

**BOY SCOUTS OF THE PHILIPPINES**

National Office  
Manila

30 January 2013

**MEMORANDUM**

**TO :** Mr. Florencio B. Atinyao - Director, Administration and Finance  
Mr. Joseph Florante C. Alvaro - Internal Auditor  
Mr. Ermin R. Delim - Senior Bookkeeper, Finance Division  
Mrs. Lilia B. Dimayuga - Finance Consultant  
Mr. Jose Patrick R. de Leon - Accounting Executive, National Scout Shop

**SUBJECT :** ATTENDANCE TO A CONFERENCE AT THE COMMISSION ON AUDIT

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You are hereby directed to attend a conference at the Commission on Audit to be held on Thursday, January 31, 2013 at the Old SAADO Auditorium from 2:00 p.m. to 5:00 pm.

The purpose of this conference is to facilitate the timely completion and submission of financial statements and accounts of calendar year 2012 as inputs to the 2012 Annual Audit Reports (AARs).

For your information and compliance.

  
**J. RIZAL C. PANGILINAN**  
Secretary General *Flora*

cc : Central Record  
201 File