

**EXECUTIVE ORDER NO. 48**  
 Series of 2019

**AN ORDER ESTABLISHING VOLUNTEER & CITIZENSHIP DESK AND DESIGNATING LGU FOCAL PERSON ON VOLUNTEER & CITIZENSHIP PROGRAM (VCP) IN THE MUNICIPALITY OF CULION, PALAWAN**

**WHEREAS**, Republic Act 9418 mandates the national government agencies and local government units to 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**, the DILG issued Memorandum Circular No. 2013-27 dated March 26, 2013 enjoining local government units to establish a Volunteer and Citizenship Desk and designating Focal Person to man the desk and providing for the policy on the program which aims to provide directions to implementing structures within the DILG and local government units;

**NOW, THEREFORE, I, MA. VIRGINIA N. DE VERA**, Municipal Mayor of Culion, Palawan, by virtue of the powers vested in me by law do hereby order for the establishment of Volunteer and Citizenship Desk under the Office of the Municipal Mayor and designating **Mr. Maxim F. Raymundo**, *Municipal Administrator* to be the LGU Focal Person on Volunteer and Citizenship Program in her concurrent capacity without additional remuneration.


**SECTION 1. Functions.** The Functions of Volunteer and Citizenship Desk and the Focal Person manning it:

1. Conduct IEC campaign on the VCP at the local level;
2. Implement matching of volunteers with existing demands or gaps at the local government based on the capacity development programs;
3. Maintain profile and database of locally available volunteers;
4. Implement Volunteer and Citizenship Programs and Activities;
5. Provide standard criteria on the selection of individual volunteer or group; and
6. Monitor and assess volunteer/s' performance

**Section 2. Effectivity.** This order shall take effect immediately.

**SO ORDERED.**

This 7th day of November, 2019 in the Municipality of Culion, Province of Palawan.

  
**MA. VIRGINIA N. DE VERA**  
 Municipal Mayor  
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