

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

10 February 2014

NATIONAL OFFICE MEMORANDUM

No. 09

s. 2014

TO : **REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES, OFFICERS-IN-CHARGE**

SUBJECT : **UNCLAIMED CHECKS FROM FINANCIAL ASSISTANCE PROGRAM (FAP)**

It has been observed that requests for replacement of checks issued by the Financial Assistance Program (FAP) are growing in number and most of these checks were staled or can no longer be honored for encashment at the drawee bank of FAP. As such, replacement of these checks will take another period of processing which will further delay the delivery of service to the intended beneficiaries.

Reports reaching the National Office indicate that some local councils admittedly overlooked to distribute the checks to the beneficiaries due to various concerns and some beneficiaries also failed to encash their checks before they were staled. Other local councils reported that the beneficiaries can no longer be located at their mailing addresses provided in the application form or the beneficiaries can no longer be reached at their contact numbers.

In order to address the aforementioned concerns and in line with our effort to improve our services to the scouting public, please be advised to strictly observe the following measures:

1. Upon receipt of FAP checks and corresponding disbursement vouchers from the National Office, always maintain a record of the same. Vital information such as Name of Scout Member, Nature of Claim, Check Number, Name/s of Payee/s, Amount of Check, and Issuance Date of the Check should be properly recorded in order to easily monitor the status of every claim;
2. Immediately notify the beneficiary/ies upon receipt of the checks from the National Office. Extra effort should be exerted to serve a second or even a third notice to the beneficiary/ies if the first one fails to work;
3. As much as possible, require the beneficiary/ies to leave an alternate contact number or alternate address such as business telephone number or business address. You may also request the Scouting Coordinators or Institutional Heads to help you locate the beneficiary/ies;
4. Ensure that the receiving copy of the corresponding disbursement voucher is properly signed by the beneficiary/ies or his/her/their duly designated representative/s whenever a check is released from your end;
5. Immediately report to the National Office when there are discrepancies in the checks issued to your council. Return the checks in question with the corresponding disbursement vouchers; and
6. Always make a practice to return the receiving copies of the disbursement vouchers to the National Office upon signing by the beneficiary/ies as these documents will still undergo the examination and review of the Office of the Resident Auditor of the Commission on Audit.

For the information, guidance and compliance of all concerned.


WENDEL E. AVISADO
SVP and Acting Secretary General

