



Republic of the Philippines
Quezon City
OFFICE OF THE MAYOR

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EXECUTIVE ORDER NO. 32
Series 2023

CREATING A STEERING COMMITTEE, ITS TECHNICAL WORKING GROUP (TWG) AND SECRETARIAT FOR THE ANNUAL CELEBRATION OF VOLUNTEERISM MONTH, KNOWN AS "BUWAN NG BAYANIHANG BAYAN SA LUNGSOD QUEZON"

WHEREAS, the International Volunteers Day for economic and social development was adopted by the United Nations General Assembly, through Resolution A/RES/40/212 on December 17, 1985;

WHEREAS, under Presidential Proclamation No. 194 dated 07 December 1987, it is declared that the International Volunteer Day shall be observed annually every 5th of December for economic and social development in the Philippines;

WHEREAS, Quezon City Ordinance was passed declaring the Month of December as Volunteerism Month, or "*Buwan ng Bayanihang Bayan sa Lungsod Quezon*";

WHEREAS, in their role and contributions to nation-building and development, it is but fitting to recognize such Volunteers during the celebration of the National Volunteers' Month and International Volunteers Day every December 5 in Quezon City;

NOW, THEREFOR, I, MA. JOSEFINA G. BELMONTE, Mayor of Quezon City, by virtue of the powers vested in me by law, do hereby order;

SECTION 1: There is hereby created a Steering Committee that will initiate, coordinate and synchronize the plans and activities in preparation for the annual celebration of the National Volunteers Month and International Volunteers Day every 5th of December. The Steering Committee shall be composed of the following:

Chairperson	:	City Mayor
Lead Focal Person	:	Head, Barangay and Community Relations Department
Members:	:	Officer-in-Charge, City Health Department
		Head, Human Resource Management Department
		Head, City Planning and Development Department
		Head, Department of Public Order and Safety
		Head, Climate Change and Environmental Sustainability Department
		Head, Department of Sanitation and Clean-Up Works of QC
		Head, Housing, Community Development and Resettlement Department
		Head, Public Employment Services Office
		Head, Public Affairs and Information Services Office

Head, QC Information, Technology and Development
Office
Officer-in-Charge, QC Tourism Department
Head, Local Youth Development Office
Officer-in-Charge, Social Services and Development
Department
Superintendent, Division of City Schools – QC

SECTION 2: The Steering Committee shall perform the following functions:

- a. Plan the over-all implementation of activities including sponsorship in connection with annual celebration of *Buwan ng Bayanihang Bayan sa Lungsod Quezon* and International Volunteers Day;
- b. Formulate the criteria in the selection of local volunteers, individual, organizations or institutions, for their significant contribution in their respective fields;
- c. Produce appropriate communication materials, souvenir programs, brochures and other promotional materials;
- d. Identify partners from the private sector who can become major partners and sponsors;
- e. Act as the Selection Board in deciding the Local Volunteer Individual, Organization or Institutions;
- f. Consult Coordinate with the Philippine National Volunteer Service Coordinating Agency (PNVSCA) and the Department of Interior and Local Government (DILG) in setting-up mechanisms in the recognition of volunteers;
- g. Coordinate with other concerned departments, offices, agencies in the implementation of activities;
- h. Determine and provide the annual budgetary requirement and logistical support for the activities.

SECTION 3: A Technical Working Group (TWG) is hereby created and shall be composed of designated representatives from the members of the Steering Committee. Specifically, the TWG shall:

- a. Assist the Steering Committee in the planning and formulation of policies and guidelines for the implementation of activities;
- b. Provide technical assistance to the Steering Committee;
- c. Do Complete Staff Work (CSW) in the preparation of activities for the Annual Celebration of the *Buwan ng Bayanihang Bayan sa Lungsod Quezon* and International Volunteer Day.

SECTION 4: The Barangay and Community Relations Department shall provide Secretariat services to the Steering Committee and TWG. Accordingly, it shall assist in the conduct of meetings, take charge of communications and notices, prepare reports and take custody of all records, data information and documents of the Steering Committee. When necessary, the Chairperson may assign and designate other City Government Personnel to perform roles and functions relative to and necessary for the proper conduct of all relevant activities and proceedings.

SECTION 5: The amount of One Million Pesos (Php 1,000,000.00) as initial funding for the operations of the Steering Committee, the TWG and its Secretariat, shall be charged from the available appropriation under the Office of the City Mayor. Sub-

sequent funding shall be sourced form the budget of the Barangay and Community Relations Department as may be provided in the Annual Appropriations Ordinance.

SECTION 6: The provisions of this Executive Order are hereby declared separable and in the event that any such provision is declared unconstitutional, the other provisions which are not affected thereby shall remain in full force and effect.

SECTION 7: All Executive Orders, Circulars, Memoranda, and other Issuances in consistent herewith are hereby repealed or modified accordingly.

SECTION 8: A copy of this Executive Order shall be furnished to the Office of the President and the Metro Manila Development Authority for information and guidance pursuant to Section 455 (I) (xii) of RA 7160, as amended and shall be posted at the official website of the Quezon City Government.

SECTION 9: This Order shall take effect immediately.

DONE, 15 October 2023, Quezon City.


MA. JOSEFINA G. BELMONTE
City Mayor