



# **Adults in Scouting Policy**

## **VOLUME 3**

### **THE REGIONAL AND NATIONAL LEVEL POSITIONS**

**Adults in Scouting Committee  
2016 Revised Edition**



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Program and Adult Resources Development  
Adults in Scouting Committee

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The Sponsoring Institution and The Unit Level Positions is  
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This policy is intended for the use of all registered Adult  
Leaders and Leaders of Adults at the Unit and Sponsoring  
Institutions with regard to their duties and responsibilities of  
their present appointment. This policy is the revised and up-  
dated version of the ARP Policy Volume 1 in 2000 and the  
adoption of the World AIS Policy in 2011.

Other entities and organization should request written per-  
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**Boy Scouts of the Philippines**



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**VOLUME 3**

**THE REGIONAL AND NATIONAL  
LEVEL POSITIONS**

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Boy Scouts of the Philippines  
**OFFICE OF THE NATIONAL PRESIDENT**  
National Office  
Manila

Dear Scout Leaders and Leaders of Adults,

A heartfelt thanks and gratitude to all of you, who have been devoting your time, efforts and expertise in rendering service to the Boy Scouts of the Philippines in general and the Program and Adults in Scouting Development in particular. In spite of your hectic schedules and heavy workloads, you never failed to serve the youth by faithfully carrying out your duties and responsibilities in your respective Units, Sponsoring Institutions, Scouting Districts, Local Councils and Regions.

I believe Col. James Doolittle when he said that **"Nothing is stronger than the heart of a volunteer"**. Volunteerism is an act of compassion. It is an act of selfless service for a cause that will outlast our name and leave our noble legacy behind for the future generations.

It is with great honor and privilege therefore, that I am presenting to you the Revised Adults in Scouting Policy Series including Volumes 1, 2 and 3 for all Ranks and Levels. Having this policy that will guide you in performing your tasks and make it truly motivating and inspiring. With the readily available terms of reference, guidelines and policies related to our roles as Adults in Scouting, we are assured that we will have a more efficient and effective management of the various Scouting levels.

This Manual offers a detailed and comprehensive job description, profile, duties and responsibilities, and will serve as effective instruments in developing the youth to become responsible citizens and future leaders of our country and thus, contribute and help in making a much peaceful and better world.

Long live Scouting. Long live Boy Scouts of the Philippines!



**WENDEL E. AVISADO**  
National President



Boy Scouts of the Philippines  
**OFFICE OF THE SECRETARY GENERAL**  
National Office  
Manila

My Dear Friends, Colleagues and Fellow Workers in Scouting,

Warmest greetings to one and all! I personally salute and congratulate our volunteer leaders and professional staff involved in the revision of the BSP's National Adults in Scouting Policy: An Introduction to the Life Cycle of an Adult in Scouting. Truly this effort is a job well done. I take pride and honor to present this policy to our Scout Leaders and Leaders of Adults at all levels.

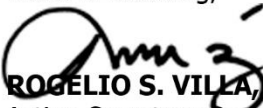
I am certain that this will surely help you to have a better understanding and clearer perspective on how we aim to manage your tenure in Scouting with much enriching experience. This will be a series of three (3) Volumes of National AIS Policy – the Volume 1 covers the Unit and Institution Level Positions, Volume 2 encompasses the District and the Council Level Positions, while Volume 3 scopes the Regional and National Level Positions. These series specifically outline the Job Profile, Job Description and Mutual Agreement for all Unit Leaders and that of the Leaders of Adults.

This will also serve as the foundation and underlying principles of our respective functions, roles and responsibilities in Scouting and eventually will help and support our young people as they go through our Youth Programme, which will train them to become future leaders and responsible citizens that will contribute in nation-building, thus, help in creating a better world.

With that, for and on behalf of the Professional Staff of the Boy Scouts of the Philippines, National Office and the National Executive Board, I wish to convey our sincerest appreciation and deepest gratitude to all of you.

May God Bless Us All!

Yours in Scouting,

  
**ROGELIO S. VILLA, JR.**  
Acting Secretary General



Greetings!

In our pursuit to make scouting as a way of life, the Boy Scouts of the Philippines continues to put premium on the very important role of adult leaders in this noble organization.

As such, the BSP has continuously boosted the knowledge and capacity of adult leaders across the Philippines to help flourish the scouting movement.

Congruent to our vision of preparing the youth to become agents of change in communities, it is incumbent upon our organization to also mold adult leaders to better implement our vision. The BSP leadership remains committed on this premise, and shall continue to find innovative ways to this cause.

On behalf of the BSP, I wish to extend my snappy salute to all adult leaders in the Philippines for taking part in the noble task of nation-building and character-building among our young scouts. Your sense of volunteerism creates ripples of transformation across the archipelago. You are the unsung heroes of this organization and it is proper that we extend our appreciation to all you have done to the advancement of scouting movement in the Philippines.

The publication of this important document highlights the commitment of the BSP to propagate the number of adults involved in our movement. Included here are important pieces of the organization's training policies and the Policies related to the Adults in Scouting in general.

As chairman of the Committee on the Adults in Scouting, I want to ensure that we are working hard on increasing the number of adult leaders for us to be able to steer the direction of the BSP in the years ahead.

As you scan this important document, may you reaffirm your commitment in helping our scouting community grow stronger.

Thank you very much and more power.

Mabuhay ang Boy Scouts of the Philippines!

A handwritten signature in black ink, appearing to read 'Allan L. Rellon', written over the printed name.

**HON. ALLAN L. RELLON**

Chairman, Adults in Scouting Committee  
BSP Vice President for Mindanao  
Leader Trainer

## Boy Scouts of the Philippines

# vision

## VISION

Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.

# mission

## MISSION

To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.

## **II. INTRODUCTION**

### **ADULTS IN SCOUTING DEVELOPMENT**

#### **A. MANAGING THE ADULT RESOURCES**

Adults serve in a variety of purpose at different levels to fulfill a wide variety of functions into a consistent whole. Leadership, support administration, management and training must not be seen as separate but as complimentary to one another to be addressed as a whole.

Adult Leadership in Scouting should cover all functions, at all levels at all times during the entire period of the service, from recruitment to retirement. This will provide greater effectiveness in the management and use human resources, avoid the duplication of services and offer more opportunities for a person to move from one function to another, meeting new challenges, learning new skills, sustaining interest and motivation and growing continuously through the experience.

Scouting needs to provide training and development opportunities so competent persons can be recruited and then progressively take on new roles or increased responsibilities.

The Boy Scouts of the Philippines recognizes the life cycles that is in every Adult Leader task or role in Scouting. Thus, careful consideration is given to all aspect of the management of adults and includes their recruitment, selections, contracting, training and personal support as well as their performance appraisal. Each role is specific in its requirements, its expectations and its tenure and each period of service may be followed by reassignment to another role, a renewal of the same role for another period of time, or by retirement.

#### **I. Selection and Recruitment**

This part of the Adult Leaders life cycle includes the following activities:

- Identify the positions that are needed to achieve the goals of the association effectively and efficiently.
- Identify the knowledge, skills, attitude and behavioral requirement of the position (skills here includes interpersonal skills).
- Identify individuals either with the abilities, or with the potential to develop the abilities, required by these positions.
- Select the most appropriate individual for each position.
- Support these individuals during the recruitment phase.

## II. The Memorandum of Agreement

This Memorandum of Agreement must include the following terms and conditions

to clarify:

- a. On behalf of the Association
  - \* the requirements of the position
  - \* areas of responsibility
  - \* knowledge and skill requirements
  - \* term of office
  - \* objectives
  - \* appraisal procedures
  - \* available support
- b. On behalf of the potential Adult Leader
  - \* expectations
  - \* training and support needs
  - \* special requirements

## III. Appointment

The appointment should place emphasis on the task and not on the position. This must also include a specific period of time.

## IV. Training and In-Service Support

During the Adult Leaders term of office, training and in-service support should be given him. These must have the following characteristics:

- flexible and varied
- available when and where they are needed
- cover a wide range of topics and learning
- adapted or tailored to the individual needs
- provided through a variety of methods
- simple and quick

Coaching and training are not required in those areas in which the new Adult Leader is already capable. The need for setting behavioral standards, preferably in writing and formulated in objective terms is therefore underlined.

Opportunities for individuals to develop in directions that they wish are provided within the organization's resources limitations.

## V. Review

On the basis of the Job Description and the Standards of performance of the Adult Scout Leader needs to be assessed at regular intervals. One of the outcomes of the approach will be to emphasize the importance of the monitoring and observation of a person's performance, training, advising and re-directing will be required, as well as objective statements of the standards of performance.

As a result of this performance evaluation, decision will be made on the subsequent steps and recognition will be given for the completed task and the Adult Leaders' contribution. t

## VI. Decision for the Future

When a term office has been completed and a review of his/her performance has been conducted, various options exist as to what the Adult Leader can do next. These are:

1. Renewal – the first option is to renew the Memorandum of Agreement and or the appointment of the Adult Leader to the same position. This should never come automatically but as a result of a discussion leading to a mutual agreement that the person wishes to continue and the organization wants him/her continue. New standards of performance may be set for a new term of office together with on-going training objectives so as to ensure progress, a better performance, and to avoid the simple continuation of the same routine work.
2. Reassignment - the second option is to move a person to another position, to take up another task. This should be seen as a move on a net work and not necessarily up a ladder or a hierarchy. In the discussion leading to this decision, the needs and expectations of both the individual and the organization will be clarified and a new agreement drawn up, including a new training requirement to adjust to the new task.
3. Retirement – this is the third option. The initiative may come from the organization when it is felt that time has come for the person to retire or from the individual if he/she so desires. In both cases a decision has to be made very openly, so as to avoid any frustration, guilt feeling or loss of self-esteem. Setting fixed terms of office can certainly help when such decisions have to be made.





## IV. RECRUITMENT

### RECRUITING THE NECESSARY LEADERS

The need to get the right people, in the right jobs, and to ensure that they are properly informed of their tasks and responsibilities should be the central concern of those in-charge of selecting and recruiting leaders if we want the organization to succeed in achieving its mission.

With reference to the job description and ideal profile, we should seek potential candidates in as wide a spectrum as possible, best, if we could make a list of prospective candidates for the position, in order to obtain the most qualified person for the job.

#### The Recruitment Process

The recruitment process has 6 steps, which are grouped into two stages:

#### Recruitment Strategies

- Identify sources which could provide the adult resources required
- Promote the Scouting Program to those sources
- Recruit and select specifically for the profile defined

#### Integration

- Mutual agreement and commitment
- Appointment
- Beginning activities for a fixed period and access to the training system

It is envisaged that all six steps of the recruitment process should be carried out religiously at all levels of the organization, and is the responsibility of the recruitment committee or a team organized for the purpose.

### **RECRUITMENT**

#### **Step One: Identifying sources that could provide the adult resources required.**

The source, be it a place, activity, professional group or social sector, which could provide the adults needed depends on the profile which has been drawn up for the person to fill the position. If an institution needs a person to undertake the responsibility of treasurer, then it would be a good idea to look for that person among the parents who work in the financial or commercial sectors. If a District needs an adult for institutional relations, then the person they need is most likely to be found

among well-known figures of the community public or private sector. The same goes for national level: if a young people's leader were required, a good source would be professionals or schools working in the field of education. If trainers are needed, they could be sought among experts in adult training without, of course, discounting other possible sources.

It must be remembered that the more specific the source chosen, the more difficult the search, but the more probability there is of finding the right person. On the other hand, if the source is quite general, the search will be simpler and more people will be motivated, but not all of them will fit the profile required. Neither situation need be specially avoided, but the advantages and disadvantages of each should be taken into account, bearing in mind the time, resources and contacts available for finding the right person.

Sources fall into two categories, internal and external, depending on whether they are located within the organization or outside it.

The main **internal sources** are:

- **current leaders**, who are serving in other positions where their abilities are going to waste, or where they do not perform as well as they would in the position they are needed for.
- **leaders' friends**, companions or relatives, whether they have seen the Scouts previously or not, who are generally motivated by what they have heard from the leader who introduces them to the Movement;
- **parents and relative of Scouts** and are usually motivated by the results they have seen in their children or young relatives;
- **people linked to Institutions which sponsor Scout Groups**, who, through their involvement where the Group operates, almost always want to know more about the Movement and are interested in its success for the sake of their own institution.

The main **external sources** are:

- **former leaders**, who will need a training period for updating if they are selected, since experience show that on returning to the Movement they tend to start working in exactly the same way as they left off, which could impede change and development processes or give rise to interpersonal conflict.

- **students in college education**, who are at a stage of their lives in which, duly motivated, they are likely to devote a significant amount of time to voluntary work.
- **Spiritual leaders of different faiths** who, owing to their interest in the spiritual development of young people, are likely to be favorably inclined to participate in the Movement.
- **People who work or help out in non-profit organizations**, such as social or community development organizations, non-governmental organizations or service or charitable institutions, which are sensitive to social problems.
- **many other social sectors**, the choice of which depends not only on the profile of the person needed, but also on the association's connections with different sources and the leaders' imagination in identifying them.

It should be mentioned that when only one or two positions required to be filled and the people wanted to fill them are identified, determining sources may be an unnecessary step, unless the person in question declines the invitation to take up the post. However, for mass recruitment, the step of identifying sources is indispensable.

## **Step Two: Promoting the Movement to the sources identified.**

When the source is identified, it becomes the target group at which to direct a strategy of communication and corresponding promotion.

The following should be considered regarding promotion:

- Promoting recruitment to an internal source is not the same as promoting it to an external one. The former has a certain amount of prior information and motivation.
- Promotion to internal sources will require an ongoing process of awareness-rising, through action such as:
  - Ensuring that current leaders have a strong sense of belonging to the institution, rising their self-image through being part of the organization.
  - Building up existing leaders' aspiration for personal growth and greater responsibility in their work.
  - Motivating existing leaders to involve the groups they belong to in the Movement.

- Keeping up on going communication with the parents of the Scouts and with the institutions, which sponsor Scout Units.
  - Producing publications aimed at the Scouts' parents, improving their capacity to undertake educational tasks as parents.
- Invitation to take up responsibilities, appointments and internal selection should be carried out with the full knowledge of internal sources, so that organization members feel that they are called upon. Thus, encouraged to undertake greater responsibilities.
  - In the case of a campaign directed at external sources, it is important to bear in mind that different approaches to promotion are required for different target groups, since the factors or consideration which motivate them are different. Trying to recruit a university student is not the same as trying to recruit a qualified laborer, since their motives for committing themselves to the Movement will probably differ.
  - However, there is a rule common to all cases: most people are attracted by the idea of being an important part of an important organization. So it follows that the promotion should emphasize the relevance of the Organization and the significance of the task.
  - The promotion and how it is done should be in proportion to the scale of the recruitment process underway. Mass recruitment at national level will require media back up or a large quantity of printed material. On the other hand, a district setting about recruiting Scout leaders from among the parents will approach the task of promotion differently.
  - The promotion campaign must be orchestrated. This means harmonizing the mass generally indirect, promotion with direct action involving personal contact with the target group. A message in the media, distribution of a poster or other similar **mass action** will not produce results unless visits seminars, exhibitions, conferences, etc. are organized at the same time to make **direct, personal contact** with adults from the source identified.

These are the basic recommendations. Many other factors will need to be considered when organizing a promotion campaign. It is therefore a good idea to have expert advice from someone who knows about methods of communication and dissemination, at least for a campaign of any size. We must become accustomed to seek assistance from people who really are suitable, and break away from the tendency to work in house, which does not always yield the best results.

In any case, a promotion campaign is indispensable. The more people hear about the Scouting Movement, and received the message asking for their help and inviting them to take part, the better result will be.

### **Step Three: Individual Recruitment and Selection according to the profile.**

Immediately after the **direct promotion** comes **action aimed at individual**

**recruitment.** The objective of this is to *prolong and extend the personal contact, which has been made with the interested party, in order to get to know the job and, should be or she fit the profile and be selected, to obtain a commitment.*

Even though it is more personal, direct promotion is aimed at the target group as a whole. Individual recruitment is also on a personal level, but is aimed at one person in particular.

The example below clarified the relation between these two types of action.

An organization needs Scout leader to work in popular sectors of a District. It has therefore directed its efforts towards a target group of employees and workers in local industry. A series of radio and press interviews has been broadcast for the purpose and written material has been circulated. This has created awareness, but it is unlikely that it will motivate anyone to get in touch with the Movement on their own initiative. And so the organization has also organized personal promotion at the same time, such as visits, exhibitions and conferences on identified sources. During these preparations, the leaders promoting the Movement have made contact with some people who have shown an initial interest. Everything which the organization does after the first contact which is directed specifically at those people individually, is part of the **individual recruitment.**

Promotion can be considered both massive and personal, but recruitment is always individual. Consequently, this part of the process requires numerous Scout Staff trained for the job, according to the size of the recruitment process. Recruitment demands some skill and should be carried out quickly, before the initial interest fades away.

Action for individual recruitment may involved the following for example:

- Personal interviews and conversations, to get to know the interested party better.
- Visiting the Scout Unit or the relevant structure of the institution, so that the person can “get the feel” of the place.
- Invitations to special events or social gatherings, making the prospective new leader feel part of a warm, welcoming group of people.
- Supplying the person with the specific reading material to familiarize him or her with the values of the Movement and what the position involves.
- Participating in outdoor Scout activities.
- Attending talks or audiovisual presentations.
- Visiting training grounds or centers.

During this stage in which both parties are getting to know each other, the information which will help to make the decision to select the person or not is compiled. The purpose of the selection process is to ensure that the adult who fits the profile best is chosen for the position, and to limit the risk of taking on unsuitable people.

If there is uncertainty as to the suitability of the person, there are certain tools and methods which complement the profile and which can be used to aid the decision, such as interest questionnaires, guidelines for evaluation, interviews by Scout leaders specializing in the job being filled up. Alternatively, the leaders could interview people who have known the interested party previously, etc.

Which of these methods is used depends on the scale of the recruitment process under way and the institutional structure in question. For example, it is unlikely that a Scout Unit would use a personality test to select an Assistant Unit Leader, unless they happened to have a specialist available.

In any case, the interested party should be aware right from the first contact that the Scout organization uses all these tools for selecting adults, to avoid creating suspicion. A person who is genuinely interested in taking part should not be surprised that a Movement concerned with the education of young people is careful in selecting its adult members.

## INTEGRATION

This second and final stage of the recruitment process incorporates the three final steps, from mutual agreement with the person selected to his or her integration into the training system.

### **Step Four: Mutual agreement and commitment**

When the person has been selected, the terms and conditions of the formal agreement to be signed with the organization are agreed upon. This agreement specifies the reciprocal obligation between the adult and the institutional structure in which he or she is to work.

The elements of **mutual agreement**, which establish the right and obligations of both parties, are as follows:

*"Suggestive (excerpts from Adult Resources Package) may be useful to us.*

1. The specific position the person will occupy.
2. The trial period which he or she will be required to undergo. For this period to coincide with the first stage of training, it is recommended that it should run for six months to a year.
3. The basic conditions under which the adult will work: the tasks assigned to the job, the goals for the period, the person he or she will be reporting to, the leaders who will report to him or her and the estimated time to be devoted to the job.
4. The nature of the on the job support which the person will receive from the association for his or her work.
5. The means of evaluation which will be used and when it will take place.
6. Conditions of renewal, relocation or retirement from the position.

**END"**

The mutual agreement culminates in a commitment from both parties, in which they formally undertake to do all they can to fulfill their agreement.

The person should be scheduled to enter into the training system within a reasonable lapse of time, since this is a fundamental part of the commitment.

The mutual agreement takes the form of a document provided by the organization. It should have certain standard clauses, but be sufficiently flexible for it to be adapted to different institutional levels and to a variety of situations.



**Step Five: Appointment**

When the mutual agreement is signed and the commitment undertaken, the competent authority proceeds to appoint the person for the position, according to the internal rules of the organization, awarding the respective appointment paper or position certificate.

If the person recruited has not passed the training level formally required for active membership, which will be the most usual situation, then upon appointment, he or she joins the organization as an apprentice leader. This means that the adult has no rights or obligations in the organization other than those specified in the mutual agreement. When the person complete the training required by the internal regulations, he or she becomes an active member, with full rights in the organization, and privileges appurtenant thereto.

In order that the function be carried out with due care and dedication, it is to be recommended that the person be appointed to one position only, especially if he or she has been recruited recently and still needs to acquire the skills and experience which the function requires. It would be still less recommendable in the case that two positions require the adult to be his or her own supervisor, such as a Commissioner and Unit Leader.

The mutual agreement, commitment and appointment are usually done at the same time, and should be carried with due solemnity, though briefly and simply. It is a good idea for the organization in which the person is to work to be present at the commitment ceremony.

At this point, the person is informed who is to be his or her Personal Training Adviser. This will normally be the person he or she is reporting to, provided that the person is qualified by the training system to be a Personal Adviser.

**Step Six: Beginning the job for a fixed period and access to the training system.**

From the moment of selection, the new leader begins to adapt to the requirements of the job and become part of a working team. However, formal integration takes place upon appointment.

The mutual agreement has established the length of the leader's trial period\*, which should not last not less than three months and not more than six months.\*

The purposes of this period are basically :

1. To welcome the leader and make him or her part of a working team.
2. To enable him or her to acquire experience and practice the skills learned in the training system.
3. To evaluate whether he or she is developing the profile required for the position.

It is a good idea to make it clear from the beginning that this is a trial period. This will make it easier to make the right decisions for the future either during the period or at its conclusion: renewal, reassignment or retirement.

During this period, the leader will be participating in the stage, which corresponds to the training system. If the new leader's Personal Adviser is the person he or she is reporting to anyway, this advisership will amount to what the follow-up process calls on-the-job support.

But, if for reason of relating to his or her own qualification the Personal Adviser is a different leader, then advisership and on the job support will run simultaneously. The first is the responsibility of the Adviser and the second of the leader of new adult is reporting to and the working team of which he or she forms part. In this situation, it is very important that there should be adequate coordination between the Adviser and with whose authority the leader is reporting to, in order to avoid duplication or conflict of responsibilities.



**ADULTS IN SCOUTING POLICY  
(FOR VOLUNTEER SCOUT LEADERS)**

**VOLUME 3 – NATIONAL AND REGIONAL LEVEL**

**THE NATIONAL COUNCIL**

In accordance with the provisions of Section 1 of Commonwealth Act No. 111 as amended by Republic Act NO. 7278, the incorporators therein named and all persons who are duly elected and qualified as members of the National Council herein provided for, shall constitute the corporate membership of the Boy Scouts of the Philippines, to be known and designated collectively as the National Council of the Boy Scouts of the Philippines.

**Membership**

1. National Executive Board
2. Charter Members
3. Life Members
4. Regional Commissioners
5. Chairmen and Commissioners of the duly chartered Local Councils and other duly accredited delegates

**THE NATIONAL EXECUTIVE**

Is the  
governing and policy-making body of the Boy Scouts of the Philippines.

**Powers and Functions:**

- t1. To make and to amend the By-Laws subject to the ratification by a majority vote of the members present at a meeting of the National Council or at a special meeting called for this purpose.
2. To authorize and cause to be executed mortgages and liens upon the property of the corporation by a two-thirds (2/3) vote of the whole Board at a meeting called for this purpose.
3. To designate five (5) or more of their number to constitute an executive or governing committee, of which a majority shall constitute a quorum, through a resolution passed by a majority of the whole Board. Such Committee, to the extent provided in said resolution or in the By-Laws of the corporation, shall have and exercise the powers of the National Executive Board in the management of the business affairs of the Corporation, and may have the power to authorize the Seal of the Corporation to be affixed to all papers which may require it.

4. To create standing committees and appoint the chairmen and members thereof from among themselves by the affirmative vote of a majority of the whole Board. Such standing committees shall exercise such powers as may be authorized by the By-Laws.
5. To create any other committees – regular, special, or ad hoc – as may be required for the efficient operations of the Organization, prescribing thereof their functions, term and the manner of selecting their members.
6. To dispose in any manner a part or the whole property of the Corporation with the consent in writing and pursuant to an affirmative vote of two-thirds (2/3) of the members of the National Council.
7. To hold regular meetings at least once every two (2) months at a time and place to be designated in the By-Laws. Special meetings of the Board may be called upon such notice as may be prescribed in the By-Laws.

#### Composition

1. The Regional Chairmen of the Scout Regions (who shall be elected by the representatives of all Local Scout Councils of the Region during its meeting called for the purpose; provided that a candidate for Regional Chairman need not be the Chairman of a Local Council)
2. The Secretary of Department of Education
3. The National President of the Girl Scouts of the Philippines
4. One (1) Senior Scout each from Luzon, Visayas and Mindanao (to be elected by the Senior Scout delegates of the Local Councils to the Scout Youth Forum in their respective areas in a meeting called for this purpose, to represent the Boy Scout membership)
5. Twelve (12) regular members (to be elected by the members of the National Council during the Annual National Council Meeting)
6. Fifteen (15) additional members from the private sector (who shall be elected by the National Executive Board referred to in the immediately preceding paragraphs (1), (2), (3), (4), (5) & (6) during the organizational meeting of the newly reconstituted National Executive Board; provided that Filipino members of the Asia-Pacific Regional Scout Committee and/or the World Scout Committee, if any, shall, during their term, automatically be among the fifteen (15) unless

they are already members of the NEB in another capacity, in which case, they should relinquish that post to avail of this provision, provided further, that the immediate past National President shall become an ex-officio member of the National Executive Board).

### **The National Officers**

1. National President
2. Senior Vice President
3. Vice President for Luzon
4. Vice President for Visayas
5. Vice President for Mindanao
6. National Treasurer
7. Chief National Commissioner
8. International Commissioner

### **Assistants/Deputies and National Commissioners**

1. National Adult Resources Commissioner
2. National Program Commissioner
3. National Public Relations Commissioner
4. Deputy Chief National Commissioner (3-Luzon, Visayas, Mindanao)
5. Deputy International Commissioner
6. Assistant National Treasurer (2)

### **THE EXECUTIVE COMMITTEE (ExCom)**

#### **Functions:**

Shall have the authority to act for and on behalf of the National Executive Board (NEB) in between the meetings of the NEB, but the ExCom shall report all its decisions to the NEB at the next NEB meeting; provided that in no case shall the Executive Committee act contrary to any action previously taken by the National Executive Board. At least four (4) individual ExCom members' votes shall be required for an ExCom decision to be valid.

Composition - composed of National Officers of the BSP.

### **THE NATIONAL OFFICE**

This is the central administrative office of the Boy Scouts of the Philippines.

### **STANDING COMMITTEES**

#### **Function:**

Serves the National Council, the National Executive Board and its committees, and the various Local Councils. It administers the nationwide Scouting program and executes the policies and directives of the National Executive Board.

**Composition:**

1. Chairman
2. Vice-Chairman
3. Members

**Standing Committees:**

1. Operations
2. Program
3. Adult Resources Development
4. National Scout Shop
5. Finance & Budget
6. International Relations
7. Ways and Means
8. Corporate Assests Management
9. Public Relations
10. Personnel Development
11. Legal Committee
12. National Court of Honor
13. Nomination
14. Election

**SPECIAL COMMITTEES**

Function:

Shall serve in a cooperating, recommendatory and advisory capacity to the executive board, the standing committees and the executive officer of the National Office for effective management of Scouting.

**Composition:**

1. Chairman
2. Vice-Chairman
3. Members

**Special Committees:**

1. Special Activities and Projects
2. Information Technology
3. Financial Assistance Program
4. Uniform & Insignia
5. Corporate Resources on Physical and Facilities Development
6. Membership
7. Business Development
8. The Ten Outstanding Boy Scouts (TOBS)
9. Search for Outstanding Scoutmasters
10. Annual National Council Meeting
11. Fund Campaign

**AT THE NATIONAL LEVEL****1. NATIONAL PRESIDENT****a. Job Description:**

1. Assures the growth and development of the Boy Scouts of the Philippines.
2. Serves as Chairman of the National Council, National Executive Board and Executive Committee (EXCOM).
3. Serves as Ex-officio member of all Standing Committees and other Committees created by the NEB.
4. Responsible for promoting at all times the best interests of the BSP, and shall take such measures to assure the growth and development of the Organization, and the attainment of all its objectives.
5. Have the power to create positions, subject to the concurrence of the NEB to assist in the performance of his duties as the highest ranking official in the Organization.
6. Executes on behalf of the corporation, all documents, deeds and notes duly authorized to be executed and perform such functions as usually pertain to the president and those elsewhere provided for in these By-Laws.
7. Submits on or before the first day of April of each year the BSP Annual Report for the preceding year to the President of the Philippines as required by existing law.
8. Submits timely and necessary recommendations to the NEB and shall perform such other duties that may be required by the NEB or its Executive Committee.
9. Submits, for approval of the NEB, an annual budget.
10. Performs such other duties as usually pertain to the president and as may be required by the NEB/EXCOM.
11. Responsible to the National Executive Board (NEB) and to the National Council for the promotion of the best interest of the Boy Scouts of the Philippines.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.



6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Executive Committee Meetings/Board Meetings.
12. Possesses **CAWIT** (Commitment, Availability, Willingness, Interest and Time) to serve the Organization.

### **c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the National President and the National Office. The National President is elected by the National Executive Board for a period of one (1) year.

The Job Description of the National President provides direction to the kind of work he/she is expected to do. On the other hand, the National Office shall:

1. ensure that the National President has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his/her presence is necessary
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

### **d. Training and Support**

As part of its obligations, the National Office shall ensure that the National President receives Scouting Orientation.

The National Office shall also ensure that the National President is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the National ] President shall be reviewed by the Chief National Commissioner using the instrument below.

### **CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL PRESIDENT**

**Job Description**

<b>Achievements</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. Assured the growth and development of the Boy Scouts of the Philippines.					
2. Served as Chairman of the National Council, National Executive Board and Executive Committee (EXCOM).					
3. Served as Ex-officio member of all Standing Committees and other Committees created by the NEB.					
4. Promoted at all times the best interests of the BSP, and took measures to assure the growth and development of the Organization, and the attainment of all its objectives.					
5. Created positions, subject to the concurrence of the NEB to assist in the performance of his duties as the highest ranking official in the Organization.					
6. Executed on behalf of the corporation, all documents, deeds and notes duly authorized to be executed and performed such functions as usually pertain to the president and those elsewhere provided for in these By-Laws.					
7. Submitted on or before the first day of April of each year the BSP Annual Report for the preceding year to the President of the Philippines as required by existing law.					
8. Submitted timely necessary recommendations to the NEB and performed other duties required by the NEB or its Executive Committee.					
9. Submitted for approval of the NEB, an annual budget.					
10. Performed other duties as usually pertains to the president and as required by the NEB/EXCOM.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Chief National Commissioner (Rater)

Signature (Ratee)

Legend:						
5	=	Very Satisfactory		41 - 50	=	Very Satisfactory
4	=	Satisfactory		31 - 40	=	Satisfactory
3	=	Average		21 - 30	=	Average
2	=	And below needs help		11 - 20	=	Needs help
				Below 10	=	Assign to another position

## 2. SENIOR VICE PRESIDENT

### a. Job Description:

1. Serves on behalf of the National President (NP) in his absence or incapacity.
2. Serves as Ex-officio member of all Standing and other Committees.
3. Performs such other duties as may be assigned by the National President/NEB.
4. Serves as concurrent Chairman of Operations Committee.
5. Responsible to the National President/National Executive Board.

### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Executive Committee Meetings/Board Meetings.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the Organization.

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Senior Vice President and the National Office. The Senior Vice President is elected by the National Executive Board for a period of one (1) year.

The Job Description of the Senior Vice President provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Senior Vice President has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Senior Vice President receives Scouting Orientation.

The National Office shall also ensure that the Senior Vice President is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Senior Vice President shall be reviewed by the National President using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE SENIOR VICE PRESIDENT**

**Job Description**

Achievements	5	4	3	2	1
1. Acted on behalf of the National President (NP) in his absence or incapacity.					
2. Served as Ex-officio member of all Standing and other Committees.					
3. Performed other duties assigned by the National President/NEB.					
4. Served as concurrent Chairman of Operations Committee.					

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
National President (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:					
5	=	Very Satisfactory	17-20	=	Very Satisfactory
4	=	Satisfactory	13-16	=	Satisfactory
3	=	Average	9-12	=	Average
2	=	and below needs help	5-8	=	Needs help
			Below 4	=	Assign to another position

### 3. VICE PRESIDENT FOR LUZON, VISAYAS AND MINDANAO

#### a. Job Description:

1. Represents the National President in his area of representation.
2. Performs such other duties as may be assigned by the National President/National Executive Board.
3. Responsible to the National President/National Executive Board for the over-all performance of his area of representation.

#### c. Mutual Agreement & Appointment

An agreement specifying each other's obligations is entered into by and between the Vice President for Luzon, Visayas and Mindanao and the National Office. The Vice President for Luzon, Visayas and Mindanao are elected by the National Executive Board for a period of one (1) year.

The Job Description of the Vice President for Luzon, Visayas and Mindanao provides direction to the kind of work they are expected to do. On the other hand, the National Office shall:

1. ensure that the Vice President for Luzon, Visayas and Mindanao have a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;

3. provide opportunity to participate in meetings and conferences where their presence is necessary;
4. provide moral and material support to perform their responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Vice President for Luzon, Visayas and Mindanao receive Scouting Orientation.

The National Office shall also ensure that the Vice President for Luzon, Visayas and Mindanao are provided all assistance that will enable them to perform their duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performances of the Vice President for Luzon, Visayas and Mindanao shall be reviewed by the National President using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE VICE PRESIDENT FOR LUZON, VISAYAS AND MINDANAO**

Achievements	5	4	3	2	1
1. Represented the National President in his area of representation.					
2. Performed such other duties assigned by the National President/National Executive Board.					

**Total** \_\_\_\_\_

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Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
National President (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		9-10	=	Very Satisfactory
4	=	Satisfactory		7-8	=	Satisfactory
3	=	Average		5-6	=	Average
2	=	And below needs help		3-4	=	Needs help
				Below 2	=	Assign to another position

#### 4. NATIONAL TREASURER

##### a. Job Description:

1. Serves as Chief Financial Officer (CFO) of the Organization.
2. Serves as custodian of all funds and financial assets of the Organization.
3. Disburses funds and financial assets as authorized by the National Executive Board/Executive Committee.
4. Keeps a full account of all monies received and paid out.
5. Renders a financial and budget control report at each NEB meeting.
6. Renders a financial report at the Annual National Council Meeting.
7. Performs such other duties as usually pertains to the Treasurer that may be required by the NEB/EXCOM.
8. Responsible to the National President/National Executive Board for the over-all performance of his area of representation.

##### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Executive Committee Meetings/Board Meetings.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### **c. *Mutual Agreement & Appointment***

An agreement specifying each other's obligations is entered into by and between the National Treasurer and the National Office. The National Treasurer is elected by the National Executive Board for a period of one (1) year.

The Job Description of the National Treasurer provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Treasurer has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

### **d. *Training and Support***

As part of its obligations, the National Office shall ensure that the National Treasurer receives Scouting Orientation.

The National Office shall also ensure that the National Treasurer is provided all assistance that will enable him to perform his duties and responsibilities effectively.

### **e. *Review/Evaluation***

Before the term of agreement expires, the performance of the National Treasurer shall be reviewed by the National President using the instrument below.



## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL TREASURER

Achievements	5	4	3	2	1
1. Served as Chief Financial Officer (CFO) of the Organization.					
2. Served as custodian of all funds and financial assets of the Organization.					
3. Disbursed funds and financial assets as authorized by the National Executive Board/Executive Committee.					
4. Deft a full account of all monies received and paid out.					
5. Rendered a financial and budget control report at each NEB meeting.					
6. Rendered a financial report at the Annual National Council Meeting.					
7. Performed such other duties as usually pertains to the Treasurer that may be required by the NEB/EXCOM.					

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
National President (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		29-35	=	Very Satisfactory
4	=	Satisfactory		22-28	=	Satisfactory
3	=	Average		15-21	=	Average
2	=	And below needs help		8-14	=	Needs help
				Below 7	=	Assign to another position

### 5. CHIEF NATIONAL COMMISSIONER

#### a. Job Description:

1. Assists in the promotion & maintenance of the morale among Scouts and Scouters.; extension of Scouting to more boys; establishment of cooperative relationships with other entities; development, dissemination and interpretation of the Scouting program; promotion of Scouting activities and civic services in the particular field of responsibility to which the National Executive Board assigns him.
2. Directly supervises the International Commissioner, National Adult Resources Commissioner, National Program Commissioner, National Public Relations Commissioner and Deputy Chief National Commissioner for Luzon, Visayas and Mindanao.

3. Performs such other functions as the board may designate.
4. Is responsible to the National President/National Executive Board for the over-all performance

### **b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be at least an active Assistant Leader Trainer.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Executive Committee Meetings/Board Meetings.
13. Not more than sixty (60) years old.
14. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### **c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Chief National Commissioner and the National Office. The Chief National Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the Chief National Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Chief National Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary; provide moral and material support to perform his responsibilities; \

4. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Chief National Commissioner receives Course for Managers of Training.

The National Office shall also ensure that the Chief National Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Chief National Commissioner shall be reviewed by the National President using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE CHIEF NATIONAL COMMISSIONER**

Achievements	5	4	3	2	1
1. Assisted in the promotion & maintenance of the morale among Scouts and Scouters; extension of Scouting to more boys; establishment of cooperative relationships with other entities; development, dissemination and interpretation of the Scouting program; promotion of Scouting activities and civic services in the particular field of responsibility to which the National Executive board assigns him.					
2. Directly supervised the International Commissioner, National Adult Resources Commissioner, National Program Commissioner, National Public Relations Commissioner and Deputy Chief National Commissioner for Luzon, Visayas and Mindanao.					
3. Performed other functions as designated by the Board.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
National President (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		13-15	=	Very Satisfactory
4	=	Satisfactory		10-12	=	Satisfactory
3	=	Average		7- 9	=	Average
2	=	And below needs help		4--6	=	Needs help
				Below 3	=	Assign to another position

## 6. INTERNATIONAL COMMISSIONER

### a. Job Description:

1. Represents the BSP in international Scouting affairs.
2. Promotes and maintains good relationship with the World Organization of the Scout Movement (WOSM), the World Scout Bureau (WSB) and other Scout Association of the World Scout Conference.
3. Serves as Chairman of the International Sub-Committee as provided for in the By-Laws.
4. Establishes and maintains good working relationship with private and government agencies concerned with matters particularly the Department of Foreign Affairs.
5. Is responsible for promoting participation of the BSP in international gatherings of Scouts and Scouters.
6. Establishes good working relationship with embassies of countries holding offices in the Philippines.
7. Prescribes the procedures and causes the issuance of International Letters of Introduction when necessary.
8. Performs other duties as may be assigned to him by the National Executive Board and the Chief National Scout Commissioner.
9. Is directly responsible to the Chief National Commissioner.

### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be at least an active Assistant Leader Trainer for the past three years.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Executive Committee Meetings/Board Meetings.
12. Not more than sixty (60) years old.

13. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### **c. *Mutual Agreement & Appointment***

An agreement specifying each other's obligations is entered into by and between the International Commissioner and the National Office. The International Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the International Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the International Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

### **d. *Training and Support***

As part of its obligations, the National Office shall ensure that the Chief National Commissioner receives Course for Managers of Training.

The National Office shall also ensure that the International Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

### **e. *Review/Evaluation***

Before the term of agreement expires, the performance of the International Commissioner shall be reviewed by the National President using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE INTERNATIONAL COMMISSIONER

### Job Description

Achievements	5	4	3	2	1
1. Represented the BSP in international Scouting affairs.					
2. Promoted and maintained good relationship with the World Organization of the Scout Movement (WOSM), the World Scout Bureau (WSB) and other Scout Association of the World Scout Conference.					
3. Served as Chairman of the International Sub-Committee as provided for in the By-Laws.					
4. Established and maintained good working relationship with private and government agencies concerned with matters particularly the Department of Foreign Affairs.					
5. Promoted participation of the BSP in international gatherings of Scouts and Scouters.					
6. Established good working relationship with embassies of countries holding offices in the Philippines.					
7. Prescribed the procedures and caused the issuance of International Letters of Introduction when necessary.					
8. Performed other duties assigned to him by the National Executive Board and the Chief National Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Chief National Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		33-40	=	Very Satisfactory
4	=	Satisfactory		25-32	=	Satisfactory
3	=	Average		17-24	=	Average
2	=	And below needs help		9-16	=	Needs help
				Below 8	=	Assign to another position

## 7. NATIONAL ADULT RESOURCES COMMISSIONER

### a. Job Description

1. Devises necessary practical tools for the implementation of the BSP Adult Resources Policy at all levels and report to the appropriate committee.

2. Promotes and ensures the maintenance of high standard of leadership in accordance with the BSP Adult Resources Policy.
3. Is responsible for the implementation of the Adult Resources Policy as regards to the assessment of needs, recruitment, appointment, training and support and appraisal system.
4. Keeps himself and the field abreast of recent development in the management of Adults in Scouting.
5. Works and coordinates with the Commissioners Staff at National Level, the Asst. Secretary General for Operations, the Director of Adult Resources Development Division and the Regional Adult Resources Commissioners towards the attainment of the Adult Resources objectives of the BSP.
6. Assesses the effectiveness of the Regional Adult Resources Commissioners through regular visitation and consultation with them, as well as periodic visits to courses/activities.
7. Serves as member of the Adult Resources Development Committee and National Court of Honor Committee.
8. Performs other duties as may be given by the Chief National Commissioner.
9. Is responsible to the Chief National Commissioner.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be an active Assistant Leader Trainer for the past three years
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Not more than sixty (60) years old.
13. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the National Adult Resources Commissioner and the National Office. The National Adult Resources Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the National Adult Resources Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Adult Resources Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the National Adult Resources Commissioner receives Course for Managers of Training.

The National Office shall also ensure that the National Adult Resources Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the National Adult Resources Commissioner shall be reviewed by the Chief National Commissioner using the instrument below.



## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL ADULT RESOURCES COMMISSIONER

Achievements	5	4	3	2	1
1. Devised necessary tools for the implementation of the BSP Adult Resources Policy at all levels and reported to the Appropriate committee.					
2. Promoted and ensured the maintenance of high standard of Leadership in accordance with the BSP Adult Resources Policy.					
3. Implemented the Adult Resources Policy as regards to the Assessment of needs, recruitment, appointment, training and support and appraisal.					
4. Kept himself and the field abreast of recent development in the management of Adults in Scouting.					
5. Worked and coordinated with the Commissioners staff at National Level, the Asst. Secretary General for Operations, the Director of Adult Resources Development Division and the Regional Adult Resources Commissioner towards the attainment of the Adult Resources objectives of the BSP.					
6. Assessed the effectiveness of the Regional Adult Resources Commissioners through regular visitation and consultation With them, as well as periodic visits to courses/activities.					
7. Served as member of the Adult Resources Development Committee and National Court of Honor Committee.					
8. Performed other duties given by the Chief National Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Chief National Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		33-40	=	Very Satisfactory
4	=	Satisfactory		25-32	=	Satisfactory
3	=	Average		17-24	=	Average
2	=	And below needs help		9-16	=	Needs help
				Below 8	=	Assign to another position

## **8. NATIONAL NEIGHBORHOOD SCOUTING COMMISSIONER**

### **a. Job Description:**

1. Assists the Chief National Commissioner in the extension of Scouting to more boys.
2. Establishes cooperative relationships in the community.
3. Promotes Scouting activities in the community.
4. Monitors and evaluates the effective implementation of the Scouting Program in the community.
5. Serves as member of the Neighborhood Scouting Committee and Program Committee.
6. Performs other functions as may be given by the Chief National Commissioner.
7. Responsible to the Chief National Commissioner and the Chairman of the Neighborhood Scouting Committee.

### **b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be at least an active Assistant Leader Trainer for the past three years.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Not more than sixty (60) years old.
13. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### **c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the National Neighborhood Scouting Commissioner and the National Office. The National Neighborhood Scouting Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the National Neighborhood Scouting Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Neighborhood Scouting Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. *Training and Support***

As part of its obligations, the National Office shall ensure that the National Neighborhood Scouting Commissioner receives Course for Managers of Training.

The National Office shall also ensure that the National Neighborhood Scouting Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. *Review/Evaluation***

Before the term of agreement expires, the performance of the National Neighborhood Scouting Commissioner shall be reviewed by the Chief National Commissioner using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL NEIGHBORHOOD SCOUTING COMMISSIONER

### Job Description

Achievements	5	4	3	2	1
1. Assisted the Chief National Commissioner in the extension of Scouting to more boys.					
2. Established cooperative relationships in the community.					
3. Promoted Scouting activities in the community.					
4. Monitored and evaluated the effective implementation of the Scouting program in the community.					
5. Served as member of the Neighborhood Scouting Committee and the Program Committee.					
6. Performed other functions given by the Chief National Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Chief National Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		25-30	=	Very Satisfactory
4	=	Satisfactory		19-24	=	Satisfactory
3	=	Average		13-18	=	Average
2	=	And below needs help		7-12	=	Needs help
				Below 6	=	Assign to another position

## 9. NATIONAL PROGRAM COMMISSIONER

### a. Job Description

1. Works and cooperates with the Commissioners' staff at National and Regional Levels and the BSP Secretary General towards the development and review of the Sectional program of the BSP.
2. Prescribes measures that will enhance the effectiveness of Unit Leaders and Commissioners on program matters.
3. Plans, promotes and coordinates Scout activities and civic/community projects at National and Regional levels.

4. Takes active leadership in the planning, promoting and implementing effectively for program planning, seminar-workshops, conferences and other events and activities related to the program and other events.
5. Evaluates the effectiveness and relevance of the sectional programs of the BSP.
6. Periodically reviews the sectional program through regular visitations and consultations in the local council.
7. Keeps informed of development in advancement and program implementation.
8. Initiates the development and causes the availability of pamphlets, brochures, literatures and other support matters needed in the enhancement of the BSP program.
9. Coordinates with the National Scout Shop to ensure the uniform, badge and insignia or any other paraphernalia should be made available to and should be used by qualified Scouters who satisfactorily complied with the requirements.
10. Develops evaluation tools necessary to measure the qualitative growth of Scouting.
11. Serves as a member of the Adult Resources Development Committee and sits in the meetings of the NEB.
12. Performs other duties as may be given by the Chief National Commissioner.
13. Is responsible to the Chief National Commissioner and/or the Chairman, Program Committee.

#### **b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be at least an active Assistant Leader Trainer for the past three years.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Not more than 60 years old.
13. Possesses **CAWIT** (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### **c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the National Program Commissioner and the National Office. The National Program Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the National Program Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Program Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

### **d. Training and Support**

As part of its obligations, the National Office shall ensure that the National Program Commissioner receives Course for Managers of Training.

The National Office shall also ensure that the National Program Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

### **e. Review/Evaluation**

Before the term of agreement expires, the performance of the National Program Commissioner shall be reviewed by the Chief National Commissioner using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL PROGRAM COMMISSIONER

### Job Description

Achievements	5	4	3	2	1
1. Worked and cooperated with the Commissioners staff at National and Regional Levels and the BSP Secretary General towards the development and review of the sectional program of the BSP.					
2. Prescribed measures that will enhance the effectiveness of Unit Leaders and Commissioners on program matters.					
3. Planned, promoted and coordinated Scout activities and civic/community projects at National and Regional Levels.					
4. Took active leadership in the planning, promoting and implementing effectively for program planning, seminar-workshops, conference and other events and activities related to the program and other events.					
5. Evaluated the effectiveness and relevance of the sectional program of the BSP.					
6. Reviewed periodically the sectional program through regular visitations and consultations in the local council.					
7. Kept informed of development in advancement and program implementation.					
8. Initiated the development and causes the availability of Pamphlets, brochures, literatures and other support matters Needed in the enhancement of the BSP program.					
9. Coordinated with the National Scout Shop to ensure the uniform, badge and insignia or any other paraphernalia should be made available to and should be used by qualified Scouters who satisfactorily complied with the requirements.					
10. Developed evaluation tools necessary to measure the qualitative growth of Scouting.					
11. Served as a member of the Adult Resources Development Committee and sits in the meetings of the NEB.					
12. Performed other duties given by the Chief National Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Chief National Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		49-60	=	Very Satisfactory
4	=	Satisfactory		37-48	=	Satisfactory
3	=	Average		25-36	=	Average
2	=	And below needs help		13-24	=	Needs help
				Below 12	=	Assign to another position

## 10. NATIONAL PUBLIC RELATIONS COMMISSIONER

### a. Job Description:

1. Provides the National Executive Board and the Chief National Commissioner on sound Public Relations Policy to enhance the image and strengthen the goodwill of the Movement.
2. Assesses periodically the image and visibility of the Association.
3. Ensures good working relations with the multi-media to ensure their support.
4. Prepares a sustained public relations program of action for all levels in coordination with the National Staff.
5. Performs such other duties that may be assigned by the National Executive Board and the Chief National Commissioner.
6. Is responsible to the Chief National Commissioner.

### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Not more than sixty (60) years old.
13. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.



**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the National Public Relations Commissioner and the National Office. The National Public Relations Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the National Public Relations Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Public Relations Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training; Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the National Public Relations Commissioner receives BSP Scouting Orientation.

The National Office shall also ensure that the National Public Relations Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the National Public Relations Commissioner shall be reviewed by the Chief National Commissioner using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL PUBLIC RELATIONS COMMISSIONER

### Job Description

Achievements	5	4	3	2	1
1. Provided the National Executive Board and the Chief National Commissioner on sound Public Relations Policy to enhance the image and strengthen the goodwill of the Movement.					
2. Assessed periodically the image and visibility of the Association.					
3. Ensured good working relations with the multi-media to ensure their support.					
4. Prepared a sustained public relations program of action for all levels in coordination with the National Staff.					
5. Performed such other duties assigned by the National Executive Board and the Chief National Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Chief National Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		21-25	=	Very Satisfactory
4	=	Satisfactory		16-20	=	Satisfactory
3	=	Average		11-15	=	Average
2	=	And below needs help		6-10	=	Needs help
				Below 5	=	Assign to another position

### 11. DEPUTY CHIEF NATIONAL COMMISSIONER FOR LUZON, VISAYAS AND MINDANAO

#### a. Job Description:

1. Assists the Chief National Commissioner in their respective areas of assignment.
2. Performs the tasks as assigned to the Chief National Commissioner in their respective regions.
3. Performs other duties as may be given by the Chief National Commissioner.
4. Is directly responsible to the Chief National Commissioner.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Deputy Chief National Commissioner for Luzon, Visayas and Mindanao and the National Office. The Deputy Chief National Commissioner for Luzon, Visayas and Mindanao are appointed by the National Executive Board for a period of one (1) year.

The Job Description of the Deputy Chief National Commissioner for Luzon, Visayas and Mindanao provides direction to the kind of work they are expected to do. On the other hand, the National Office shall:

1. ensure that the Deputy Chief National Commissioner for Luzon, Visayas and Mindanao have a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Deputy Chief National Commissioner for Luzon, Visayas and Mindanao receive BSP Scouting Orientation.

The National Office shall also ensure that the Deputy Chief National Commissioner for Luzon, Visayas and Mindanao are provided all assistance that will enable them to perform their duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Deputy Chief National Commissioner for Luzon, Visayas and Mindanao shall be reviewed by the Chief National Commissioner using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL****OF THE DEPUTY CHIEF NATIONAL COMMISSIONER FOR LUZON, VISAYAS AND MINDANAO****Job Description**

Achievements	5	4	3	2	1
1. Assisted the Chief National Commissioner in their respective areas of assignment.					
2. Performed the tasks as assigned to the Chief National Commissioner in the respective regions.					
3. Performed other duties assigned by the Chief National Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

\_\_\_\_\_  
Chief National Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		13-15	=	Very Satisfactory
4	=	Satisfactory		10-12	=	Satisfactory
3	=	Average		7-9	=	Average
2	=	And below needs help		4 -6	=	Needs help
				Below 3	=	Assign to another position

## 12. DEPUTY INTERNATIONAL COMMISSIONER

### a. *Job Description:*

1. Assists the International Commissioner in the performance of his duties.
2. Performs the duties of the International Commissioner in his absence.
3. Is responsible to the International Commissioner.

### b. *Job Profile:*

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### c. *Mutual Agreement & Appointment*

An agreement specifying each other's obligations is entered into by and between the Deputy International Commissioner and the National Office. The Deputy International Commissioner is appointed by the National Executive Board for a period of one (1) year.

The Job Description of the Deputy International Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Deputy International Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;

3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

## **d. Training and Support**

As part of its obligations, the National Office shall ensure that the Deputy International Commissioner receives BSP Scouting Orientation.

The National Office shall also ensure that the Deputy International Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

## **e. Review/Evaluation**

Before the term of agreement expires, the performance of the Deputy International Commissioner shall be reviewed by the International Commissioner using the instrument below.

### **CHECKLIST FOR PERFORMANCE APPRAISAL OF THE DEPUTY INTERNATIONAL COMMISSIONER**

Achievements	5	4	3	2	1
1. Assisted the International Commissioner in the performance of his duties.					
2. Performed the duties of the International Commissioner in his absence.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
International Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		9-10	=	Very Satisfactory
4	=	Satisfactory		7-8	=	Satisfactory
3	=	Average		5-6	=	Average
2	=	And below needs help		3-4	=	Needs help
				Below 2	=	Assign to another position

### 13. ASSISTANT NATIONAL TREASURER (2)

#### a. *Job Description:*

1. Assists the National Treasurer in the performance of his duties.
2. Performs the duties of the National Treasurer in his absence.
3. Performs other duties and responsibilities assigned by the National Treasurer from time to time.

#### b. *Job Profile:*

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

#### c. *Mutual Agreement & Appointment*

An agreement specifying each other's obligations is entered into by and between the Assistant National Treasurers and the National Office. The National Treasurers are appointed by the National Executive Board for a period of one (1) year.

The Job Description of the Assistant National Treasurers provides direction to the kind of work they are expected to do. On the other hand, the National Office shall:

1. ensure that the Deputy International Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;

3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

## **d. Training and Support**

As part of its obligations, the National Office shall ensure that the Deputy International Commissioner receives BSP Scouting Orientation.

The National Office shall also ensure that the Deputy International Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

## **e. Review/Evaluation**

Before the term of agreement expires, the performance of the Deputy International Commissioner shall be reviewed by the International Commissioner using the instrument below.

### **CHECKLIST FOR PERFORMANCE APPRAISAL OF THE DEPUTY INTERNATIONAL COMMISSIONER**

Achievements	5	4	3	2	1
1. Assisted the International Commissioner in the performance of his duties.					
2. Performed the duties of the International Commissioner in his absence.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
International Commissioner (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		9-10	=	Very Satisfactory
4	=	Satisfactory		7-8	=	Satisfactory
3	=	Average		5-6	=	Average
2	=	And below needs help		3-4	=	Needs help
				Below 2	=	Assign to another position



### 13. ASSISTANT NATIONAL TREASURER (2)

#### a. *Job Description:*

1. Assists the National Treasurer in the performance of his duties.
2. Performs the duties of the National Treasurer in his absence.
3. Performs other duties and responsibilities assigned by the National Treasurer from time to time.

#### b. *Job Profile:*

1. Subscribes to the Scout Oath and Law and adheres to the Principles and Policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Finishes, at least, the BSP Scouting Orientation.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
11. Must have time in attending Committee Meetings/Board Meetings.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

#### c. *Mutual Agreement & Appointment*

An agreement specifying each other's obligations is entered into by and between the Assistant National Treasurers and the National Office. The National Treasurers are appointed by the National Executive Board for a period of one (1) year.

The Job Description of the Assistant National Treasurers provides direction to the kind of work they are expected to do. On the other hand, the National Office shall:

1. ensure that the Deputy International Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;

2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

## **d. Training and Support**

As part of its obligations, the National Office shall ensure that the National Committee Chairman receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the National Committee Chairman is provided all assistance that will enable him to perform his duties and responsibilities effectively.

## **e. Review/Evaluation**

Before the term of agreement expires, the performance of the National Committee Chairman shall be reviewed by the National President using the instrument below.

### **CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL COMMITTEE CHAIRMAN**

Description

Achievements	5	4	3	2	1
1. Presided over meetings of the Committee.					
2. Recommended the best men/women appointed as members of the Committee.					
3. Worked closely with the other Committee Chairman.					
4. Ascertained that all recommendations of the Committee conformed to the policies of the BSP.					
5. Led the Committee in achieving the objectives.					
6. Coordinated with the National Office in conducting its meeting and carrying out the activities towards achieving the objectives.					
7. Evaluated the performance of Committee Members.					
8. Submitted periodic progress report to the National Executive Board.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**National President (Rater)**

**Signature (Ratee)**

Legend:							
5	=	Very Satisfactory		32-40	=	Very Satisfactory	
4	=	Satisfactory		25-32	=	Satisfactory	
3	=	Average		17-24	=	Average	
2	=	And below needs help		9 -16	=	Needs help	
				Below 8	=	Assign to another position	

## 2. NATIONAL COMMITTEE VICE-CHAIRMAN

### a. Job Description:

1. Acts as Chairman of the Committee in the absence of the Chairman.
2. Assists the Chairman in the performance of his functions.
3. Represents the Chairman to the other meetings in his absence.
4. Is responsible to the Committee Chairman.

### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be a regular member of the National Executive Board.
9. Must have attended a Basic Training Course for Leaders of Adults.
10. Must be willing to pay his own registration fee and serve the BSP voluntarily.
11. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
12. Must have time in attending Committee Meetings/Board Meetings.
13. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

**c. *Mutual Agreement & Appointment***

An agreement specifying each other's obligations is entered into by and between the National Committee Vice-Chairman and the National Office. The National Committee Vice-Chairman is elected by the National Executive Board for a period of one (1) year.

The Job Description of the National Committee Vice-Chairman provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Committee Vice-Chairman has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. *Training and Support***

As part of its obligations, the National Office shall ensure that the National Committee Vice-Chairman receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the National Committee Vice-Chairman is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. *Review/Evaluation***

Before the term of agreement expires, the performance of the National Committee Vice-Chairman shall be reviewed by the National Committee Chairman using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE NATIONAL COMMITTEE VICE-CHAIRMAN

### Description

Achievements	5	4	3	2	1
1. Acted as Chairman of the Committee in the absence of the Chairman.					
2. Assisted the Chairman in the performance of his functions.					
3. Represented the Chairman to the other meetings in his absence.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Committee Chairman (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		13 -15	=	Very Satisfactory
4	=	Satisfactory		10 -12	=	Satisfactory
3	=	Average		7- 9	=	Average
2	=	And below needs help		4 - 6	=	Needs help
				Below 3	=	Assign to another position

### 3. NATIONAL COMMITTEE MEMBERS

#### a. Job Description:

1. Attends committee meetings regularly.
2. Acquires knowledge of BSP vision/mission and plan.
3. Works closely with the Chairman and other Committee members for the attainment of Committee objectives.
4. Accepts assignments and participate actively in Committee deliberations and undertakings.
5. Produces result in specific assignments competently.
6. Participates in major international, national, regional and Local Council events when necessary.
7. Is responsible to the Committee Chairman.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be a regular member of the National Executive Board.
9. Must have attended a Basic Training Course for Leaders of Adults.
10. Must be willing to pay his own registration fee and serve the BSP voluntarily.
11. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
12. Must have time in attending Committee Meetings/Board Meetings.
13. Possesses **CAWIT** (**C**ommitment, **A**vailability, **W**illingness, **I**nterest and **T**ime) to serve the organization.

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the National Committee Members and the National Office. The National Committee Members is elected by the National Executive Board for a period of one (1) year.

The Job Description of the National Committee Member provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the National Committee Member has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the National Committee Member receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the National Committee Member is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the National Committee Member shall be reviewed by the National Committee Chairman using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE NATIONAL COMMITTEE MEMBERS**

Achievements	5	4	3	2	1
1. Acted as Chairman of the Committee in the absence of the Chairman.					
2. Assisted the Chairman in the performance of his functions.					
3. Represented the Chairman to the other meetings in his absence.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Committee Chairman (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		13 - 15	=	Very Satisfactory
4	=	Satisfactory		10 - 12	=	Satisfactory
3	=	Average		7 - 9	=	Average
2	=	And below needs help		4 - 6	=	Needs help
				Below 3	=	Assign to another position

## NATIONAL STANDING COMMITTEES FUNCTION

### 1. OPERATIONS COMMITTEE

#### *Functions:*

- a. Serves as advisor to the National Executive Board on all matters pertaining to Scouting operations, extension of the Scouting Movement, projects, activities and community services, the commissioner service, camping and special events.
- b. Responsible for the maintenance and operation of a membership and accounting and registration system together with advancement records.

Composition: Chairman – must be the Senior Vice-President  
Vice-Chairman  
3 members

### 2. PROGRAM COMMITTEE

#### *Functions:*

- a. Studies and develops programs and activities appropriate to promote the boys doing useful things for themselves and others.
- b. To train them in scoutcraft, and to inculcate in them such values described in Article II, Section 1 of the By-Laws.
- c. Recommends to the National Executive Board the program and activities developed for implementation by the Organization.
- d. Assesses continually the effectiveness and relevance of all Scouting Program to make more effective the fulfillment of the purposes of the organization and the human and spiritual development of the boy.

Composition: Chairman, Vice Chairman and 3 or more members

### 3. ADULT RESOURCES DEVELOPMENT COMMITTEE

#### *Functions:*

- a. Advises the National Executive Board on all matters pertaining to selection, recruitment and appointment, training and personal development and management of Adult Resources necessary for accomplishing the mission of the Movement.
- b. Sees to it that the procedures and guidelines in the management of Adults in Scouting at all levels are implemented in accordance with the National Adult Resources Policy.
- c. Monitors and evaluates continually the effectiveness of the strategies in the implementation of the various stages in the Life Cycle of Adults in Scouting.
- d. Designs training materials/references for the training of Adult Resources in every level of Scouting activity,
- e. Assures that the training of Adult Leaders is regularly conducted



Composition: Chairman - Must be the National Adult Resources Commissioner  
 2 Deputies (DNARC for Training and DNARC for Recruitment/Awards) 2 Members

#### **4. NATIONAL SCOUT SHOP COMMITTEE**

##### *Functions:*

- a. Shall have the exclusively authority and responsibility for the procurement, manufacture, sale and distribution of official Scout equipment, supplies, badges and insignia as prescribed and approved by the National Executive Board.
- b. It shall operate a National Scout Shop as its basic objective, it shall make available nationwide good quality official Scout items, priced reasonably to make them affordable to all Scouts. At the same time, it shall develop the National Scout Shop to realize its full potential as a source of revenue for the national organization and the Local Scout Councils.
- c. For purpose of operating the National Scout Shop and implementing the policies and objectives of the Committee, the National Executive Board may, in proper cases and in so far as consistent with the provisions of Republic Act 7278, resolve to incorporate a wholly-owned and controlled subsidiary corporation.
- d. It shall grant and supervise the issuance and control of licenses under which manufacturers and distributors are authorized to produce or buy and sell items or equipment using the name of the Boy Scouts of the Philippines under such policies as may be approved by the National Executive Board, and for such royalties and other considerations to be paid to the Boy Scouts of the Philippines.
- e. In accordance with such terms as it may establish with the approval of the National Executive Board, it may grant annual licenses to Local Scout Distributors to buy and sell Scout equipment and supplies within a specific territory.
- f. Through legal or other action, it shall protect the Boy Scouts of the Philippines against fraudulent use of its name or misrepresentation or illegal manufacture of its uniforms, badges and insignia which are contrary to the penal provisions of Republic Act No. 7278. For this purpose, the National Scout Shop is authorized to appoint Local Councils as distributors or in the absence of or non-agreement of a Local Council to act as distributor, the National Scout Shop may appoint a private party or business concern in the area.

Composition: Chairman	) Must be members of the NEB and from business sector
Vice Chairman	) representatives
At least 3 members	)
Consultants	- Non-NEB Member

May constitute a sub-committee composed of reputable businessmen with background in management, marketing, merchandising and finance to serve as consultants.

### 5. FINANCE AND BUDGET COMMITTEE

#### *Functions:*

- Shall cause the preparation of the annual operating and capital expenditure budget of the Organization, for the approval of the National Executive Board.
- Shall prescribe the standards of financial planning and control to be used by the Organization.
- Shall formulate and enforce financial plans of the organization.

Composition: Chairman – National Treasurer of the BSP  
Vice Chairman – Asst. National Treasurer of the BSP  
3 Members

### 6. INTERNATIONAL RELATIONS COMMITTEE

#### *Functions:*

- Shall be responsible for developing continuing good relationships with foreign Boy Scout and Girl Scout Organizations.
- As may be appropriate, the Committee may suggest joint international projects to promote camaraderie and goodwill among Scouts in international activities.

Composition: Chairman, Vice Chairman and 3 Members

### 7. WAYS AND MEANS COMMITTEE

#### *Functions:*

- Shall have the continuing responsibility of determining appropriate ways of raising funds to support all the activities of the Boy Scouts of the Philippines.
- Recommends to the National Executive Board various innovative measures and approaches to fund raising, and helping to guarantee the availability of funds at the right time and in the amount required.

Composition: Chairman (must be a Scouter)  
Vice-Chairman  
Lawyer

Fund Campaign Consultant  
Public Relations Specialist

## 8. CORPORATE ASSETS MANAGEMENT COMMITTEE

### *Functions:*

- a. Formulates plans for the management, administration, disposition and disposal of the various corporate assets, including the various real estate properties of the Corporation and various investments of the corporation subject to the approval of the National Executive Board.
- b. Makes recommendations periodically to the National Executive Board through the National President, on the measures for the best use of these corporate assets, following the policies prescribed by the National Executive Board.
- c. Advises the National Executive Board on the productive use of the assets to generate revenues, including such recommendations for joint ventures as may be appropriate for the Organization to enter into.

Composition: Chairman, Vice-Chairman, Members

## 9. PUBLIC RELATIONS COMMITTEE

### *Functions:*

- a. Shall advise the President and the National Executive Board on all matters affecting public relations, recommending such actions as shall promote a good understanding and acceptance by the public of the purposes and activities of the Boy Scouts of the Philippines.
- b. Shall regularly recommend and implement a program that projects the Organization in the best possible light, as a means of encouraging greater involvement in and support of the community in the Scouting Movement.

Composition: Chairman

Vice -Chairman on Image Enhancement

Vice-Chairman on Visibility

Member in-charge of Government Liaison

Member in-charge of Private Entities Liaison

Member in-charge of Special Projects/Concerns

Member in-charge of Print Media

Member in-charge of Television Broadcast Media

Member in-charge of Radio Broadcast Media

## **Job Description:**

### **Chairman**

- a) Advises the National President and the National Executive Board on sound public relations policies to enhance the image and strengthen the goodwill the Movement has gained.
- b) Monitors periodically the soundness of the Movement's image and magnitude of its visibility.
- c) Ensures good working relations with the multi-media to ensure their support.
- d) In coordination with the National Staff, prepares and implements a sustained PR program of action.
- e) Enlists the support of people/group/company engaged in the field of public relations, journalism and mass communication.

### **VICE-CHAIRMAN ON IMAGE ENHANCEMENT**

- a) Prepares a working plan to achieve the desired image of the Movement.
- b) Devises means to periodically gauge the image of the Movement to its publics.
- c) Submits to the Committee Chairman recommendations to further enhance the image of the Movement.
- d) Coordinates the work of the three Sub-Committee members.

### **Member in-charge of Government Liaison**

- a) Establishes and maintains good working relations with government departments, agencies, corporations, bureaus and their subsidiaries so as to get their support.
- b) Recommends to the Sub-Committee Chairman on image enhancement a program of action to involve government people in Scouting and its activities.

### **Member in-charge of Private Entities Liaison**

- a) Establish and maintain good working relations with private corporations, companies, groups, non-government and civic organizations, foundations, etc. especially those involved in the education and protection of young people.
- b) Recommends to the Vice-Chairman on image enhancement a program of action to involve private entities in Scouting and its activities.

### **Member in-charge of Special Projects/Concerns**

- a) Plans series of activities showcasing Scouts and Scouters on community good turns, environmental protection and conservation, child abuse protection and other concerns.
- b) In coordination with the Professional Staff recommends Scouts and Scouters' involvement in worthwhile projects undertaken by other agencies/groups.

- c) Evaluates invitations/proposals received from other agencies/groups and recommends necessary plan of action.

### **VICE-CHAIRMAN ON VISIBILITY**

- a) Ensures visibility of BSP programs, projects, activities on the tri-media.
- b) Coordinates the works of the three members of the Sub-Committee on visibility.
- c) Establishes good relationship with various media personalities/practitioners.

### **Member in-charge of Print Media**

- a) Ensures exposures of various BSP activities, programs and projects on print media .
- b) Establishes good relationship with various print media personalities.

### **Member in-charge of TV Media**

- a) Ensures exposures of various BSP activities, programs and projects on television.
- b) Establishes good relationship with various TV media personalities.

### **Member in-charge of Radio Media**

- a) Ensures exposure of various BSP activities, programs and projects on radio.
- b) Establishes good relationship with various radio media personalities.

Profile:

#### **Chairman**

- a) General Profile
- b) Must be the National Public Relations Commissioner appointed by the NEB
- c) With background in Journalism or public relations.
- d) Must possess a working knowledge of Scouting.

#### **Vice-Chairman for Visibility**

- a) General Profile
- b) May or may not be a member of the NEB.
- c) Must have background in Journalism or public relations.
- d) Must have contacts with various media establishments.

#### **Vice –Chairman for Image Enhancement**

- a) General Profile
- b) May or may not be a member of the NEB
- c) Must have background in Journalism or public relations.
- d) Must have contacts with various government and private institutions.

### **Members (General Profile and additional)**

- a) Member in-charge of government liaison
  - Must be working in the government.
- b) Member in-charge of private entities liaison
  - Must come from private sector.
  - Must have contacts with various private institutions.
- c) Member in-charge of special projects/concerns
  - Must have backgrounds in planning and implementation of various image-building projects.
  - Must be a Scouter.
- d) Member in-charge of print media
  - Must have experience working in print media.
  - Must have contact with various print media establishments.
- e) Member in-charge of TV media
  - Must have experience working on a television media.
  - Must have contacts with various TV media establishments.
- f) Member in-charge of radio media
  - Must have experience working on radio media.
  - Must have contact with various radio establishments.

## **10. PERSONNEL DEVELOPMENT COMMITTEE (to include the BOARD OF ADMINISTRATORS – BSP EMPLOYEES RETIREMENT PLAN)**

### **Functions:**

- a. Shall be responsible for the human resource development policies and programs covering the profession staff of the BSP.
- b. In cooperation with the administrative officers of the organization, it shall promote , supervise and coordinate recruitment, placement and advancement of the professional staff.
- c. Prescribe rules and recommend awards to deserving professionals which may include or limited to scholarship and/or travel grants.

Composition: Chairman (NP or his member of the board)  
Vice Chairman (member of the board)  
Three (3) members (composed of the SG, ASG for Admin and member for the legal committee)

## **11. LEGAL COMMITTEE**

### **Functions:**

- a. Shall be responsible for the deliberation of legal issues and concerns of the Boy Scouts of the Philippines.
- b. Shall advise the National President and the National Executive Board on all legal matters affecting BSP operations and recommends legal actions on particular issues and concerns.

Composition: Chairman, Vice Chairman, Three ( 3) Members

## **12. NATIONAL COURT OF HONOR COMMITTEE**

*Functions:*

- a. It shall pass upon all recommendations presented for the award of Certificates of Heroism or Medals of Honor and other National Awards.
- b. It shall determine the award to be granted.
- c. It shall implement rules and regulations established by the National Executive Board for the recognition of distinguished achievements and outstanding services to the youth by Scouters, volunteer leaders and other deserving individuals.
- d. It shall perform such other functions as may be requested from time to time by the National Executive Board.

Composition: Chairman - National President  
Four (4) other members - whose terms are not expiring and who are holders of higher national awards as appointed by the National Executive Board.

## **13. NOMINATIONS COMMITTEE**

*Functions:*

- a. Screens nomination papers of nominees submitted by the Local Councils for membership in the National Executive; provided however, that not more than two (2) nominees shall come from the same Local Councils, in addition to re-electionists therefore, if any.
- b. Submits list of qualified candidates not less than twice nor more than thrice the number of positions to be filled for approval of the National Executive Board.

Composition: Shall be composed of not more than five (5) members of the National Executive Board, whose terms are not expiring.

## **14. ELECTION COMMITTEE**

*Functions:*

- a. Supervises the entire proceedings of the election based on the rules and procedures of voting.
- b. Responsible for the canvassing of ballots and proclaims the four (4) elected regular members of the National Executive Board.
- c. Responsible for the conduct of Oath Taking for the four (4) newly elected Board Members which will be performed by the present officer of the National Executive Board.

- d. Conducts the election of National Officers (President; Senior Vice President, three (3) Vice Presidents representing Luzon, Visayas and Mindanao Treasurer, Chief National Commissioner and International Commissioner) during the first meeting of the National Executive Board on any Saturday within the month of June as determined by the Executive Committee.

Composition: Shall be composed of not more five (5) members of the National Executive Board, whose terms are not expiring.

## **NATIONAL SPECIAL COMMITTEES FUNCTIONS**

### **1. SUB-COMMITTEE ON SPECIAL ACTIVITIES AND PROJECTS**

*Functions:*

- a. Plans, monitors, evaluates special activities and projects, but not limited to the following:
  - Annual Search for The Outstanding Boy Scouts of the Philippines (TOBS)
  - Tribute to the Scoutmaster
  - Lorrillard Spencer Trophy Award
  - Gawad Luntian Award
  - Sea Scouting
- b. Create Ad-Committees to undertake a project as the need arises.
- c. Responsible to the Operations Committee

### **2. SUB-COMMITTEE ON INFORMATION TECHNOLOGY**

*Functions:*

- a. Analyzes, monitors the need/requirements of the Boy Scouts of the Philippines on Information Technology (e.g. BSP computerization Program; BSP Website on the Internet ).
- b. Develops, monitors, evaluates activities that will enhance the consciousness of the Scouts on Information Technology.
- c. Develops/designs informational materials for Scouts and submits to the Program Committee for reconsideration.
- d. Responsible to the Operations Committee.

### **3. FINANCIAL ASSISTANCE PROGRAM**

*Functions:*

- a. To provide all members of the Boy Scouts of the Philippines with a benefit by extending financial assistance to any member who meets an accident .
- b. Responsible to the Operations Committee.



**4. SUB-COMMITTEE ON UNIFORM AND INSIGNIA***Functions:*

- a. Develops/design uniform insignias, badges, handbooks and literatures needed in the field and submits to the Program Committee for consideration.
- b. Formulates guidelines on program and activities, etc.
- c. Carry out other tasks that may be assigned to them.
- d. Responsible to the Program Committee.

**5. SUB-COMMITTEE OF CORPORATE RESOURCES ON PHYSICAL AND FACILITIES DEVELOPMENT***Functions:*

- a. Assess and recommend developmental plans of all Scout properties such as building & grounds of every Regions/Councils for purposes of determining accurate capital outlays of the BSP.

**6. MEMBERSHIP COMMITTEE***Function:*

- a. Review the performance of the over-all membership accomplishment for the past year and be able to analyze and make necessary recommendation for continuous growth and development.

**7. BUSINESS DEVELOPMENT COMMITTEE***Function:*

- a. Review the over-all performance the of business and profit centers of the Boy Scouts of the Philippines and be able to analyze and make necessary recommendations for towards continuous growth and development.

**8. THE TEN OUTSTANDING BOY SCOUTS (TOBS) COMMITTEE***Function:*

- a. Supervise and ensure the effective and efficient conduct of the Annual Search for the Ten Outstanding Boy Scouts of the Philippines in accordance to the Policies, Rules and Regulations of the Committee.

**9. SEARCH FOR OUTSTANDING SCOUTMASTERS COMMITTEE***Function:*

- a. Supervise and ensure the effective and efficient conduct of the Annual Search for the Outstanding Scoutmaster.

**10. ANNUAL NATIONAL COUNCIL MEETING COMMITTEE***Functions:*

1. Supervises the Annual Meeting of the National Council, BSP.

Composition: Shall be composed of at least three (3) members of the National Executive Board Members, whose terms are not expiring.

## THE REGIONAL SCOUT COMMITTEE

It shall serve as advisory body to the National Executive Board regarding matters affecting the Region and its component Councils.

### **Function:**

Serves as an extension of the National Executive Board in the promotion and implementation of the Scouting Program.

### **Composition:**

It shall be composed of the Local Council Chairman or other member of the Executive Board from each Local Council in the Region; and the corresponding Regional Directors of the Department of Education.

### **Officers:**

1. Regional Chairman (must be a Chairman of a Local Council)
2. Regional Vice Chairman
3. Regional Treasurer
4. Regional Auditor
5. Regional Scouting Commissioner
6. (Secretary) Regional Scout Director

### **Regional Commissioners Staff**

1. Regional Adult Resources Commissioner
2. Regional Program Commissioner
3. Regional Public Relations Commissioner

## **1. REGIONAL CHAIRMAN**

### ***a. Job Description:***

1. Exercises general supervision of the Regional Scout Committee and presides over its meetings.
2. Serves as the regional representative to the National Executive Board during his term of office.
3. Attends regularly all meetings of the NEB and its Standing Committee where he is a member.
4. Evaluates the performance of committee members.
5. Responsible to the National President for the performance of all matters pertaining to the work of the Committee.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be a regular member of the National Executive Board.
9. Must have attended a Basic Training Course for Leaders of Adults.
10. Must be willing to pay his own registration fee and serve the BSP voluntarily.
11. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International meetings/activities.
12. Must have time in attending Committee Meetings/Board Meetings.
13. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Regional Chairman and the National Office. The Regional Chairman is elected by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Chairman provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Chairman has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Chairman receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Chairman is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Chairman shall be reviewed by the National President using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE REGIONAL CHAIRMAN**

*Description*

Achievements	5	4	3	2	1
1. Exercised general supervision of the Regional Scout Committee and presided over its meetings.					
2. Served as the regional representative to the NEB during his term of office.					
3. Attended regularly all meetings of the NEB and its Standing Committee where he is a member.					
4. Evaluated the performance of the committee members.					

Total \_\_\_\_\_

*Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
*National President (Rater)*

\_\_\_\_\_  
*Signature (Ratee)*

Legend:					
5	=	Very Satisfactory		17 - 20	= Very Satisfactory
4	=	Satisfactory		13 - 16	= Satisfactory
3	=	Average		9 - 12	= Average
2	=	And below needs help		5 - 8	= Needs help
				Below 4	= Assign to another position

## 2. REGIONAL VICE-CHAIRMAN

### a. *Job Description:*

1. Assists the Regional Chairman in the performance of his duties.
2. Performs the duties of the Regional Chairman in his absence.
3. Performs other duties and responsibilities assigned by the Regional Chairman and/or Regional Scout Committee from time to time.
4. Responsible to the Regional Chairman.

### b. *Job Profile:*

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization.

### c. *Mutual Agreement & Appointment*

An agreement specifying each other's obligations is entered into by and between the Regional Vice-Chairman and the National Office. The Regional Vice-Chairman is elected by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Vice-Chairman provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Vice-Chairman has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;

4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

## d. Training and Support

As part of its obligations, the National Office shall ensure that the Regional Vice-Chairman receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Vice-Chairman is provided all assistance that will enable him to perform his duties and responsibilities effectively.

## e. Review/Evaluation

Before the term of agreement expires, the performance of the Regional Vice-Chairman shall be reviewed by the Regional Chairman using the instrument below.

### CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL VICE-CHAIRMAN

#### Description

Achievements	5	4	3	2	1
1. Assisted the Regional Chairman in the performance of his duties.					
2. Performed the duties of the Regional Chairman in his absence.					
3. Performed other duties and responsibilities assigned by the Regional Chairman and/or the Regional Scout Committee.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Regional Chairman (Rater)

Signature (Ratee)

Legend:						
5	=	Very Satisfactory		13 -15	=	Very Satisfactory
4	=	Satisfactory		10 -12	=	Satisfactory
3	=	Average		7 - 9	=	Average
2	=	And below needs help		4 - 6	=	Needs help
				Below 3	=	Assign to another position

### 3. REGIONAL TREASURER

#### a. *Job Description:*

1. Serves as custodian of all funds which may officially come to or be collected by the Regional Scout Committee.
2. Disburses these funds as may be authorized by the Regional Scout Committee and the National Executive Board, at least once a year, at the end of each fiscal period.
3. Renders an accounting of the Regional Funds as often as maybe required by the Scout Committee and the NEB, at least once a year or at the end of each fiscal period.
4. Initiates and supervise the preparation of the Regional Annual Budget.
5. Prepares and submits Annual Financial Report duly audited.
6. Responsible to the Regional Chairman.

#### b. *Job Profile:*

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (**C**ommitment, **A**vailability, **W**illingness, **I**nterest and **T**ime) to serve the organization.

#### c. *Mutual Agreement & Appointment*

An agreement specifying each other's obligations is entered into by and between the Regional Treasurer and the National Office. The Regional Treasurer is elected by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Treasurer provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Treasurer has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

## **d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Treasurer receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Treasurer is provided all assistance that will enable him to perform his duties and responsibilities effectively.

## **e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Treasurer shall be reviewed by the Regional Chairman using the instrument below.

### **CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL TREASURER**

<i>Description</i>						
<b>Achievements</b>		<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1.	Served as custodian of all funds which may officially come to or be collected by the Regional Scout Committee.					
2.	Disbursed these funds as may be authorized by the Regional Scout Committee and the NEB, at least once a year, at the end of each fiscal period.					
3.	Rendered an accounting of the Regional Funds as often as maybe required by the Scout Committee and the NEB, at least once a year or at the end of each fiscal period.					
4.	Initiated and supervised the preparation of the Regional Annual Budget.					
5.	Prepared and submitted Annual Financial Report duly audited.					

Total \_\_\_\_\_



Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Regional Chairman (Rater)

Signature (Ratee)

Legend:						
5	=	Very Satisfactory		21 – 25	=	Very Satisfactory
4	=	Satisfactory		16 – 20	=	Satisfactory
3	=	Average		11 – 15	=	Average
2	=	And below needs help		6 – 10	=	Needs help
				Below 5	=	Assign to another position

#### 4. REGIONAL ASSISTANT TREASURER

##### a. Job Description:

1. Assists the Regional Treasurer in the performance of his duties.
2. Performs the duties of the Regional Treasurer in his absence.
3. Performs other duties and responsibilities assigned by the Regional Treasurer from time to time.
4. Responsible to the Regional Chairman.

##### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (Commitment, Availability, Willingness, Interest and Time) to serve the organization..

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Regional Assistant Treasurer and the National Office. The Regional Assistant Treasurer is elected by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Assistant Treasurer provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Assistant Treasurer has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Assistant Treasurer receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Assistant Treasurer is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Assistant Treasurer shall be reviewed by the Regional Chairman using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL ASSISTANT TREASURER

**Description**

Achievements	5	4	3	2	1
1. Assisted the Regional Treasurer in the performance of His duties.					
2. Performed the duties of the Regional Treasurer in his Absence.					
3. Performed other duties and responsibilities assigned by the Regional Treasurer from time to time.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

---

 Regional Chairman (Rater)

---

 Signature (Ratee)

Legend:						
5	=	Very Satisfactory		13 – 15	=	Very Satisfactory
4	=	Satisfactory		10 – 12	=	Satisfactory
3	=	Average		7 – 9	=	Average
2	=	And below needs help		4 – 6	=	Needs help
				Below 3	=	Assign to another position

### 5. REGIONAL AUDITOR

#### a. Job Description:

1. Audits the financial transactions of the Regional Scout Committee to help ensure that all Regional funds are collected and disbursed in accordance with BSP policies, rules and regulations.
2. Makes recommendations to the Regional Scout Committee that will help guarantee the protection and proper use of these funds.
3. Prepares and submits annual inventory of office equipment, accountable forms, furniture and fixtures.
4. Performs other duties and responsibilities assigned by the Regional Chairman from time to time.
5. Responsible to the Regional Chairman.

#### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.

4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (**C**ommitment, **A**vailability, **W**illingness, **I**nterest and **T**ime) to serve the organization..

### **c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Regional Auditor and the National Office. The Regional Auditor is elected by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Auditor provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Auditor has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

### **d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Auditor receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Auditor is provided all assistance that will enable him to perform his duties and responsibilities effectively.

### **e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Auditor shall be reviewed by the Regional Chairman using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL AUDITOR

### Description

Achievements	5	4	3	2	1
1. Audited the financial transactions of the Regional Scout Committee to help ensure that all Regional funds are collected and disbursed in accordance with BSP policies, rules and regulations.					
2. Made recommendations to the Regional Scout Committee that will help guarantee the protection and proper use of these funds.					
3. Prepared and submitted annual inventory of office Equipment, accountable forms, furniture and fixtures.					
4. Performed other duties and responsibilities assigned by the Regional Chairman from time to time.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Regional Chairman (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		17 - 20	=	Very Satisfactory
4	=	Satisfactory		13 - 16	=	Satisfactory
3	=	Average		9 - 12	=	Average
2	=	And below needs help		5 - 8	=	Needs help
				Below 4	=	Assign to another position

## 6. REGIONAL SCOUTING COMMISSIONER

### a. Job Description:

1. Serves as the chief morale officer of the Region.
2. Responsible for promoting and coordinating the joint activities of all the councils in the regions.
3. Work with and advises the Regional Chairman and/or the Regional Scout Director on matters pertaining to Program, Adult Resources Development and public profile of Scouting within the region.
4. Performed other duties and responsibilities assigned by the Regional Chairman from time to time.
5. Is responsible to the Regional Chairman.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (**C**ommitment, **A**vailability, **W**illingness, **I**nterest and **T**ime) to serve the organization..

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Regional Scouting Commissioner and the National Office. The Regional Scouting Commissioner is appointed by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Scouting Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Scouting Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Scouting Commissioner receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Scouting Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Scouting Commissioner shall be reviewed by the Regional Chairman using the instrument below.

### CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL SCOUTING COMMISSIONER

Description	Achievements	5	4	3	2	1
1.	Served as the chief morale officer of the Region.					
2.	Promoted and coordinated the joint activities of all the councils in the regions.					
3.	Worked with and advised the Regional Chairman and/or the Regional Scout Director on matters pertaining to Program, Adult Resources Development and public profile of Scouting within the region.					
4.	Performed other duties and responsibilities assigned by the Regional Chairman from time to time.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Regional Chairman (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:						
5	=	Very Satisfactory		17 - 20	=	Very Satisfactory
4	=	Satisfactory		13 - 16	=	Satisfactory
3	=	Average		9 - 12	=	Average
2	=	And below needs help		5 - 8	=	Needs help
				Below 4	=	Assign to another position

## b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be an active Assistant Leader Trainer.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (**C**ommitment, **A**vailability, **W**illingness, **I**nterest and **T**ime) to serve the organization..

## c. Mutual Agreement & Appointment

An agreement specifying each other's obligations is entered into by and between the Regional Scouting Commissioner and the National Office. The Regional Scouting Commissioner is appointed by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Scouting Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Scouting Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.



**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Scouting Commissioner receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Scouting Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Scouting Commissioner shall be reviewed by the Regional Chairman using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE REGIONAL SCOUTING COMMISSIONER**

Description

Achievements	5	4	3	2	1
1. Served as the chief morale officer of the Region.					
2. Promoted and coordinated the joint activities of all the councils in the regions.					
3. Worked with and advised the Regional Chairman and/or the Regional Scout Director on matters pertaining to Program, Adult Resources Development and public profile of Scouting within the region.					
4. Performed other duties and responsibilities assigned by the Regional Chairman from time to time.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in,  
1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Regional Chairman (Rater)\_\_\_\_\_  
Signature (Ratee)

Legend:						
5 =	Very Satisfactory		17- 20	=	Very Satisfactory	
4 =	Satisfactory		13 - 16	=	Satisfactory	
3 =	Average		9 -12	=	Average	
2 =	And below needs help		5 - 8	=	Needs help	
			Below 4	=	Assign to another position	

## 7. REGIONAL ADULT RESOURCES COMMISSIONER

### a. *Job Description:*

1. Promotes the implementation of the Adult Resources Policy in the Region.
2. Prescribes measures to help ensure the effective implementation of the Adult Resources Policy in the Local Councils.
3. Promotes and coordinates the leadership training scheme of the BSP in the Region.
4. Ensures that all Local Councils in the Region maintains a complete and comprehensive records of Adult in Scouting.
5. Responsible to the Regional Scouting Commissioner on the effective implementation of the Adult Resources Policy in the Local Council.

### b. *Job Profile:*

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must be an active Assistant Leader Trainer.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses CAWIT (Commitment, Availability, Willingness, Interest and Time) to serve the organization..

### c. *Mutual Agreement & Appointment*

An agreement specifying each other's obligations is entered into by and between the Regional Adult Resources Commissioner and the National Office. The Regional Adult Resources Commissioner is appointed by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Adult Resources Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Adult Resources Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Adult Resources Commissioner receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Adult Resources Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Adult Resources Commissioner shall be reviewed by the Regional Scouting Commissioner using the instrument below.

**CHECKLIST FOR PERFORMANCE APPRAISAL  
OF THE REGIONAL ADULT RESOURCES COMMISSIONER**

Description

Achievements	5	4	3	2	1
1. Promoted the implementation of the Adult Resources Policy in the Region.					
2. Prescribed measures that helped ensure the effective implementation of the Adult Resources Policy in the Local Councils.					
3. Promoted and coordinated the leadership training scheme of the BSP in the Region.					
4. Ensured that all Local Councils in the Region maintains a complete and comprehensive records of Adult in Scouting.					

Total \_\_\_\_\_

**Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Regional Chairman (Rater)**

**Signature (Ratee)**

<b>Legend:</b>						
5	=	Very Satisfactory		17 - 20	=	Very Satisfactory
4	=	Satisfactory		13 - 16	=	Satisfactory
3	=	Average		9 - 12	=	Average
2	=	And below needs help		5 - 8	=	Needs help
				Below 4	=	Assign to another position

## 8. REGIONAL PROGRAM COMMISSIONER

### a. Job Description

1. Responsible for the preparation and proper implementation of Annual Program Plan in the Local Councils.
2. Oversees the work of the Councils Program Commissioners.
3. Coordinates with the Councils Program Commissioner to encourage leaders involved in program implementation to acquire skills that will improve their competencies.
4. Coordinates with the other members of the Commissioners staff, especially with the Regional Adult Resources Commissioner.
5. Responsible to the Regional Scouting Commissioner on program matters.

### b. Job Profile:

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (**C**ommitment, **A**vailability, **W**illingness, **I**nterest and **T**ime) to serve the organization..

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Regional Program Commissioner and the National Office. The Regional Program Commissioner is appointed by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Program Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

- 1.ensure that the Regional Program Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
- 2.provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
- 3.provide opportunity to participate in meetings and conferences where his presence is necessary;
- 4.provide moral and material support to perform his responsibilities;
- 5.provide due recognition/incentives for job well done.

**d. Training and Support**

As part of its obligations, the National Office shall ensure that the Regional Program Commissioner receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Program Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

**e. Review/Evaluation**

Before the term of agreement expires, the performance of the Regional Program Commissioner shall be reviewed by the Regional Scouting Commissioner using the instrument below.

## CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL PROGRAM COMMISSIONER

### Description

Achievements	5	4	3	2	1
1. Responsible for the preparation and proper implementation of Annual Program Plan in the Local Councils.					
2. Oversee the work of the Councils Program Commissioners.					
3. Coordinated with the Councils Program Commissioner to encourage leaders involved in program implementation to acquire skills that will improve their competencies.					
4. Coordinated with the other members of the Commissioners staff, especially with the Regional Adult Resources Commissioner.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Regional Chairman (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:							
5	=	Very Satisfactory		17- 20	=	Very Satisfactory	
4	=	Satisfactory		13 - 16	=	Satisfactory	
3	=	Average		9 -12	=	Average	
2	=	And below needs help		5 - 8	=	Needs help	
				Below 4	=	Assign to another position	

## 9. REGIONAL PUBLIC RELATIONS COMMISSIONER

### a. Job Description

1. Develops and coordinates good public relations in the region as well as with other Regions and the National Office.
2. Prescribes measures to ensure the development of good public relations in the Region.
3. Responsible to the Regional Scout Commissioner on the enhancement of the public image of Scouting in the Region.

**b. Job Profile:**

1. Subscribes to the Scout Oath and Law and adheres to the principles and policies of the Boy Scouts of the Philippines.
2. Currently registered with the Boy Scouts of the Philippines.
3. Should be morally, spiritually, mentally, physically and emotionally fit.
4. Has good relation/influence with the cross section of the community.
5. Possesses technical and professional expertise in relation to his position.
6. Possesses leadership skills.
7. Ability to work with a team.
8. Must have attended a Basic Training Course for Leaders of Adults.
9. Must be willing to pay his own registration fee and serve the BSP voluntarily.
10. Must be willing to shoulder his transportation expenses and/or arranged at his level as regards his attendance to National and International activities.
11. Must have time in attending meetings related to his job responsibilities.
12. Possesses **CAWIT** (Commitment, Availability, Willingness, Interest and Time) to serve the organization..

**c. Mutual Agreement & Appointment**

An agreement specifying each other's obligations is entered into by and between the Regional Public Relations Commissioner and the National Office. The Regional Public Relations Commissioner is appointed by the Regional Scout Committee for a period of one (1) year.

The Job Description of the Regional Public Relations Commissioner provides direction to the kind of work he is expected to do. On the other hand, the National Office shall:

1. ensure that the Regional Program Commissioner has a thorough knowledge and understanding of:
  - a. the policies and traditions of the National Office;
  - b. the resources available for Scouting purposes;
  - c. the extent and limitations of authority to commit resources;
2. provide moral and material support necessary to be able to attend appropriate Training Courses/Seminars/Workshops/Conferences organized by the Boy Scouts of the Philippines;
3. provide opportunity to participate in meetings and conferences where his presence is necessary;
4. provide moral and material support to perform his responsibilities;
5. provide due recognition/incentives for job well done.

#### d. Training and Support

As part of its obligations, the National Office shall ensure that the Regional Public Relations Commissioner receives Basic Training Course for Leaders of Adults.

The National Office shall also ensure that the Regional Public Relations Commissioner is provided all assistance that will enable him to perform his duties and responsibilities effectively.

#### e. Review/Evaluation

Before the term of agreement expires, the performance of the Regional Public Relations Commissioner shall be reviewed by the Regional Scouting Commissioner using the instrument below

### CHECKLIST FOR PERFORMANCE APPRAISAL OF THE REGIONAL PUBLIC RELATIONS COMMISSIONER

Description

Achievements	5	4	3	2	1
1. Developed and coordinated good public relations in the Region as well as with other Regions and the National Office.					
2. Prescribed measures to ensure the development of good public relations in the Region.					
3. Responsible to the Regional Scout Commissioner on the enhancement of the public image of Scouting in the Region.					

Total \_\_\_\_\_

Other contributing factors (Training/Conferences/Seminars attended, activities actively participated in, 1 point each)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Regional Chairman (Rater)

\_\_\_\_\_  
Signature (Ratee)

Legend:					
5 =	Very Satisfactory		13 - 15 =	Very Satisfactory	
4 =	Satisfactory		10 - 12 =	Satisfactory	
3 =	Average		7 - 9 =	Average	
2 =	And below needs help		4 - 6 =	Needs help	
			Below 3 =	Assign to another position	



## ACKNOWLEDGEMENT

The Volume III of the Adults in Scouting Policy for Volunteer Scouters (Regional and National Level Positions) of the Boy Scouts of the Philippines has been written as a guide for the Regional Scout Committees and Members of the National Executive Board on how to effectively manage the Adults in Scouting in their respective levels.

This volume includes the Job Description, Job Profiles and the Training Support needed in order to ensure the appointment of the right persons for the different Scouting positions in the Regional Scout Committees and in the National Executive Board, respectively.

The Adults in Scouting Committee, BSP would like to express its gratitude and appreciation to the following members of the Editorial Committee who worked hard in order to make this 2nd Volume of the AIS Policy for Volunteer Leaders of the Boy Scouts of the Philippines a reality:

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**Adults in Scouting Committee**  
Boy Scouts of the Philippines



## Boy Scouts of the Philippines

### VISION

**Foremost in preparing the youth to become agents of change in communities, guided by the Scout Oath and Law.**

### MISSION

**To help the youth develop values and acquire competencies to become responsible citizens and capable leaders anchored on the Scout Oath and Law.**



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