

## *Volunteerism*

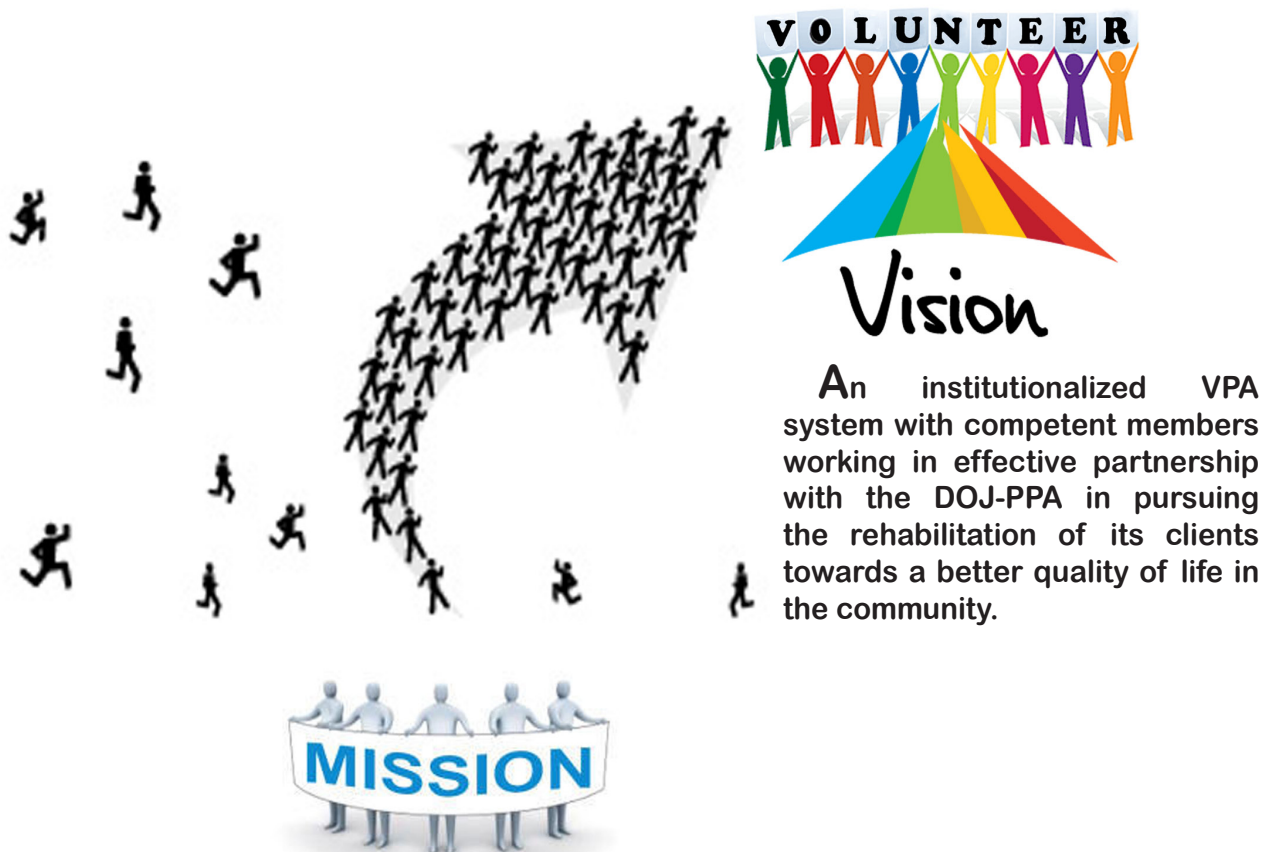
### **V**olunteerism

Volunteerism is a program of the DOJ-PPA aimed at generating maximum, effective and efficient citizen participation and community involvement in the over-all process of client rehabilitation.

Section 28 of Presidential Decree No. 968, the Probation Law of 1976, authorizes the appointment of citizens of good repute and probity to act as probation aides to assist in the supervision of probationers, parolees and pardonees.

Republic Act No. 9418 or the Volunteer Act of 2007, Section 12, par. c, provides for 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.

Additionally, Executive Order No. 468 revitalizes the VPAs Program of the DOJ-PPA to heighten and maximize community involvement and participation in the community-based program of Parole and Probation in the prevention of crime, treatment of offenders, and criminal justice administration.



**T**o promote the rehabilitation and development of DOJ-PPA clients through a competent corp of volunteer service network using the holistic approach in volunteer and community resource development

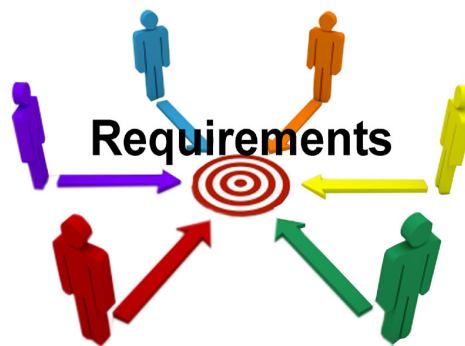


- ◆ To amplify the extent of services rendered to the clients in an effective yet economical means through the use of volunteers;
- ◆ To develop a competent corps of VPA who will assist the Agency's officers in the effective supervision of its clients;
- ◆ To inculcate greater citizen awareness and understanding of the criminal justice system and its components;
- ◆ To enhance community participation in crime prevention, treatment of offenders and criminal justice administration; and
- ◆ To foster an attitude of meaningful involvement in the social, economic, cultural and political affairs of the community.



### **Qualifications:**

- ◆ Preferably 35 years old or older
- ◆ Reputable member of the community and of good moral character
- ◆ Preferably a resident of the same community as the client
- ◆ Preferably with adequate source of income or financially able
- ◆ Willing to serve without compensation
- ◆ Willing to prepare reports
- ◆ No criminal record or conviction except former clients with exemplary behavior fit to be role models
- ◆ With adequate good health



- ◆ Duly accomplished VPA application form with two ID pictures
- ◆ Certification of Barangay Chairman as to place of residence
- ◆ Indorsement of and/or certification of Chief Probation and Parole Officer (CPPO)/Officer-in-Charge (OIC) based on background investigation
- ◆ Recommendation of the Regional Director/Regional Officer-in-Charge



## *Volunteerism*

### **Roles of Volunteer Probation Aides**

#### *As Direct Supervisor*

- ◆ Supervise a maximum of five (5) clients at any given time
- ◆ Work closely with officer-on-case and CPPO/OIC and discuss treatment plan and status of clients
- ◆ Submit monthly accomplishment report to officer-on-case or CPPO/OIC and other reports required
- ◆ Perform such other tasks as may be assigned by the officer-on-case or CPPO/OIC

#### *As Resource Individual*

- ◆ Resource Speaker on Volunteerism, Restorative Justice, Therapeutic Community and other topics
- ◆ Counselor to other clients/people who need help
- ◆ Donor, sponsor or referring person
- ◆ Program coordinator of client activities
- ◆ Mediator, Restorative Justice implementor, Therapeutic Community facilitator



**Functions and Responsibilities of Volunteer Probation Aides**

- ◆ Work in close consultation and cooperation with the Supervising Officer;
- ◆ Keep all information about the supervisee in strict confidentiality;
- ◆ Maintain an honest recording and monthly reporting of activities to the Supervising Officer;
- ◆ Devote substantial and quality time for supervision of clients and perform the following tasks:
  - ❑ Offer guidance and counseling;
  - ❑ Act as placement facilitator;
  - ❑ Implement treatment objectives as provided in the program of supervision;
  - ❑ Refer to appropriate agencies clients with various spiritual, mental, social, emotional, physical or health needs; and
  - ❑ Act as a resource individual.
- ◆ Endeavor to heal relationships among the victim, client and community;
- ◆ Attend TC and RJ sessions/activities as may be required; and
- ◆ Assist in other rehabilitation activities for clients, as necessary.

**Volunteer Probation Aide Case Assignment Procedures**

- ◆ Supervising Officer (SO) identifies a suitable match of VPA and client.
- ◆ CPPO or SO informs the VPA and the client individually of the planned assignment of the case to the VPA and explains the program and process.
- ◆ CPPO assigns case of VPA under the charge of a SO by way of an Office Order.
- ◆ SO formally introduces the client and the VPA to each other.
- ◆ VPA conducts initial interview to get to know basic information and circumstances of client.
- ◆ VPA and client make tentative plans on how to facilitate and undertake the supervision process.
- ◆ VPA takes time to study client's records, investigation report and supervision history, MPDP, Supervision Case Notes, Payment Plan, etc. which shall be treated with strict confidentiality.
- ◆ VPA conducts subsequent supervision interviews and periodic house and workplace visits, results of which to be reported to the SO and recorded in the Supervision Case Notes (SCN) of client.
- ◆ VPA attends and performs allied supervision activities and accomplishes VPA Monthly Reports.





## *Volunteerism*

### **Training**

Continuous training for VPAs is necessary for the Agency to have effective partners and advocates in the rehabilitation and treatment of clients, and ensure support in crime prevention efforts and in criminal justice administration in the communities.

Before the VPAs undertake volunteer activities, they first need to acquire a deep understanding of their roles in the rehabilitation process. They need to equip themselves with knowledge and skills in communication, report writing, interviewing skills and techniques, and developing community resources. The field office should provide for these needs in the conduct of the Basic Training. The training may be facilitated in one or two days of series of lectures, workshops and other tools the field office may use to impart the pertinent information to the VPAs.

Only VPAs who have completed the Basic Training Course shall be assigned to supervise.

### **Organization**

In the event that a group of volunteers in the jurisdiction of a field office wants to organize themselves, the field officers should walk them through the process of building an effective organization.

The establishment of local and national level VPA organizations is of vital importance for effective promotion, utilization and sustainability of the VPA Program. The basic purpose of establishing a VPA organization is to provide a support group for the individual VPA members that can cater to their needs such as training, gathering of resources, etc, as well as those of the clients. The vision is to have an empowered VPA organization that will eventually be able to function independently and provide for its own needs.

### **Appointment**

#### **Renewal**

VPA appointment may be renewed for the following reasons with consent of the VPA concerned:

- ◆ VPA has successfully served/performed the duties and functions as Volunteer for a period of two(2) years.
- ◆ VPA has sustained interest in volunteer work and actively participated in the activities of the agency.
- ◆ VPA has obtained a satisfactory performance rating based on the evaluation of the CPPO for three consecutive rating periods.
- ◆ VPA has none of the reasons for the revocation of appointment.

#### **Revocation**

VPA appointment may be revoked for any of the following reasons:

- ◆ Commission of offense
- ◆ Violation of any function or disclosure or misuse of confidential information
- ◆ Undue personal interest with the client
- ◆ Abuse of authority as VPA
- ◆ Unauthorized use of resources for personal benefit
- ◆ Extortion
- ◆ Unwarranted meddling in the affairs/activities of personnel and other VPAs
- ◆ Physical and mental illness or incapacity

**Awards and Incentives**

A VPA may be entitled to receive the following incentives and awards:

- ◆ Certificate of Appointment for a five-year term duly signed by the Administrator and attested by the Secretary of Justice;
- ◆ Certificate of Appreciation to VPAs who obtained a Very Satisfactory (VS) rating for two(2) consecutive rating periods;
- ◆ Plaque of Recognition awarded to VPAs who have invaluable contributions in the rehabilitation of clients; or
- ◆ Any support/assistance or benefits (such as discounts in transportation, health and accident insurance) which may be negotiated with participating agencies or organizations.

**VPA Hymn****VPA Leads the Way**

In our service to the great humanity  
 There's a call for unity  
 To restore the wayward in community  
 Do our best with loyalty  
 VPA leads the way in service to humanity  
 With devotion and love and care  
 Til' our mission is achieved  
 In Luzon, Visayas, and in Mindanao  
 Make this glorious tidings known  
 VPAs are here to serve the nation  
 With a vision and mission  
 VPA leads the way, in service to humanity  
 With devotion and love and care,  
 Til' our mission is achieved!  
 May the God of Justice heal and bless  
 Make our nation be the best!  
 Hail to thee, March on! Towards the Victory  
 VPA will lead the way!  
 VPA leads the way  
 In service to humanity  
 With devotion and love and care  
 Til' our mission is achieved

