Peoples Recovery Empowerment Development Assistance(p.r.e.d.a) Foundation

A SOCIAL AND HUMAN DEVELOPMENT ORGANIZATION PROTECTING CHILDREN

Upper Kalaklan, Olongapo City, Subic Bay,Philippines.

Ph. +63 47 223 9629, fax +63 47 222 5573 ph. +63 47 2224994

Fr.Shay Cullen +63 9228 768621,

shaycullen@preda.org predainfo@preda.org, www.preda.org

Nominated three times for the Nobel Peace Prize and recipient of International Human Rights awards

All applications and questions :

Email us at predainfo@preda.org and shaycullen@gmail.com

SELF SUPPORTING VOLUNTEER / VISITOR APPLICATION FORM

PREDA FOUNDATION.

 NOVEMBER 2016

All information here is confidential to Preda only and will not share to any outside person or organization.

Full Name, (as on passport or Birth certificate) ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age \_\_\_\_\_\_\_

Passport Number \_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Civil Status: Female\_\_\_ Male\_\_\_ Married\_\_\_ Single\_\_\_

Nationality\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile #

College address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of my proposed stay at Preda. From \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_

Technical skills. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Computer skills\_\_\_\_. Arts , crafts, \_\_\_\_\_\_\_\_\_\_\_ Other interests \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please expand/ explain in a short essay on a separate page (or E-mail) why you are interested in being a intern or Volunteer at Preda. Explain what you can contribute to the work of Preda having read our web site.

Overseas travel experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brothers \_\_\_\_\_\_\_ Sisters \_\_\_\_\_

Address, Phone of person to be contacted in case of Emergency.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone ,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile,handy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

send CV separate if you have one.

Educational attainment courses studied completed.(expand as needed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work experience (brief summary).\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Three people as character references, with phone and e-mail, family relatives not counted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I also have the following interests

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Food preferences.

Vegetarian?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health problems, (if any) vaccinations received. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel health insurance Number of insurance policy, (must be given with your flight details. later ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ESSENTIAL

The source of my living expenses and Internship fee while Preda will be from:

Family,\_\_\_ personal sources\_\_ Agency Grant\_\_\_\_\_ University grant\_\_\_\_ Church grant \_\_\_\_\_

I agree will submit a one page Essay why I want to be volunteer /visit and stay at Preda with my application and signed agreement and by returning the agreement I accept the terms and conditions .

AGREEMENT TO FOLLOW CUSTOMS RULES AND REGULATIONS AT PREDA.

VOLUNTEER /visitor Agreement With the Preda Foundation Inc.

Dear Friends at Preda,

1. I am applying to be a self-supporting volunteer worker or short-term visitor helper at Preda Foundation to help the children, the people in need to share my talents and efforts and give back to the people suffering injustice. I want to help and do not expect to be supported while at Preda and the Preda funds I can support myself in my home country and I know the Preda funds are to support children in need. I have studied the background and work of Preda on the Internet at www.predafairtrade.net and [www.preda.org](http://www.preda.org). I understand the nature of the work based on advocacy for human rights.

2. If my application is approved I am willing to undertake as my assignment as a volunteer and follow the agreed schedule of duties as may be assigned to me on any of the Preda projects;

I can choose to work in any and all of the following projects Fair Trade, work with street kids, kids in jail, abused children, and research work. I will gladly undertake the tasks assigned to me. I understand the serious nature of the children’s condition and plight and I do not look on this as a holiday or a personal experience trip but to help others.

I will clarify my duties with the director and advisor coordinator or Social worker where I am assigned and follow the directions in a spirit of cooperative teamwork. I understand that there is an orientation to the work of Preda when I arrive. I will be helped and assisted to know the staff and children the duties and assignments.

3. I agree to abide and follow the Preda Rules and Regulations that apply to all volunteers and other people at Preda such as Interns, Preda employees, houseguests. I will follow the internal work schedule and be professional in attitude and participate in all the available activities to better and help the people being helped by Preda.

31. I do not want or expect special treatment or privileges above others as I accept the equality of all persons without discrimination. I agree to follow the same work schedule on time as assigned to me like a Preda staff. I understand and agree that I am not on holiday but a volunteer committed to important human rights work and human and economic development activities for the needy people helped by Preda.

4. I agree that everything I come to know regarding the case histories of the clients be held confidential. I will never use any name or photograph or video of my own or from any source of the children that would identify them in anyway and I will respect the confidentiality of their lives.

I will share with the Preda Ex-Com the photos and video that contains pictures images of the Preda children before I post them on Facebook or elsewhere and will do this before I leave Preda.

4.1 I will do my duty as an intern and file my day-by-day weekly accomplishment report to the office of the volunteer supervisor and to the director.

4.2 I will not publish any writing theses, report or photo or video without clearing it with the Preda Director for correctness and accuracy so there is no accidental invasion of privacy. I am willing to share my Facebook or other material for sharing and publication with the Preda director, senior staff to check if my photos and posting that refer to Preda or the children or staff are appropriate and do not violate the privacy act.

5. By signing this agreement, I hereby absolve, and do not hold responsible, Preda as an organization, or any member thereof, morally or financially responsible, for any accident, or loss of any kind that may befall me during my stay at Preda.

6. I understand that I must have a return flight ticket in coming into the Philippines.

That I cannot enter the country legally without holding a paid out-going flight ticket and will be deported if I try. I understand I cannot buy that exit ticket in the Philippines

6.1 That I agree to have sufficient funds or the support of an agency or sponsor to support myself and have insurance for any medical or other unforeseen ill health or accident.

6.1 I agree to report any medical condition, sickness, or the start of any infection, illness or the like to the Preda nurse or staff and director so I can get appropriate and fast medical attention.

7. That I agree to follow the advice of the staff when doing official business such as extending a visa, or other official business with government agencies so as to avail of contacts and smooth trouble free transaction.

8. I understand and agree that it is forbidden to be alone with a child and I will be unable to be alone or work alone in direct contact with children but only with the social workers and helpers present. I will study and sign the code of conduct to protect children. I will accept and follow the guidance and supervision of the director and his designated assisting staff to guide and assist me in my work.

9. If my application is approved, I understand that I will partake and respect the culture of the Preda community life, respect and abide by its moral and ethical codes, follow the modest dress codes in keeping with the culture.

9.1 I understand that body piercing, facial ornaments is not part of the culture and customs of volunteers and staff at Preda. I will refrain from wearing any such body attachments ornaments while at Preda knowing that the children might imitate me and pierce themselves causing skin infections.

9.1 I commit myself to give good example and will not enter into any personal intimate relationship with another volunteers or staff or activity that could compromise the values upheld by Preda.

9.2 I will act in accordance with my dignity, integrity, and reputation and uphold my reputation the good name of the Preda Foundation and do nothing that would bring it into disrepute. I will never use the name of Preda for any business, purchasing transaction whatsoever without written permission of the Excom.

9.2 I agreed to maintain strict personal body hygiene daily. I will maintain my room clean and orderly. I will save light and water to protect the expenses of Preda and the environment. I will follow the advice of the Preda staff regarding laundry and not do it in my room.

9.3 I will not display body tattoos as the children may imitate me and pierce or tattoo themselves leading to infection or harm.

10. I understand that a professional distance has to be maintained to the child and youth. I agree not to cultivate or enter into any special, particular, personal, intimate relationship, with any of the children youth or Preda Staff or Preda employee or their relatives or to enter into any live-in partnership while a volunteer at Preda.

Such would be unprofessional and considered inappropriate and not beneficial to the moral standard Preda tries to share with the children regarding value for a strong faithful family bonds.

The occasion of such a intimate relationship with volunteer or staff is sufficient to terminate my stay.

10.2 I will strive to have a happy friendly cooperative team spirit and share in a family relationship as brother and sister or parent to the children and youth. I agree never to bring any guest into the Preda centers or guest area or my room without the expressed permission of the Preda Excom.

10.1 SMOKING,Alcohol,banned substances

Cigarette smoking is not allowed anywhere in Preda property, It is forbidden in all the Preda homes; for boys and girls and anywhere on Preda property other than in a designated place for adult volunteers.

It is especially forbidden in the presence of the Preda boys or children or staff any time or place even on journeys or outings or home visit trips.

10.2 I agree to consume alcohol with discretion and sobriety in the deck area of Preda main only.

10.3 I will never bring any substance into Preda or consume such as prohibited by Philippine law.

11. I agree to share with the youth, staff and children an example of strong moral character and adherence to family values and healthy practices. I will strive to have a spirit of dedication to the cause of Preda. I will report to the director and senior staff of Preda any suspicious behavior by anyone anywhere that may indicate any child abuse in word, attitude, physical or neglect wherever I see it or know of it without delay.

11.1 I agree to do all I can to help the children and achieve the goals and aims of Preda Foundation when in Preda and afterwards as best I can.

11.2 I agree that I will strive to be friend and supporter of all the children equally and will not show preference or favoritism to any child or exclude others.

11.3 If I have money or gifts for the children I will not give them directly to any child at Preda as it is forbidden to give a gift to individual children or to give money or gifts for any purpose whatsoever any individual Preda staff or to their relatives.

Gifts and donations I agree to donate any gift or money for the children through the Preda business manager and director and it will be used in any project that I may suggest to the Ex-com and approved for implementation through the programme staff to benefit the children directly.

FINANCE / LIVING COSTS

12 That I understand and accept that the PREDA Foundation will not bill or charge me for any guidance, advice, supervision, evaluation, report or recommendation that will arise from being a unpaid self supporting volunteer.

13. As a volunteer Preda will issue me a certificate of participation / letter recommendation based on my performance.

14. I agree to support myself and I can stay at the Preda guest rooms for daily fee for B & L food as in schedule included in this agreement.

15. That I will send this signed agreement to Preda and acknowledgement it as the most important binding agreement of my stay at Preda.I return it as acceptance of the terms and conditions and I bind myself to them during my stay at Preda.

15.1 I will have the approval and acceptance of my application by Preda before traveling to the Preda center. I will have a valid Visa and return or onward flight ticket before entering the Philippines .Not to have one is illegal and I will be deported immediately.

13.2 I will apply for and pay the Philippine Government for any needed renewal of visa according to Philippine law I recognize that it is a legal requirement.

16. By returning this scanned signed agreement by email I hereby agree to all the terms conditions and provisions irrespective of any other agreement pertaining to my stay at Preda.

17 I look forward to the life experience and participating fully as a team player with the Preda and join in all the activities as best I can to help the children and better my life and inspire and help others

I have read and understood the terms and conditions above and add my signature in conformity with them.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signed by the applicant

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREDA SOCIAL DEVELOPMENT FOUNDATION INC. NATIONAL HIGHWAY, UPPER KALAKLAN, SUBIC BAY, OLONGAPO CITY GUEST DEPARTMENT BOARD AND LODGING RATE ( PESO Rate )

**ROOM RATES: 1. Air-Conditioned Room with Private toilet and Bath with Hot / Cold Shower and Refrigerator.**







a. Single/Solo b. Double Occupancy c. Group of 3 to 5 persons

Peso 1,200.00 per person / day peso 800.00 per person / day peso 700.00 per person / day

**2. Non-Air con Room with Fan, Private Toilet and Bath with Hot/Cold Shower and Refrigerator.**

a. Single/Solo b. Double Occupancy b. Group of 3 to 5 persons

Peso 800.00 per person / day Peso 600.00 per person / day Peso 500.00 per person / day

**3. Air-Conditioned Room with Private Toilet and Bath with Hot/Cold Shower.**

a. Single b. Double Occupancy b. Group of 3 to 5 persons

- Php 1,000.00 per person / day - Php 700.00 per person / day - Php 600.00 per person / day

**4. Non-Air con Room with Fan, Private Toilet and Bath with Hot/Cold Shower.**

a. Single/ Double Occupancy - Php 550.00 per person / day b. Group of 3 to 5 persons - Php 450.00 per person / day

**DORMITORY TYPE: Common Toilet & Shower area with Hot/Cold Shower.** A.1. Air-Conditioned Room with Fan. a. Single/ Double Occupancy b. Group of 3 to 5 persons



B.2. Non-Air Con Room with Fan. a. Single/ Double Occupancy b. Group of 3 to 5 persons

**FOOD RATES:**

A. Breakfast B. Lunch C. Dinner D. AM Snacks E. PM Snacks

**NOTE:**

Peso 400.00 per person / day 350.00 per person / day

Peso 400.00 per person / day Pesos 350.00 per person / day

Peso 150.00 Peso 150.00 Pesos 150.00

Pesos 60.00 pesos 60.00









1. Use of Air cons are limited to 5:00pm-8:00am only. Exceeding usage will be charge Php 50.00 per hour. If you need to run the Airconditioning unit, please request from the Guest Manager. 2. Room Rates apply on a per person per day basis. 3.Lodging Includes beddings, linen and towels. Bring your own toiletries.

**SERVICE:**

Laundry fee: 1 to 5 kilos Php 100.00 Exceeding 5kls + Php 20.00 per kilo

Beverage; soft drinks and beer available in refrigerator. Pay as you drink. Soft Drink Php 15.00

Beer Php 40.00 FREE WIFI.



**VEHICLE RENTAL COST:**



Van Rentals: ( SENDING / PICK UP ) Olongapo City to Manila Manila to Olongapo City

Php 5,000.00 PhP 5,000.00

Olongapo City to Angeles City, Pampanga P 3500 Angeles City to Olongapo City Php 3,500.00

Any location one hour drive from Preda in any direction with driver Php 2500

Return P2500

Thanks and best regards,

Ms. Jackie Agunyon Guest Services Officer Tel:(063) 47 223 9629 Office Mobile: 09228768619 Or email us: predainfo@preda.org

