area of coverage (40%)</p> <p>Beneficiaries are:</p> <ul style="list-style-type: none"> <li>• Within neighborhood (20%)</li> <li>• Outside neighborhood but within barangay (40%)</li> <li>• In 2 or more barangays within same city/municipality (60%)</li> <li>• In 2 or more barangays within same province (80%)</li> <li>• In 2 or more barangays in different provinces (100%)</li> </ul> <p>iv. Degree of Exposure (40%)</p> <ul style="list-style-type: none"> <li>• Low (e.g. if work is virtual – 40%)</li> <li>• Medium (work involves leaving the house &amp; interacting with other people - 60%)</li> <li>• High (e.g. frontline work - 100%)</li> </ul> <p><i>(in case answer is multiple, get the category with the highest points)</i></p> |
| 10 | Commitment to volunteerism      | <p>i. Who nominated (50%)</p> <ul style="list-style-type: none"> <li>• Self (40%)</li> <li>• Others (60%)</li> </ul> <p>ii. Willingness to be part of the Regional Network of Volunteers</p>  |

|     |                             |  |
|-----|-----------------------------|--|
|     |                             | & continue volunteering (50%) <ul style="list-style-type: none"> <li>• Willing (50%)</li> <li>• Willing with some conditions (25%)</li> <li>• Not willing (0%)</li> </ul>  |
| 5   | Motivation for volunteering | <ul style="list-style-type: none"> <li>• Not expecting anything/Just help others/duty to help others in need/give back (100%)</li> <li>• Does not want to be idle (30%)</li> <li>• Gain work experience (20%)</li> <li>• Get allowance (0%)</li> <li>• Peer influence (0%)</li> <li>• Want to be popular (0%)</li> </ul> <i>(in case answer is multiple, get the category with the highest points)</i> |
| 100 |                             |  |

#### IV. SEARCH NOMINATION, AND VALIDATION PROCESS

1. PNVSCA will open the call for nominations from October 5 to November 6. **All nominations must be received on November 6 at 12 midnight.** The members of the NVM Regional Committee shall proactively promote the call for nominations.
2. PNVSCA shall share with the NVM RCs access to the nomination form – both in Google form and in Word format (for those who are non-techy/ not familiar with Google forms).
3. Through coordination with national government agencies, local government units, RDC, and other partners (i.e. CSOs and academe), NVM RCs shall conduct the screening and validation of nominated volunteers using the information provided in the nomination forms. They may also opt to conduct virtual interviews with the top nominees. PNVSCA will provide a score sheet in excel format for easy computation of scores.
4. The NVM RCs may choose to give award to the top 3 nominees per region, but only one (most outstanding) shall be submitted to the PNVSCA/NVM National Steering Committee (NSC) for recognition at the national level. The NVM RCs may also opt to give an outstanding volunteer award per province, aside from the award per region, but must keep in mind that the provinces may have their own search and will have limited involvement in the search by the region. Again, only one (most outstanding volunteer) per region shall be submitted to the PNVSCA/NVM-NSC for recognition at the national level.

#### V. RECOGNITION CEREMONIES/ACTIVITIES

1. The Search will have two levels of recognition: regional and national.

##### Regional Recognition

- An online ceremony for the recognition of regional recipients will be spearheaded by the NROs, DILG-NCR, and BPDA.

- All eligible volunteers will be given Certificates of Appreciation. For those with notable contributions, plaques of recognition will be provided and they (most outstanding per region) will be endorsed for recognition on a national level.

#### National Recognition

An online ceremony will be conducted on December 16 (tentative) to formally present the recipients of the national award. Each volunteer will be given a plaque of recognition. All awardees of the Most Outstanding Volunteer per region will be invited to attend the said event.

2. **The name/story/write-up (with photos) of the region's most outstanding COVID-19 volunteer shall be submitted by the NROs, BARMM-BPDA and DILG-NCR to PNVSCA not later than NOVEMBER 27.** The story of each of the 17 regional awardees will be featured in PNVSCA website and Facebook page for the month of December in celebration of the NVM. Stories to be featured will be scheduled in accordance to the online recognition schedule of each region (may be on the same day or after the event) or after the National Recognition Ceremony.

#### **VI. Timeline**

|  |                    |
|--|--------------------|
| Call for Nomination  | October 5          |
| <b>Deadline for Submission of Nomination</b>   | <b>NOVEMBER 6</b>  |
| Validation and Documentation   | October-November   |
| <b>Submission of name and story/profile of the Most Outstanding COVID19 Volunteer per region</b> | <b>NOVEMBER 27</b> |
| Awarding/Recognition   | December 16        |



## SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



**Deadline for submission of this form, together with all the attachments, is on 06 NOVEMBER 2020. Late submissions will no longer be entertained. You may accomplish this form and email back to us at [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph). You may also access and accomplish this in Google form through this link - \_\_\_\_\_.**

| Nominee's Profile   |  |                |
|---|--|----------------|
| Name:   |  |                |
| Address:  |  |                |
| E-mail address:   | Contact Number:  |                |
| Age:  | Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male |                |
| Occupation:   |  |                |
| Is the nominee a member of an organization? <input type="checkbox"/> Yes <input type="checkbox"/> No  |  |                |
| If yes, please specify the name of the organization and his/her position:   |  |                |
| Motivation for volunteering<br><input type="checkbox"/> Give back to the community<br><input type="checkbox"/> Does not want to be idle<br><input type="checkbox"/> Gain work experience/develop skills<br><input type="checkbox"/> Meet new people or bond with friends<br><input type="checkbox"/> Others, please specify |  |                |
| Who can we contact to verify and request further information? (When this section is left blank or the contact information is incomplete, the nomination will not be considered.)  |  |                |
| Name of Person/Organization/LGU   | Contact Number   | Email address: |
|   |  |                |
| Name of Person/Organization/LGU   | Contact Number   | Email address: |
|   |  |                |
| Are you willing to be part of the Regional Network of Volunteers and continue volunteering?<br><input type="checkbox"/> Willing<br><input type="checkbox"/> Willing with some conditions<br>Please cite conditions _____<br><input type="checkbox"/> Not Willing  |  |                |



## SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



Please check the supporting documents/materials on the list below which you can submit and attach to this form.

- ( ) pictures with recipients of donation/volunteer service
- ( ) receiving copy of donation or Certificate of Appearance in the volunteer activity
- ( ) certificate of good moral/good standing issued by the barangay
- ( ) copy of a government ID of the nominee

**Please send the documents to [info@pnvsca.gov.ph](mailto:info@pnvsca.gov.ph) with the subject "Search for Outstanding COVID19 Volunteers". DEADLINE FOR SUBMISSION OF ENTRIES IS ON 06 NOVEMBER 2020. When the checked supported documents are not submitted within the prescribed timeframe, the nomination will not be considered.**

|  |  |
|--|--|
| Name of Person who answered this form/Nominator:   | Relationship with the nominee  |
| Contact Number of Nominator and Nominee:<br><br><i>Nominator:</i><br><br><i>Nominee:</i> | E-mail address of Nominator and Nominee:<br><br><i>Nominator:</i><br><br><i>Nominee:</i> |

**By completing this form, I declare that the information herein provided is true and correct. I also give my consent to PNVSCA, NEDA Regional Offices, DILG-NCR, and BARMM- BPDA to verify the information provided in this form.**



## SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



**CHARACTERISTICS OF ACTUAL VOLUNTEER SERVICE RENDERED (Please indicate the appropriate codes/numbers found in Table 1 below. Sample answers are provided on the first item.)**

| Volunteering Activities                                 | Manner of doing the volunteering work | Total Volunteer Hours Rendered | Beneficiaries of Volunteer Service | Number of Beneficiaries Served/ Assisted | Area of Coverage | Estimated monetary value of volunteer service | Mode of volunteering | Specific role of the volunteer/ nominee |
|---|---------------------------------------|--------------------------------|------------------------------------|--|------------------|---|----------------------|---|
| Organizing/coordinating a donation drive                | 2                                     | 4                              | 1 & 2                              | 5  | 1 (3 brgys)      | 6   | 3                    | 2                                       |
| Cooking/preparation of meals                            |                                       |                                |                                    |  |                  |   |                      |   |
| Preparation/production of personal protective equipment |                                       |                                |                                    |  |                  |   |                      |   |
| Repacking of goods/donations                            |                                       |                                |                                    |  |                  |   |                      |   |
| Delivery of donations and other goods                   |                                       |                                |                                    |  |                  |   |                      |   |
| Medical services  |                                       |                                |                                    |  |                  |   |                      |   |
| Counselling   |                                       |                                |                                    |  |                  |   |                      |   |
| Data encoding   |                                       |                                |                                    |  |                  |   |                      |   |



# SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



| Volunteering Activities                        | Manner of doing the volunteering work | Total Volunteer Hours Rendered | Beneficiaries of Volunteer Service | Number of Beneficiaries Served/ Assisted | Area of Coverage | Estimated monetary value of volunteer service | Mode of volunteering | Specific role of the volunteer/ nominee |
|--|---------------------------------------|--------------------------------|------------------------------------|--|------------------|---|----------------------|---|
|  | A                                     | B                              | C                                  | D  | E                | F   | G                    | H                                       |
| Radio communication                            |                                       |                                |                                    |  |                  |   |                      |   |
| Manning of checkpoints                         |                                       |                                |                                    |  |                  |   |                      |   |
| Manning of relief operations/ swabbing centers |                                       |                                |                                    |  |                  |   |                      |   |
| Driving/Providing shuttle services             |                                       |                                |                                    |  |                  |   |                      |   |
| Coaching/Mentoring/ Training Services          |                                       |                                |                                    |  |                  |   |                      |   |
| Medical consultation                           |                                       |                                |                                    |  |                  |   |                      |   |
| Editing/Writing                                |                                       |                                |                                    |  |                  |   |                      |   |
| Data Analytics                                 |                                       |                                |                                    |  |                  |   |                      |   |
| Data Encoding                                  |                                       |                                |                                    |  |                  |   |                      |   |
| Research                                       |                                       |                                |                                    |  |                  |   |                      |   |
| Graphic arts and website development           |                                       |                                |                                    |  |                  |   |                      |   |



# SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



| Volunteering Activities                    | Manner of doing the volunteering work | Total Volunteer Hours Rendered | Beneficiaries of Volunteer Service | Number of Beneficiaries Served/ Assisted | Area of Coverage | Estimated monetary value of volunteer service | Mode of volunteering | Specific role of the volunteer/ nominee |
|--|---------------------------------------|--------------------------------|------------------------------------|--|------------------|---|----------------------|---|
|  | A                                     | B                              | C                                  | D  | E                | F   | G                    | H                                       |
| Coordination of volunteer activity/project |                                       |                                |                                    |  |                  |   |                      |   |
| Others, please specify _____               |                                       |                                |                                    |  |                  |   |                      |   |
|  |                                       |                                |                                    |  |                  |   |                      |   |
|  |                                       |                                |                                    |  |                  |   |                      |   |
|  |                                       |                                |                                    |  |                  |   |                      |   |



# SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



**Table 1: Codes**

| A. Manner of Doing Volunteering Work   | B. Number of Volunteer Hours rendered  | C. Beneficiaries of Volunteer Service (put all the numbers that apply)   |
|--|--|--|
| (1) Face to face<br>(2) Face to face and virtual<br>(3) Virtual/Online only  | (1) more than 100 hours<br>(2) 81 to 100 hours<br>(3) 61 to 80 hours<br>(4) 41 to 60 hours<br>(5) 21 to 40 hours<br>(6) 20 hours and below   | (1) frontline workers<br>(2) vulnerable groups (women/children/ indigenous people/elderly/PWDs/OFWs)<br>(3) general public<br>(4) members of the organization the nominee is affiliated with<br>(5) family members<br>(6) others, please specify _____ |
| D. Number of Beneficiaries Served/Assisted   | E. Area of Coverage  | F. Estimated monetary value of volunteer service   |
| (1) more than 100 beneficiaries<br>(2) 81-100 beneficiaries<br>(3) 61-80 beneficiaries<br>(4) 41- 60 beneficiaries | (1) in 2 or more barangays in different provinces (indicate no. of barangays served _____)<br>(2) in 2 or more barangays within same province (indicate no. of barangays served _____) | (1) more than 1M<br>(2) P800,001 – 1M<br>(3) P600,001 - P800,000<br>(4) P400,001 - P600,000  |



# SEARCH FOR OUTSTANDING COVID19 VOLUNTEERS



|  |   |   |
|--|---|---|
| <p>(5) 20 – 40 beneficiaries</p> <p>(6) below 20 beneficiaries</p>   | <p>(3) in 2 or more barangays within same city/municipality (indicate no. of barangays served _____)</p> <p>(4) outside neighbourhood but within barangay</p> <p>(5) within the neighbourhood</p> | <p>(5) P200,001 - P400,000</p> <p>(6) P50,001 - P200,000</p> <p>(7) below P50,000</p> |
|  |   |   |
| <p><b>G. Mode of volunteering</b></p>  | <p><b>H. Specific role of the volunteer/nominee</b></p>   |   |
| <p>(1) done alone</p> <p>(2) conducted with family members/informal group</p> <p>(3) conducted with a formal or an accredited organization/company</p> <p>(4) others, please specify _____</p> | <p>(1) organizer/facilitator</p> <p>(2) participant</p> <p>(3) others, please specify _____</p>   |   |