

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

28 August 2012

NATIONAL OFFICE MEMORANDUM

Number 39 s. 2012

TO : All Regional Scout Directors/Council Scout Executives/Officers-In-Charge

SUBJECT : Revised Form for Membership Registration and Statistical Report

To provide effective and efficient service in the workplace, please be informed that some changes have been made to take effect in your October 2012 report regarding your monthly Registration Processing Slip (for Local Councils) and Regional Statistical Report (for Regional Offices).

1. **For Local Councils.** In lieu of the monthly Registration Processing Slip (RPS) form, Local Councils are advised to use the new Membership Registration and Statistical Report (MRSR) form. This MRSR form will collect a systematic data on the registration for Scouts, Leaders and Units as well as the summary of the membership collection of your council. This will be submitted weekly to the Regional Office together with the duplicate copy of Official Receipt/s (ORs) and the bank deposit slip/s.

2. **For Regional Office.** The Membership Registration and Statistical Report (MRSR) form shall replace the Regional Statistical Report (that includes Summary of Registration, Analysis on Membership for Scouts, Adult Leaders, Lay Leaders, Units and Sponsoring Institution, Membership Tenure, etc.).

The Regional MRSR Form is designed to consolidate all monthly data pertinent to Local Councils membership registration. In accomplishing the said report, Regional Offices are advised to observe with the following guidelines:

2a. Advise and remind their respective Councils to submit each week the membership and registration report using the MRSR Form.

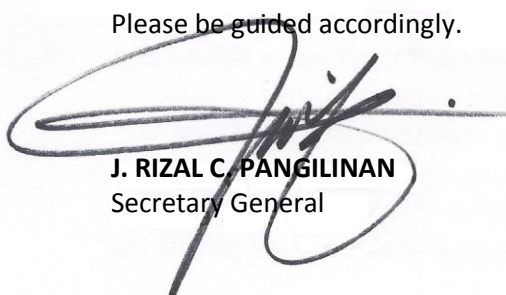
2b. At the end of each month, the Regional Office will consolidate all the weekly membership and registration report from each council making it the monthly council's report for membership registration.

2c. Prepare a summary of Regional Membership Registration and Statistical Report for the month and attached the individual council's monthly report for submission to National Office.

2d. The prepared report must be submitted to National Office not later than the 15th day of each month and be in two (2) sets, one for Finance Division (with the attached bank deposit slips) and another one for Field Operations Division.

Should you have some queries and concerns regarding the said changes, you may call us at National Office, Manila c/o MIS Section and/or Finance Division at telephone numbers (02) 527-8317 to 20 locals 527 and 424.

Please be guided accordingly.


J. RIZAL C. PANGILINAN
Secretary General