

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

11 December 2013

MEMORANDUM

FOR : MR. DANILO C. ASIATEN
Member, National Executive Board
Boy Scouts of the Philippines

SUBJECT : DESIGNATION

In view of the compulsory retirement of **Mr. Danilo G. dela Cruz** as Director for Economic Enterprise Division of the Boy Scouts of the Philippines (BSP) and in view of the need to closely oversee, manage and administer the Baguio property of BSP which is being leased to various lessees, I have the honor to designate you as **Acting Administrator** of the BSP Baguio Property **effective December 12, 2013**.

As such, you are authorized to closely oversee, manage and administer the aforesaid property efficiently and effectively, ensure that the monthly rentals are paid and deposited to the account of the BSP on time and deal with the lessees on matters affecting their occupation and use of the leased premises in accordance with their existing contract of lease as well as on any and all matters directly affecting the property and its premises in order to protect the interest of BSP. You will execute and perform your mandate in tandem and in coordination with the Acting Director for Economic Enterprise, Arthur R. Sales.

Except for reimbursement for reasonable out of pocket expenses, such as fuel, communication and other necessary expenses, you shall receive no remuneration whatsoever, it being purely a voluntary service to the BSP.

You will report directly to the undersigned and submit a monthly report jointly with the Economic Enterprise Acting Director for the information and guidance of the President and the National Executive Board.

Please be guided accordingly.


WENDEL E. AVISADO
SVP and Acting Secretary General

cc: President
Secretary General
Director, Administration
Director, Finance
Director, EED
Director, FOD
Resident Auditor (COA)
Internal Auditor
Regional Scout Directors
Central Records
All others concerned
File

*Handcarried by SUP2ASG to
Baguio - 12/10/13*