



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

30 July 2020

Division MEMORANDUM
No. 271, s. 2020

GUIDELINES ON ACCEPTING VOLUNTEER TEACHERS

To: OIC- Assistant Schools Division Superintendent
Chiefs
Education Program Supervisors
PSDSs/ DICs
Senior Education Program Specialists
Education Program Specialist II
Units Heads
All Division Employees
This Division

1. Amidst the public health emergency due to COVID-19, DepEd remains committed to provide quality basic education. In the present context, the need for learning facilitators is becoming more pronounced, hence, this division accepts volunteer teachers for S.Y. 2020-2021 **effective August 01, 2020.**
2. Volunteer teachers refer to learning facilitators who shall render voluntary services without compensation or with honorarium from the LGU, NGOs and other entities. He/she will not handle regular load but will assist the teacher in facilitating learning.
3. Services rendered by the volunteer teacher shall be given credit under relevant experience in consonance with D.O. 07, s. 2015.
4. Qualifications of volunteer teacher applicants include: PBET/ LET eligibility, good moral character, physically healthy, good interpersonal skills and must be willing to render at least 3 months of voluntary service. In cases when there are no available qualified elementary volunteer teachers, qualified high school volunteer teachers may render services in the Elementary level. However, qualified elementary volunteer teachers cannot render services in the Secondary level.
5. To standardize the procedure in accepting volunteer teachers, everyone is enjoined to observe these rules to wit:



Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
(086) 211-3225
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- a. School Heads shall determine the number of volunteer teachers needed in the school based on need in terms of area of specialization (for secondary school). The number of volunteer teachers shall not exceed the total number of regular teachers in the school.
 - b. PSDSs/ DICs shall validate the qualifications and assignments of volunteer teachers act as witness in the signing of volunteer agreement and submit reports of deployment of volunteer teachers in their district every month.
 - c. PSDSs/ DICs and School Heads shall decide jointly in the acceptance of volunteer teachers.
6. Report of deployment of volunteer teachers shall be submitted monthly to Mr. Jovixson B. Dalura through this email jovixson.dalura@deped.gov.ph
 7. Attached is the volunteer agreement form and template of the report of deployment of volunteer teachers.
 8. For your immediate dissemination.

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

VOLUNTEER TEACHER
COVID-19

DEPLOYMENT
STANDARD

QUALIFIED
PROCEDURE

JDC/DM - GUIDELINES ON ACCEPTING VOLUNTEER TEACHERS
271 / JULY 30, 2020



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VOLUNTEER AGREEMENT FORM

This agreement is hereby made between **{Name of Volunteer}** (hereafter referred to as "the Volunteer") and **{Name of School Head}** of **{Name of School}** (hereafter referred to as "the Representative").

The Volunteer hereby agrees to donate his/her time, effort, and services to **{Name of School}** in a volunteer capacity. The Volunteer understands that no compensation of any kind will be given in exchange for these services and that no employer-employee relationship shall arise therefrom.

The Volunteer will participate in volunteer work for a minimum of 3 months from the execution of this contract, working a minimum of 6 hours per day. The Volunteer further agrees to track his/her hours through the teacher's log book and submit them to the Representative at the end of each month.

The Volunteer agrees to undergo all necessary capacity development activities to perform his/her duties. The Volunteer will be engaged primarily to assist regular teachers in facilitating learning. The Volunteer may be asked to perform other duties at any time.

The Volunteer agrees to abide by the rules, regulations, orders, and requests as provided in DepEd Orders, Memoranda, and other issuances as well as those promulgated by the Civil Service Commission. Failure to do so may result in the termination of this agreement.

The Volunteer or the Representative may terminate this contract early at any time, for any reason, without penalty.

(Volunteer's Signature)

(Representative's Signature)

Recommending approval:

Approved by:

District Supervisor

JOSITA B. CARMEN, CESO V
Schools Division Superintendent

Witnessed by:

PTA Representative
