



# Boy Scouts of the Philippines

## National Office

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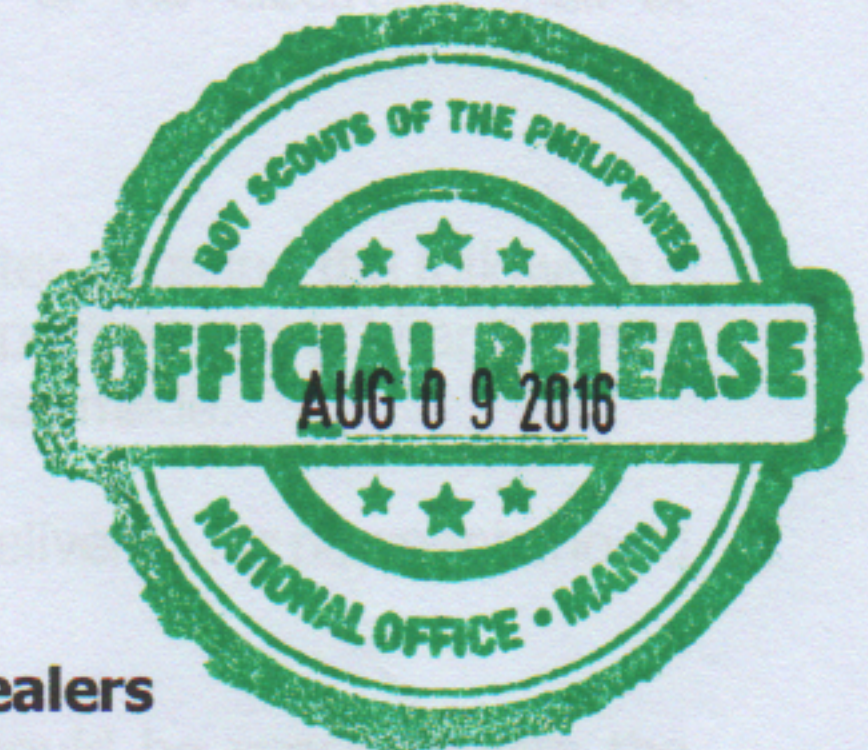
AUG 09 2016

### NATIONAL OFFICE MEMORANDUM

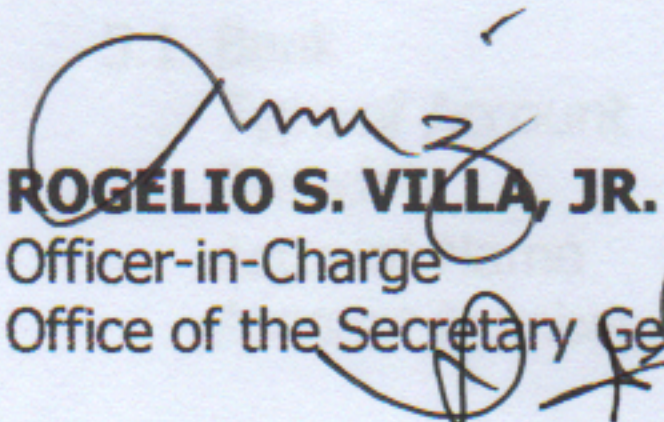
No. 48 , Series of 2016

**TO :** Regional Scout Directors  
Council Scout Executives  
Officers-in-Charge  
All Authorized NSS Distributors and Dealers

**SUBJECT :** NSS Payment Guidelines



1. In order to govern all payment transactions made by various Local Councils, Regional Officers and authorized distributors and deals, the NSS Payment Guidelines is herein established.
2. All Regional Offices and Local Councils, including all duly accredited and authorized distributors and dealers are hereby directed to conform to these guidelines.
3. Should you have further questions, you may refer them to the National Scout Shop thru the Acting Accountant, Mr. Jose Patrick R. De Leon at (02) 404 0350 local 412. You may also contact Ms. Alona Grace C. Bibas, Accounting Clerk at (02) 404 0350 local 410.
4. This Memorandum takes effect immediately and supersedes any other issuances inconsistent herewith.
5. For information, guidance and strict compliance.

  
**ROGELIO S. VILLA, JR.**  
Officer-in-Charge  
Office of the Secretary General

End: NSS Payment Guidelines

Cc: National Executive Board  
Council and Regional Chairpersons  
Council and Regional Scout Commissioners

NSS.ARS/MEBM/JPRDL/srgc



## NSS Payment Guidelines

Hereunder is the new Payment Guidelines of the National Scout Shop (NSS), viz:

1. **Payment Information.** A scanned copy of the proof of payment and its details should be transmitted to the NSS at thru fax at (02) 527 8317 or via electronic mail at national.scoutshop@yahoo.com.
    - 1.1. Scanned copy of the Deposit Slip
    - 1.2. The deposit slip must be accompanied by a transmittal letter detailing the following –  
[a] date when the deposit was made, [b] total amount deposited and [c] bank name, account number and branch address where the deposit was made.
  2. **Sales Invoice (SI).** A copy of the Sales Invoice of the items delivered for payment should be attached to the deposit slip to be submitted.
  3. **Freight Payment/Charges.** Payments made for freight should be specified with the corresponding details and proof of payment:
    - 3.1. Freight Details
    - 3.2. Copy of the deposit slip detailing the total amount deposited, the bank name, the bank account number and the branch address where the deposit was made.
- This is applicable for **rush orders only**.
4. **Partial Payments.** Partial payments should be supported with the following documents:
    - 4.1. Proof of payment or the deposit slip
    - 4.2. Transmittal letter detailing the date when payment was deposited, total amount deposited, the bank name, the bank account number and the branch address where the deposit was made with the corresponding explanation signed by the Council Scout Executive or Officer-in-Charge why payment is only partial and not in full.
    - 4.3. Corresponding Sales Invoice
  5. **Account Details.** Payments/deposits should be made through any the following bank accounts of the NSS:

5.1. Bank	Land Bank of the Philippines (LBP)
Type of Account	Savings Account
Branch	YMCA (Manila)
Account Name	Boy Scouts of the Philippines-NSS
Account Number	1982-1080-19
5.2. Bank	Development Bank of the Philippines (DBP)
Type of Account	Savings Account
Branch	Manila Cash Unit Branch
Account Name	Boy Scouts of the Philippines-NSS
Account Number	0410-034516-030



6. **Confirmation and Posting of Payments.** After submitting all payment information to the National Scout Shop, the Local Council should confirm the receipt of payment for posting thru any of the following:

Mr. **JOSE PATRICK R. DE LEON**

Acting Accountant  
National Scout Shop  
(02) 527 8317 local 412  
jbrdeleon@yahoo.com

Ms. **ALONA GRACE P. BIBAS**

Accounting Clerk  
National Scout Shop  
(02) 527 8317 local 410  
alonabibas@yahoo.com

Cc: President WENDEL E. AVISADO, Office of the National President  
Director FLORENCIO B. ATINYAO, Administration Division  
Acting Director PEDRO B. PENADOS, Finance Division  
Internal Auditor JOSEPH FLORANTE C. ALVARO, Office of the Internal Auditor  
Council and Regional Chairpersons  
Council and Regional Scout Commissioners

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