



## OFFICE OF THE GOVERNOR

### EXECUTIVE ORDER NO. 35 SERIES OF 2024

#### AN EXECUTIVE ORDER CREATING THE LOCAL VOLUNTEER COMMITTEE (LVC) OF THE PROVINCIAL GOVERNMENT OF ORIENTAL MINDORO AND DEFINING ITS FUNCTIONS THEREOF

**WHEREAS**, Section 2 of the Republic Act No. 9418 otherwise known as the "Volunteer Act of the 2007" declares that the state shall promote the participation of the 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;

**WHEREAS**, Section 2 (c) of the said RA 9418 mandates the establishment of a volunteer program in the local government units (LGUs) 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**, the Provincial Government of Oriental Mindoro (PGOM) is committed to promoting inclusive social and economic growth and development through active participation from public and private entities;

**WHEREAS**, the PGOM aims to implement programs and policies to encourage volunteerism in the province by providing an enabling environment for volunteers and volunteer organizations through active coordination with national government agencies, international organizations, and private organizations;

**NOW THEREFORE, I, HUMERLITO A. DOLOR, MPA, PH.D.**, by virtue of the powers vested in me as Provincial Governor of Oriental Mindoro by Local Government Code of 1991, do hereby promulgate this Executive Order as follows:

**SECTION 1. ORGANIZATION.** There is hereby organized the Provincial Government of Oriental Mindoro's Local Volunteer Committee (LVC) to ensure the inclusion and oversee the implementation of policies and programs that promote volunteerism in the PGOM's local development plans and programs.

**SECTION 2. COMPOSITION.** The Local Volunteer Committee (LVC) of the Provincial Government of Oriental Mindoro shall be composed of the following:

Chairperson:	<b>GOVERNOR HUMERLITO A. DOLOR, MPA, Ph.D.</b>
Co-Chairperson:	<b>VICE GOVERNOR EJAY L. FALCON</b>
Volunteerism Focal Person:	<b>MS. ZARAH C. MAGBOO, RSW</b> Provincial Social Welfare and Development Officer
Members:	<b>BOARD MEMBER JHANE ANDHRAEI MHEY D. DOLOR</b> Chairperson, Committee on Youth Affairs and Sports Development  <b>PA HUBBERT CHRISTOPHER A. DOLOR, MPA, MD, MHA, PA</b> <b>(Res)</b> Provincial Administrator  <b>EnP LYDIA MUÑECA S. MELGAR</b> Provincial Planning and Development Coordinator  <b>MS. ANNA MARIE DC. REYES</b> Provincial Human Resource Management Officer

**DR. CIELO ANGELA A. ANTE, FPAFP, MHA, MPH**  
Provincial Health Officer II /  
Chairperson, Oriental Mindoro Blood Council

**EnP CHRISTINE M. PINE**  
Provincial Agriculturist

**ENGR. EDYLOU B. TEJIDO**  
Provincial Engineer

**MR. DON STEPHERSON V. CALDA, Ph.D.**  
Provincial Tourism Officer

**DR. GRIMALDO C. CATAPANG**  
Provincial Veterinarian

**MR. VINSCENT B. GAHOL**  
Provincial Disaster Risk Reduction and Management Office

**MR. ORLANDO B. TIZON**  
Provincial Cooperatives Development Officer

**MR. ANTONIO M. MAGNAYE**  
Provincial Public Employment Service Office Manager

**MR. OLIVER Z. ALMEDA, MBA**  
Provincial Youth Development Officer

**MR. JUNIELO P. ALCURAN**  
Supervising Administrative Officer  
GO-Special Concerns Division (SCD)

**MR. RAFAEL C. CATAQUIS**  
Head-AO IV, Galing at Serbisyo Para sa Mindoreño

**PEMS MELVIN Q. GABAYNO**  
Chairperson, Para sa Bayan Charity Inc.

**MS. CECILIA L. KASILAG**  
President, Local Council of Women of Pinamalayan

**MS. ENYA MARIE D. APOSTOL, Ph.D.**  
President, Mindoro State University

**SECTION 3. FUNCTIONS OF THE LOCAL VOLUNTEER COMMITTEE.** Specifically, the LVC shall have the following functions:

- a) Formulate and recommend policies on volunteerism that shall integrate the broad and diverse efforts of the international and national volunteerism strategies to the local development strategies;
- b) Formulate and recommend coordination and implementation guidelines to ensure a holistic volunteerism approach and the mainstreaming of volunteerism in all the stages of development planning cycle;
- c) Identify recognition and incentive programs for volunteer groups and individuals in with the goal of further promoting the value and contribution of volunteerism to the development of the province;

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- d) Identify and develop modalities/avenues for volunteering of Oriental Mindoreños which may be classified as: public sector, people's organizations, civil society organizations, professionals, reservists, youth, indigenous peoples, persons with disabilities, senior citizens, women, and others;
- e) Review the implementation of volunteering activities of the PGOM and provide its overall direction;
- f) Maintain an active partnership with the Philippine National Volunteer Service Coordinating Agency (PNVSCA) to align the PGOM and LVC's goals, strategies, programs, projects, and activities with the national government; and
- g) Establish and maintain a local network of volunteer organizations and serve as a liaison between and among local, national, and international private and public volunteer organizations.

**SECTION 4. Creation of the Technical Working Group (TWG).** A Technical Working Group (TWG) for the LVC is hereby organized which shall prepare, implement, and monitor the programs, projects, and activities of the LVC.

**SECTION 5. Composition of the Local Volunteer Committee Technical Working Group.** The LVC – TWG shall be composed of the following:

- Representative, Sangguniang Panlalawigan
- Representative, Provincial Social Welfare Office
- Representative, Provincial Administrator's Office
- Representative, Provincial Human Resource Management Office
- Representative, Provincial Planning and Development Office
- Representative, Provincial Health Office
- Representative, Provincial Youth and Development Office
- Representative, Provincial Public Employment Service Office
- Representative, Provincial Agriculturist's Office
- Representative, Provincial Engineering Office
- Representative, Provincial Veterinary Office
- Representative, Provincial Tourism Office
- Representative, Provincial Cooperatives Development Office
- Representative, Provincial Disaster Risk Reduction and Management Office
- Representative, Governor's Office – Special Concerns Division
- Representative, Galing at Serbisyo Para sa Mindoreño
- Representative, Oriental Mindoro Blood Council

**SECTION 6. Functions of the LVC – TWG.** Specifically, the LVC – TWG shall have the following functions:

- a) Provide administrative and technical services in the proposal, preparation, and implementation of volunteerism-related policies, programs, projects, and activities;
- b) Provide technical secretariat services to the LVC during meetings, activities, and events;
- c) Provide technical services and support for capability building of implementing departments on volunteer management; and
- d) Maintain and update a database of local volunteer organizations in the province

**SECTION 7. Secretariat.** The Provincial Planning and Development Office (PPDO) shall serve as the Secretariat of the LVC with the following functions:

- a) Compile all accumulated information, data, and materials related to LVC;
- b) Arrange/ coordinate LVC meetings and record all proceedings and discussions that arise during the meetings; and

- c) Furnish the Volunteerism Focal Person, Provincial Governor, and concerned offices and government agencies a copy of LVC-related documents as necessary.

**SECTION 8. Focal Person.** Ms. Zarah C. Magboo, RSW, Provincial Social Welfare Officer shall serve as the focal person for volunteerism of the LVC with the following functions:

- a) Lead in mainstreaming volunteerism in PGOM's policies, plans and programs;
- b) Assist in the formulation of new policies or enhancement of existing policies to incorporate volunteerism as a tool to PGOM's programs, projects and activities (PPA) implementation;
- 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, and PPAs;
- e) Prepare/generate and submit volunteer-related reports as required by development planning bodies and/or other government offices;
- f) Coordinate volunteerism efforts of concerned PGOM offices and advocate for the integration of volunteerism in the provincial government;
- g) Strengthen linkages with other agencies or organizations involved in volunteering and volunteer management to harmonize and synchronize volunteer efforts at various levels of governance;
- h) Facilitate the recognition of the local network of volunteers in PGOM's PPA; and
- i) If necessary, serve as head Secretariat of the Inter-Agency Committee/local development council (LDC) Sub-Committee on Volunteerism.

**SECTION 9. Meetings.** The LVC members and TWG shall meet once every semester. The Chairman or Volunteerism Focal Person may call for special meetings when the need arises.

**SECTION 10. Funding.** The Provincial Government of Oriental Mindoro shall allocate funds for the activities of the LVC, including meetings and activities. The members of the LVC shall propose funding allocations for the implementation of volunteer policies, programs, and activities in Annual Investment Program (AIP) of their department/office, subject to the approval of the LVC.

**SECTION 11. Repealing Clause.** All executive rules, regulations, and other issuances of parts thereof which are inconsistent with the provision of the Executive Order are hereby revoked or modified accordingly.

**SECTION 12. Effectivity.** The Executive Order shall take effect immediately upon its approval. Done in the City Calapan, Province of Oriental Mindoro, this 28<sup>th</sup> day of August in the Year of our Lord, Two Thousand and Twenty-Four.

  
**HUMERALITO A. DOLOR, MPA, Ph.D.**  
Provincial Governor