

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

07 March 2013

MEMORANDUM

TO : CONCERNED BSP OFFICIALS AND STAFF

SUBJECT : ATTENDANCE TO THE COA TRAINING

The attached list of BSP officials and staff are hereby directed to attend the Training on Basic Principles on Government Accounting, Auditing and Laws & Rules on Government Expenditures from March 18-22, 2013 (Monday to Friday) from 8:00 a.m. to 5:00 p.m. The training will be conducted by the Commission on Audit and it will be held at the Professional Development Center, Commission on Audit, Commonwealth Avenue, Quezon City.

Attached are the course outline and daily schedule for your guidance.

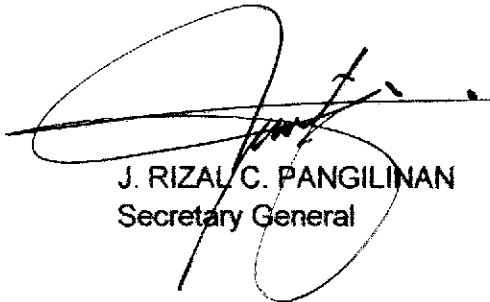
Please be guided by the following information:

1. The participants will stay at the Tahanan sa COA and COA Hostel for the whole duration of the training. The Administration Division will take charge of the booking arrangements and the room assignments will be given to the participants upon checking in.
2. Transportation from the BSP-National Office to COA and vice-versa will be provided by the office to all the participants on the following dates:
 - ↓ Monday, March 18 – the participants will be brought to COA and will leave the National Office at 6:30 a.m.
 - ↓ Wednesday, March 20 – the participants will be fetched from COA at 3:00 p.m. and will be brought to the National Office in time for the 1st Quarterly Socials. The participants will be brought back to COA right after the socials.

- ✦ Friday, March 22 – the participants will be fetched from COA at 5:00 p.m. and will be brought to the National Office.
3. Transportation expenses of participants from the Regional Offices and BSP Camps in going to the National Office and back to their regions and camps before and after the training shall be charged to their respective office budgets.
- You should be at the National Office a day before the training. You may book your accommodation at the BP International Hotel charge to your own office budgets.
4. Provision for meal allowance covering breakfast and dinner for the whole duration of the training will be provided to the participants. The participants may get their meal allowance from Mrs. Aliw B. Delos Reyes, Human Resource Management Officer.
5. Attire for the whole duration of the training is smart casual.

Should you have any question regarding the training, you may get in touch with Mrs. Aliw B. Delos Reyes, Human Resource Management Officer at 527-8317 local 441.

For your information and compliance.



J. RIZAL C. PANGILINAN
Secretary General

Attachments:

- 1) List of participants
- 2) Course Outline
- 3) Daily Schedule

cc : Central Record
201 File

COMMISSION ON AUDIT
PROFESSIONAL DEVELOPMENT OFFICE
Commonwealth Avenue, Quezon City

COURSE OUTLINE

Course Title: **Customized Course on the Basic Principles on Government Budgeting, Accounting, Auditing and Cash Management**

Participants: **Boy Scout of the Philippines Officials/personnel**

Date: **March 18 – 22, 2013**

COURSE DESCRIPTION:

This five-day seminar/workshop is designed for the Finance Officers and other personnel of the Boy Scout of the Philippines to equip and enhance their knowledge/skills particularly on Basic Accounting, Budgeting, Auditing and Laws & Rules on Government Expenditures. It is primarily designed to aid them in understanding the following:

- ✓ Basic concepts on budgeting and budget process,
- ✓ Basic policies and procedures on Government Accounting and Auditing, and
- ✓ Laws & Rules on Government Expenditures

The training approach and methodology to be adopted is the experiential learning approach, where emphasis shall be given on the sharing of work experiences, and exercises for group discussion.

COURSE OBJECTIVES:

Upon completion of the course, the participants should be able to:

- ✓ Record the Boy Scout of the Philippines transactions into their proper account,
- ✓ Explain the budget process of the government,
- ✓ Explain the basic principles & procedures in government accounting and
- ✓ Prepare the necessary forms/documents/reports in handling cash receipts and collections

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Participants: Boy Scout of the Philippines Officials/personnel

Date: March 18 – 22, 2013

	DATE/TIME	TOPIC/S
Day 1	8:00 – 8:20	Registration
	8:20 – 8:40	Opening Activities
	8:40 – 10:00	Expectation Settings
	10:00 – 10:15	COFFEE BREAK
	10:15 – 12:00	Accountability and Responsibility Over Government Funds
	12:00 – 1:00	LUNCH Break
	1:00 – 3:00	Accountability and Responsibility Over Government Funds (Continuation)
	3:00 – 3:15	Coffee/ Tea Break
	3:15 – 5:00	Laws and Rules on Expenditures and Disbursements and Modes of Disbursements
Day 2	8:00 – 10:00	Basic Concepts on Budgeting and Budget Process
	10:00 – 10:15	LUNCH BREAK
	10:15 – 5:00	Continuation of Basic Concepts on Budgeting and Budget Process
Day 3	8:00 – 12:00	Basic Policies and Procedures in Government Accounting
	12:00 – 1:00	COFFEE BREAK
	1:00 – 5:00	Basic Policies and Procedures in Government Accounting
Day 4	8:00 – 12:00	Basic Policies and Procedures in Government Accounting
	12:00 – 1:00	LUNCH BREAK
	1:00 – 5:00	Receipts and Collection
Day 5	8:00 – 12:00	Personal Services; Travel Expenses/Other MOOE Accounts and Financial Expenses
	12:00 – 1:00	LUNCH Break
	1:00 – 4:30	Purchase of Inventory Items/Construction of PPE and Property Inspection
	4:30 – 5:00	CLOSING CEREMONIES

BOY SCOUTS OF THE PHILIPPINES

National Office

Manila

**PARTICIPANTS TO THE TRAINING ON BASIC PRINCIPLES ON GOVERNMENT ACCOUNTING,
AUDITING AND LAWS & RULES ON GOVERNMENT EXPENDITURES**

March 18-22, 2013 (Monday to Friday)

Professional Development Center, Commission on Audit

Commonwealth Avenue, Quezon City

	NAME	POSITION	OFFICE DIVISION
<i>Top Management Level Officers:</i>			
1	Jose Rizal C. Pangilinan	Secretary General	Office of the Secretary General
2	Danilo G. dela Cruz	Director	Economic Enterprise Division
3	Florencio B. Atinyao	Director/In-charge of Office	Administration Division/Finance Division
4	Rogelio S. Villa, Jr.	Director	Field Operations Division
5	Joseph Florante C. Alvaro	Internal Auditor	Office of the Internal Auditor
6	Bienvenido R. Toledo	Regional Scout Director	Eastern Visayas Regional Office and Western Visayas Regional Office
7	Imelda R. Samson	Regional Scout Director	Ilocos Regional Office, Northeastern Luzon Regional Office and Central Luzon Regional Office
8	Rodolfo C. Pangilinan	Regional Scout Director	National Capital Regional Office, Southern Tagalog Regional Office and Bicol Regional Office
9	Jesus R. Meris	Regional Scout Director (OIC)	Eastern Mindanao Regional Office
10	Pedro R. Penados	Regional Field Scout Executive/Regional Scout Director/OIC	Western Mindanao Regional Office
<i>Middle Management Level Officers:</i>			
11	Manuel G. Isidoro III	Field Services Executive I	Field Operations Division
12	Arthur R. Sales	National Scout Shop Executive I	National Scout Shop-Economic Enterprise Division
13	Ma. Lea P. Fungo	Budget and Finance Executive I	Finance Division
14	Salvio B. Quicho	Regional Field Scout Executive I/ Camp Manager	Eastern Visayas Regional Office, Western Visayas Regional Office and Capitol Hills Scout Camp
15	Eusebio Lee L. Mole	Camp Manager II	Makiling National Scout Reservation Camp
16	Jose Patrick R. de Leon	Accounting Executive I	National Scout Shop-Economic Enterprise Division

	NAME	POSITION	OFFICE DIVISION
Key Staff of Finance/Internal Audit/National Scout Shop-Economic Enterprise Division/ Administration Division/Camps/Regional Offices:			
17	Ermin R. Delim	Senior Bookkeeper II	Finance Division
18	Elmer O. Legisniana	Senior Bookkeeper II	Finance Division
19	Teresita A. Bautista	Senior Bookkeeper II	Finance Division
20	Elsita A. Calamba	Cashier II	Finance Division
21	Reslie B. Mendoza	Bookkeeper II	Finance Division
22	Noel C. Calicdan	Accounting Clerk I	Finance Division
23	Ma. Corazon O. Manic	Audit Assistant III	Office of Internal Auditor
24	Emmanuel A. Loon	Audit Clerk I	Office of Internal Auditor
25	Alona Grace P. Bibas	Accounting Clerk I	National Scout Shop-EED
26	Mark Darrel S. Rey	Accounting Clerk I	National Scout Shop-EED
27	Sixto S. Abella, Jr.	Assistant Cashier	National Scout Shop-EED
28	Marlon B. Pingol	Accounting Clerk	National Scout Shop-EED
29	Eddie C. De Mesa	Warehouseman	National Scout Shop-EED
30	Servillano J. Bajora	Supply Officer I	Administration Division
31	Sophia U. Castillo	Administrative Assistant III	Administration Division
32	Maria A. Abellanosa	Senior Bookkeeper I	Makiling National Scout Reservation Camp
33	Nelly M. Valmonte	Administrative Officer II	Ilocos Regional Office, Northeastern Luzon Regional Office and Central Luzon Regional Office
34	Lorena G. Landingin	Administrative Officer I	National Capital Regional Office, Southern Tagalog Regional Office and Bicol Regional Office
35	Dioneffer B. Mangrobang	Administrative Assistant II	Eastern Mindanao Regional Office
36	Cecilia T. Peleglorio	Administrative Officer I	Western Mindanao Regional Office
Others:			
37	Lilia B. Dimayuga	Consultant	Finance Division