

BOY SCOUTS OF THE PHILIPPINES  
NATIONAL OFFICE  
Manila

22 October 2013

**NATIONAL OFFICE MEMORANDUM**

Number 30

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**TO** : REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES,  
OFFICERS-IN-CHARGE AND ALL OTHERS CONCERNED

**SUBJECT** : ATTENDANCE TO SEMINAR-WORKSHOPS

It has been observed, and as shown by the records, that there are participants who do not follow, attend, participate and comply with the schedule of meetings and sessions indicated in the Memoranda on National Seminar-Workshops conducted by the National and/or Regional Office. Some would arrive late at the venue, like several hours or even a day after the Opening Program. It has also been noticed that there are those who keep on going out of the Meeting/Session Hall without prior permission to attend to matters which are not related to the Seminar-Workshops.

It is hereby emphasized that without the active and total participation and involvement of all the participants in the said Seminar-Workshops, their aims and purposes are defeated and all efforts and resources are wasted. As professionals and volunteers, everyone has the corresponding duty and responsibility to contribute to the success of every Scouting activity that is why they are encouraged to participate and to actively involve themselves in all discussions and deliberations of the various topics and vital issues being addressed in these Seminar-Workshops. Needless to state, that it is the height of irresponsibility and conduct unbecoming of a scout leader to commit these infractions/violations of established rules and regulations.

Thus, all concerned as well as all participants to all Workshop-Seminars conducted either by the National or Regional Office, are hereby informed and directed to strictly follow, attend, participate and comply with the schedule of all meetings and sessions of said Seminars-Workshops from the Opening Ceremony until the Closing Program as basis for the issuance of their Certificates of Participation in the said Seminar-Workshops.

Conformably with the foregoing, all participants shall, henceforth, be required to affix their names and signatures on the Attendance Sheet (Morning, Afternoon and Evening, if necessary) as proof of their attendance to all the scheduled meetings/sessions and as basis for the issuance of their Certificates of Participation. Failure to comply with this directive without just cause or reason shall also be a ground for appropriate administrative action/penalty whenever needed and/or necessary.

For the information, guidance and strict compliance of all concerned.

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