

**BOY SCOUTS OF THE PHILIPPINES**

National Office  
Manila

02 September 2013

**NATIONAL OFFICE MEMORANDUM**

Number 21                      Series 2013

**T O : REGIONAL SCOUT DIRECTORS AND COUNCIL SCOUT EXECUTIVES OF  
NCR/STR/BR AND IR/NELR/CLR**

**SUBJECT : STAFF DEVELOPMENT SEMINAR-WORKSHOP FOR REGIONAL AND COUNCIL  
STAFF**

In order to achieve BSP's Major Final Output (MFO) of Membership Growth of 5% per Scouting Year, one of the programs/projects/activities planned for 2013 as part of the BSP Catch-up Plan from August to December 2013 is the Staff Development Seminar-Workshop for Regional and Council Staff.

The seminar-workshop aims to update and upgrade the knowledge, understanding and skills of Regional and Council Staff on BSP's Administrative System, Financial Management System and Membership Registration System towards the attainment of BSP's MFO. It will be conducted for the ten (10) Scouting Regions in four (4) strategic locations. For NCR/STR/CR and IR/NELR/CLR, the seminar-workshops will be held on the following dates and venue:

<b>REGION</b>	<b>DATE</b>	<b>VENUE</b>
NCR/STR/BR	24-26 September 2013 (Tuesday-Thursday)	Langcaoan Hall, Makiling, Los Baños, Laguna
IR/NELR/CLR	27-29 September 2013 (Friday-Sunday)	Langcaoan Hall, Makiling, Los Baños, Laguna

The participants are the Regional Scout Directors and Regional Field Scout Executives (RFSE) or Registration Officers in the Regions and the Council Scout Executives (CSE), Field Scout Executives (FSE) or Registration Officers in the Councils. You are expected to arrive one day before the event and leave after lunch of the last day of the event.

The registration fee per participant is P3,000.00 to cover food, accommodation, workshop materials and souvenir t-shirt.

Attached is the General Schedule of Activities for your guidance.

Should you have any question regarding the event, kindly get in touch with Mrs. Aliw B. Delos Reyes, HRMO and Project Officer at 527-8317 local 441 or 0932-8900131.

For your information, guidance and compliance.

  
**WENDEL E. AVISADO**  
SVP and Acting Secretary General

cc : President  
Secretary General  
Director, Administration  
Director, Finance  
Director, EED  
Director, FOD  
Resident Auditor (COA)  
Regional Directors  
All others concerned  
File

Encl: as stated

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

**STAFF DEVELOPMENT SEMINAR-WORKSHOP FOR NCR/STR/BR**  
24-26 September 2013  
Makiling, Los Baños, Laguna

**TENTATIVE GENERAL PROGRAM OF ACTIVITIES**

<b>MONDAY, 23 SEPTEMBER 2013</b> 4:00 p.m. - Arrival and Registration 6:00 - 7:30 p.m. Dinner		
<b>DAY 1 (TUESDAY, 24 SEPTEMBER 2013) ATTIRE : TYPE A SCOUT UNIFORM</b> <i>Officer of the Day : Mrs. Aliw B. Delos Reyes, Human Resource Management Officer</i>		
TIME	SESSION / TOPIC / ACTIVITY	
6:30 - 7:30 a.m.	Morning Routine and Breakfast	
8:00 - 8:30 a.m.	OPENING CEREMONIES AND ORIENTATION	Officer of the Day
8:30 - 9:30 a.m.	GENERAL OVERVIEW AND INTRODUCTION THE NEW DIRECTION AND THRUSTS OF BSP	Florencio B. Atinyao
9:30 - 11:30 a.m.	WORKSHOP NO. 1: MEMBERSHIP REGISTRATION SYSTEM  <i>(Working Snacks)</i>	Reslie B. Mendoza
11:30 - 12:30 p.m.	WORKSHOP CONSULTATION	Officer of the Day
12:30 - 1:30 p.m.	Lunch Break / Rest Period	Officer of the Day
1:30 - 5:00 p.m.	WORKSHOP 2 : FINANCIAL MANAGEMENT SYSTEM  <i>(Working Snacks)</i>	Ermin R. Delim
5:00 - 5:15 p.m.	<i>Announcement and End-of-Day Reflection</i>	Officer of the Day
5:15 - 5:45 p.m.	STAFF MEETING	Florencio B. Atinyao
6:00 - 7:00 p.m.	WELCOME DINNER	
7:30 - 10:00 p.m.	SOCIALS	Officer of the Day
10:00 p.m.	TAPS	

**DAY 2 (WEDNESDAY, 25 SEPTEMBER 2013) ATTIRE : OFFICE UNIFORM**

*Officer of the Day : Mr. Charlie M. Cameros, MIS Executive I*

TIME	SESSION / TOPIC / ACTIVITY	
6:30 - 7:30 a.m.	Morning Routine and Breakfast	
8:00 - 8:15 a.m.	RECAP	Officer of the Day
8:15 - 10:30 a.m.	WORKSHOP NO. 2 : FINANCIAL MANAGEMENT SYSTEM <i>(Working Snacks)</i>	Ermin R. Delim
10:30 - 12:00 Noon	WORKSHOP CONSULTATION	Officer of the Day
12:00 - 1:00 p.m.	Lunch Break / Rest Period	Officer of the Day
1:00 - 5:00 p.m.	WORKSHOP NO. 3: ADMINISTRATIVE SYSTEM <i>(Working Snacks)</i>	Aliw B. Delos Reyes
5:00 - 5:15 p.m.	Announcement and End-of-Day Reflection	Officer of the Day
5:15 - 5:45 p.m.	STAFF MEETING	Florencio B. Atinyao
6:00 - 7:00 p.m.	Dinner	
7:00 - 8:00 p.m.	WORKSHOP NO. 3: ADMINISTRATIVE SYSTEM	Aliw B. Delos Reyes
8:00 - 9:00 p.m.	WORKSHOP CONSULTATION	
10:00 p.m.	TAPS	

**DAY 3 (THURSDAY, 26 SEPTEMBER 2013) ATTIRE : OFFICE UNIFORM**

*Officer of the Day : Mr. Ermin R. Delim, Senior Bookkeeper & Acting Accountant*

TIME	SESSION / TOPIC / ACTIVITY	
7:00 - 8:30 a.m.	Morning Routine and Breakfast	
8:30 - 11:30 a.m.	INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>(Working Snacks)</i>	Charlie M. Cameros
11:30 - 12:00 Noon	OPEN FORUM	Officer of the Day
12:00 - 1:00 p.m.	Lunch Break / Rest Period	Officer of the Day
1:00 - 1:45 p.m.	PLENARY SESSION / OPEN FORUM CLEARING HOUSE	Florencio B. Atinyao
1:45 - 2:30 p.m.	CLOSING CEREMONIES	Officer of the Day
	DEPARTURE	

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

**STAFF DEVELOPMENT SEMINAR-WORKSHOP FOR IR/NELR/IR**  
27-29 September 2013  
Makiling, Los Baños, Laguna

**TENTATIVE GENERAL PROGRAM OF ACTIVITIES**

THURSDAY, 26 SEPTEMBER 2013 4:00 p.m. - Arrival and Registration 6:00 - 7:30 p.m. - Dinner		
DAY 1 (FRIDAY, 27 SEPTEMBER 2013) ATTIRE : TYPE A SCOUT UNIFORM <i>Officer of the Day : Mrs. Aliw B. Delos Reyes, Human Resource Management Officer</i>		
TIME	SESSION / TOPIC / ACTIVITY	
6:30 - 7:30 a.m.	Morning Routine and Breakfast	
8:00 - 8:30 a.m.	OPENING CEREMONIES AND ORIENTATION	Officer of the Day
8:30 - 9:30 a.m.	GENERAL OVERVIEW AND INTRODUCTION THE NEW DIRECTION AND THRUSTS OF BSP	Florencio B. Atinyao
9:30 - 11:30 a.m.	WORKSHOP NO. 1: MEMBERSHIP REGISTRATION SYSTEM <i>(Working Snacks)</i>	Reslie B. Mendoza
11:30 - 12:30 p.m.	WORKSHOP CONSULTATION	Officer of the Day
12:30 - 1:30 p.m.	Lunch Break / Rest Period	Officer of the Day
1:30 - 5:00 p.m.	WORKSHOP 2 : FINANCIAL MANAGEMENT SYSTEM <i>(Working Snacks)</i>	Ermin R. Delim
5:00 - 5:15 p.m.	Announcement and End-of-Day Reflection	Officer of the Day
5:15 - 5:45 p.m.	STAFF MEETING	Florencio B. Atinyao
6:00 - 7:00 p.m.	WELCOME DINNER	
7:30 - 10:00 p.m.	SOCIALS	Officer of the Day
10:00 p.m.	TAPS	

**DAY 2 (SATURDAY, 28 SEPTEMBER 2013) ATTIRE : SMART CASUAL****Officer of the Day : Mr. Charlie M. Cameros, MIS Executive I**

<b>TIME</b>	<b>SESSION / TOPIC / ACTIVITY</b>	
6:30 - 7:30 a.m.	Morning Routine and Breakfast	
8:00 - 8:15 a.m.	RECAP	Officer of the Day
8:15 - 10:30 a.m.	WORKSHOP NO. 2 : FINANCIAL MANAGEMENT SYSTEM <i>(Working Snacks)</i>	Ermin R. Delim
10:30 - 12:00 Noon	WORKSHOP CONSULTATION	Officer of the Day
12:00 - 1:00 p.m.	Lunch Break / Rest Period	Officer of the Day
1:00 - 5:00 p.m.	WORKSHOP NO. 3: ADMINISTRATIVE SYSTEM <i>(Working Snacks)</i>	Aliw B. Delos Reyes
5:00 - 5:15 p.m.	Announcement and End-of-Day Reflection	Officer of the Day
5:15 - 5:45 p.m.	STAFF MEETING	Florencio B. Atinyao
6:00 - 7:00 p.m.	Dinner	
7:00 - 8:00 p.m.	WORKSHOP NO. 3: ADMINISTRATIVE SYSTEM	Aliw B. Delos Reyes
8:00 - 9:00 p.m.	WORKSHOP CONSULTATION	
10:00 p.m.	TAPS	

**DAY 3 (SUNDAY, 29 SEPTEMBER 2013) ATTIRE : SMART CASUAL****Officer of the Day : Mr. Ermin R. Delim, Senior Bookkeeper & Acting Accountant**

<b>TIME</b>	<b>SESSION / TOPIC / ACTIVITY</b>	
7:00 - 8:30 a.m.	Morning Routine and Breakfast	
8:30 - 11:30 a.m.	INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>(Working Snacks)</i>	Charlie M. Cameros
11:30 - 12:00 Noon	OPEN FORUM	Officer of the Day
12:00 - 1:00 p.m.	Lunch Break / Rest Period	Officer of the Day
1:00 - 1:45 p.m.	PLENARY SESSION / OPEN FORUM CLEARING HOUSE	Florencio B. Atinyao
1:45 - 2:30 p.m.	CLOSING CEREMONIES	Officer of the Day
	DEPARTURE	