



REPUBLIKA NG PILIPINAS
PAMAHALAAN LUNGSOD NG MUNTINLUPA
KALAKHANG MAYNILA

Telephone no. 861-0181/Fax: 862-6473
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ORDINANCE NO. 2022-351

AN ORDINANCE ESTABLISHING THE MUNTING YAKAP CITY PROGRAM (MYCP) OF MUNTINLUPA CITY AS A PLATFORM TO ENCOURAGE PARTICIPATION IN COMMUNITY SERVICE AND INITIATIVES THAT PROMOTE SOCIAL RESPONSIBILITY THROUGH VOLUNTEERISM

Sponsored by:

Hon. Coun. Engr. Arlene D. Hilapo
Hon. Coun. Atty. Raul R. Corro
Hon. Coun. Louisito A. Arciaga
Hon. Coun. Allan Rey A. Camilon
Hon. Coun. Ting Niefes
Hon. Coun. Stephanie G. Teves
Hon. Coun. Ivey Rhia A. Tadea
Hon. Coun. Estrellita S. Santiago
Hon. Coun. Engr. Marissa C. Rongavilla
Hon. Coun. Francis Ian T. Bagatsing
Hon. Coun. Mark Lester M. Baes
Hon. Coun. Ma. Dhesiree G. Arevalo
Hon. Coun. Engr. Mamerto T. Sevilla, Jr.
Hon. Coun. Cornelio M. Martinez
Hon. Coun. Walter A. Arcilla

WHEREAS, Section 23 of Article 2 of the 1987 Philippine Constitution provides that, "The state shall encourage non-government, community-based, or sectoral organizations that promote the welfare of the nation";

WHEREAS, Section 2 of RA No. 9418, otherwise known as the "Volunteer Act of 2007" provides that, "It shall be the policy of the State to promote the participation of various sectors of the Filipino society, and as necessary, international and foreign volunteer organizations in public and civic affairs, and adopt and strengthen the practice of volunteerism as a strategy in order to attain national development and international understanding. The inculcation of volunteerism as a way of life shall rekindle in every Filipino the time-honored tradition of bayanihan to foster social justice, solidarity and sustainable development";

WHEREAS, Section 7 of RA No. 9418 provides that, "The government shall coordinate, facilitate and encourage the participation of the voluntary sector in the promotion, utilization and recognition of volunteerism in national development and international cooperation. This shall be achieved through the provision of enabling and conducive environment for volunteer work";

WHEREAS, Executive Order No. 22 series of 2019 was issued by the City Mayor of Muntinlupa on September 9, 2019, "creating the Munting Yakap City Program Committee to implement the Munting Yakap City Program or MYCP";



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WHEREAS, the MYCP Committee is guided and inspired by its vision and mission in the performance of its functions, which states that:

Vision: A dynamic, caring, and inspired community where the people are instilled with time-honored traditions of unity, bayanihan, servant leadership, responsible stewardship, discipline and volunteerism.

Mission: To institutionalize volunteerism and cooperation within the community through acts of compassion, selflessness, kindness and partnership among all stakeholders that will inspire positive change and create a caring environment.

WHEREAS, in consideration of the above vision and mission statement, the MYCP Committee, together with the concerned local government offices, will commence the initial implementation, monitoring, assessment and evaluation of activities covered under the MYCP;

WHEREAS, the City Government of Muntinlupa, through the MYCP Committee and its public and private partners, may now launch the MYCP, using the guidelines under this Ordinance and its Implementing Rules and Regulations, to provide a platform that will encourage participation in community service and promote initiatives that inculcate social responsibility through volunteerism;

WHEREAS, this Ordinance seeks to transform citizens or residents of Muntinlupa City into responsible members of society who do not merely receive benefits and services from the local government unit, but who shall learn the value of contributing to the welfare of others as essential to a progressive, participative and responsive local community;

WHEREAS, the City Government of Muntinlupa would like to pivot from the traditional and unilateral delivery of benefits and services from the local government to its constituents by making it mandatory for the recipients and beneficiaries to also offer their community service and assistance to the City of Muntinlupa;

WHEREAS, the personal information and other sensitive personal information collected from participants of the Munting Yakap City Program shall be protected and made confidential in accordance with the **Data Privacy Act of 2012 or RA No. 10173**, its implementing rules and regulations, issuances and circulars of the National Privacy Commission, and the Data Privacy Policies formulated by the **Lingkod Muntinlupa Foundation, Inc.** as Personal Information Controller and the various local government offices who serve as Personal Information Processors involved in the handling of personal information, particularly, those stored in the Muntinlupa Care Card, the smart card technology that will be used to store **MY Points**;

NOW, THEREFORE, BE IT ORDAINED AS IT IS HEREBY ORDAINED, by the 9th Sangguniang Panlungsod of Muntinlupa, in Regular Session assembled that:



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SECTION 1. Title - This Ordinance shall be known as the “**MYCP Ordinance**” which means the **Munting Yakap City Program Ordinance**. This title shall also be associated with hashtag #MYCP which also means “**Make Your City Proud.**”

SECTION 2. Coverage - This Ordinance shall cover all citizens or residents of the City Government of Muntinlupa from ages eighteen (18) to sixty-five (65) years old who want to do volunteer work in communities. It shall also cover beneficiaries of programs, activities, services and projects provided by the City Government, regardless of age, provided that, the beneficiary is capable of participating in the activities which can earn the necessary **Munting Yakap Points**.

SECTION 3. Definition of Terms:

- Munting Yakap City Program (MYCP) Activities** – This refers to the list of activities that have corresponding MY Points credited to an individual for participating in any of the activities stated under **Section 8 of this Ordinance** or any other activities included by the MYCP Committee as part of the MYCP Program. Participants to the MYCP Activities are at least **eighteen (18) years old and above**. **For minors**, MYCP Points may be earned through their parents, legal guardian and other adult family members. For special activities involving minors, such minors may also earn MYCP Points directly, provided that, their parents or legal guardian consented to their participation in these special activities (e.g. sports events, exchange programs, and academic or non-academic competitions).
- Munting Yakap (MY) Points** - The MY Points refer to the no. of points earned by a resident or worker in Muntinlupa City for participating in any of the activities of the local government as identified in Section 8 of this Ordinance. The MY Points are transferable or assignable to another resident or worker in Muntinlupa City for purposes of accumulating enough MY Points to avail of benefits, programs and services of the City Government of Muntinlupa.
- Muntinlupa Care Card (MCC)** – This refers to the smart card technology used by citizens of Muntinlupa City for recording, adding, crediting, or deducting MY Points earned by a cardholder through an automated system for a speedier, accurate and convenient way of recording MY Points.
- Munting Yakap City Program (MYCP) Committee** - The MYCP Committee was created through Executive Order No. 22 Series of 2019 dated 09 September 2019 for the implementation of the Munting Yakap City Program. It is composed of the **City Administrator, Chairperson of the Committee on Tourism, Culture and Foreign Relations, Sangguniang Panlungsod, Chairperson of the Committee on Social Services and Development, Sangguniang Panlungsod, President of the Liga ng Mga Barangay, Head of the Social Development Cluster, Head of the Environmental Cluster, Head of the Economic Cluster, Head of the Infrastructure Cluster, Public Information Office, Gender and Development Office, Representative from the Office of the City Mayor, and Lingkod Muntinlupa Foundation**. The MYCP Committee shall be a permanent collegial body with duties and functions identified under this Ordinance.



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5. **Volunteerism Focal Person (VFP)** – Executive Order No. 4 Series of 2021 otherwise known as “Providing for Amendments to Executive Order No. 10 Series of 2015 on the Creation of the Volunteer and Citizenship Program Focal Person and Desk”, provides in Section 1 on Designation of Volunteerism Focal Person that “The Volunteerism Focal Person (VFP) of the City Government of Muntinlupa (CGM) shall be the Head of the Community Affairs Development Office (CADO). As such, the VFP shall have the authority to mobilize and assign staff members of the CADO to assist in discharging the functions of the VFP.”

SECTION 2. Function of VFP. The following are the functions of the VFP:

1. **Lead in mainstreaming volunteerism in the policies, plans and programs of the CGM;**
2. **Assist in the formulation of new policies or enhancement of existing policies to incorporate volunteerism as a tool to implement the programs, projects and activities (PPAs) of the CGM;**
3. **Promote and strengthen the practice of volunteerism across all sectors, gender and culture;**
4. **Lead in monitoring the efficient and effective implementation of volunteer-related policies, PPAs;**
5. **Prepare/generate and submit volunteer-related reports as required by development planning bodies and/or oversight government offices;**
6. **Coordinate volunteerism efforts of different divisions/offices/units of their organization and advocate for the integration of volunteerism at the organizational level;**
7. **Strengthen linkages with other agencies or organizations, whether local, national or international, involved in volunteerism and volunteer management to harmonize and synchronize volunteer efforts at various levels of governance;**
8. **Establish firm connections with the private sector, whether individuals, homeowner's associations, community groups, companies, business establishments, among others, in order to involve them in volunteerism efforts, and, if possible, to harmonize their respective corporate social responsibility (CSR) goals with volunteerism;**
9. **Facilitate the recognition of the local network of volunteers by the appropriate body/authority;**
10. **Propose legislation to the Sangguniang Panlungsod in order to give flesh and substance to the foregoing; and**



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11. *Perform such other functions as may be directed by competent authority, and as may be necessary in order to achieve the foregoing.*

SECTION 4. The MYCP Committee Committee Composition. - The following is the composition of the MYCP Committee:

1. *City Administrator,*
2. *Chairperson of the Committee on Tourism, Culture and Foreign Relations, Sangguniang Panlungsod,*
3. *Chairperson of the Committee on Social Services and Development, Sangguniang Panlungsod,*
4. *President of the Liga ng Mga Barangay,*
5. *Community Affairs Development Office,*
6. *Head of the Social Development Cluster,*
7. *Head of the Environmental Cluster,*
8. *Head of the Economic Cluster,*
9. *Head of the Infrastructure Cluster,*
10. *Public Information Office,*
11. *Gender and Development Office,*
12. *Representative from the Office of the City Mayor,*
13. *Sangguniang Kabataan, and*
14. *Lingkod Muntinlupa Foundation, Inc.*

The MYCP Committee may be expanded to include private organizations, such as, non-government organizations, civil society organizations and foundations.

SECTION 5. Duties and Functions of the MYCP Committee - The duties and functions of the MYCP Committee are as follows:

1. *Formulate the vision and mission statement, goals, objectives, strategies and guiding principles;*
2. *Conduct mandatory information dissemination and education campaign among all stakeholders;*
3. *Coordinate with concerned agencies and individuals, whether private or public, that may be necessary to carry out paragraph (a) above;*
4. *Create and conduct a system for monitoring, assessment and evaluation of all activities undertaken in relation to the Munting Yakap City Program, including the documentation thereof;*
5. *Conduct regular planning sessions at least once every two months or as may be requested by any member of the MYCP Committee;*
6. *Assist in the implementation of the Munting Yakap City Program together with the Implementing Office;*



- 7. Create a grievance committee that will investigate and decide on complaints of MYCP participants or local government offices in relation to MYCP activities and procedures;
- 8. Identify partners and establish linkages, and, when grounded, institutionalize the same; and
- 9. Perform such other functions as may be necessary to achieve the foregoing, or as may be directed by competent authority.

SECTION 6. The Implementing Office - The primary implementing office that will execute the MYCP shall be the People's Coordinating Office (PCO). It shall be assisted by the Youth Affairs and Sports Development Office (YASDO), Muntinlupa Scholarship Division (MSD), and the Community Affairs Development Office in implementing and supporting the MYCP activities.

SECTION 7. The Munting Yakap (MY) Point System - The City Government of Muntinlupa herein establishes a point earning system for participating citizens or residents involved in its programs, services or projects, herein referred to as MY Points. The MY Points will be earned by those who will do volunteer work in activities referred to in the succeeding section.

Each local government office, department or division shall determine the activities which should be participated or attended by its beneficiaries and the corresponding total number of MY Points that may be required prior to the availment or delivery of any local government benefit or service given to a Muntinlupa citizen or resident.

The local government office, department or division shall also define if the total number of MY Points should be earned individually or per family before they allow their intended recipient or beneficiary to receive the benefits or services coming from their programs or projects.

SECTION 8. List of MYCP Programs and Activities - The initial list of MYCP programs and services of the City Government of Muntinlupa that may be availed of through the MY Point System and the activities that may be credited with or earn MY Points are as follows:

Programs/Services	Required Points	Office
Scholarship	50 points per student	Muntinlupa Scholarship Division (MSD)
Dagdag Puhunan	50 points per Client	Joint Resources Financing Division (JRFD)



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Activity	Points	Department
Participate in River Clean up	50	Lake Management Office (LMO)
Participate in Tree Planting	50	Environment Protection and National Resources Office (EPNRO)
View a character development webinar in the Knowledge-Hub Portal of Batang Munti Foundation, Inc. (for elementary students until college level)	50	MSD in partnership with Batang Munti Foundation, Inc.
Participate in Clean up Drive	50	Environmental Sanitation Center (ESC)
Undergo IEC on Solid Waste Management	25	
Participate in Beautification	50	Engineering Office
Blood Donation	100	City Health Office
Breastmilk Donation	100	
Participate in Traffic Assistance	25	Muntinlupa Traffic Management Bureau (MTMB)
Undergo IEC on Traffic Laws	25	
Participate in Gulayan sa Paaralan	50	Department of Agriculture Extension Office (DA-ESO)/ Department of Education (DepEd)
Participate in Urban Gardening	50	
Undergo Livelihood Technology Seminars	25	
Undergo Responsible Parenting Seminars	25 Points per Day	Gender And Development (GAD)
Undergo Gender Sensitivity Seminar	25 Points per Day	
Undergo VAWC Seminars	25 Points per Day	
Undergo Basic Life Support Seminar	25 Points per Day	Department of Risk Reduction and Management Office (DRRMO)



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Undergo Disaster Preparedness Seminar	25 Points per Day	
Participate in Brigada Eskwela	50	Department of Education (DepEd)
Undergo Mental Health Awareness Seminar	25 Points per Day	Lingkod Muntinlupa Foundation (LMF)

In coordination with the MYCP Committee and the VFP, the local government offices, departments or divisions concerned shall determine a uniform number of MY Points that may be assigned to each activity.

The MYCP Committee, together with the VFP, may amend, add, delete or update the scope of programs and activities and the corresponding MY Points on a regular basis, in coordination with the various offices, departments, or divisions of the City Government of Muntinlupa, to expand options of willing individuals who want to do volunteer work for the community.

The MYCP Committee and the VFP may partner with local merchants and non-government organizations in order to expand the scope of activities, the MY Points earned and the available benefits, services and incentives that can be given through this Ordinance.

SECTION 9. *Benefits of MY Points*

The MY Points may be exchanged or redeemed through availment of programs, services or other benefits that can be claimed from the City Government of Muntinlupa or merchandise, discounts or other incentives from accredited partner merchants, as may be available.

The City Government of Muntinlupa may come up with additional and innovative programs designed to promote accumulation of MY Points to strongly motivate Muntinlupa citizens or residents to voluntarily participate in the activities of the local government.

SECTION 10. *Use of Muntinlupa Care Card (MCC) to Record MY Points* - Pursuant to City Council Resolution No. 15-205 series of 2015 which approved the Muntinlupa Care Card Project, the Muntinlupa Care Card is a smart card solution that has the ability to integrate with other programs of the City Government of Muntinlupa and provides a card-based benefits system. Thus, the MYCP Committee and VFP shall integrate the MCC for the following:

- Use the MCC System** to record the earning and accumulation of MY Points and use its smart card technology to accurately determine the remaining balance of MY Points after any exchange, redemption or demerit.
- For Non-MCC members**, they shall develop a manual system of recording MY Points and the process in transferring the record of MY Points to the MCC System for new MCC members who had performed volunteer work.



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3. In coordination with the local government offices or departments, and private partners, they may come up with MYCP materials to properly disseminate information and instruct beneficiaries and local government offices on how to use the MCC for the accumulation and exchange of MY Points.
4. After one (1) year from the enactment of this Ordinance, those who want to participate in the MYCP Program shall be required to have a Muntinlupa Care Card to facilitate recording of MY Points as incurred or used by the cardholder.

SECTION 11. Information and Educational Campaign - Upon approval of this Ordinance, the MYCP Committee, the VFP, the Public Information Office, Muntinlupa Scholarship Division, Gender and Development Office and the People's Coordinating Office shall conduct information and educational campaigns to disseminate information about this Ordinance.

SECTION 12. Implementing Rules and Regulations - The PCO, as the Implementing Office, together with the MYCP Committee, shall have two (2) months to finalize and adopt the **Implementing Rules and Regulations (IRR)** to effectively carry out the provisions of this Ordinance.

SECTION 13. Budget and Appropriation - The budget necessary for the first year operation and implementation of this ordinance shall be sourced from the general fund of the Muntinlupa City Government. **Thereafter**, the implementing offices shall incorporate in their respective yearly budget sufficient amount for the continuous operation of the **Munting Yakap City Program**.

SECTION 14. Separability - Any provision of this Ordinance which is found to be unlawful or judicially infirm shall not affect the validity of the other provisions not affected thereby.

SECTION 15. Effectivity - This Ordinance shall take effect immediately after complying with the publication requirements prescribed by law.

ENACTED, by the 9th Sangguniang Panlungsod of Muntinlupa this 18th day of April 2022, on its 145th Regular Session.

CONCURRED:

COUN. ATTY. RAUL R. CORRO
Member

(ABSENT)
COUN. PATY KATY C. BONCAYAO
Member

DISTRICT 1:

(ABSENT)
COUN. ALEXSON V. DIAZ
Member

COUN. LOUISITO A. ARCIAGA
Member




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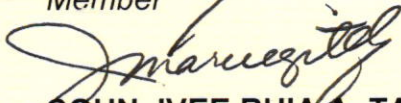
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COUN. ALLAN REY A. CAMILON
Member


COUN. TING NIEFES
Member


COUN. STEPHANIE G. TEVES
Member



COUN. IVEE RHIA A. TADEFA
Member

DISTRICT 2:


COUN. ESTRELLITA S. SANTIAGO
Member



COUN. ENGR. MARISSA C. RONGAVILLA
Member



COUN. FRANCIS IAN T. BAGATSING
Member

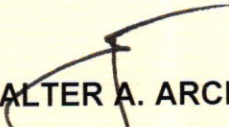

COUN. MARK LESTER M. BAES
Member


COUN. MA. DHESIREE G. AREVALO
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COUN. ENGR. MAMERTO T. SEVILLA, JR.
Member

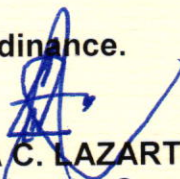

COUN. ENGR. ARLENE D. HILAPO
Member


COUN. CORNELIO M. MARTINEZ
Member


COUN. WALTER A. ARCILLA
President
Sectoral Representative
Association of Barangay Chairman

(ABSENT)
COUN. KENICHI D. TAKAGI, JR.
President
Sectoral Representative
Federation of Sangguniang Kabataan

I HEREBY CERTIFY, as to the correctness of the foregoing Ordinance.


CECILIA C. LAZARTE
Secretary to the Sanggunian




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ATTESTED:


ARTEMIO A. SIMUNDAC
City Vice-Mayor/Presiding Officer

APPROVED:

ATTY. JAIME R. FRESNEDI
City Mayor

Date: 27 APR 2022


Norie/9th SP