

Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
National Office
Manila



12 January 2016

MEMORANDUM

TO : ALL CONCERNED

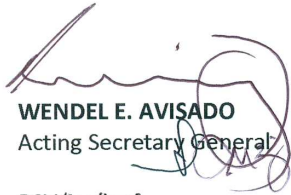
SUBJECT : STAFF ASSIGNMENT FOR THE 2016 NATIONAL SCOUT
YOUTH FORUM FOR LUZON

1. In line with holding of the **2016 National Scout Youth Forum for Luzon on 11-13 February 2016** at the **Health and Wellness Center, Narciso Ramos Sports Complex and Civic Center, Lingayen, Pangasinan**, the following personnel are hereby designated to constitute the **PROJECT MANAGEMENT TEAM** for the orderly, competent and proficient planning, preparation and organization of the event, viz:

Project Officer	IMELDA S. SAMSON Regional Scout Director, CLR/NELR/IR
Assistant Project Officer	RODOLFO C. PANGILINAN Regional Scout Director, NCR/STR/BR
Project Coordinator and Forum Adviser	KENNY RALPH S. FERNANDO Assistant Program Officer
Special Collecting Officer	LORENA G. LANDINGIN Registration Officer, NCR/STR/BR
Special Disbursing Officer	NELLY A. VALMONTE Administrative Officer, CLR/NELR/IR
Secretariat	Host Regional and Council Staff

2. All Division Directors, Heads of Offices, Section/Unit Heads and all others concerned are hereby directed to extend any and all help to the Project Management Team in order to ensure the successful hosting of the said Seminar-Workshop.
3. All personnel involved must report at the activity venue not later than **1300H of 10 February 2016**, Wednesday for final preparation and briefing.
4. Travel arrangements and itineraries will must be arranged personally by each of the concerned personnel.

5. Should there be any question/s, you may refer them to the Office of the Deputy Secretary General thru the Project Coordinator, APO Kenny Ralph S. Fernando at (02) 527 5112 local 516 or at kenny.fernando@scouts.org.ph.
6. For information, guidance and strict compliance of all concerned.



WENDEL E. AVISADO
Acting Secretary General

RSV/iss/krsf