ADMINISTRATIVE ORDER
No. 0518-01, Series of 2026

TO : **ALL TEACHING AND NON-TEACHING PERSONNEL**
ALL STUDENTS
Main Campus and All Branches
This Institution

SUBJECT : **VOLUNTEERISM POLICY OF DAVAO DE ORO STATE COLLEGE**

DATE : **18 MAY 2026**

SECTION 1. GENERAL POLICY FRAMEWORK

1.1: Introduction.
In recognition of the vital role of volunteers worldwide, the United Nations (UN) General Assembly proclaimed 2026 as the International Volunteer Year for Sustainable Development (IVY 2026). This global observance calls on member states, UN system organizations, and relevant stakeholders, including the academe, to engage in meaningful actions at national and subnational levels throughout the year. For the Philippines, the observance of IVY 2026 presents a unique opportunity to recognize volunteer contributions, strengthen systems for volunteer engagement, reduce inequalities and barriers to volunteering, and promote initiatives that are safe, inclusive, and responsive to community needs.

1.2: Scope.
This policy operationalizes service learning, civic engagement, and social accountability across the faculty, non-teaching staff, students, and other stakeholders across all campuses in accordance with the institution's functions and principles of economy and sustainability.

1.3: Legal Basis.
The **Republic Act (R.A.) No. 9418**, or the **Volunteer Act of 2007**, established the State's policy to encourage the involvement of different sectors of Filipino society, as well as international and foreign volunteer organizations, when necessary, in public and civic affairs. One of its goals and objectives is to provide a policy framework on volunteerism that shall underscore the fundamental principles necessary to harness and harmonize the broad and diverse efforts of the voluntary sector in the country into an integrative and effective partnership for local and national development, as well as international cooperation and understanding. Specifically, the law contains special provisions in Section 12 that shall be taken into account in this policy. These are the following:

> ***(b) Integration of Volunteerism in the Basic and Higher Education Curriculum.*** *— The DepEd and the CHED shall integrate volunteerism as part of the curriculum in basic and higher education to raise the consciousness of the youth and develop the culture of volunteerism among the citizenry.*
>
> ***(c) Establishment of Volunteer Program in National Government Agencies and Local Government Units (LGUs)****. — 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 encourage government employees to render*

volunteer service in social, economic, and humanitarian development undertakings in the community.

(d) Recognition and Incentives to Volunteers. *— Government agencies and nongovernment organizations (NGOs) implementing volunteer programs are encouraged to develop and provide a volunteer recognition and incentive package, which may include, but not be limited to, allowance, insurance, training, and the grant of privileges and status to Filipino overseas volunteers at par with Filipino overseas workers.*

In relation to Section 12(c), the Civil Service Commission (CSC) issued **Memorandum Circular No. 23, Series of 2012**, enjoining all agencies to establish and implement volunteer programs in addition to their regular mandate and functions to promote the value of volunteerism in the public sector. The agencies' volunteer program shall aim to provide government employees with an opportunity to express and actualize their personal motivation and desire to help others, especially underserved and marginalized sectors of society. The projects and activities may be anchored on, but not limited to the following causes: (1) social services; (2) technical development assistance geared towards knowledge and skills sharing; (3) environmental and disaster response; (4) promotion and advocacy of volunteerism; and (5) resource support in partnership with the private sector and civil society groups to raise funds and materials for volunteer programs and activities.

1.4: Declaration of Policy.
In line with the mandate of Davao de Oro State College to advance instruction, research, extension, and production, this policy establishes volunteerism as a structured, outcomes-based academic and community service program. It shall integrate faculty expertise, student engagement, and stakeholder partnership to address community needs in education, health, agriculture, disaster preparedness, gender inclusion, and environmental sustainability.

1.5: Objective.
To institutionalize a sustainable, inclusive, and measurable volunteerism framework that strengthens DDOSC's community engagement and social impact.

1.6: Volunteerism Committee.
To efficiently implement this policy, a committee shall be created to streamline initiatives in administration, extension, instruction, production, research, and student affairs across all Branches. Upon determination of the SUC President through a Special Order, the committee and its respective functions shall be composed of the following:

1.6a: Volunteerism Focal Person (VFP)

(1): Designated as Chairperson of the committee;
(2): Serve as the College's focal person to orchestrate the mainstreaming of volunteerism in all the departments/units, and monitor and evaluate volunteering initiatives;
(3): Facilitate the engagement of the faculty, non-teaching personnel, students, and alumni on volunteerism;
(4): Assist the Philippine National Volunteer Service Coordinating Agency (PNVSCA) in the promotion and advocacy of volunteerism for nation-building and development;
(5): Coordinate with the Research and Development Division (RDD) on the conduct of research or studies related to volunteerism;
(6): Collaborate with PNVSCA in building volunteerism statistics, which shall include, among others, the setting up of a mechanism for the creation and regular updating of a comprehensive database/directory involving and engaging

organizations in the social development sector; and the submission of a statistical report/s on volunteer mobilization on a quarterly basis;
(7): Provide technical assistance in the mainstreaming of volunteerism in local governance;
(8): Co-organize with PNVSCA the provision of technical assistance and capacity development, and other activities to establish a conducive environment for volunteering for local government units, national government agencies, academe, corporate organizations, and not-for-profit organizations;
(9): Adhere to the PNVSCA guidelines on the deployment of international volunteers in the country pursuant to Office Circular IV, series of 2003, and other related issuances of the Agency and perform the roles and responsibilities of a local partner institution in the event of international volunteer engagement;
(10): Coordinate with concerned delivery unit heads in the implementation and integration of volunteerism in the areas of instruction, research, extension, production, and administration across all campuses; and
(11): Perform other activities related to volunteerism as instructed by competent authorities.

1.6b: One (1) Deputy Volunteerism Focal Person each for **Administration, Extension, Instruction, Production, Research, and Student Affairs**:

(1): Assist the Head of Office in mainstreaming volunteerism in its operations;
(2): Assist in the formulation of new policies or the enhancement of existing policies to incorporate volunteerism as a tool in the implementation of programs, projects, and activities (PPAs);
(3): Assist in monitoring the efficient and effective implementation of volunteer-related initiatives;
(4): Prepare and submit volunteer-related reports to the VFP as required by PNVSCA or other competent agencies as necessary;
(5): Represent the Division and its attached offices during meetings;
(6): Assist the VFP in all technical and administrative tasks in relation to the participation of its office in volunteer engagements; and
(7): Perform other tasks related to volunteerism as directed by any competent authority.

1.6c: Deputy Volunteerism Focal Persons on **All Branches**:

(1): Facilitate the mainstreaming of volunteerism on the campus with the guidance of the Branch Director;
(2): Assist in the formulation of new policies or the enhancement of existing policies to incorporate volunteerism as a tool in the implementation of PPAs;
(3): Assist in monitoring the efficient and effective implementation of volunteer-related initiatives;
(4): Prepare and submit volunteer-related reports to the VFP as required by PNVSCA or other competent agencies as necessary;
(5): Represent the Branch during meetings;
(6): Assist the VFP in all technical and administrative tasks in relation to the participation of the Branch in volunteer engagements; and
(7): Perform other tasks related to volunteerism as directed.

1.6d: Head Writer

(1): Serve as the Special VFP for Bayanihan Media Awards (BMA);

(2): Lead the documentation and content creation of volunteerism activities across the institution;
(3): Serve as the immediate focal person for concerns and actions regarding the Bayanihan Media Awards;
(4): Prepare and submit volunteer-related reports to the VFP as required by PNVSCA or other competent agencies as necessary; and
(5): Perform other tasks related to volunteerism as directed by any competent authority.

1.6e: Writers

(1): Serve as writers on any documentation and content creation of volunteerism activities across the institution;
(2): Provide necessary assistance to the Head Writer as requested; and
(3): Perform other tasks related to volunteerism as directed.

1.7: Definition of Terms.

1.7a: COLLEGE – Referring to Davao de Oro State College.

1.7b: COMMITTEE – Referring to the committee established via Section 1.6.

1.7c: HOST – Referring to the facilitating or lead party of a volunteer engagement.

1.7d: **PROGRAM** – Referring to the official volunteerism program dubbed "Project ARUGA."

1.7e: **VFP** – Referring to the designated Volunteerism Focal Person of the College.

1.7f: **VOLUNTEER** – Referring to an individual or group who for reasons arising from their socio-developmental, business and corporate orientation, commitment or conviction, contribute time, service and resources whether on full-time or part-time basis to a just and essential social development cause, mission or endeavor in the belief that their activity is mutually meaningful and beneficial to public interest as well as to themselves (Section 4{b} of RA 9418).

1.7g: **VOLUNTEERISM** – Refers to an act involving a wide range of activities, including traditional forms of mutual aid and developmental interventions that provides an enabling and empowering environment both on the part of the beneficiary receiving and the volunteer rendering the act, undertaken for reasons arising from socio-developmental, business or corporate orientation, commitment or conviction for the attainment of the public good and where monetary and other incentives or reward are not the primary motivating factors (Section 4{a} of RA 9418).

SECTION 2. INSTITUTIONAL VOLUNTEER FRAMEWORK

2.1: Establishment of the Flagship Volunteerism Program.
The flagship volunteer program shall be called "**Project ARUGA**," which shall serve as the official framework of volunteerism of the College. All voluntary activities across all offices and campuses shall be embedded in it.

2.2: Program Identity and Etymology.
The word "**ARUGA**" stands for "**A**cademic **R**esponse for **U**plifting, **G**uiding, and **A**ccelerating Communities." In Filipino, the word ARUGA also conveys care, nurture, or tender loving care, often

implying a deep, compassionate, and attentive way of looking after someone or something, going beyond basic provision to include emotional support and well-being.

2.3: Target Alignment.
The program shall be in cognizance of the following indicators:

2.3a: United Nations' Sustainable Development Goals (SDGs)

2.3b: Commission on Higher Education's ACHIEVE Agenda

2.3c: Davao Regional Development Plan (RDP) 2023-2028

(1): Boost Health
(2): Improve Education and Lifelong Learning
(3): Establish Livable Communities
(4): Increase Income-Earning Ability
(5): Ensure Food Security and Proper Nutrition
(6): Strengthen Social Protection
(7): Transform Production Sectors to Generate More Quality Jobs and Competitive Products
(8): Ensure Peace and Security
(9): Enhance Administration of Justice
(10): Accelerate Climate Action and Strengthen Disaster Resilience

2.3d: College's Strategic Development Plan (SDP)

2.3e: College's CRADLE Vision

(1): Cultivate a Vibrant Educational Ecosystem
(2): Research and Development (R&D) Aligned with Local and Global Priorities
(3): Advancement in Governance and Services
(4): Diversification of Production
(5): Leadership Excellence
(6): Empowerment of All Stakeholders

2.4: Components.
The program components shall be dubbed KA-nim, a portmanteau of *"Ka namin"* that encompasses the entire volunteerism tagline "ARUGA Ka Namin," and the word *"anim,"* which is the Filipino term for six (6), which is the number of components as stated below:

2.4a: KAbataan
This component focuses on strengthening education and youth development in line with SDG 4: Quality Education.

2.4b: KAlusugan
This component focuses on providing health, wellness, and psychosocial support in line with SDG 3: Good Health and Well-Being.

2.4c: KAkainin
This component focuses on bolstering agriculture and food security in line with SDG 2: Zero Hunger.

2.4d: KAligtasan
This component focuses on reinforcing disaster preparedness and response, and personal security, in line with SDG 11: Sustainable Cities and Communities and SDG 13: Climate Action.

2.4e: KAlikasan
This component focuses on substantiating environment and climate action in line with SDG 13 and SDG 15: Life on Land.

2.4f: KAkaiba
This component is intended for other volunteer engagements that cannot be attributed to any of the preceding components.

2.5: Roles and Responsibilities of Offices.

2.6a: Office of the College President
Policy oversight, strategic direction, program lead implementer.

2.6b: Public Information Unit
Produce coverage and documentation of volunteer activities. The Unit is authorized to seek assistance from the Student Publication if needed.

2.6c: Extension Services Division
Facilitate community coordination, serving as a bridge between the College and Host.

2.6d: Production Services Division
Provide opportunities for volunteers to contribute their skills, networks, and organizational support to help beneficiaries create jobs, small enterprises, and social enterprises.

2.6e: Research and Development Division
Conduct impact studies and data analysis related to volunteerism.

2.6f: Academic Services Division
Oversee volunteerism activities led by its subordinate offices, e.g., National Service Training Program (NSTP) – related.

2.6g: Administrative Services Division
Oversee volunteerism activities led by its subordinate offices, e.g., employees' clean-up drive.

2.6h: Student Affairs and Services Division
Oversee volunteerism activities led by its subordinate offices, e.g., Student Council and Clubs – led engagements.

2.6i: Office of the Branch Director/s
Oversee activities on its campus, in coordination with the preceding offices.

SECTION 3. ETHICAL AND COMPLIANCE FRAMEWORK

3.1: Rules of Volunteer Engagement.

3.1a: Respect and Inclusivity

(1): All persons shall be treated with dignity, regardless of gender, age, religion, ethnicity, or social status.
(2): Volunteers shall observe cultural sensitivity and avoid discriminatory practices.

3.1b: Safety and Security
(1): Volunteers shall comply with established safety protocols and emergency procedures.
(2): Any hazards, accidents, or unsafe conditions must be reported immediately to the designated authority.
(3): Volunteers shall refrain from engaging in activities beyond their physical or professional capacity.

3.1c: Professional Conduct
(1): Punctuality and adherence to agreed schedules are mandatory.
(2): Volunteers shall maintain honesty, integrity, and discipline at all times.
(3): The use of alcohol, drugs, or engagement in inappropriate behavior during activities is strictly prohibited.

3.1d: Communication and Confidentiality
(1): Volunteers shall use respectful and clear language in all interactions.
(2): Concerns or grievances must be raised through proper channels.
(3): Sensitive information obtained during activities must be kept confidential.

3.1e: Teamwork and Collaboration
(1): Volunteers shall respect leadership structures and cooperate with fellow team members.
(2): Responsibilities shall be shared equitably, with openness to adjustments when necessary.

3.1f: Accountability and Resource Management
(1): Volunteers are responsible for the completion of assigned tasks.
(2): Program resources, including funds, materials, and equipment, must be used responsibly and efficiently.
(3): Documentation and reporting of activities must be accurate and truthful.

3.1g: Community-Centered Approach
(1): Activities shall prioritize the welfare and needs of the community.
(2): Volunteers shall collaborate with beneficiaries to ensure sustainable outcomes.
(3): Imposition of external solutions without community consultation is prohibited.

3.1h: Environmental Responsibility
(1): Volunteers shall practice eco-friendly habits, including proper waste disposal and minimizing plastic use.
(2): Natural surroundings must be respected, and activities shall avoid environmental harm.

3.2: Responsibilities of Hosts.

3.2a: Provide clear orientation about the organization's mission, policies, and volunteer roles.

3.2b: Assign a supervisor or coordinator to guide and assist volunteers.

3.2c: Maintain open communication channels for feedback and concerns.

3.2d: Ensure a safe, healthy, and respectful workplace.

3.2e: Promote inclusivity and prevent discrimination or harassment.

3.2f: Provide written role descriptions outlining tasks, responsibilities, and expectations.

3.2g: Avoid assigning duties beyond the agreed scope without consent.

3.2h: Acknowledge and appreciate volunteer contributions through issuance of certificates.

3.2i: Supply necessary tools, materials, and resources for tasks.

3.2j: Establish procedures for addressing grievances or disputes fairly.

3.2k: Protect volunteers from exploitation or unsafe assignments.

3.2l: Allow volunteers to leave respectfully if they wish to discontinue.

3.2m: Conduct evaluations to improve volunteer programs and gather feedback.

3.2n: Other agreed conditions must be adhered to.

3.3: Violations Among Students.
Any violation of Section 3.1 committed by a student shall warrant disciplinary actions under existing policies of the College.

3.4: Violations Among College Personnel.
Any violation of Section 3.1 by the employees of the College shall be governed by the following:

3.4a: Volunteers must report any violations to the SUC President. They may initially file a verbal complaint; however, they must submit a written complaint thereafter. Without a written complaint, the case shall not prosper unless the SUC President takes cognizance of the verbal complaint.

3.4b: The concerned personnel must be given an opportunity to explain their side or respond to the allegation within five (5) working days.

3.4c: The SUC President, or other competent officials or existing committees if duly delegated, shall determine the merit of the complaint and decide whether the concerned personnel committed a violation.

3.4d: The reported personnel and the complainant must be informed of the outcome of the complaint through their College email accounts. The aggrieved party shall be given two (2) working days to acknowledge receipt and an additional four (4) working days to file an appeal. Failure to acknowledge receipt or to file an appeal within the prescribed period shall render the decision final and irrevocable.

3.4e: The decision on any appeal shall likewise be final and irrevocable. Working days shall not be counted if the appellant is on sick leave, provided that an approved sick leave is submitted.

3.4f: In cases where the violation is clearly evident, supported by evidence, and witnessed by the public, the act shall serve as prima facie evidence against the violator. However, this shall only be given merit upon compliance with Section 3.3b.

3.4g: If an employee incurs five (5) violations within one (1) year and/or seven (7) violations within two (2) years, he/she shall be barred from participating in any volunteer engagements for the succeeding year. Any participation during the barred period shall not be recognized. However, the SUC President may modify the terms of this provision in favor of the employee.

3.4h: Violations must be reported within five (5) working days after the volunteer engagement. Beyond this period, no complaints shall be entertained unless the SUC President grants an exception.

3.4i: These violations shall not prejudice any cases that may be filed against the reported volunteer or facilitator in a separate proceeding.

3.5: Breach of Responsibilities by Host

Any violation of Section 3.2 shall be governed by the following:

3.5a: Any breach must be reported to the SUC President through a written complaint, with a copy furnished to VFP.

3.5b: The Host must be given an opportunity to explain their side or respond to the allegation within five (5) working days.

3.5c: The SUC shall determine the merit of the complaint and whether the host agency or organization has committed a breach of its responsibilities. The assistance of other competent officials or existing committees may be sought.

3.5d: The Host and the complainant must be informed of the result of the complaint through their respective email accounts. The parties may file an appeal to the SUC President within five (5) working days; otherwise, the right to appeal shall be deemed waived.

3.5e: If the Host commits five (5) violations out of seven (7) volunteer engagements, the Host shall be blacklisted from engaging volunteers in the College. Delisting may only be granted by the SUC President upon evaluation and recommendation of the Committee.

3.5f: If a violation is extremely serious and detrimental to the volunteers, particularly if it results in severe harm, the College may initiate legal action against the Host.

SECTION 4. OPERATIONAL SYSTEMS

4.1: Volunteer Activities.
In accordance with Section 1.6f, an activity shall be considered volunteerism if it is undertaken without any obligation to provide monetary or other incentives.

4.2: Monitoring and Reporting.
The reporting of all volunteer activities is mandatory. An electronic reporting form shall be used for this purpose, containing data required by the Volunteer Engagement in the Public Sector (VEPS) Reporting Portal provided by the Philippine National Volunteer Service Coordinating Agency (PNVSCA), Target Alignment in accordance to Section 2.3 of this policy, and other necessary data

without infringing the Republic Act No. 10173, or the Data Privacy Act of 2012. The reporting must provide the following:

4.2a: KA-nim Components (refer to Section 2.4; only one must be selected)

4.2b: Sector (Agriculture, Education, Environment, Governance, Health, Industry, Job Creation or Income Generation, Peace and Security, Services, Social Services, or Others {must be specified}; only one must be selected)

4.2c: Activity Title

4.2d: Objective/s

4.2e: Date/s Conducted

4.2f: Place

4.2g: Budget

4.2h: Source of Fund (Specific Budgets of National Government Agencies (NGA), Local Government Support Fund, 5% Disaster Risk Reduction Management (DRRM) Fund, Maintenance and Other Operating Expenses (MOOE), Donations, Miscellaneous Personnel Benefits Fund, and Others {must be specified}; all applicable can be selected)

4.2i: Lead Office

4.2j: Partner Organization/s

4.2k: Group/s of Partner Organization/s (Faith-Based Organization, People's Organization, National Government Agency, Local Government Unit, Non-governmental Organization, International Nongovernmental Organizations, Business/Private Sector, Academic Institution, Private Higher Educational Institution, and Others {must be specified}; all applicable options may be selected)

4.2l: Volunteers
- **(1):** Number of Male and Female
- **(2):** Number of Youth and Elderly
- **(3):** Number of Persons with Disability (PWD)
- **(4):** Number of Indigenous People
- **(5):** Category (Member of the Organization, Program/Project Beneficiaries, General Public; all applicable can be selected)
- **(6):** Hours Spent

4.2m: Number of Beneficiaries
- **(1):** Male and Female
- **(2):** Youth and Elderly
- **(3):** Persons with Disability (PWD)
- **(4):** Indigenous People

4.2n: Output
- **(1):** Indicator
- **(2):** Target
- **(3):** Accomplished

4.2o: Outcome
- **(1):** Indicator
- **(2):** Target
- **(3):** Achieved

4.2p: Alignment
- **(1):** (refer to Section 2.3)
- **(2):** Philippine Target/s (all applicable can be selected)

4.2q: Problems and Resolution
- **(1):** Challenges
- **(2):** How Each Challenge was Addressed
- **(3):** Comments and Suggestions

4.2r: Other Remarks (if necessary)

4.2s: All Documents

4.2t: Link to social media post (optional for individual involvement; mandatory for engagements by an office)

4.3: Registry of Volunteers.
Throughout the implementation of this policy, participants in volunteer initiatives shall be included in the College's Registry of Volunteers maintained by the VFP. Individuals listed in the Registry shall be given priority in volunteerism-related trainings and engagements with limited slots.

4.4: Documentation.
Facilitators must coordinate with the PIU and/or Student Publications for the documentation of volunteer initiatives conducted by employees and/or students, respectively. For institutional and large-scale initiatives, the PIU shall serve as the lead documenter, with designated writers.
The PIU and Student Publications, under the guidance of the latter's advisers, shall have creative discretion in documenting and featuring the volunteer initiatives. When using Facebook, tagging the official PNVSCA page and using the hashtags **#ProjectARUGA** and **#DDOSCVolunteerism** are strongly encouraged.

4.5: Addition of Writers.
The VFP, upon the recommendation of the Head Writer identified in the aforementioned Special Order, may designated additional writers as necessary in the exigency of service. These writers shall assume the same responsibilities and privileges provided under this policy.

4.6: Request for Internal Engagement.
Offices requiring employees to serve as volunteers for major undertakings within the College may initiate such engagement by issuing an advisory, without prejudice to other required processes.

If the activity is conducted during office hours, the volunteer must secure permission from their immediate head and shall be excused from official duties upon approval. If the activity is conducted outside office hours or during weekends or holidays, the office must process a Request for Overtime Services (Annex B), which shall be converted into Compensatory Overtime Credit (COC) upon completion of the activity. The office must submit a mandatory report in accordance with Section 4.2 of this policy.

4.7: Request for External Engagement.
Organizations that wish to engage volunteers from among the College's faculty, non-teaching staff, and students must submit a request letter addressed to the SUC President. Once approved, the request shall undergo the necessary internal processes prior to volunteer deployment.

The VFP shall serve as the team leader for the volunteers and shall facilitate coordination between the requesting party and the College. The VFP shall also be responsible for submitting a post-activity report containing the data required under Section 4.2. In its absence, one (1) designated individual shall serve as the team leader.

The College reserves the right to deny any request on reasonable grounds, which shall be communicated to the requesting party.

4.8: Utilization of an Expert Person in College.
An employee invited to serve as an expert in a training, seminar, conference, or similar activity shall submit a request letter to the SUC President for approval prior to participation. Once approved, the request shall undergo the necessary internal processes before engagement.

However, approval from the immediate head is mandatory if the activity falls within official working hours, and such participation shall be considered Official Time.

The College reserves the right to deny any request on reasonable grounds, which shall be communicated to the requesting party.

4.9: No Expectation of Incentives
Except as provided under Section 4.7, volunteers are discouraged from expecting any incentives or exchanges that may undermine the spirit of volunteerism as defined in Section 1.6f. However, the following exceptions shall apply:

4.9a: The Host may provide incentives or tokens, in addition to the certificates mandated under Section 3.2h, provided that these shall be announced and distributed only after the completion of the engagement to preserve the spirit of volunteerism during the activity.

4.9b: The SUC President may grant Compensatory Overtime Credit (COC) for volunteer engagements that are strenuous in nature. Such grant must be approved within five (5) working days after the activity.

SECTION 5. AWARDS AND RECOGNITION
The official award recognizing individuals and groups who have demonstrated exemplary contribution to the advancement of volunteerism shall be called the **"Gawad ARUGA."** It shall be categorized as follows:

5.1a Individual

Students who actively participate in College-sanctioned volunteer activities and independently engage in other volunteer initiatives shall receive the **Gawad ARUGA ni DDOSCian**.

5.1b Student Organization

Student organizations that actively participate in College-sanctioned volunteer activities and independently initiate volunteer engagements shall receive the **Gawad ARUGA ng Huwarang Organisasyon**.

5.2: Employees.

5.2a: Individual
Employees who actively participate in College-sanctioned volunteer activities and independently engage in other volunteer initiatives shall receive the **Gawad ARUGA para sa Lingkod Bayan**.

5.2b: Office
Offices that actively participate in College-sanctioned volunteer activities and independently initiate volunteer engagements shall receive the **Gawad ARUGA ng Huwarang Opisina**.

5.2c: Special Category for KA-nim Components
Offices and individuals involved in the KA-nim Component activity that achieves the highest level of success shall receive the **Gawad ARUGA Ka Namin**.

5.3: Alumni.
This recognition shall be granted to alumni who have served as volunteers in either College-sanctioned or independent volunteer engagements. The award shall be known as the **Gawad ARUGA ng Nagsipagtapos**.

5.4: Special Recognition External Stakeholders and Partners.
This recognition shall be conferred upon external organizations that have partnered with the College in volunteer initiatives on more than one (1) occasion. The award shall be known as **Gawad ARUGA – Kasama at Kasangga Para sa Bayan**.

5.5: Screening and Evaluation Procedures.

5.5a: A Committee shall review all volunteerism activities reported under Section 4.2, and only the most exemplary shall be selected for recognition. However, for the individual category, students, employees, and alumni may submit additional supporting documents related to their own volunteer initiatives.

5.5b: The evaluation shall be based on the following criteria:

CRITERIA	PERCENTAGE	INDICATOR/BASIS
Impact on Community	30%	Evaluation and Tangible Outcomes
Collaboration & Teamwork	20%	Partnerships and Inclusivity
Advocacy & Sustainability	20%	Longevity and Resilience
Innovation & Initiative	10%	Creativity and Uniqueness
Role Modeling	10%	Inspiring Others and Mentorship
Completeness of Report	10%	Report Submitted via Section 4.2
TOTAL	**100%**	

5.5c: The findings of the Committee shall be presented to the Executive Committee or to other duly designated committees as directed by the SUC President. The final selection of winners shall be determined by the appropriate approving authority.

5.6: Endorsement to Search for Outstanding Volunteers.
Regardless of the results of the internal evaluation, entries with potential for national recognition shall be endorsed by the College for the annual Search for Outstanding Volunteers (SOV).

For documentary requirements, the prospective nominee and the VFP shall collaborate to ensure the complete and accurate submission of all required documents.

SECTION 6. RESEARCH INVOLVEMENT OF EMPLOYEES

6.1 The College encourages faculty and non-teaching personnel to undertake research initiatives related to volunteerism, community development, and other thematic areas supported under the College's volunteerism program.

6.2 All volunteerism-related research projects shall undergo the standard research proposal evaluation and approval process of the Research and Development Division (RDD) prior to implementation, in accordance with existing institutional research policies and guidelines.

6.3 Participation in volunteerism-related research shall be voluntary. However, the College, through the Research and Development Division, may provide appropriate support mechanisms for dissemination of research outputs, conference presentations, and publication in recognized academic journals, subject to existing institutional policies and the availability of resources.

6.4 Volunteerism-related research conducted under this policy may be recognized as part of major research involvement and may be counted as one (1) research deliverable under the Individual Performance Commitment and Review (IPCR) of the personnel involved, consistent with the College's research performance monitoring system.

SECTION 7. IMPLEMENTATION AND REVIEW

7.1: Cooperation on the National Volunteerism Month (NVM).
Pursuant to Proclamation No. 55, s. 1998, National Volunteer Month (NVM) is observed every December to promote volunteerism as a tool for development in both the government and private sectors, strengthen the spirit of *bayanihan*, and instill the value of service to others.

During the celebration, participation of all faculty and non-teaching personnel in identified activities or initiatives shall be highly encouraged. Student participation is likewise encouraged, provided that it does not interfere with their final examinations for the first semester.

7.2: Policy Evaluation.
This policy shall be evaluated after its first year of implementation, within the first quarter of Fiscal Year 2027, or earlier upon directive of the SUC President.

7.3: Specific Course of Implementation
In cases where any provision of this policy is ambiguous or requires clarification, the Committee shall submit a recommendation to the SUC President. The SUC President shall then issue the necessary directive to ensure clear and proper implementation.

SECTION 8. EFFECTIVITY

This policy shall take effect immediately upon its approval.

The PIU is hereby directed to disseminate and announce this policy through all official College online platforms for the information of external stakeholders who may wish to partner or collaborate on volunteer initiatives.

Issued this **18th day of May 2026** at Davao de Oro State College – Main Campus, Compostela, Davao de Oro.

LILYBETH M. MATUNHAY
SUC President I

Enclosures	Electronic Reporting Form Philippine Targets
Copy furnished:	file, Records Unit

Designation	Initials	Date
SUC Pres I	LMM	05/18/2026
AO I	RFT	05/18/2026
LA II/VF	CCC	05/11/2026

The Cradle of Golden Opportunities

VISION: *A proactive academic pillar of development in the ASEAN Region.* ***MISSION:*** *DDOSC shall provide golden opportunities to its stakeholders towards producing globally competent graduates, relevant and responsive research, extension, and production services anchored on good governance.*
GOALS: *Quality Instruction • Relevant and Responsive Research, Extension and Production Services • Effective and Efficient Resource Management*
CORE VALUES: *DDOSC is a trailblazer of learned individuals that values the culture of EXCELLENCE, INTEGRITY, and SOLIDARITY*