

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

08 January 2015

MEMORANDUM

TO : ALL CONCERNED

SUBJECT: CONFERENCE/WORKSHOP ON ENHANCING THE 2015 WORK AND FINANCIAL PLAN

1. We are pleased to announce the conduct of the **Conference/Workshop on Enhancing the 2015 Annual Work and Financial Plan** on 13-16 January 2015 at the National Executive Board Room, 5/Floor, BSP National Office Building, Ermita Manila.
2. The Conference/Workshop on Enhancing the 2015 Annual Work and Financial Plan has become urgent and necessary in view of the recent organizational developments which required the transfer of assignments and designations in order to ensure and facilitate a more efficient and effective system of management and operations of the BSP National Office and the Regional Offices. It will involve the participation of key professional staff of the BSP at the National and Regional Offices in order for them to be appraised on the recent organizational developments and be oriented/briefed on the 2015 Annual Work and Financial Plan. The conference also aims to provide opportunities for further discussion, adoption and enhancement of the Plan by the incoming officials in order to ensure continuity, adaptability and success of the programs, projects and activities of the various offices towards the achievement of the BSP's Major Final Output.
3. **Staffing.** The following personnel are hereby designated to constitute the Project Management Team (PMT) to ensure the successful conduct of the said activity, viz:

Project Consultants	ROGELIO S. VILLA, JR. , Director, Field Operations FLORENCIO B. ATINYAO , Director, Administration and Finance ARTHUR R. SALES , Acting Director, Economic Enterprise
Project Officer	ALIW B. DELOS REYES , Human Resource Mgmt. Officer, Administration
Food, Supplies and Logistics	FLORECITA M. OROZCO , Secretary, Field Operations
Special Disbursing Officer	FREDERICK E. BONIFACIO , Administrative Assistant, Administration
Secretariat/Support Staff	NATIVIDAD T. MORALES , Secretary, Office of the National President VICTOR C. REYES , Administrative Assistant, Office of the Sec. General MARLON P. BERNARDO , Maintenance Technician, Administration RONALD SUDIACAL , Administrative Assistant, Administration JE ALANIS , Administrative Aide, National Scout Shop RUEL A. CALICA , Administrative Aide, Administration

4. **Participation.** The following personnel are hereby directed to attend the Conference/Workshop on Enhancing the 2015 Annual Work and Financial Plan, viz:

Rogelio S. Villa, Jr.	- Director, Field Operations
Florencio B. Atinyao	- Director, Administration and Finance
Arthur R. Sales	- Acting Director, Economic Enterprise

Joseph Florante C. Alvaro	- Internal Auditor
Ermin R. Delim	- Senior Bookkeeper/Acting Accountant
Imelda S. Samson	- Regional Scout Director, IR/NELR/CLR
Rodolfo C. Pangilinan	- Regional Scout Director, NCR/STR/BR
Bienvenido B. Toledo	- Regional Scout Director, EVR & WVR
Jesus M. Meris	- Regional Scout Director, EMR
Pedro B. Penados	- Regional Scout Director, WMR
Sofronio D. Hontanosas	- MIS Executive, Field Operations

5. **Arrivals and Departures.** The Regional Directors are hereby directed to report at the BSP National Office not later than 1300H of Tuesday, 13 January 2015 and are to leave the BSP National Office late afternoon of Sunday, 18 January 2015.

The conference will officially start at exactly 1500H of Tuesday, 13 January 2015 and will end at 1700H of Friday, 16 January 2015.

6. **Travel Documents.** To facilitate the timely accomplishment of the travel documents, Itineraries of Travel and Travel Orders (IT and TO) of the conference participants will be prepared by the Project Management Team (PMT). The Regional Scout Directors, however, should book their flights and buy their own plane tickets to be reimbursed from the National Office upon submission of required documents.
7. **Transportation Expenses and Travelling Allowances.** The Travelling Expenses and Travelling Allowances of all Regional Scout Directors will be charged against the budget of their respective offices,
8. **Food and Accommodation.** Food will be provided to all the participants and staff from afternoon snacks of 13 January until breakfast of 17 January 2015. Participants and staff will be billeted at the BP International Hotel, Manila from 13 -18 January 2015. The Economic Enterprise Division is hereby directed to coordinate with the management of BP International and to facilitate the preparation of the documents for the accommodation in coordination with the Office of the Secretary General.
9. **Overtime Credits.** All personnel involved shall be entitled to Compensatory Overtime Credit (COC) whenever applicable, based on their actual time rendered, subject to existing rules and regulations. The Human Resource Development Office is hereby directed to prepare the necessary COC documents.
10. Should there be any question and/or query relative to the event, you may contact Director Florencio B. Atinyao at 527 8317 local 444 or the HRMO at 527 8317 local 441/0932-8900131/ delosreyesaliw@yahoo.com.
11. For your information, guidance and strict compliance.


WENDEL E. AVISADO
 SVP and Acting Secretary General

GENERAL PROGRAM OF ACTIVITIES

CONFERENCE/WORKSHOP ON ENHANCING THE 2015 WORK AND FINANCIAL PLAN

National Executive Board Room, 5/F BSP National Office, Ermita, Manila • 13-16 January 2015

DAY/TIME	13 JANUARY (Tuesday)	14 JANUARY (Wednesday)	15 JANUARY (Thursday)	16 JANUARY (Friday)	17 JANUARY (Saturday)
	Ermin R. Delím <i>Officer-of-the-Day</i>	Sofronio D. Montanosas <i>Officer-of-the-Day</i>	Pedro B. Penados <i>Officer-of-the-Day</i>	Arthur R. Sales <i>Officer-of-the-Day</i>	
ATTIRE	BSP-Type A	Smart Casual	Smart Casual	Smart Casual	
0600H-0800H	MORNING PRAYERS, PHYSICAL FITNESS, BREAKFAST				
0801H-1130H		PLENARY SESSION I -Overview -Setting Directions PLENARY SESSION II -Presentation of 2015 Annual Work and Financial Plans (AWFP) of Divisions/Regional Offices	WORKSHOP I Revision/enhancement of the 2015 Annual Work and Financial Plans (AWFP) <i>(by Division/Regional Offices)</i>	WORKSHOP II (Cont'd) Presentation of the revised/ enhanced 2015 Annual Work and Financial Plans (AWFP) <i>(by Division/Regional Offices)</i> PLENARY SESSION III - Consolidation of the revised/ enhanced 2015 Annual Work and Financial Plans (AWFP)	HOME SWEET HOME
1200H-1300H	F E L L O W S H I P L U N C H				
1301H-1500H	ARRIVAL OF PARTICIPANTS OPENING PROGRAM	PLENARY SESSION II (Cont'd) -Presentation of 2015 Annual Work and Financial Plans (AWFP) of Divisions/Regional Offices	WORKSHOP II Presentation of the revised/ enhanced 2015 Annual Work and Financial Plans (AWFP) <i>(by Division/Regional Offices)</i>	PLENARY SESSION -Presentation of the Enhanced 2015 AWFP - Finalization of the 2015 AWFP - CLOSING PROGRAM	
1630H-1700	END OF DAY REFLECTION	END OF DAY REFLECTION	END OF DAY REFLECTION	END OF DAY REFLECTION	
1701H	DINNER/SOCIALS				

Meals and snacks will be provided from PM Snacks of 13 January until breakfast of 17 January 2015.