

Republic of the Philippines Department of Social Welfare and Development

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DEPT. OF SOCIAL WELFARE & DEV'T. IBP ROAD, CONSTITUTION HILLS, Q.C.

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Administrative Order No. 24
Series of 2004

SUBJECT: ADDENDUM TO ADMINISTRATIVE ORDER NO. 218
SERIES OF 2002 – AREAS FOR VOLUNTEER WORK

Introduction:

In an effort to make volunteer opportunities accessible for individuals, groups and organizations, the Department of Social Welfare and Development shall have an addendum in item C, entitled Areas for Volunteer Work. The said addendum shall be included specifically in the areas for volunteer work on Disaster Management Program

The addendum on the guidelines is needed considering the dynamic nature of disaster management operations, which demands mobilization of a greater number of volunteers in carrying out appropriate services for the beneficiaries. Moreover, this is to enhance the efficient/effective delivery of services being undertaken along disaster management. Likewise, this would respond in ensuring the continuing involvement and partnership of volunteers in the community.

Addendum to Implementing Guidelines

The item V — "Others" under letter C — "Areas for volunteer Work" of the Implementing Guidelines shall be changed to "The Disaster Management Program" and the former thereafter become item VI.

V. Disaster Management Program

There would be four (4) identified areas for volunteerism, one for each particular disaster management phase namely: preparedness, mitigation, response and rehabilitation. These volunteers may come from an NGOs, GOs, Pos, other organizations to include private individuals interested to offer volunteer services. Below are the detailed activities of each phase, which volunteers may choose to be involved with:

Preparedness Activities

a) Capability building (e.g. Conduct of training along Family and Community Disaster Preparedness (FCDP) 1

- b) Information dissemination
- c) Survey and special studies
- d) Contingency Planning
- e) Conduct of Disaster Drills
 - > Conduct and facilitate First aid session
 - Conduct Disaster awareness session
- f) Hazard Mapping
- g) Stockpiling/repacking of relief goods
- Mitigation Activities
- a) Formulation and/or enhancement of policies, guidelines and proposals
- b) Conduct of Inter-agency regular/consultation meeting
- c) Conduct of research/study
- d) Advocacy on legislative bills
- Response Activities
- 1. Rescue and Evacuation
- 2. Volunteers mobilization
- 3. Monitoring disaster/crisis intervention made in affected areas
- 4. Management of Evacuation Center
 - a. Documentation
 - a.1 Masterlisting of victims using Family Cards
 - a.2 Inventory of Donors and Donated Relief Goods
 - a.3 Inventory of Support Agencies
 - a.4 Update/Reports
 - b. Relief Distribution
 - b.1. Transportation of relief goods
 - b.2. Actual relief distribution
 - b.3. Community kitchen
 - b.4. Supplemental Feeding
 - b.5. Stockpiling
 - c. Psychological
 - c.1. Conduct of stress debriefings
 - c.2. Counseling
 - c.3. Play and other therapeutic activities
 - d. Sanitation
 - d.1. Maintenance of potable drinking supply
 - d.2. Construction and Maintenance of toilet, urinals and drainage
 - d.3. Solid waste management
 - d.4. Vermin control

- e. Developmental
 - e.1. Conduct and facilitation of Day care sessions
 - e.2. Assist in the promotion of Nutrition and Health
 - e.3. Conduct and facilitate Sports/recreation activities
- f. Administrative
 - f.1. Information Management in Inquiry/NGO Desk
 - f.2. Networking with other agencies
 - f.3. Security
- Rehabilitation Activities
- a. Pre Implementation
 - a.1. Planning (to include relocatees representatives)
 - a.2. Resource generation
 - a.3. Social Preparation
- b. Implementation
 - b.1. Food For Work
 - b.2. Re-construction/rehabilitation of infrastructure
 - b.3 Core shelter projects
 - b.4. Day care centers
 - b.5. Skills Training on livelihood projects
- c. Post Implementation
 - c.1. Evaluation
 - c.2. Documentation

Other areas newly identified for volunteer work outside from the already mentioned areas detailed herein shall likewise be accommodated.

EFFECTIVITY

This addendum of the Administrative Order No. 218 series of 2002 takes effect immediately.

Issued this 8th day of June, 2004.

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Secretary

Department of Social Welfare and Development

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