



Administrative Order No. _____ 01
Series of 2007

**SUBJECT : GUIDELINES ON THE IMPLEMENTATION OF THE DSWD
VOLUNTEERS ON DISASTER RISK MANAGEMENT AND
RESPONSE**

1. RATIONALE AND LEGAL BASE

The issuance of Memorandum Order 45 Series of 2001 establishing the national volunteer program known as the "Bayanihang Bayan Program" and creating the Philippine National Volunteer Services Coordinating Agency Institutionalized the engagement of volunteers in the implementation of government programs and services.

In line with provisions of this Memorandum Order, the Department of Social Welfare and Development (DSWD) issued Administrative Order 214 Series of 2002 (AO 214 s. of 2002) establishing the implementing guidelines of DSWD National Volunteer Program. In the same year AO 218 s. of 2002 known as the Omnibus Guidelines on the DSWD National Volunteer Program was circularized for adoption and implementation in the Department.

However, the implementation of AO 214 and 218 was observed to be more focused on the provision of volunteer services in the DSWD centers and institutions such as: psychological counseling, care giving, home life services, administrative support and other services. Hence, AO 24 s. of 2004 was issued expanding the scope and areas to volunteer work on disaster management as well as the activities of the DSWD.

The expansion and extension of volunteer opportunities particularly to the DSWD's Disaster Management Program requires establishment of a database of volunteers for more effective, faster and easier mobilization as well as for recognizing the contribution of these volunteers. The Department is now challenged in terms of enhancing its efforts in order to have more systematized and organized services and activities on volunteerism, thus the development of this guideline.

2. OBJECTIVES

The DSWD Volunteers on Disaster Risk Management and Response aims to develop, promote and expand the spirit of volunteerism along social welfare and development as well as to enhance individual growth, community involvement and social responsibility. This administrative order provides overall guidelines which will specifically aim at:

- 2.1 Establishing an electronic registration procedure and reporting system of volunteers for disaster risk management and response;

- 2.2 Installing a system of recruitment, pooling, deployment and mobilization of volunteers through a volunteer registry system;
- 2.3 Increasing networking and coordination on disaster risk management and response with Local Government Units (LGUs), the National Disaster Coordinating Council (NDCC), and volunteer organizations like the Philippine National Red Cross (PNRC), Philippine National Volunteer Services Coordinating Agency (PNVSCA), Volunteer Service Organization (VSO), United Nations Volunteers (UNV), the League of Corporate Foundations and all other volunteers.
- 2.4 Establishing an information and education dissemination program on disaster risk management and response through the DSWD Bayanihang Bayan Desks and website.

3. GENERAL POLICIES

- 3.1 These policies apply to all volunteers in disaster risk management and response programs undertaken by or on behalf of the Department.
- 3.2 The framework of operations covers the following component phases: planning, recruitment, screening and selection, orientation and training, deployment and supervision, evaluation and recognition.
- 3.3 Bayanihang Bayan Desk Officers (BBDO) shall coordinate the overall operations of this program. The Chief of the Institutional Development Division of SWIDB and the Head of the Regional Institutional Development Unit shall be designated Bayanihang Bayan Desk Officers that will be responsible for the coordination and supervision of the Program. An Assistant Secretary will be designated by the Secretary to provide over-all supervision to the program.
- 3.4 The Program Management Bureau at DSWD Central Office (CO) and the Operations Division (OD) at FO shall provide the technical supervision needed by the volunteers in the day-to-day work of the volunteers.
- 3.5 Semestral reports of volunteerism shall be prepared and submitted on or before the end of July and January by SWIDB in coordination with the Head of the Regional Institutional Development Unit, PMB or OD, and the volunteers. Statistical data and progress report/s shall be sourced from the volunteer registry, national/regional monitoring reports, and learning insights from the volunteers.
- 3.6 The program is open to all individuals, families, sectoral groups, business or private sector/s, and organizations that are interested and desire to contribute their knowledge and skills, time and resources to the Program.
- 3.7 The areas of volunteer work in disaster risk management and response include but are not limited to the following:
 - 3.7.1 Disaster Risk Management
 - Risk Analysis
 - Individual, Family and Community Disaster Preparedness Training

- Basic Survival Skills Training
- First Aid Training
- Stockpiling and repacking of relief goods and emergency supplies

3.7.2 Disaster Response

- Rescue and Evacuation
- Stress Debriefing
- Distribution of relief goods
- Management of Evacuation Center
- Health and Sanitation

3.7.3 Rehabilitation

- Construction of core shelters
- Skills training and livelihood

4. OPERATIONAL GUIDELINES

The focus concern of pooling and mobilizing volunteers for disaster risk management and response can be realized through the registry of volunteers system. The registry is a proactive step in preparing for natural and man-made disasters. It will facilitate the deployment of appropriate volunteers to any emergency and disaster situation.

The registry assembles volunteers based on their qualification and skills, availability and accessibility in order to expedite emergency responses. Those interested in volunteering can register through the Internet or personally at the CO or any of the FOs. During an emergency or disaster, appropriate volunteers can easily be contacted by e-mail, phone or text as well as through tri-media. The current registry is based on hard copy documents and will be made electronically accessible upon setting up of this electronic registry. The database shall be set-up online giving access to all interested registrants and providing a means to ensure timely reporting of their engagement and their accomplishments.

The following guidelines and procedures on the system are hereby promulgated:

4.1 Planning

- 4.1.1 The disaster management program units of the Central and Field Offices will determine the plan and expected results of the volunteer's work. This will indicate their targets of quantity, quality and time.
- 4.1.2 The Central and Field Offices shall have an inventory of specific work or services needed (also, the number of volunteer required and duration of work) in the implementation of the volunteer work plan for disaster risk management and response; (Please see Appendix 1).
- 4.1.3 The plan shall also entail a description of volunteer work and responsibilities.

4.2 Recruitment, Screening and Selection

- 4.2.1 Criteria for the recruitment, screening and selection of individual/s:

- Must be at least 15 years of age. Those below 21 years old will require the consent of their parent or legal guardian.
- Must be willing to commit his/her/their time, resources and / or talent and be assigned to a specific work without material or financial remuneration
- Must be willing to learn and undergo training in volunteerism and specialized skills, if needed.
- Must be willing to abide by the policies and procedures of the centers/institutions/community and to be supervised.
- Must have a character reference.
- Must be physically and mentally capable to render volunteer work. If warranted, this must be certified by a physician or psychologist.
- For Foreigners interested to be volunteers, a showing of legality of stay in the Philippines.

4.2.2 Criteria for the recruitment, screening and selection of volunteer group/s or organization/s

- Must have physically and mentally fit personnel capable of rendering volunteer work. If warranted, this must be certified by a physician or psychologist hired by the volunteer group or organization.
- Must be able to provide support or benefit to its members during the course of their volunteer work
- Must be willing to commit their time, resources and/or talent and be assigned to a specific work without material or financial remuneration
- Must be willing to learn and undergo training in volunteerism and specialized skills, if needed.
- Must be willing to abide by the policies and procedures of the centers/institution/community and to be supervised.
- A bilateral agreement or memorandum of agreement between the head of the organization volunteering and the Philippine government represented by the DSWD Secretary is needed for foreign organization interested to volunteer.

4.2.3 Recruitment of volunteers shall be the primary responsibility of the DSWD Central Office and Field Offices

In an emergency, the procedures for recruitment, screening and selection as well as orientation may be temporarily waived/ expedited and postponed to a more convenient time by the DSWD BBDO's.

- Information campaign on the Program shall be conducted by the social marketing and information units of the DSWD and through tri-media and the web and email.
- Potential volunteers shall fill up the Volunteers Registration Form online or in person. (Please see Appendix 2). The registration process is as follows:
 - a. The DSWD website, www.dswd.gov.ph, shall contain a site for interactive volunteer registration. Click the icon on Bayanihang Bayan Program for the accomplishment of the forms (individual or organization).
 - b. In the absence of internet access, the volunteer can personally visit the Bayanihang Bayan Desk Officer/s at the DSWD Central Office and Field Offices (see Appendix 3 for precise location and contact details) to accomplish and submit the registration form.
 - c. Once the form is accomplished and submitted, a response formally acknowledging the submission shall be forwarded to the volunteer via email or phone call or regular mail or in person by the Bayanihang Bayan Desk Officer (BBDO).
 - d. Security codes (log-in username and password) shall be assigned to each volunteer in updating their applications.
- Time permitting and if deemed necessary, the volunteer shall be interviewed based on the duly accomplished application form vis-à-vis with the volunteer's interest and needs.

4.3 Orientation and Training

4.3.1 An orientation on the DSWD general policies including policy on safe environment and standards of confidentiality shall be conducted so that the volunteer can see the context of his/her contribution. Orientation shall discuss the following areas:

- Department Vision, Mission, Goals / Policies / Procedures on Disaster Management Program
- Output required and specific work/services needed
- Duties involved and typical responsibilities of volunteers
- Training necessary, if applicable
- Days and hours of work
- Duration of work

4.3.2 As appropriate, DSWD (through the Program Management Bureau of the Central Office and Operation Division of Field Offices) shall develop and provide customized or on-the-job training programs on the volunteer work prior to deployment of volunteers/

4.4 Deployment and Supervision

4.4.1 After undergoing the orientation and training, the volunteers shall be assigned/deployed by the duly designated DSWD representative in the area of work which has been mutually agreed upon depending on the volunteer's area of interest and skills and the DSWD need.

- An identification card (ID) shall be issued to each volunteer which shall be surrendered when the volunteer leaves the program.
- A Work Program shall be prepared and discussed between the volunteer and the designated DSWD representative and/or assigned focal person in the community.

4.4.2 Volunteer groups or organizations (e.g. youth, religious/civic organization) and the DSWD through their designated representatives shall, if desired by the parties concerned, execute a Memorandum of Agreement (MOA) to define the respective activities and responsibilities of both parties relative to the volunteer work. The work program shall also serve as the monitoring tool for the volunteer group.

4.4.3 The registry of volunteers will also serve as a resource to identify appropriate volunteers for the current need. The BBDO in coordination with the PMB and the EXECOM will be using the volunteer registry in searching for appropriate volunteer/s that can be mobilized based on the needs of the current disaster.

4.4.4 Registered volunteers will automatically be updated on DSWD's current opportunities for volunteers and on how they can participate during emergency and disaster situations.

4.4.5 *Supervision/Consultations:* Consultation and dialogues shall be conducted by the PMB and SWIDB at Central Office, as well as the Institutional Development Unit and Operations Division at the Field Offices with the volunteers in relation to their volunteer work. This dialogue shall also serve as a monitoring and assessment tool of volunteer work progress. The agenda shall include the following:

- Work accomplishment vis-à-vis program of work
- Technical & administrative problems and needs of the volunteer
- Re-planning/directions, if necessary

4.5 Evaluation and Recognition

4.5.1 At the end of the period of volunteer work or when deemed necessary, an evaluation session shall be conducted. The evaluation shall cover the activities undertaken, learnings, insights and recommendations vis-à-vis the work plan or the Memorandum of Agreement.

4.5.2 An annual evaluation of the Volunteer Program of the DSWD shall also be conducted by SWIDB in coordination with PMB. The result of the program evaluation will be used to improve the operations and enhance the service.

4.5.3 Recognition of volunteers and Other Incentives:

- A Plaque or Certificate of Appreciation or Letter of Commendation shall be issued to volunteers that have rendered satisfactory volunteer service in the DSWD Program, duly signed by the SWIDB Director or Regional Director.
- Other forms of recognition of the valuable services of volunteers shall be undertaken like “pasasalamat” for volunteers within the region and/or at the central Office. This may be organized right after the service has been completed or on a semestral or annual basis.

4.5.4 Termination of volunteer services may be done on the following grounds:

- Upon the volunteer's desire
- Upon violation of policies of the Department

5. EFFECTIVITY

This order takes effect immediately and revokes all previous orders contrary hereto.

Issued in Quezon City this 8th day of January 2007.


ESPERANZA I. CABRAL
DSWD Secretary

WORK PROGRAM FOR VOLUNTEERS
to 200_

Volunteer Assignment: _____
Location: _____

Name of Volunteer: _____

VOLUNTEER WORK AREAS	PERFORMANCE TARGETS / PLANS		
	QUANTITY	QUALITY	TIME

I agree to achieve these targets for the period of _____ to _____ 200_.

I agree to assist the volunteer achieve his/her targets / plans for the said period of _____ to _____ 200_.

Name & Signature of Volunteer/s

Date

Name & Signature of Volunteer Supervisor

Date

WORK EVALUATION FOR VOLUNTEERS

_____ to _____ 200_

Name of Volunteer: _____

Volunteer Assignment: _____
 Location: _____

VOLUNTEER WORK AREAS	PERFORMANCE ACCOMPLISHMENTS					
	QUANTITY		QUALITY		TIME	
	TARGET	ACTUAL	TARGET	ACTUAL	TARGET	ACTUAL

Learning Insights:

Recommendations and suggestions for improvements:

 Name & Signature of Volunteer/s

 Date

 Name & Signature of Volunteer Supervisor

 Date

DSWD Volunteer Registration Form (Individual)

[Home](#) |
 [Register Individual](#) |
 [Register Organization](#)

Directions:

Please fill out the registration form below. Fields marked with an asterisk are required fields. This means that your entry will not be submitted unless these are filled out. Once you are done filling out the form, click the Register button at the bottom of the form. Remember that you will have to send an email to swidb@dswd.gov.ph to confirm your registration. This email should come from the email address that you provided for it to be considered valid. You will receive a reply email within 2-3 working days of your submission of the said email for final confirmation of your registration.

I. Identification Data

Name

Firstname* MI* Lastname*

Address

Number/Street*

City/Municipality*

if Philippine province select from list:

Provincial/State*

Zip Code

Country*

Date of Birth* (MM-DD-YYYY) - -

Contact Details

Telephone Number (include country area code)

Fax Number (include country area code)

Mobile Phone (include country area code)

Email Address*

Other Information

Gender*

Civil Status*

if Married, Name of Spouse

Country of Citizenship*

Profession/ Occupation

Business Address

II. Educational/ Training Background

Educational Attainment*

Special Skills

(Please indicate if you possess the following skills by filling the appropriate checkbox corresponding to your skill level. The information in this section will be used to guide your social worker in assigning your work schedule. Please note however that you are in no way obligated to provide any of the skills you possess if do not wish to do so.)

Special Skill	Highly Skilled	Skilled	Competent	Special Skill	Highly Skilled	Skilled	Competent
Basic Survival (First Aid)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Survival (Water Safety)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Information Dissemination/ Marketing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care-giving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mountaineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer Programming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Paramedical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCUBA Diving or Snorkeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Others, please specify	<input type="text"/>		

III. Areas of Interest for Volunteer Work

First Choice

Second Choice

Third Choice

IV. Other Information

What sector do you wish to serve in your volunteer work?

Do you wish to volunteer in a center or institution based program or a community based program?

Are you capable AND willing of operating a motor vehicle during the duration of your volunteer work?

Aside from English, what other languages or local dialects can you speak or understand? (please check all that apply)

<input type="checkbox"/> Filipino	<input type="checkbox"/> Cebuano
<input type="checkbox"/> Ilocano	<input type="checkbox"/> Hiligaynon/ Ilonggo
<input type="checkbox"/> Bicolano	<input type="checkbox"/> Waray
<input type="checkbox"/> Pampango	<input type="checkbox"/> Others, Please specify: <input type="text"/>

Are you willing to be deployed into a high risk area where your assistance is needed?

What is your preferred area of deployment?

When are you available for your volunteer work?	Day	Time Start	Time End
Monday		<input type="text" value="Select time to start"/>	<input type="text" value="Select time to end"/>
Tuesday		<input type="text" value="Select time to start"/>	<input type="text" value="Select time to end"/>
Wednesday		<input type="text" value="Select time to start"/>	<input type="text" value="Select time to end"/>
Thursday		<input type="text" value="Select time to start"/>	<input type="text" value="Select time to end"/>

Friday

Other (e.g. Every 3rd Sunday from 10 to 12):

Check here if you are available at any time

Person to notify in case of emergency

Name*

Mailing Address*

Contact Number*

Relationship*

DSWD Volunteer Registration Form (Organizational)

[Home](#) | [Register Individual](#) | [Register Organization](#)

Directions:

Please fill out the registration form below. Fields marked with an asterisk are required fields. This means that your entry will not be submitted unless these are filled out. Once you are done filling out the form, click the Register button at the bottom of the form. Remember that you will have to send an email to swidb@dswd.gov.ph to confirm your registration. This email should come from the email address that you provided for it to be considered valid. You will receive a reply email within 2-3 working days of your submission of the said email for final confirmation of your registration.

I. Basic Information

Name of Organization*

Classification/Type of Organization* (please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Local Organization | <input type="checkbox"/> Foreign Organization |
| <input type="checkbox"/> Youth Group | <input type="checkbox"/> Women's Organization |
| <input type="checkbox"/> Corporate Foundation | <input type="checkbox"/> Community-based/People's Organization |
| <input type="checkbox"/> Academic Institution | <input type="checkbox"/> Student Organization |
| <input type="checkbox"/> Civic Oriented Association | |

II. Contact Information

Address in the Philippines (required if local organization)

Number/Street*

City/Municipality*

Province*

Zip Code

Telephone Number (include country area code)

Fax Number (include country area code)

Mobile Phone (include country area code)

Email Address

Address of Organization's International Head Office (for foreign organizations)

Number/Street*

City/Municipality*

Telephone Number (include country area code) _____

Fax Number (include country area code) _____

Mobile Phone (include country area code) _____

Email Address _____

III. Areas of Interest for Volunteer Work

First Choice

Second Choice

Third Choice

IV. Other Information

Benefit/ Support Given by the Organization to its Members During the Course of Its Volunteer Work (if any; please check all that apply)

Stipend/ Living Allowance

Travel Allowance

Housing

Recognition/ Awards

Meals/ Food Allowance

Job Referrals

Insurance

Resettlement Allowance

Training

Others, Please specify: _____

Source of Organization's Funds

Organization's Goals and Objectives in brief (please limit to 800 characters)

V. Submitted Forms

Although the following documents are not required, they would be helpful in processing your application. If you will have any of the documents below sent to us here at the DSWD, please check the appropriate check-box below.

Bilateral or Memorandum of Agreement in case of foreign volunteer organizations

Certificates of Accreditation/ Attestation from respective Foreign Ministry/ Embassy for foreign volunteer organizations

SEC Registration/ Certificate of Accreditations or Affiliations for local volunteer organizations

By-Laws of the Organization, Constitution, List of Officers

List of registered volunteer members and area of volunteer's specializations

Information materials (annual reports, brochures, pamphlets, flyers, fact sheets, or the like)

Appendix-3. Bayanihang Bayan Desk Officers

NAME		Office Address	Contact Numbers	Cellphone Number	E-Mail	Designation / Position
I	Melecio C. Ubilas, Jr.	Quezon Ave., San Fernando City, La Union	(072)8882184	0919-6582155	Meljun75@yahoo.com / Meljun75@picturetrail.com / fo1@dswd.gov.ph	AO IV
II	Carol Jean G. Domingo	Carig, Tuguegarao City	(078)8467043	0927-4630625	cj_redeagle@yahoo.com	AO IV / RTC
III	Rowena T. Balingit	Gov't Ctr. Maimpis City of San Fernando	(045)8605629	0921-2300351	wennie2972@yahoo.com	TS II
IV-A	Dionisio Dalusong	Alabang, Muntinlupa City	8074144		diondalusong@yahoo.com	SWO II / Acting RTC
IV-B	Priscilla J. Natanauan	Alabang, Zapote Rd., Muntinlupa City	8502140	0921-2707650	pj_natanauan@yahoo.com	HRMO II / AO IV
V	Ma. Corazon A. Pitero	PBN, Buraguis, Legaspi City	(052)8217910	0921-4504004		SWO IV
VI	Delia V. Bagolcol	M. H. Del Pilar St., Molo, Iloilo City	(033)3365425-30	0918-3725482		SWO IV
VII	Shalaine Marie S. Lucero	M.J. Cuenco Ave. cor. Maxilom Ave., Cebu City	(032) 2329505-09	0921-6401538		SWO IV
VIII	Lucia G. Balantad	Magsaysay Blvd., Tacloban City /	(053) 3290963	0918-5774531		SWO IV
IX	Emelita R. Acedo	Gen. Vicente Alvarez St., Zamboanga City	(062) 9916030/56	0906-8716065		TS III
X	Virginia M. Cardona	Masterson Ave., Carmen, Cagayan de Oro City / (088)8586333/8588952	(088)8586333/8588952	0916-7269073		SWO IV
XI	Estrella D. Brigole	R. Magsaysay Ave. cor. D. Suazo St., Davao City	(082)2278746/2271964	0917-7002713	edbrigole@yahoo.com	SWO IV / IDU Head
XII	Felina A. Quiñones	South Cotabato Gymnasium & Cultural Center, Koronadal City	(083)5200097/2283180	0910-6458128		SWO IV / IDU Head
XIII	Gleza Tambaba-Ty	Capitol Drive, Butuan City	(085)3425619/3425620	0917-7035483	sindanganon@yahoo.com	TS III
CAR	Mandy W. Ramos	#40 North Drive, Baguio City	4443262/3605070		dswdcar@bgo.csi.com.ph	SWO III
NCR	Doan M. Igharas	389 San Rafael St., Legarda, Manila	5250594/5242742		ncrtraining@trysis.com.ph	TS III

Appendix 3. Bayanihang Bayan Desk Officers

NAME		Office Address	Contact Numbers	Cellphone Number	E-Mail	Designation / Position
I	Melecio C. Ubilas, Jr.	Quezon Ave., San Fernando City, La Union	(072)8882184	0919-6582155	Meljun75@yahoo.com / Meljun75@picturetrail.com / fo1@dswd.gov.ph	AO IV
II	Carol Jean G. Domingo	Carig, Tuguegarao City	(078)8467043	0927-4630625	cj_redeagle@yahoo.com	AO IV / RTC
III	Rowena T. Balingit	Gov't Ctr. Maimpis City of San Fernando	(045)8605629	0921-2300351	wennie2972@yahoo.com	TS II
IV-A	Dionisio Dalusong	Alabang, Muntinlupa City	8074144		diondalusong@yahoo.com	SWO II / Acting RTC
IV-B	Priscilla J. Natanauan	Alabang, Zapote Rd., Muntinlupa City	8502140	0921-2707650	pj_natanauan@yahoo.com	HRMO II / AO IV
V	Ma. Corazon A. Pitero	PBN, Buraguis, Legaspi City	(052)8217910	0921-4504004	fo5@dswd.gov.ph	SWO IV
VI	Delia V. Bagolcol	M. H. Del Pilar St., Molo, Iloilo City	(033)3365425-30	0918-3725482	fo6@dswd.gov.ph	SWO IV
VII	Shalaine Marie S. Lucero	M.J. Cuenco Ave. cor. Maxilom Ave., Cebu City	(032) 2329505-09	0921-6401538	tad.dswd7.cvis.net.ph	SWO IV
VIII	Lucia G. Balantad	Magsaysay Blvd., Tacloban City /	(053) 3290963	0918-5774531	dswd8@mail.evis.net.ph	SWO IV
IX	Emelita R. Acedo	Gen. Vicente Alvarez St., Zamboanga City	(062) 9916030/56	0906-8716065	fo9@dswd.gov.ph	TS III
X	Virginia M. Cardona	Masterson Ave., Carmen, Cagayan de Oro City / (090)050-222/0500050	(088)8586333/8588952	0916-7269073	fo10@dswd.gov.ph	SWO IV
XI	Estrella D. Brigole	R. Magsaysay Ave. cor. D. Suazo St., Davao City	(082)2278746/2271964	0917-7002713	edbrigole@yahoo.com	SWO IV / IDU Head
XII	Felina A. Quiñones	South Cotabato Gymnasium & Cultural Center, Koronadal City	(083)5200097/2283180	0910-6458128	fo12@dswd.gov.ph	SWO IV / IDU Head
XIII	Gleza Tambaba-Ty	Capitol Drive, Butuan City	(085)3425619/3425620	0917-7035483	sindanganon@yahoo.com	TS III
CAR	Mandy W. Ramos	#40 North Drive, Baguio City	4443262/3605070		dswdcar@bgo.csi.com.ph	SWO III
NCR	Doan M. Igharas	389 San Rafael St., Legarda, Manila	5250594/5242742		ncrtraining@trysis.com.ph	TS III
ARMM	Hadja Meriam K. Abdulkasan	Brgy. Semba, DOS, Maguindanao	4310064	0916-7163121	hjameriam@yahoo.com	SWO IV

*(Attached: Regional coverage of provinces and cities)

Attached to Appendix 3.Regional Coverage of Province and Cities (*.*)

Region I (ILOCOS REGION)

Ilocos Norte (Laoag City)
Ilocos Sur (Candon and Vigan City)
La Union (San Fernando City)
Pangasinan (Dagupan, Alaminos, San Carlos, and Urdaneta)

Region II (CAGAYAN VALLEY)

Batanes
Cagayan (Tuguegarao)
Isabela (Cauayan and Santiago)
Nueva Vizcaya
Quirino

Region III (CENTRAL LUZON)

Aurora
Bataan (Balanga)
Bulacan (Malolos and San Jose Del Monte)
Nueva Ecija (Gapan, San Jose, Cabanatuan, Palayan, Munoz)
Pampanga (Angeles and San Fernando)
Tarlac (Tarlac)
Zambales (Olongapo)

Region IV-A (CALABARZON)

Batangas (Batangas, Lipa, and Tanauan)
Cavite (Cavite, Tagaytay, and Trece Martires)
Laguna (Calamba, Sta. Rosa and San Pablo)
Quezon (Lucena)
Rizal (Antipolo)

Region V (BICOL REGION)

Albay (Legazpi, Ligao, and Tabaco)
Camarines Norte
Camarines Sur (Iriga and Naga)
Catanduanes
Masbate (Masbate)
Sorsogon (Sorsogon)

Region VI (WESTERN VISAYAS)

Aklan
Antique
Capiz
Guimaras
Iloilo (Iloilo and Passi)
Negros Occidental (Bacolod, Bago, Cadiz, Escalante, Himamaylan, Kabankalan, La Carlota, Sagay, San Carlos, Silay, Sapalay, Talisay and Victorias)

Region VII (CENTRAL VISAYAS)

Bohol (Tagbilaran)
Cebu (Cebu, Lapu-lapu, Mandaue, Talisay, Toledo, and Danao)
Negros Oriental (Bais, Bayawan, Canlaon, Dumaguete, and Tanjay)
Siquijor

Region VIII (EASTERN VISAYAS) 6 4 139 4,390

Biliran
Eastern Samar
Leyte (Ormoc and Tacloban)
Northern Samar
Southern Leyte (Maasin)
Western Samar (Calbayog)

Region IX (ZAMBOANGA PENINSULA) 3 5 67 1,904

Zamboanga del Norte (Dipolog)
Zamboanga del Sur (Pagadian and Zamboanga)
Zamboanga Sibugay
City of Isabela

Region X (NORTHERN MINDANAO)

Bukidnon (Malaybalay and Valencia)
Camiguin
Lanao del Norte (Iligan)
Misamis Occidental (Oroquieta, Osamiz, and Tangub)
Misamis Oriental (Cagayan and Gingoog)

Region XI (DAVAO REGION)

Davao del Norte (Panabo, Samal, and Tagum)
Davao del Sur (Davao and Digos)
Davao Oriental
Compostela Valley

Region XII (SOCCSKSARGEN)

North Cotabato (Kidapawan)
Sarangani
South Cotabato (Koronadal and General Santos)
Sultan Kudarat (Tacurong)
Cotabato City

CORDILLERA ADMINISTRATIVE REGION (CAR)

Abra
Apayao
Benguet (Baguio)
Ifugao
Kalinga
Mountain Province

AUTONOMOUS REGION IN MUSLIM MINDANAO (ARMM)

Basilan
Lanao del Sur (Marawi)
Maguindanao
Sulu
Tawi-tawi

CARAGA

Agusan del Norte (Butuan)
Agusan del Sur
Surigao del Norte (Surigao)
Surigao del Sur (Bislig)

Region IV-B (MIMAROPA)

Marinduque
Occidental Mindoro
Oriental Mindoro (Calapan)
Palawan (Puerto Princesa)
Romblon

NATIONAL CAPITAL REGION

Taguig, Pasay, Paranaque, Muntinlupa, Makati, Pasig, Las Pinas, Valenzuela, Malabon, Kalookan, Quezon City, Marikina, Mandaluyong, and Manila