

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

13 December 2013

MEMORANDUM

TO : All Division Directors, Office Heads, Regional Scout Directors and
Camp Managers

SUBJECT : Submission of Inventory of Office Supplies and Properties

Annually and as a matter of policy, all Division Directors, Office Heads, Regional Scout Directors and Camp Managers are required to submit an inventory of office supplies, property, equipment, fixtures and furniture of their respective offices.

In this regard, you are hereby directed to submit the required inventory of office supplies, property, equipment, fixtures and furniture to BSP National Office on or before December 31, 2013. Attention: Records and Property Office, Administration Division.

The corresponding forms are hereto attached for your reference and guidance.

Strict compliance is enjoined.


WENDEL E. AVISADO

SVP and Acting Secretary General