

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



12 January 2016

MEMORANDUM

TO : MEMBERS OF THE CENTENNIAL CELEBRATION SECRETARIAT AND ALL CONCERNED

SUBJECT : SUBMISSION OF REPORTS FOR THE 100 YEARS CELEBRATION OF THE INTRODUCTION OF THE SCOUTING PROGRAM IN THE PHILIPPINES

1. In view of the ongoing preparation and finalization of the Accomplishment Report of the 100 Years Celebration of the Introduction of the Scouting Program in the Philippines and as agreed upon during the meeting of the Centennial Celebration Secretariat dated 12 January 2016, the following members of the Centennial Celebration Secretariat who were assigned to specific projects and responsibilities, are hereby directed to submit the **After-Activity Report and/or Accomplishment Report** to the Centennial Celebration Secretariat, thru the Head, Engr. Rogelio S. Villa, Jr., **not later than 22 JANUARY 2016, Friday**, viz:

ACTIVITY	DATE	PROJECT OFFICER
Philippine Scouting Centennial Commemorative Items (Neckerchiefs, Patches, Stamps, Medallion, etc.)	2014-2015	KENNY RALPH S. FERNANDO Assistant Program Officer
Philippine Scouting Centennial Song	2014-2015	JANICE Q. CARTAGO Administrative Officer
Philippine Scouting Centennial Coffee Table Book		
Philippine Scouting Centennial Magazine		
Philippine Scouting Centennial Peace Torch and Baton Relay	2014	CARMELO B. FRANCIA Program Officer
Philippine Scouting Centennial Marker	2014	ARTHUR R. SALES Acting Director for Economic Enterprise
Philippine Scouting Centennial Run	October 2014	JOANNA B. VALEZA Ways and Means Executive
Philippine Scouting Centennial Jamborees	November 2014	YASSER F. SARONA PARD Executive

Special Meeting of the 8 NSOs	November 2014	MANUEL G. ISIDORO III Field Services Executive
Special National Court of Honor		
Philippine Scouting Centennial Banquet		

- Likewise, **Mr. PEDRO B. PENADOS**, Acting Director for Finance, in coordination with **Mr. ARTHUR R. SALES**, Acting Director for Economic Enterprise, and all Project Officers, are hereby directed to prepare the **Financial Reports** for the 100 Years Celebration of the Introduction of the Scouting Program in the Philippines.

All concerned members of the Centennial Celebration Secretariat (**Ms. Maria Lea F. Olleres, Ms. Joanna B. Valeza, Ms. Elsita A. Calamba, Ms. Myles Edna B. Melodias and Mr. Sixto S. Abella, Jr.**) are also directed to extend their help to Directors Penados and Sales.

- All Accomplishment / After-Activity Reports must be in narrative form, complete with all the essential details of the projects, except for the Financial Report. Photos must also be attached in the report, complete with captions.

All reports and/or photos must be submitted in soft copy at kenny.fernando@scouts.org.ph or via file transfer directly to the Centennial Celebration Secretariat.

- Should there be any other concern and/or query relative to the above-stated matters, you may course them directly to the Chairman of the Centennial Celebration Secretariat, DSG Rogelio S. Villa, Jr. at (02) 527 51 12 local 512, roger.villa@scouts.org.ph or through the Secretary of the Committee and the Secretariat, APO Kenny Ralph S. Fernando at kenny.fernando@scouts.org.ph, local 516.
- For your information, guidance and strict compliance.


WENDEL E. AVISADO
 Acting Secretary General
 RSV/krsf