



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez Street, Ermita, Manila
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OCT 03 2016

NATIONAL OFFICE MEMORANDUM

No. 56, Series of 2016



TO : Regional Scout Directors and Council Scout Executives

SUBJECT : SEMINAR-WORKSHOP ON GOVERNMENT OPERATIONS

Pursuant to Supreme Court of the Philippines decision in GR. No. 177131 dated June 7, 2011, upholding that the Boy Scouts of the Philippines is, by all intents and purposes, a public corporation and is therefore covered and under the audit jurisdiction of the Commission on Audit (COA) and, to ensure that BSP Local Council operations and financial transactions comply with COA rules and regulations, the Civil Service Commission and, the Governance Commission for GOCCs (GCG), the BSP National Office in cooperation with WOSM-APR Support Centre and the Messengers of Peace (MoP) – Support Fund will conduct a series of Seminar-Workshops on Government Operations (SWGO) for Local Councils on the dates, schedules and at venues as follows:

Date	Region	Venue
14-18 November 2016	STR and BR	PSC-APR, Mt. Makiling, Los Banos, Laguna
23-27 January 2017	IR, NELR and CLR	PSC-APR, Mt. Makiling, Los Banos, Laguna
20-24 March 2017	NCR, EVR and WVR	Capitol Hills Scout Camp, Cebu City
24-28 April 2017	EMR and WMR	BSP Camp, Malagos, Davao City

The Objectives of the SWGO are to:

1. Equip CSEs with the knowledge and skills necessary to comply with government accounting and auditing rules and regulations; and
2. Update the knowledge of CSEs on RA 6713, RA 9184, RA 10149, EO 203

Who Should Attend

1. Council Scout Executives
2. Field Scout Executives

Participant Counterpart

The SWGO is subsidized by the Messengers of Peace (MoP)-Support Fund thru the World Scout Bureau -Asia Pacific Regional Support Centre.

Deadline for Application

Application to attend the SWGO must reach BSPNO on or before:

- 04 November 2016 for STR and BR;
- 05 December 2016 for NELR, IR and CLR;

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06 February 2017 for NCR, EVR and WVR; and

07 March 2017 for EMR and WMR

There will only be 30 participants on the average per schedule. Acceptance to a particular training schedule shall be on a "first come first serve basis" only.

Processing of Application

All application forms to attend the SWGO must be submitted to BSPNO before deadline duly endorsed by RO. Approval of applications shall be issued by BSPNO to the LCs concerned by fastest means, copy furnished the RO.

Reporting Date

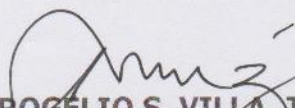
Only participants with confirmation will be accepted to the SWGO. Confirmed participants must be at the training venue at least two (2) hours before the organization and orientation program.

What to Bring

One (1) set of Type A uniform
Personal clothing, medicine and toiletries
Clothes for social and sports activities
Laptop with internet connectivity
Local Council business and administration data

For more details and inquiries, please contact the Administration Division c/o Ms. Aliw B. delos Reyes, HRMO at delosreyesaliw@yahoo.com or Mr. Florencio B. Atinyao, Director for Administration at flor.atinyao@gmail.com.

For your information, guidance and compliance.


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

Encls: General Program
Application to Attend

AD: FBA

Seminar-Workshop on Government Operations (SWGO)

- SWGO, Philippines Scouting Center for the Asia Pacific Region, Makiling National Scout Reservation, Los Banos, Laguna , 14-18 Nov. 2016
- SWGO, Philippines Scouting Center for the Asia Pacific Region, Makiling National Scout Reservation, Los Banos, Laguna , 23-27 January 2017
- SWGO, Capitol; Hills Scout Camp, Cebu City, 20-24 March 2017
- SWGO, BSP Camp, Malagos, Davao City, 24-28 April 2017

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Manila

SEMINAR-WORKSHOP ON GOVERNMENT OPERATIONS

General Program

DAY/DATE	TIME	ACTIVITY/SESSION/TOPIC	PERSON IN-CHARGE
Day 0	1300H 1500H 1700H	Staff Meeting Arrivals and registration Organization and Orientation	FBA Support Staff Support Staff
Day 1	0830H-0930H 0930H-1000H 1030-1700H	• Opening Program • Photo Ops RA 10149 EO 203	FBA FBA RSV & FBA
Day 2	0800H-1200H 1300H-1700H	RA 9184 RA 6713 and Civil Service Code	JFCA ABDR
Day 3	0800H-1700H	PD1445 COA R-2014-003 COA C-2015-04	JJBD JFCA PBP
Day 4	0800H-1700H	PD1445 COA R-2014-003 COA C-2015-04	JJBD JFCA PBP
Day 5	0800H-1200H 1400H-1500H	PD1445 COA R-2014-003 COA C-2015-04 Evaluation and Closing Program	JJBD JCFA PBP

Legend:

RSV – Rogelio s. Villa, Jr., OIC Sec. Gen.
FBA – Florencio B. Atinyao, Director
PBP – Pedro B. Penandos, Director
JFCA – Joseph Florante C. Alvaro, Internal Auditor
JJBD – Jeremy JB Duca, Financial Consultant
ABDR –Aliw B.Delos Reyes, HRMO

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Flax

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Ermita, Manila

PHOTO

(1½"X1½")

Local Council _____

**APPLICATION TO ATTEND
SEMINAR-WORKSHOP ON GOVERNMENT OPERATIONS (SWGO)**

(All answers except signature should be typewritten. Additional sheets may be used for additional information)

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Name _____ Position in BSP _____
Surname Given Name Middle Name

Home Address _____

Office Address _____

Tel. No. _____ CP No. _____ E-mail Add.: _____

Are you a government official/employee? YES _____ NO _____

(If yes, position & name of govt agency) _____

A. PERSONAL DATA

1. Place of Birth _____ Date of Birth _____

2. Height _____ Weight _____ Sex _____ Civil Status _____ Age _____

3. Religion _____ Citizenship _____

4. Name of Spouse (if married) _____

Contact Address and Tel. _____

6. Names of dependent children, if any _____

7. Person to be notified in case of emergency:

a. Name _____ Relationship _____

c. Address/Contact Number _____

B. Education

Highest Educational Attainment _____

Number of Years completed _____

Application to attend - SWGO

Page 1 of 2 pages

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Name & address of Institution

Civil Service eligibility: _____ Rating _____ Date & Place taken _____

C. EMPLOYMENT RECORD (starting on the most current employer)

Name and Address of Past Employer	Position Held	Salary	Period of Service
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I HEREBY CERTIFY under the penalty of perjury that the information given in this application is true and accurate to the best of my knowledge.

I also AGREE, that, as a condition of my attendance, I will render at least one (1) year of service to the organization.

Signature over printed name of Applicant _____
Date: _____

LOCAL COUNCIL ACTION

I hereby certify to the correctness of the above statements made by the applicant. We therefore, recommend his/her attendance to the SWGO.

Name and Signature of Council Chairman

REGIONAL OFFICE ACTION

Recommending approval:

Regional Scout Director

Date

NATIONAL OFFICE ACTION

Received and processed by: _____ Date _____
Remarks: _____

APPROVED BY:

Director, Administration Division
(To be accomplished in duplicate)

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