

MINUTES OF THE MEETING

Progress Report Meeting for YVIP, May 07, 2024, Zoom

I. ATTENDANCE

Mario Rance	NYC, IT Unit
Jonathan Costillas	NYC, IT Unit
Shayne Kay Taay	NYC, SMD
Erica Borja	NYC, SMD
Alvin Dale Joyosa	Wattsavers Energy Services Co.
Jhon Francis Duarte	Wattsavers Energy Services Co.
Janlloyd Bulic	Wattsavers Energy Services Co.
Charvey Josh Cuare	Wattsavers Energy Services Co.

II. DISCUSSION

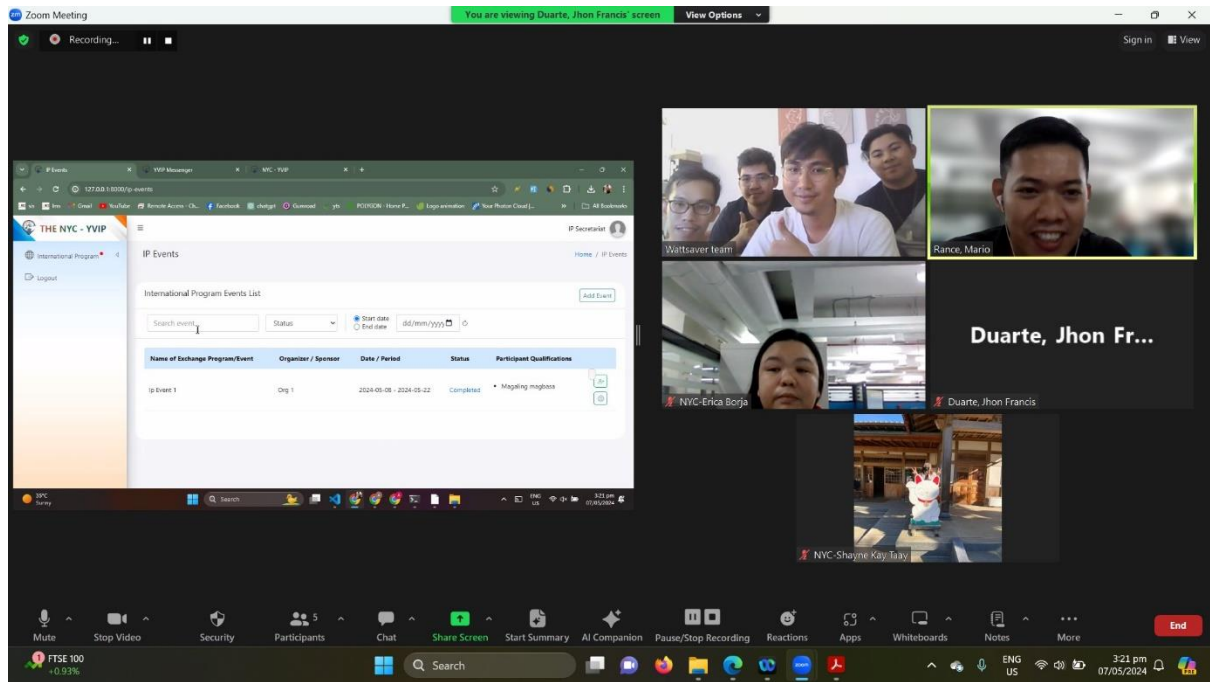
- Mr. Joyosa presented the current User Interface of the Secretariat Account and End-User YVIP System.
- Ms. Shayne Taay, proposed the following changes on the Volunteer Program Tab:

1	On the Secretariat Account, there must be option to generate PDF on the list of participants.
2	On the Secretariat Account, there must be option to filter the "interests" of the registrants.
3	On the Secretariat Account, there must be option to filter the volunteering hours.
4	There must be Announcement Page, before logging in, so the volunteer can read the announcements even without logging in.
5	In the Registration Page, there must be an option to upload files for Birth Certificate, ID, and other supporting documents.
6	There must be a tickable Data Privacy Consent Form (Please see the attached file)


- Ms. Erica Borja, proposed the following changes in the International Programs Tab:

1	In the Registration Page, there must be an option to upload files for Birth Certificate, Curriculum Vitae, Good Moral Certificate, ID, and other supporting documents.
2	In the Registration Page, there must be check box for "Ten Advocacy Plans" (Please see attached file)
3	On User Account, in the Post Program Obligations, there must be an upload file option for (1) Post-Program Evaluation Report, (2) Policy Brief, (3) Group Terminal Report, (4) Volunteer work, and (5) Advocacy Plan.
4	In the Secretariat Account, in the approval of IP Registrants, there must be an option " Red Flag " beside the option "Approve" and "Decline"
5	In the Secretariat Account, IP Beneficiaries Tab, add field, "Red Flag" to the beneficiaries tagged as Red Flag.
6	On the Secretariat Account, there must be option to generate PDF on the list of participants for particular events.

- Mr. Rance confirmed that there will be no Youth Volunteer Passport Number, anymore, instead there will be one **Youth Passport Number** that will be used by the registrant whether he is registering for Volunteer Program or International Program.
- Mr. Rance confirmed that there will be one account for a registrant for volunteer and IP beneficiary. Also, one passport to be generated for volunteers and IP beneficiaries, reflecting in the passport their volunteering works and IP programs participated.
- Mr. Rance suggested to include the NYC logo together with the YVIP logo.



Prepared by:


MARIO RANCE
 Head, OED-IT Unit

Confirmed:

SHAYNE KAY TAAY
 Volunteer Secretariat

ERICA BORJA
 IP Secretariat

ALVIN DALE JOYOSA
 Wattsavers Energy Services Co.