

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

10 January 2014

**MEMORANDUM**

**TO :** BSP NATIONAL OFFICE, REGIONAL AND CAMP STAFF

**SUBJECT :** General Request Form (GRF)

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To ensure the timely provision of personnel records to all BSP employees, the Administration Division devised the General Request Form (GRF) as attached. The GRF shall be used by employees in requesting all personnel related documents such as Certificate of Employment, Service Record, Philhealth Form (CF1) and other personnel record from the Personnel Unit.

For your information and guidance.

  
**WENDEL E. AVISADO**  
SVP and Acting Secretary General

cc: President  
Secretary General  
Dir., Administration  
Dir., Finance  
Dir., EED  
Dir., FOD  
Internal Audit  
Resident Auditor (COA)  
Regional Directors  
All others concerned  
File