The Life Force of Volunteerism in the Public Sector Towards an Enhanced Volunteer Program

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ABSTRACT

This study determined the level of volunteering practices of administrative employees at the University of Makati. It utilized a researcher-made tool which was validated by the five (5) experts in the field. The reliability analysis of the instrument was done through Factor Analysis and Cronbach's Alpha. The one hundred respondents involved in this study were purposively selected with the aid of pre-determined criteria. The overall findings revealed that the volunteering practices of the respondents are somewhat practiced by them in terms of structure, site, intensity, aspiration, and category. No significant differences were found in the respondents' volunteering practices according to sex, age, civil status, and volunteering skills. Concludingly, the life force of volunteerism of the respondents includes the skills learned through their volunteering practices that are used to improve the communities for the quality of life within and around the community. The strong recommendations to the university management were offered to adopt the implementation of Civil Service Commission (CSC) Memorandum Circular (MC) No. 23 series of 2012 specifying the Volunteer Program in the Public Sector under the provisions of Republic Act (R.A.) No. 9418 or the Volunteer Act of 2007.

Keywords:: Life Force, Volunteerism, Volunteering Practices, Volunteer Program, Public Sector

Introduction

Volunteering is the act that a person is willing to undertake without expecting payment to help other people, communities, and organizations (Mykletun and Himanen, 2016). The Action Plan to Integrate Volunteering into the U.N. 2030 Agenda for the 2020 Global Technical Meeting on Volunteering established a typology of volunteering in four categories, roughly defined as follows: 1) Mutual Help/Self Help ("by us, for us") when people join forces informally with others to meet a perceived need. Volunteers in this category work together to address common needs, provide mutual support, or resolve a personal need to offer help and support to others in the same situation; 2) philanthropy and service to others are considered to be the most perceived form of volunteerism, and they are generally undertaken by organizations and associations where people work to provide specific services to others who need them; 3) civic participation implies that people voluntarily participate in political or decision-making processes at all levels, and this happens through various ways like panels, social audits or other forms of feedback and; 4) lobbying and collective campaign actions are aimed at achieving or preventing a change in broad or specific areas, including interest groups. United Nations Volunteers note that volunteering "is often a powerful way to engage people in ensuring that global sustainable development is shared and implemented, leaving no one behind".

In the Philippines, Ambisyon Natin 2040 represents the Filipino people's collective long-term vision and aspirations for themselves and the country over the next 25 years. It describes how people want to live and what the country will look like by 2040. Moreover, Ambisyon Natin 2040 aims for the life of all Filipinos in 2040 to become matatag, maginhawa at may panatag na buhay. Under these collective long-term visions, the concept of volunteerism is embedded in Ambisyon Matatag, where there are opportunities for volunteers and Filipinos to spend time serving the community, helping others in need, and contributing to various causes. As stipulated in Republic Act No., 9418 or the so-called Volunteer Act of 2007 under Section 5 paragraph (a) stated that; volunteerism in the academe includes, but is not limited to, provision of technical assistance and sharing of technology within the

academic circle, target communities, and other clienteles and the upgrading of the quality of education and curriculum methodologies while providing career enhancement and exposure to the volunteers. Anchored on Announcement No. 16, s. 2019 on the Reiteration of CSC MC No. 23 dated December 4, 2012, stating the Volunteer Program in the Public Sector, and the R.A. No. 9418 that further mandates the establishment of volunteer programs in national government agencies and local government units 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; this paper investigated the volunteer practices of administrative employees of the University of Makati to craft vibrant recommendations for a volunteer service program.

This study determined the life force of volunteerism among the administrative employees of the University of Makati towards an enhanced volunteer program. Specifically, it sought to answer the following questions to wit:

1. How do the respondents describe the level of their volunteering practices in terms of structure, site, intensity, aspiration, and, categories?

2. Are there significant differences in the level of volunteering practices of the respondents when their characteristics profile is taken as a factor?

3. What recommendations may be offered to enhance the volunteer program in the public sector like the University of Makati?

Theoretical Framework

The four theoretical models of volunteers presented by Razvan-Lucian (2014) were the bases to frame this study. Firstly, the volunteer motivations model emphasizes the role of individual motivations in volunteering, the range being an extremely extended one. For example, to learn new skills, develop personality, increase self-esteem, and career preparation, express personal values and commitment to the community, or even reduce intrapersonal conflicts or threats to their identity. Volunteering serves different motivations both from one person to another and also for the same person, which leads to conclude that the selection of volunteers cannot be systematic or patented at a general level due to motivational platformism (Thoits and Hewitt, 2001). Secondly, the values and attitudes model stresses the link between volunteering and individual belief in the importance of civic participation and responsibility felt to produce charitable behavior. Not surprisingly at all, the values and attitudes favorable to voluntary civic involvement influence volunteering social relations are widely accepted (Chelcea and Zodieru, 2008). Thirdly, the role-identity model shows that past performance by a person of a voluntary action leads to the development of a "volunteer role identity" that motivates future involvement as a volunteer of the same person. Fourthly, the volunteer personality model suggests that there are personality or disposition variables that favor volunteering. In this context, Allen and Rushton (1983, cited in Thoits and Hewitt 2001) conclude that volunteer participation is higher for individuals with internal control, high self-esteem, and high emotional stability. These results suggest that people who generally have higher personal coping resources and have a better state of mental health would be more likely to volunteer.

Moreover, this study was also anchored on the framework for capturing volunteering practices in the 21st century as cited in the Plan of Action to Integrate Volunteering into the 2030 Agenda for the Global Technical Meeting on Volunteering in 2020. The framework proposed in this plan of action recognizes volunteering as a complex activity that cuts across a range of practices, benefits, and motivations. Volunteering is relevant throughout people's lives and people may take part in multiple aspects at different times. Volunteering is both a means and an end to achieving, challenging, disrupting, and even shaping development outcomes. The 2020 framework comprises five rings, each representing a dimension of volunteer action. The first ring represents the structure of the volunteering activity. Volunteering can be done formally through organizations, community groups, or any platform that allocates support. It can also be done informally, as part of everyday activities to help other people. The second ring refers to the sites of volunteer practice. This can be online, on-site, or a combination of both. Virtual and online volunteering use technology both as a channel and a tool for volunteer activities. In many spaces, online volunteering is done in conjunction with on-site, face-to-face volunteering. The various spheres of on-site volunteering could further be broken down into community-based, national, and/or international volunteering. The third ring represents the intensity of volunteer engagement. It can be episodic, involving short-term, emergent, sporadic engagement of volunteers, and may even be a one-off event. Volunteering can also be more regular and long-term, with fixed patterns. The fourth ring represents the aspirational element of volunteer practice, i.e., the final goals of volunteering. Community-building refers to contributions towards wider societal outcomes, such as those outlined in the SDGs. This takes into account volunteering that is primarily conducted for the benefit

of others. Self-building is the component that considers individual volunteers' benefits, such as accumulating social and cultural capital (e.g. knowledge, skills, experience, networks, and well-being) as part of volunteering practice. The final ring represents the categories of volunteering. Four are from the previous typology and an additional type "leisure" has been added. The five categories are shown below.

Figure 1

*The Five Components of Volunteering Practices*

Source: Plan of Action to Integrate Volunteering into the UN 2030 Agenda

Figure 1 presents the research paradigm of the study using the IPO process where the input needed, the process, and the output in assessing students' needs through an online needs assessment of college freshmen and HSU Grade 11 students as the basis for proposing an Enhanced Student Services Program.

Figure 2

Assessment of Volunteering Practices of Administrative Employees in the University of Makati Towards an Enhanced Volunteer Program
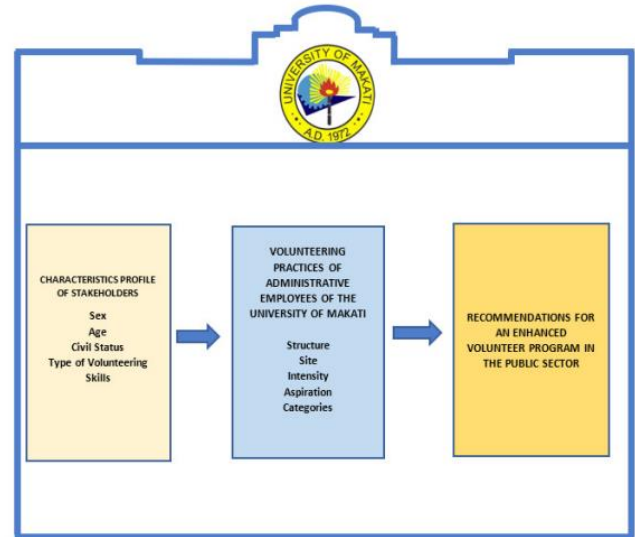
The above research paradigm demonstrates the blueprint of this research endeavor. Aesthetically, the researcher has come up with this structure to portray the physical image of the well-known Administrative Building of the University of Makati, as the research locale of this study, where the seats of power of different educational managers are established to assert their critical roles and leadership styles in managing the operations of the University. This illustration was further discussed and linked in the context of assessing the life force of volunteerism as manifested by the members of the said academic community. The above figure shows multiple variables that are vital to determine the level of volunteering practices of respondents in a locally-funded university. The interplay of those variables can be shown through the directions of arrows pointing to the various boxes. This implied that the treatment of data was done through the measures of comparison in the profiles of stakeholder respondents and their volunteering practices.

Methodology

Research Design

This study utilized the quantitative method wherein the data were gathered through the use of a survey tool to describe the level of volunteering practices of the respondents. It also employed a descriptive-comparative research design to investigate the differences between the major variables along with the characteristics profile of the respondents. Moreover, this study was also considered cross-sectional since the collection of data was done at one point in time and included multiple variables to describe the characteristics that exist in the environment

Respondents of the Study

The respondents of this study involved 100 administrative employees who were purposively selected based on pre-determined criteria such as involvement in volunteer work, the structure of volunteer activity, and volunteering aspirations.

Research Locale

This study was conducted at the University of Makati, a locally-funded institution, that primarily caters to students from low-income families, particularly those who reside in the City of Makati. The said academic institution is considered a state-of-the-art public school that offers good and quality education for almost thousands of students every year. One of its core values is MODESTY which is taken from one of the letters of the acronym – UMAK which stands for Uniqueness, Modesty, Adaptability, and Kindness has the following characteristics of accompanying others, especially the poor and marginalized members of society; committing to being generous of one's personal and material resources and; exhibiting genuine humility in moments of triumph and success are considered attributes that are embedded in the hearts of every member of the academe to nurture the life force of volunteerism.

Characteristics Profile of the Respondents

Table 1

Characteristics Profile of the Administrative Employees in terms of Sex, Age, and Civil Status

Profile Variable	Indicators	Frequency	Percentage
Sex	Male	35	35.0
	Female	65	65.0
	Total	**100**	**100.00**
Age	18-24 y/o	5	5.0
	25-35 y/o	41	41.0
	36-45 y/o	32	32.0
	45 years old & >	22	22.0
	Total	**100**	**100.0**
Civil Status	Single	46	46.0
	Married	52	52.0
	Separated	2	2.0
	Total	**100**	**100.0**

As shown in Table 2, the majority of the respondents were female, and in terms of age, many of them belonged to the bracket of 25-35 years old. Furthermore, their civil status revealed that more respondents were married than single.

Development and Validation of Research Instrument

This study utilized a 30-item survey questionnaire to determine the volunteering practices of the respondents in terms of structure, site, intensity, aspiration, and categories. While it is a researcher-made instrument, it underwent content validation by the help of five (5) experts in the field such that: Expert A is connected with the Plastic Bank Philippines as an Operations Manager and concurrent Global Community Development Specialist who has been in the field of volunteerism for more than 10 years; Expert B is a Leader Trainer and Scout Volunteer of the Boy Scouts of the Philippines who has been in the field of volunteerism for more than 15 years; Expert C is the Acting City Government Assistant Department Head II of the Makati Social Welfare Department who earned a degree in community development and has been engaged with various community development affairs for the empowerment of the vulnerable sectors in society; Expert D is a Community Outreach Consultant and a Senior Professorial Lecturer of the University of Makati who has been engaged in community organizing for more than two (2) decades and; Expert E is a faculty member of the Higher School ng UMak who has been appointed as the adviser of the Philippine Red Cross – Rizal Chapter, University of Makati, for more than two (2) years and has been involved in many volunteering activities related to health for more than 10 years.

After the face validation, the same tool was subjected to a pilot test with 120 individuals who participated in the activity and were not considered actual respondents of the study. The factor analysis was done through the use of SPSS version 20 to determine a group of variables that tend to be correlated to each other and identify the underlying dimensions that explain these correlations. It was also made with the following settings such as 1) Extraction Method: Principal Component Analysis; 2) Rotation Method: Varimax and; 3) Load factors lower than 0.4 were excluded/suppressed. The value obtained from the Kaiser-Meyer-Olkin (KMO) Measure of Sampling Adequacy of .923 and Bartlett's Test of Sphericity with sig value of .000 suggested that there is a substantial correlation in the data. It also indicated that the sampling was marvelously adequate.

Furthermore, the Rotated Component Matrix showed the groupings of items under the five (5) factors of volunteering practices. In a 34-item survey questionnaire, Factor 1 (Structure) was loaded with Items 1, 9, 18, 20, 22, 23, 26, 28, 29, 33 & 34; Factor 2 (Site) was loaded with Items 5, 10, 12, 13, 14, 15 & 16; Factor 3 (Intensity) was loaded of Items 7, 11, 17, 19, 21 & 31; Factor

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4 (Aspiration) was loaded of Items 2, 3, 4 & 8 and; Factor 5 (Categories) was loaded of Items 6, 24, 25, 27, 30 & 32.

Likewise, the reliability analysis was employed to measure the internal consistency of the items. The rule of thumb given by Gorge and Mallery (2003) was applied in interpreting the value of Cronbach's Alpha.

Table 2

Mean Reliability Analysis of the Researcher-Made Instrument

Variable	No. of Items	Cronbach's Alpha	Interpretation
Structure	11	.941	Excellent
Site	7	.869	Good
Intensity	6	.841	Good
Aspiration	4	.795	Acceptable
Categories	6	.791	Acceptable
	Mean Reliability	.847	Good

Data Gathering Procedure

The researcher observed the following protocols in data collection to wit:

1) Informed the Office of the University President through a formal letter that a study will be conducted about the level of volunteering practices among the administrative employees of the University of Makati. The survey questionnaires that underwent face validation were attached in the said letter for perusal and ready reference of the approving authority;

2) Conducted a pilot test of the researcher-made instrument through the use of a Google form;

3) Started the online distributions of the survey questionnaires to the target respondents after it was found to be reliable and;

4) Retrieved the raw data and subject it for statistical analyses and interpretations utilizing SPSS version 20.

Furthermore, the ethical guidelines that the researcher has observed were provided by the University of Makati Research Center as part of the conditions for approving the administration of survey questionnaires to the target respondents of this study. The participants of this study may contact the UMak-URC at research@umak.edu.ph for questions or more information.

Data Analysis

This study employed the following statistical tools using the SPSS version 20, to wit:1) Frequency and Percentage were used to describe the characteristics profile of administrative employees in terms of sex, age, civil status, and volunteering skills; 2) Mean and Standard Deviation were used to describe the level of volunteering practices of the respondents in terms of structure, site, intensity, aspiration, and categories; 3) T-Test of Independent Samples was employed to calculate

the significant differences in the level of volunteering practices of the respondents according to sex and; 4) ANOVA or F-Test was employed to calculate the significant differences in the level of volunteering practices of the respondents according to age, civil status, and volunteering skills. The decision criteria to examine the null hypothesis stated that the sig value is equal to or less than ($\leq$) 5% level of significance represents significant findings thus the null hypothesis was rejected, otherwise accepted if the sig value is greater than (>) 5% level of significance to denote no significant findings.

Results and Discussion

Table 3

Characteristics Profile of the Administrative Employees in terms of Volunteering Skills Based on Multiple Responses

Volunteering Skills	Frequency	Percentage
Health-Related	23	11.0
Socio-Civic	23	11.0
Basic Literacy and Numeracy	24	11.0
Computer Literacy	33	16.0
Media and Information Literacy	19	9.0
Journal/Newsletter/Research Writing	7	3.0
Organizational Management	11	5.0
Stress Coping Techniques	17	8.0
Other Areas	52	25.0
Total	**209**	**100.0**

As revealed by the multiple responses, Table 3 showed that many of the respondents were categorized in the other areas of volunteering skills. Next to this, computer literacy showed a greater number of respondents which was similarly followed by health-related, socio-civic, and basic literacy & numeracy correspondingly.

Level of Volunteering Practices of the Administrative Employees in terms of Structure, Site, Intensity, Aspiration, and Categories

Table 4

Level of Volunteering Practices of the Administrative Employees in terms of Structure

Indicators	Mean	SD	Interpretation
I organize different volunteer groups and lead them toward community building.	4.60	1.81	Neither Practiced Nor Unpracticed
I spend my time if there are opportunities to do voluntary work like repacking goods, etc.	5.71	1.52	Somewhat Practiced
I engage with one-off events of volunteering activities.	5.48	1.47	Somewhat Practiced
I develop various policies and guidelines for performing different volunteering tasks.	4.94	1.81	Neither Practiced Nor Unpracticed
I offer my skills in organizing any leisure activities that positively contribute to community empowerment and development.	5.65	1.40	Somewhat Practiced
I use any digital tools for efficient and hasty resource mobilization and spreading awareness.	5.49	1.39	Somewhat Practiced
I offer my talents/skills for free as part of my commitment to helping the poor people who need my services in the community.	5.75	1.50	Somewhat Practiced
I utilize various online platforms for a campaign to encourage many people to volunteer work.	5.33	1.64	Somewhat Practiced
I participate in various volunteer activities to broaden my experience and engagement with communities.	5.47	1.66	Somewhat Practiced
I render online services for free such as tutoring, counseling, encoding, training, and others.	5.01	1.81	Somewhat Practiced
I respond to the call for voluntary work during emergencies (i.e. disasters, etc.) in our country.	5.33	1.76	Somewhat Practiced
Composite	**5.34**	**1.62**	**Somewhat Practiced**

Scale: 7.00-Highly Practiced; 6.00-6.99=Practiced; 5.00-5.99=Somewhat Practiced; 4.00-4.99=Neither Practiced nor Unpracticed; 3.00-3.99=Somewhat Unpracticed; 2.00 2.99=Unpracticed; 1.99-1.00=Highly Unpracticed

In terms of structure, the offering of talents/skills for free as part of the respondents' commitment to helping the poor in the community yielded the highest mean score while organizing volunteer groups that lead them toward community building obtained the lowest mean score. Generally, the level of volunteering practices according to the structure is somewhat practiced by the respondents.

Table 5
Level of Volunteering Practices of the Administrative Employees in terms of Site

Indicators	Mean	SD	Interpretation
I believe in the importance of promoting the common good and social justice.	6.14	1.15	Practiced
I involve myself participating in the donation drive for the benefit of people who were greatly affected by calamities and socio-economic crises.	5.82	1.38	Somewhat Practiced
I join a group of people whose vision is to provide help to the needy.	5.67	1.43	Somewhat Practiced
I extend my help to anyone else even if I do not know this person.	5.93	1.13	Somewhat Practiced
I engage on many occasions where volunteering works are done in such a way that people in the community are provided with positive goals to enjoy the lives that they had.	5.55	1.53	Somewhat Practiced
I share my resources to promote the common good.	5.82	1.23	Somewhat Practiced
I participate in a dialogue and immersion with the community to fully understand their needs.	5.32	1.57	Somewhat Practiced
Composite	**5.75**	**1.35**	**Somewhat Practiced**

Scale: 7.00-Highly Practiced; 6.00-6.99=Practiced; 5.00-5.99=Somewhat Practiced; 4.00-4.99=Neither Practiced nor Unpracticed; 3.00-3.99=Somewhat Unpracticed; 2.00 2.99=Unpracticed; 1.99-1.00=Highly Unpracticed

Table 6
Level of Volunteering Practices of the Administrative Employees in terms of Intensity

Indicators	Mean	SD	Interpretation
I feel that volunteering is noble yet rewarding.	6.11	1.05	Practiced
I feel wonderful to assist others in need.	6.19	1.06	Practiced
I aspire to make a difference in someone's life.	5.77	1.24	Somewhat Practiced
I initiate different activities to aid the less privileged individuals.	4.94	1.77	Neither Practiced Nor Unpracticed
I feel elated when someone expresses their gratitude after helping them.	5.95	1.11	Somewhat Practiced
Composite	**5.84**	**1.22**	**Somewhat Practiced**

Scale: 7.00-Highly Practiced; 6.00-6.99=Practiced; 5.00-5.99=Somewhat Practiced; 4.00-4.99=Neither Practiced nor Unpracticed; 3.00-3.99=Somewhat Unpracticed; 2.00 2.99=Unpracticed; 1.99-1.00=Highly Unpracticed

In terms of intensity, the respondents revealed that the highest mean score was evident by their wonderful feelings of assisting others in need.

Conversely, the action to initiate different activities to aid the less privileged individuals obtained the lowest mean score that was neither practiced nor unpracticed by them. Overall, the intensity of the respondents' volunteering practices is somewhat practiced by them.

Table 7
Level of Volunteering Practices of the Administrative Employees in terms of Aspiration

Indicators	Mean	SD	Interpretation
I participate in many community service programs.	5.32	1.53	Somewhat Practiced
I donate something which covers different resources such as time/expertise shared, in-kind and monetary donations.	5.79	1.37	Somewhat Practiced
I freely give my time and effort to render voluntary services in the programs/projects/ activities of our school, church, and barangay.	5.68	1.45	Somewhat Practiced
I advocate building a nation that always gives priority to marginalized people.	5.85	1.09	Somewhat Practiced
Composite	**5.66**	**1.36**	**Somewhat Practiced**

Scale: 7.00-Highly Practiced; 6.00-6.99=Practiced; 5.00-5.99=Somewhat Practiced; 4.00-4.99=Neither Practiced nor Unpracticed; 3.00-3.99=Somewhat Unpracticed; 2.00 2.99=Unpracticed; 1.99-1.00=Highly Unpracticed

In terms of aspiration, the respondents revealed that their advocacy to build a nation that always gives priority to marginalized people yielded the highest mean score, while, participating in many community service programs showed the lowest mean score in the aspiration of the respondents. Normally, the level of volunteering practices with their aspirations is somewhat practiced by them.

Table 8
Level of Volunteering Practices of the Administrative Employees in terms of Intensity

Indicators	Mean	SD	Interpretation
I provide more time in joining any volunteering activities.	5.12	1.63	Somewhat Practiced
I support government initiatives for poverty alleviation.	5.86	1.33	Somewhat Practiced
I engage in a long-term volunteerism program.	5.13	1.81	Somewhat Practiced
I give a share in the form of money when somebody solicits financial assistance.	5.81	1.16	Somewhat Practiced
I get the chance to volunteer with referrals from my family/friends and acquaintances.	5.54	1.49	Somewhat Practiced
I am happy to be a part of a particular volunteer organization.	5.99	1.15	Somewhat Practiced
Composite	**5.58**	**1.43**	**Somewhat Practiced**

Scale: 7.00-Highly Practiced; 6.00-6.99=Practiced; 5.00-5.99=Somewhat Practiced; 4.00-4.99=Neither Practiced nor Unpracticed; 3.00-3.99=Somewhat Unpracticed; 2.00 2.99=Unpracticed; 1.99-1.00=Highly Unpracticed

In terms of categories, the highest mean score was evident by being happy to be a part of a volunteer organization, while the lowest mean score was evident by providing more time in joining any volunteering activities. Overall, the level of volunteering practices of the respondents is somewhat practiced by them across all the indicators of category.

Differences in the Level of Volunteering Practices of the Respondents when characteristics profile is taken as a factor

In terms of categories, the highest mean score was evident by being happy to be a part of a volunteer organization, while the lowest mean score was evident

by providing more time in joining any volunteering activities. Overall, the level of volunteering practices of the respondents is somewhat practiced by them across all the indicators of category.

Table 9

Level of Volunteering Practices of the Administrative Employees in terms of Aspiration

Variables	t-value	df	Sig. (2-tailed)	Mean Difference	Std. Error Difference	Decision Ho	Conclusion
Structure	1.407	98	.163	.4132	.2938	Accept	Not Significant
Site	.585	98	.560	.1397	.2386	Accept	Not Significant
Intensity	.538	98	.592	.1073	.1997	Accept	Not Significant
Aspiration	.836	98	.405	.2044	.2445	Accept	Not Significant
Categories	.983	98	.328	.2436	.2477	Accept	Not Significant

Using a T-Test of Independent Samples, the differences in the volunteering practices of the respondents according to sex did not show any significant differences in terms of structure, site, intensity, aspiration, and categories. This implied the same level of volunteering practices that are being manifested by both male and female respondents. The null hypothesis was accepted at a 5% level of significance.

Table 10

Differences in the Volunteering Practices of the Administrative Employees in terms of Age, Civil Status and Volunteering Skills

Characteristics Profile	Variables	F-value	Sig.	Decision Ho	Conclusion
	Structure	1.134	.339	Accept	Not Significant
	Site	.752	.524	Accept	Not Significant
Age	Intensity	.594	.621	Accept	Not Significant
	Aspiration	1.620	.190	Accept	Not Significant
	Categories	1.072	.365	Accept	Not Significant
	Structure	.354	.703	Accept	Not Significant
	Site	.214	.808	Accept	Not Significant
Civil Status	Intensity	.291	.748	Accept	Not Significant
	Aspiration	.046	.955	Accept	Not Significant
	Categories	.983	.378	Accept	Not Significant
	Structure	.560	.787	Accept	Not Significant
	Site	.709	.664	Accept	Not Significant
Volunteering Skills	Intensity	.557	.789	Accept	Not Significant
	Aspiration	.467	.856	Accept	Not Significant
	Categories	.496	.835	Accept	Not Significant

Using F or ANOVA Test, the differences in the volunteering practices of the respondents according to age, civil status, and volunteering practices did not obtain any significant differences in terms of structure, site, intensity, aspiration, and categories. This implied the same level of volunteering practices that are being demonstrated by the respondents irrespective of their age, civil status, and volunteering skills. The null hypothesis was accepted at a 5% level of significance

Conclusion and Recommendations

It is essential for any organization whether private or public to know the strengths and weaknesses of its manpower resources. This paper has proven that the University of Makati has a pool of volunteers among its administrative employees who are engaged in various volunteering practices in sharing their knowledge, skills, and resources. The findings of this study provided the commonalities that the respondents revealed concerning their characteristics profile. No doubt of comparison can be seen in the practice of respondents' volunteerism as regards their sex, age, civil status, and volunteering skills.

It is, therefore, concluded that the skills learned through the volunteering practices of the respondents are used to improve the communities for the quality of life within and around the community. Likewise, understanding what motivates individuals to volunteer can help to support the recruitment and retention of volunteers in a certain organization. The work that the volunteer respondents provide is important to everyday activities, which gives them a sense of purpose, especially when volunteering in the areas they find meaningful.

The University of Makati may adopt the implementation of a Volunteer Program for its administrative employees vis-à-vis the Civil Service Commission (CSC) Memorandum Circular (MC) No. 23 series of 2012 specified the Volunteer Program in the Public Sector under the provisions of Republic Act (R.A.) No. 9418 or the Volunteer Act of 2007, wherein projects and activities may be anchored on but not limited to the following causes:

Social services such as feeding programs for children and the elderly in orphanages, medical missions, building houses, visiting prisoners, counseling, bloodletting, and others;

Technical development assistance toward knowledge and skills sharing, like the conduct of lectures and training programs, reading and writing workshops for children, etc.

Environment and disaster response, e.g. clean-up drive, tree planting, relief and rehabilitation work, donation of basic needs for victims of calamities and disasters, and other kinds of environmental-related activities;

Promotion and advocacy of volunteerism such as: sponsoring ordinances or bills to support volunteerism, promotion drives with mass media to highlight volunteer accomplishments, information dissemination of government programs and projects, etc.; and resources support in partnership with the private sector and civil society groups to raise funds and materials for volunteer programs and activities.

The University of Makati may take cognizance of the roles of volunteers in nation-building by organizing and sponsoring an assembly of volunteers every month of December in line with the celebration of National Volunteer Month as stipulated in Proclamation No. 55, series of 1998.

The City Government of Makati through the University of Makati may allot funds indicated in the Annual Investment Plan (AIP) regarding the implementation of various sustainable volunteering programs, projects, and activities.

The University of Makati may create an online platform to serve as a hub for facilitating volunteering activities that will build public awareness, appreciate volunteerism, bolster voluntary action in development, and recognize the noble acts of volunteerism by individuals, families, institutions, and communities as vital partners in economic and community development.

The University of Makati may integrate the spirit of volunteerism into the manpower development training of its administrative employees.

The University of Makati may designate the Center for Community Development in Nation Building (CCDNB) to house its Volunteer Program where the implementation and execution of the provisions of R.A. No. 9418 shall realize the best practices on volunteerism in government.

The University of Makati may provide specific guidelines for volunteer programs based on the CSC Memorandum Circular No. 23 series of 2012.

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