

BOY SCOUTS OF THE PHILIPPINES

National Office

Manila

02 September 2013

NATIONAL OFFICE MEMORANDUM

Number 23

Series 2013

**T O : REGIONAL SCOUT DIRECTORS AND COUNCIL SCOUT EXECUTIVES OF
EASTERN VISAYAS AND WESTERN VISAYAS REGIONS**

**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 Eastern and Western Visayas Regions, the seminar-workshop will be held on 12-15 November 2013 at JJ's Seafoods Hotel, Tagbilaran City, Bohol.

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 in the morning of Tuesday, November 12 and leave in the morning of Friday, November 15.

The registration fee per participant is P4,000.00 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
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STAFF DEVELOPMENT SEMINAR-WORKSHOP FOR EVR/WVR

12-14 November 2013
JJ's Seaside Hotel, Tagbilaran City, Bohol

TENTATIVE GENERAL PROGRAM OF ACTIVITIES

| DAY 1 (TUESDAY, 12 NOVEMBER 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 | |
| 11:00 a.m. | Arrival and Registration | |
| 12:00 - 1:00 p.m. | Lunch Break / Rest Period | |
| 1:00 - 1:30 p.m. | OPENING CEREMONIES AND ORIENTATION | Officer of the Day |
| 1:30 - 2:30 p.m. | GENERAL OVERVIEW AND INTRODUCTION THE NEW DIRECTION AND THRUSTS OF BSP | Florencio B. Atinyao |
| 2:30 - 4:30 p.m. | WORKSHOP NO. 1: MEMBERSHIP REGISTRATION REGISTRATION SYSTEM <i>(Working Snacks)</i> | Reslie B. Mendoza |
| 4:30 - 5:30 p.m. | WORKSHOP CONSULTATION | Officer of the Day |
| 5:30 - 5:45 p.m. | Announcement and End-of-Day Reflection | Officer of the Day |
| 5:45 - 6:15 p.m. | STAFF MEETING | Florencio B. Atinyao |
| 6:15 - 7:30 p.m. | WELCOME DINNER | |
| 8:00 - 10:00 p.m. | SOCIALS | Officer of the Day |
| 10:00 p.m. | TAPS | |

DAY 2 (WEDNESDAY, 13 NOVEMBER 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 - 12:00 a.m. | WORKSHOP NO. 2 : FINANCIAL MANAGEMENT SYSTEM <i>(Working Snacks)</i> | Ermin R. Delim |
| 12:00 - 1:00 p.m. | Lunch Break / Rest Period | Officer of the Day |
| 1:00 - 3:00 p.m. | WORKSHOP NO. 2: FINANCIAL MANAGEMENT SYSTEM <i>(Working Snacks)</i> | Ermin R. Delim |
| 3:00 - 3:30 p.m. | WORKSHOP CONSULTATION | Officer of the Day |
| 3:30 - 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 | |
| 10:00 p.m. | TAPS | |

DAY 3 (THURSDAY, 14 NOVEMBER 2013) ATTIRE : OFFICE UNIFORM**Officer of the Day : Mr. Ermin R. Delim, Senior Bookkeeper & Acting Accountant**

| 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 - 12:00 Noon | WORKSHOP NO. 3: ADMINISTRATIVE SYSTEM <i>(Working Snacks)</i> | Aliw B. Delos Reyes |
| 12:00 - 1:00 p.m. | Lunch Break / Rest Period | Officer of the Day |
| 1:00 - 2:00 p.m. | WORKSHOP CONSULTATION | |
| 2:00 - 5:00 p.m. | INFORMATION AND COMMUNICATIONS TECHNOLOGY <i>(Working Snacks)</i> | Charlie M. Cameros |
| 5:00 - 5:30 p.m. | OPEN FORUM | Officer of the Day |
| 6:00 - 7:00 p.m. | Dinner | |
| 8:00 - 8:45 p.m. | PLENARY SESSION / OPEN FORUM CLEARING HOUSE | Florencio B. Atinyao |
| 8:45 - 9:30 p.m. | CLOSING CEREMONIES | Officer of the Day |
| 10:00 p.m. | TAPS | |
| FRIDAY, 15 NOVEMBER 2013 6:30 - 7:30 a.m. - Breakfast 9:00 - Departure | | |