

BOY SCOUTS OF THE PHILIPPINES  
**NATIONAL OFFICE**  
Manila

14 August 2015

**NATIONAL OFFICE MEMORANDUM**

Number 52 s. 2015

**TO :** Regional Scout Directors, Council Scout Executives and Officers-In-Charge

**SUBJECT :** **56<sup>TH</sup> ANNUAL NATIONAL SCOUT EXECUTIVES CONFERENCE**

1. We are pleased to announce the holding of the **56<sup>th</sup> Annual National Scout Executives Conference (ANSEC)** which will be held at the BP International Hotel, Ermita, Manila on 14-18 December 2015.
2. **The conference aims to:**
  - a. Assess the efficiency and effectiveness of the Professional Service on Council Administration and Operations in the pursuit and attainment of the BSP's Major Final Output;
  - b. Evaluate the performance of Scouting operations at all levels;
  - c. Discuss strategies for the successful management and operations of the Local Councils and Regions;
  - d. Recommend new policies and/or amendment/revisions of existing policies to make them attuned to the present situation, needs and challenges;
  - e. Formulate and discuss the National/Regional/Local Council Charter Statement and Transparency Seal.
3. **The participants of the conference include the following:**
  - a. National Office Director and Executives
  - b. Regional Scout Directors
  - c. Regional Field Scout Executives
  - d. Council Scout Executives/Officers-In-Charge
  - e. Assistant Council Scout Executive
  - f. Field Scout Executives
4. **Conference Fee:**
  - 4.1 Each participant will be assessed a conference fee of **THREE THOUSAND (Php3,000.00) PESOS** to cover cost of meals (*from afternoon snack of 14 December 2015 until lunch of 18 December 2015*), accommodation, conference kits, materials and souvenirs.
  - 4.2 One of the Conference tokens for the participant is an Executive Jacket with an embroidered Executive Badge and a sportsfest uniform. Kindly accomplish the attached form with the required measurements and send it together with your Notice of Attendance.
5. The accomplished Notice of Attendance, together with the request for NaFCO withdrawal should reach the National Office **on or before 23 October 2015**. Cash payment may be made at National Office thru BSP National Office Land Bank Account (**YMCA Branch LBA #1982107977**). To preclude any logistical problem, **NAFCO Authorization brought during the actual conduct of the conference venue will not be entertained**. All request must be accomplished within the period given by this office.

6. **Conference Schedule:**

6.1 The Check-in time at the Hotel is at 1330H of 14 December 2015 and Check-out time will be at 1200H of 18 December 2015. The conference will formally commence at 1500H of 14 December 2015. Any stay prior and after the inclusive dates of the conference will be for the account of the participant.

6.2 **What to Bring: The following documents should be brought by the participants during the conference:**

- a. Proposed 2016 Council/Regional Calendar of Scouting Events and Observances
- b. Proposed 2016 Council/Regional Training Calendar and Goals
- c. Proposed 2016 Council/Regional Key Result Areas and Objectives
- d. Council/Regional Performance (January-November 2015)

6.4 **Day to Day Attire: All participants must conform to the required dress code as stated below:**

| DATE        | MORNING   | AFTERNOON        | EVENING |
|-------------|---|------------------|---------|
| 14 December | Casual  | Type "A" Uniform |         |
| 15 December | Long Sleeve with tie/ Executive Attire (Female) |                  |         |
| 16 December | Sports Uniform                                  |                  |         |
| 17 December | Smart Casual                                    |                  |         |
| 18 December | Type "A" Uniform                                |                  |         |

7. Any query or clarification on this Memorandum may be obtained from **Engr. Rogelio S. Villa, Jr.** Acting Deputy Secretary General and Director, Field Operations Division, telephone number (02) 5275112 local 512 or at roger.villa826@yahoo.com.ph

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

  
**WENDEL E. AVISADO**  
Acting Secretary General

Encls.: Notice of Attendance Form  
Executive Jacket and Sportsfest Uniform Measurement  
NaFCO Withdrawal Form

Boy Scouts of the Philippines  
**56<sup>th</sup> ANNUAL NATIONAL SCOUT EXECUTIVES CONFERENCE**  
14-18 December 2015 – Manila

**NOTICE OF ATTENDANCE**

|                      |  |
|----------------------|--|
| <b>LOCAL COUNCIL</b> |  |
|----------------------|--|

**Our Local Council will send the following participants to this event.**

| <b>FULL NAME (IN PRINT)</b> | <b>GENDER</b> | <b>AGE</b> | <b>POSITION IN SCOUTING</b> | <b>EMAIL ADDRESS</b> |
|-----------------------------|---------------|------------|-----------------------------|----------------------|
| 1.                          |               |            |                             |                      |
| 2.                          |               |            |                             |                      |
| 3.                          |               |            |                             |                      |
| 4.                          |               |            |                             |                      |

**Travel Itinerary:**

Date of Arrival \_\_\_\_\_ 2015 via \_\_\_\_\_ at \_\_\_\_\_ H  
Date of Departure \_\_\_\_\_ 2015 via \_\_\_\_\_ at \_\_\_\_\_ H

Please send this Notice of Attendance **not later than 23 October 2015** to:

**ATTY. WENDEL E. AVISADO**

Acting Secretary General

Boy Scouts of the Philippines

181 Natividad Almeda Lopez Street

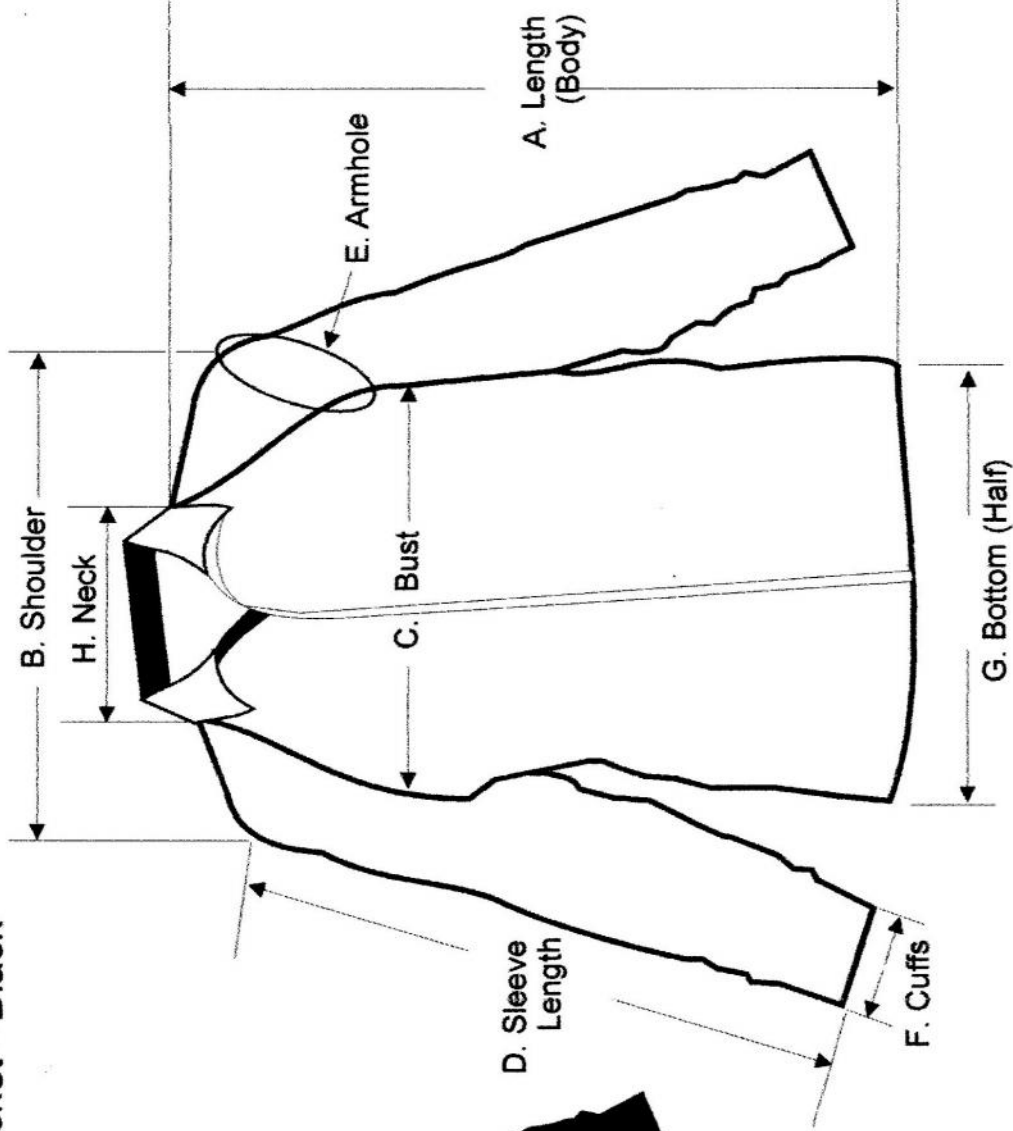
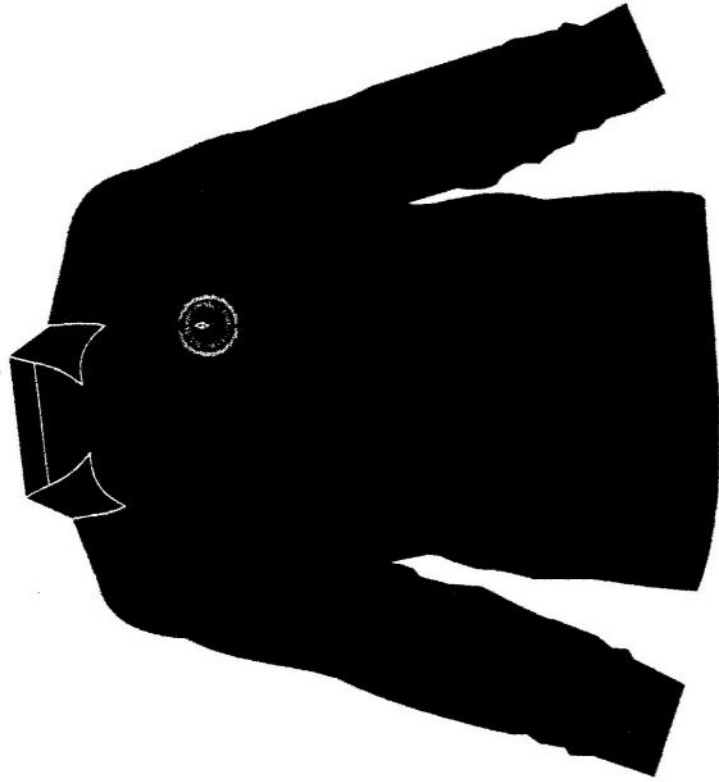
Ermita, Manila

Fax No. (02) 5280577 / 5275112

Email Address: [weavisado@yahoo.com](mailto:weavisado@yahoo.com) / [bsp@scouts.org.ph](mailto:bsp@scouts.org.ph)

NAME: \_\_\_\_\_ Scouting Position: \_\_\_\_\_ Local Council: \_\_\_\_\_

### Executive Jacket - Black



A. Length \_\_\_\_\_

B. Shoulder Length \_\_\_\_\_

C. Bust (Circumference) \_\_\_\_\_

D. Sleeve Length \_\_\_\_\_

E. Armhole \_\_\_\_\_

F. Cuffs \_\_\_\_\_

G. Bottom (Half) \_\_\_\_\_

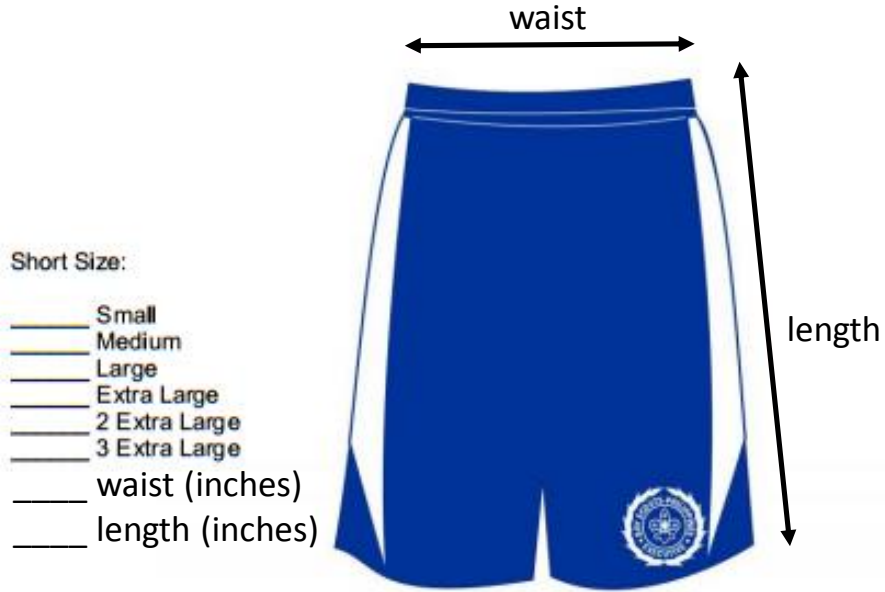
H. Neck (Circumference) \_\_\_\_\_

NAME: \_\_\_\_\_ Scouting Position: \_\_\_\_\_ Local Council: \_\_\_\_\_



T-shirt Size:

- Small
- Medium
- Large
- Extra Large
- 2 Extra Large
- 3 Extra Large



Short Size:

- Small
- Medium
- Large
- Extra Large
- 2 Extra Large
- 3 Extra Large
- waist (inches)
- length (inches)



Front

Side

**BOY SCOUTS OF THE PHILIPPINES**

\_\_\_\_\_ **Region**  
\_\_\_\_\_ **Council**

Date: \_\_\_\_\_

Secretary General  
National Office  
Boy Scouts of the Philippines  
Manila

**AUTHORIZATION FOR NAFCO WITHDRAWAL**

THIS IS TO AUTHORIZE the withdrawal from our National Funds for Council Operations (NAFCO) deposited with the National Office, BSP, the amount of \_\_\_\_\_ ( ₱ \_\_\_\_\_ ) for the following reasons.

\_\_\_\_\_  
Council Scout Executive/OIC

**RECOMMENDING APPROVAL:**

**APPROVED:**

\_\_\_\_\_  
Council Treasurer

\_\_\_\_\_  
Council Chairman

**ACTION OF REGIONAL OFFICE**

RECOMMENDING APPROVAL AND RELEASE: ( FOR ₱ \_\_\_\_\_ ) Date \_\_\_\_\_  
Exceptions: \_\_\_\_\_

\_\_\_\_\_  
Regional Scout Director

**ACTION OF THE NATIONAL OFFICE**

Amount of NAFCO as of \_\_\_\_\_, 20\_\_ ₱ \_\_\_\_\_

Accounts Receivable as of \_\_\_\_\_, 20\_\_ ₱ \_\_\_\_\_

Membership Coverage \_\_\_\_\_ as of \_\_\_\_\_

No. of Registered Board Members \_\_\_\_\_ as of \_\_\_\_\_

RECOMMENDING APPROVAL AND RELEASE: ( ₱ \_\_\_\_\_ )

ROGELIO S. VILLA, JR.

Deputy Acting Secretary General  
Director, Field Operations Division  
Date: \_\_\_\_\_

PEDRO B. PENADOS

Director, Finance Division  
Date: \_\_\_\_\_

**APPROVED/DISAPPROVED:** For release ₱ \_\_\_\_\_

WENDEL E. AVISADO  
Acting Secretary General

Date: \_\_\_\_\_