



# General Guidelines for the SEARCH FOR OUTSTANDING VOLUNTEERS

## 2024

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# About the Award

The Search for Outstanding Volunteers (SOV) is the centerpiece activity of the National Volunteer Month (NVM) which is observed every December pursuant to Presidential Proclamation No. 55, s. 1998. As mandated by Republic Act No. 9418, also known as the Volunteer Act of 2007, PNVSCA has embraced this strategy to play an active role in the promotion of volunteerism as a tool for development.

The Search aims to identify and recognize outstanding Filipino volunteers and volunteer organizations for their exemplary performance and achievements in empowering communities and promoting volunteerism as a way of life, contributory to nation-building.



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# Behind the Award

The Philippine National Volunteer Service Coordinating Agency (PNVSCA) leads the Search for Outstanding Volunteers (SOV) in partnership with the National Volunteer Month Steering Committee (NVM-SC) chaired by the National Economic and Development Authority (NEDA), Regional Search Committees (RSCs) chaired by the NEDA Regional Offices (NROs), the Metropolitan Manila Development Authority (MMDA), and the Bangsamoro Planning and Development Authority - Bangsamoro Autonomous Region in Muslim Mindanao (BPDA-BARMM).



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# Scope of the Search

The Search will cover volunteering activities that were conducted in the Philippines, excluding volunteer service done for family members, for religious or indoctrination purposes, and initiatives which are part of the academic programs (ex. National Service Training Program) of academic institutions



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# Categories

## National Outstanding Volunteer Award (NOVA)

Conferred upon individuals or organizations for their exceptional contribution to the development agenda of the national government that resulted in positive outputs within the duration set by the Search.

- Individual - Youth
- Individual - Adult
- Organization - Non-Profit
- Organization - Corporate

## Volunteer Lifetime Achievement Award (VLAA)

Conferred upon individuals or organizations who have provided consistent and outstanding volunteer service for at least 25 years and whose achievements are regarded as an inspiration and role model in the field of volunteerism.



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# Categories

## Special Award for Local Government Units (*by invitation only*)

Conferred upon an LGU that implements outstanding volunteer programs, activities or initiatives that promote the participation of civil society organizations or volunteer individuals in local governance. Submission of nominations to this category will be by invitation only.

## Special Award for Higher Education Institutions

Conferred upon an HEI that integrates volunteerism in its organizational culture or has mainstreamed volunteerism in its functions of instructions, research, extension, including administration.



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# Qualifications

## Individual - Youth

- Filipino citizen
- 15 to 30 years old except for residents in BARMM whose youth age group is 15 to 40 years old
- Has been actively or consistently volunteering for at least (3) years
- Has not been found guilty of crime or offense involving moral turpitude



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# Qualifications

## Individual - Adult

- Filipino citizen
- At least 31 years old except for residents in BARMM whose adult age group is 41 years old and above
- Has been actively or consistently volunteering for at least five (5) years
- Has not been found guilty of crime or offense involving moral turpitude



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# Qualifications

## Organization - Non-Profit

- Has been providing volunteer assistance consistently for at least five (5) years
- Must be registered with the Securities and Exchange Commission (SEC) or PNVSCA or other duly recognized accrediting government institution; or a recognized volunteer organization by the local government, local institution or community being provided with volunteer services



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# Qualifications

## Organization - Corporate

- Has been providing volunteer assistance consistently for at least three (3) years
- Must be registered with the Securities and Exchange Commission (SEC) or PNVSCA or other duly recognized accrediting government institution; or a recognized volunteer organization by the local government, local institution or community being provided with volunteer services



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# Qualifications

## Volunteer Lifetime Achievement Award

In addition to the NOVA qualifications and requirements

- Has been engaged in consistent volunteering activities for at least twenty-five (25) years;
- Has been a recipient of local, regional, national, or international awards in relation to volunteerism (past SOV or SOCV awardees are eligible);
- Serves as a role model through a positive representation of volunteerism as a development resource; and
- For individual nominees, has not been found guilty of crime or offense involving moral turpitude; and
- For organizations, they must have no derogatory reports from other agencies of the government as certified by said agency and no final adverse court decision of a criminal act (i.e. fraud, estafa).



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# Qualifications

## Special Award for Local Government Units (by invitation only)

- Has designated a volunteerism focal person, office, or point system
- Has consistently promoted a conducive environment for volunteering



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# Qualifications

## Special Award for Higher Education Institutions

- Has shown evidence of mainstreaming volunteerism in its core functions – instruction, research, and extension and its administrative operation in the past three years;
- Must be duly registered with the Commission on Higher Education (CHED); for private HEIs, must be registered with the Securities and Exchange Commission (SEC) or other duly recognized accrediting government institution; and
- Must have no derogatory reports from CHED or any other agencies of the government or any certified accrediting agency.

*Note: Winners of the Special Awards for HEI will be given the status of Volunteerism Learning Hub for HEIs. PNVSCA will coordinate with HEIs that are willing to be designated as Volunteerism Learning Hubs for HEIs.*



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# Nomination Process

**1** A nominee may be nominated by another individual or organization. Self nomination is also allowed.

**2** Nominators shall complete the Nomination Form which may be downloaded from PNVSCA's official website, cloud storage.

*Note: For the individual youth and adult categories, nominators or nominees are advised to provide a maximum of five (5) outstanding volunteering activities.*

**3** The nomination form must be supported by documentary evidences as deemed necessary. All documents shall be organized into one (1) folder.

**4** Except for the Special Award for LGU and HEI, the nominator shall directly submit the accomplished nomination form and required attachments to the concerned Regional Search Committee (RSC) covering the area where majority of the nominee's volunteering activities are implemented.

For example, the nomination of a volunteer or organization whose majority volunteering activities' beneficiaries are in Calabarzon must be submitted to NEDA CALABARZON. However, nominations of individuals or organizations with nationwide coverage and NCR-based address shall be submitted to MMDA.



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# Nomination Checklist and Documentary Requirements

## Individual Category (Youth, Adult, VLAA)

1. SOV Form 01-A. Nomination Form
2. Endorsement from organization in case of an individual volunteer who is a member of an organization and is being nominated for the nominee's contributions to the organization
3. Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Volunteer program profile including areas of coverage, type and number of beneficiaries, and sponsors or donors
  - Activity reports or write-ups
  - Published and unpublished articles about the nominee or the nominee's project
  - Testimonials from beneficiaries and project partners
  - Awards and Certificate of Recognition related to volunteerism
  - High resolution in-action photos and portrait of the nominee
  - Video documentation
  - List of partner organizations within the duration set per category



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# Nomination Checklist and Documentary Requirements

Organization Category (Non-Profit, Corporate, VLAA)

1. SOV Form 01-B. Nomination Form
2. Certificate of registration from SEC and/or other duly recognized accrediting government institution; or certificate of recognition as a volunteer organization by the local government, local institution, or community being provided with volunteer services
3. Supporting documents to the accomplishments of the nominee that may include but is not limited to:
  - Organizational Profile which reflect the Vision, Mission, Goals and Core Values of the Organization
  - Volunteer program profile including areas of coverage, type and number of beneficiaries, and sponsors or donors
  - Activity reports or write-ups
  - Implementation plan for the last five (5) years
  - Implementation plan for the following year for both the corporate and non-profit
  - Published and unpublished articles about the nominee and its project
  - Testimonials from beneficiaries and project partners
  - Awards and Certificate of Recognition related to volunteerism
  - High resolution in-action photos and portrait of the nominee
  - Video documentation
  - List of partner organizations within the duration set per category



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# Nomination Checklist and Documentary Requirements

*Special Award for Local Government Units  
(by invitation only)*

1. Letter of interest to participate in the assessment and evaluation
2. Duly accomplished Rapid Assessment Checklist for Mainstreaming Volunteerism with LGU (self-assessment)
3. Means of Verification (MOVs) identified in the assessment tool



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# Nomination Checklist and Documentary Requirements

*Special Award for Higher Education Institutions*

1. Letter of interest to participate in the assessment and evaluation
2. Documentation of the copies of Means of Verification (MOVs) identified in the assessment tool



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# Prohibition and Exclusionary Provisions

1. Nominees who did not qualify for the national award during the previous SOV may be re-nominated.
2. Search for Outstanding COVID-19 Volunteer (SOCV) Awardees (awarded in 2020-2021) are still eligible to be nominated for both NOVA and VLAA categories.
3. National SOV award recipients from prior years are no longer eligible to be nominated except to the VLAA category, if they meet the qualifications.
4. Nomination of the organization and the head of the organization in the same year is not allowed.
5. Members of the National and Regional Search Committees are not eligible to nominate or be nominated.



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# Incentives

- Be recognized as an **Outstanding Volunteer** in your Region and at the SOV National Awarding Ceremony
- Trophy and certificate
- Various opportunities and platforms to showcase your award-winning volunteer work and inspire others to be a volunteer like you!



*Trophy for National Awardees*



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# SOV Resources

*The public may download the nomination forms and other SOV resources here:*



**PNVSCA Website:**

[https://www.pnvsca.gov.ph/?page\\_id=3370](https://www.pnvsca.gov.ph/?page_id=3370)



**Cloud Storage:**

<https://bit.ly/SOVPublicFiles2024>



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# Timeline

<b>SOV Launch</b>	<b>June 27</b>
<b>Nomination Period</b>	<b>June 27 -Aug 27</b>
<b>Deadline of submission of nominations and supporting documents to the Regional Search Committees (RSC)</b>	<b>September 15</b>
<b>Validation and deliberation of nominations Selection of regional awardees</b>	<b>Sept 2- Sept 30</b>
<b>Endorsement of Regional Awardees to the National Selection Committee (NSC)</b>	<b>Oct 11</b>
<b>Screening of National Qualifiers</b>	<b>Oct 14-31</b>
<b>Deliberation of National Qualifiers and Selection of National Awardees</b>	<b>Nov 7-8</b>
<b>Confirmation of the National Awardees by the National Volunteer Month Steering Committee</b>	<b>Nov 11-17</b>
<b>Announcement of National Awardees</b>	<b>Nov 20</b>
<b>National Awarding Ceremony for the Search for Outstanding Volunteers</b>	<b>Dec 12</b>



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# CONTACT US



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