



REPUBLIKA NG PILIPINAS  
PAMAHALAANG LUNGSOD NG MUNTINLUPA  
KALAKHANG MAYNILA



Tanggapan ng Punonglungsod

**EXECUTIVE ORDER No. 26**  
Series of 2022-B

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**PROVIDING FOR AMENDMENTS TO EXECUTIVE ORDER NO. 04, SERIES OF 2021,  
AND EXECUTIVE ORDER NO. 10, SERIES OF 2015,  
ON THE CREATION OF THE VOLUNTEER AND CITIZENSHIP PROGRAM  
FOCAL PERSON AND DESK**

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**WHEREAS**, Section 12 (c) of Republic Act No. 9418, otherwise known as the Volunteer Act of 2007, provides that “national government agencies and LGUs shall establish volunteer programs in their respective offices to promote and encourage volunteering in government programs and projects, as well as enjoin government employees to render volunteer service in social, economic and humanitarian development undertakings in the community:”

**WHEREAS**, Executive Order No. 10, Series of 2015, was issued on 08 June 2015, providing for the creation of the Volunteer and Citizenship Program Focal Person and Desk in the Community Affairs Development Office (CADO), thereby complying with the provisions of law;

**WHEREAS**, changes in the appointment of officer therein necessitates the issuance of a new Executive Order to reflect such;

**WHEREAS**, the Philippine National Volunteer Service Coordinating Agency issued a letter addressed to the City Mayor, signed by Donald James D. Gawe, Executive Director, and dated 24 February 2021, calling for the support and active participation of the City Government of Muntinlupa in this endeavor by designating a Volunteerism Focal Person (VFP), who shall hold a position not lower than a Department Head;

**WHEREAS**, Executive Order No. 4, Series of 2021, issued on 05 March 2021, provided amendments to Executive Order No. 10, Series of 2015, issued on 08 June 2015, on the creation of the Volunteer and Citizenship Program Focal Person and Desk;

**NOW, THEREFORE, I, Rozzano Rufino B. Biazon, City Mayor of Muntinlupa**, by virtue of the powers vested in me by law, do hereby order and decree that:

Section 1. Designation of Volunteerism Focal Person.

The Volunteerism Focal Person (VFP) of the City Government of Muntinlupa (CGM) shall be Rosemarie Ibe-Geli, Acting Head of the Community Affairs Development Office (CADO).



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As such, she shall have the authority to mobilize and assign staff members of the CADO to assist her in discharging the functions of the VFP.

Section 2. Functions of the Volunteerism Focal Person.

The VFP shall perform the following functions, namely:

- (a) Lead in mainstreaming volunteerism in the policies, plans and programs of the CGM;
- (b) 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;
- (c) Promote and strengthen the practice of volunteerism across all sectors, gender and culture;
- (d) Lead in monitoring the efficient and effective implementation of volunteer-related policies, PPAs;
- (e) Prepare/generate and submit volunteer-related reports as required by development planning bodies and/or oversight government offices;
- (f) Coordinate volunteerism efforts of different divisions/offices/units of their organizations and advocate for the integration of volunteerism at the organizational level;
- (g) Strengthen linkages with other agencies or organizations, whether local, national or international, involved in volunteering and volunteer management to harmonize and synchronize volunteer efforts at various levels of governance;
- (h) Establish firm connections with the private sector, whether individuals, homeowners 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;
- (i) Facilitate the recognition of the local network of volunteers by the appropriate body/authority;
- (j) Propose legislation to the Sangguniang Panlungsod in order to give flesh and substance to the foregoing; and
- (k) Perform such other functions as may be directed by competent authority, or as may be necessary in order to achieve the foregoing.

Section 3. Special Desk.

The CADO shall place a Special Desk to facilitate the work of the VFP and allied staff members.



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All inquiries shall be addressed, referred to, endorsed or acted upon, as the case may require, with expediency and efficacy.

Section 4. Funding.

The Annual Investment Plan (AIP) of the CADO shall include for provisions to ensure the functions of the VFP are properly carried out.

Section 5. Repealing Clause.

All previous orders and directives inconsistent with any provision found herein shall be deemed repealed, revoked, or amended accordingly.

Section 6. Separability Clause.

In the event that any provision found herein be judicially decided illegal or administratively declared infirm, untouched provisions shall remain in full force and effect.

Section 7. Effectivity Clause.

This Executive Order shall take effect immediately upon its signing, and it shall remain in full force and effect until repealed, revoked or amended accordingly.

**DONE AND EXECUTED** on this 18<sup>th</sup> day of July 2022 in the City of Muntinlupa.

  
**ROZZANO RUFINO B. BIAZON**  
City Mayor 