



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez Street, Ermita, Manila

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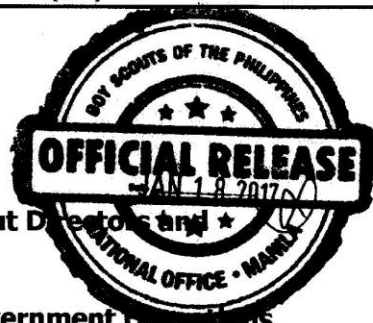
JAN 18 2017

NATIONAL OFFICE MEMORANDUM

No. 09 , Series of 2017

TO : National Office Directors, Regional Scout Directors and Council Scout Executives

SUBJECT : Resetting of Seminar-Workshop on Government Operations (SWG0)



1. Due to the delay in the release of the Messengers of Peace (MOP) funds for the conduct of the Seminar-Workshop on Government Operations (SWG0) and with the concurrence of the Regional Scout Directors, the SWGO is hereby rescheduled as follows:

Region	Date	Venue	Deadline of Submission of Application Forms
IR/NELR/CLR	3-7 April 2017	La Trinidad, Benguet	30 January 2017
STR/BR	22-26 April 2017	PSC-APR, Mt. Makiling, Los Baños, Laguna	30 January 2017
EMR/WMR	5-9 June 2017	Camp Malagos, Davao City	30 March 2017
NCR/EVR/WVR	19-23 June 2017	Capitol Hills Scout Camp, Cebu City	30 March 2017

We wish to reiterate that there should only be one (1) participant per Council preferably the Council Scout Executive or the Officer-in-Charge. Kindly include in your application form your preferred size of polo shirt.

2. For more details and inquiries, you may refer them to the Administration Division thru Ms. Aliw B. Delos Reyes, HRMO at delosreyesaliw@yahoo.com or Mr. Florencio B. Atinyao, Director for Administration at flor.atinyao@gmail.com.
3. For information and guidance.


ROGELIO S. VILLA, JR.
Acting Secretary General

Encls: General Program of Activities
Application to Attend
Personal Data Sheet

AD-HRM.FBA/abdr

Boy Scouts of the Philippines

181 Natividad Almeda-Lopez Street, Ermita
Manila

SEMINAR-WORKSHOP ON GOVERNMENT OPERATIONS

General Program

DAY/DATE	TIME	ACTIVITY/SESSION/TOPIC	PERSON IN-CHARGE
Day 0	1300H 1500H 1700H	Staff Meeting Arrivals and registration Organization and Orientation	FBA Support Staff Support Staff
Day 1	0830H-0930H 0930H-1000H 1030-1700H	<ul style="list-style-type: none"> Opening Program Photo Ops RA 10149 EO 203	FBA FBA RSV & FBA
Day 2	0800H-1200H 1300H-1700H	RA 9184 RA 6713 and Civil Service Code	JFCA ABDR
Day 3	0800H-1700H	PD1445 COA R-2014-003 COA C-2015-04	JJBD JFCA PBP
Day 4	0800H-1700H	PD1445 COA R-2014-003 COA C-2015-04	JJBD JFCA PBP
Day 5	0800H-1200H 1400H-1500H	PD1445 COA R-2014-003 COA C-2015-04 Evaluation and Closing Program	JJBD JCFA PBP

Legend:

RSV – Rogelio s. Villa, Jr., OIC Sec. Gen.

FBA – Florencio B. Atinyao, Director

PBP – Pedro B. Penandos, Director

JFCA – Joseph Florante C. Alvaro, Internal Auditor

JJBD – Jeremy JB Duway, Financial Consultant

ABDR – Aliw B. Delos Reyes, HRMO

Seminar-Workshop on Government Operations (SWGGO)

- SWGO, Philippines Scouting Center for the Asia Pacific Region, Makiling National Scout Reservation, Los Banos, Laguna, 14-18 Nov. 2016
- SWGO, Philippines Scouting Center for the Asia Pacific Region, Makiling National Scout Reservation, Los Banos, Laguna, 23-27 January 2017
- SWGO, Capitol; Hills Scout Camp, Cebu City, 20-24 March 2017
- SWGO, BSP Camp, Malagos, Davao City, 24-28 April 2017

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Ermita, Manila

Local Council _____

PHOTO

(1½"X1½")

**APPLICATION TO ATTEND
SEMINAR-WORKSHOP ON GOVERNMENT OPERATIONS (SWG0)**

(All answers except signature should be typewritten. Additional sheets may be used for additional information)

=====

Name _____ Position in BSP _____
Surname Given Name Middle Name

Home Address _____

Office Address _____

Tel. No. _____ CP No. _____ E-mail Add.: _____

Are you a government official/employee? YES _____ NO _____

(If yes, position & name of govt agency) _____

A. PERSONAL DATA

1. Place of Birth _____ Date of Birth _____

2. Height _____ Weight _____ Sex _____ Civil Status _____ Age _____

3. Religion _____ Citizenship _____

4. Name of Spouse (if married) _____

Contact Address and Tel. _____

6. Names of dependent children, if any _____

7. Person to be notified in case of emergency:

a. Name _____ Relationship _____

c. Address/Contact Number _____

B. Education

Highest Educational Attainment _____

Number of Years completed _____

Application to attend - SWGO

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Name & address of Institution

Civil Service eligibility: _____ Rating _____ Date & Place taken _____

C. EMPLOYMENT RECORD (starting on the most current employer)

Name and Address of Past Employer	Position Held	Salary	Period of Service

I HEREBY CERTIFY under the penalty of perjury that the information given in this application is true and accurate to the best of my knowledge.

I also AGREE, that, as a condition of my attendance, I will render at least one (1) year of service to the organization.

Signature over printed name of Applicant _____
Date: _____

LOCAL COUNCIL ACTION

I hereby certify to the correctness of the above statements made by the applicant. We therefore, recommend his/her attendance to the SWGO.

Name and Signature of Council Chairman

REGIONAL OFFICE ACTION

Recommending approval:

Regional Scout Director

Date

NATIONAL OFFICE ACTION

Received and processed by: _____ Date _____
Remarks: _____

APPROVED BY:

Director, Administration Division

(To be accomplished in duplicate)

Application to attend - SWGO

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