

Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
National Office
Manila



13 June 2016

NATIONAL OFFICE MEMORANDUM

No. 35 , Series of 2016

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

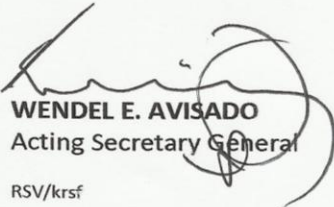
SUBJECT : GENERAL UPDATE OF THE KEY-3 DIRECTORY AND ESTABLISHMENT OF THE DIRECTORY OF THE COMMISSIONER'S STAFF AND THE DIRECTORY OF THE SCOUT REPRESENTATIVES

1. Over the past six (6) years, the Boy Scouts of the Philippines (BSP) had slowly adopted paperless transactions for most of its operations – from official issuances [national memoranda, office and special orders] to the submission of the required and other reports, and to commonly-used forms. This innovation had significantly improved workflow, saved money, reduced costs and enhanced services.
2. The BSP is taking significant steps and working towards ways to take as much paper out of the process now, from office procedures and requirements; and hopefully, to the entire advancement process and training schemes. We are standardizing common data definitions, electronic data captures and data protocols that will further improve efficiency and enhance risk monitoring. Moreover, this initiative is one of the action steps that needs to be undertaken in order to improve our Adult Resources Management in compliance with the Global Standards mandated by the World Scout Bureau – Asia-Pacific Regional Support Centre (WSB-APRSC).
3. As another step in further improving our services and keeping all the stakeholders informed of all official issuances from the National Office, including latest news, updates and developments about the organization or any of its key thrusts, programs, trainings and activities, all Regional Scout Directors, Council Scout Executives and Officers-in-Charge are hereby directed to facilitate the accomplishment of the General Information Sheet (GIS) for the following officials:
 - 3.1. Regional/Council Chairpersons
 - 3.2. Regional/Council Scout Commissioners
 - 3.3. Regional Scout Directors / Council Scout Executives / Officers-in-Charge
 - 3.4. Regional/Council Scout Representatives
 - 3.5. Regional/Council Training Commissioners and Deputies
 - 3.6. Regional/Council Program Commissioners and Deputies
 - 3.7. Other members of the Commissioner's Staff duly created by the Regional Scout Committee or the Local Council Executive Board (i.e. Public Relations Commissioners, etc.)

The General Information Sheets of the above-stated officials, duly signed and filled out, must be electronically scanned and submitted to the Field Operations Division at bsp@scouts.org.ph not later than **1 July 2016, Friday**.

It must be noted that the HOME AND OFFICE ADDRESS, including the CONTACT INFORMATION (landline, mobile and email address) of any of the above-listed official MUST NOT BE THE SAME with the address and contact information of the Regional Office or the Local Council.

4. All information that will be sent to the National Office will be treated with utmost confidentiality. The information provided will facilitate the updating of the Key-3 Directory with the most accurate information and the establishment of the Directory of the Commissioner's Staff and the Directory of Scout Representatives (Young People). Upon completion, all above-listed officials will receive any and all official issuances from the National Office, including latest news, updates and developments about the organization or any of its key thrusts, programs, trainings and activities for their information and reference.
5. For information, guidance and strict compliance.



WENDEL E. AVISADO
Acting Secretary General

RSV/krsf

Encl. General Information Sheet

GENERAL INSTRUCTIONS: Please fill out the necessary details requested in this form. Any and all information that you will be providing will be used for official purposes only and will be kept confidential.

/krsf