

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

15 May 2014

MEMORANDUM

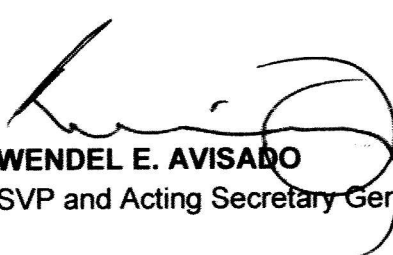
TO : **MR. MANUEL G. ISIDORO, III**
Field Services Executive, Field Operations Division

SUBJECT : **INVITATION TO INTERNATIONAL EVENTS**

Relative to your function as International Events In-Charge in the Field Operations Division, you are hereby directed to coordinate closely with **Mrs. Aliw B. Delos Reyes**, HRMO and Secretary of the Personnel Development Committee (PDC), in keeping track, monitoring and reporting all invitations to international events, especially those requiring the action of the PDC. Special attention should be given to the dates of the events, qualifications of prospective participants, cost of participation and deadlines for responding/replying to and sending the list of participants to these events.

As such you shall use the attached format to summarize the invitations to international events attaching thereto the individual invitations to international events.

For your information, guidance and compliance.


WENDEL E. AVISADO
SVP and Acting Secretary General

cc : President
Secretary General
Director, Administration
Director, Finance
Director, EED
Director, FOD
Resident Auditor (COA)
Regional Chairpersons
All others concerned
File