

**Boy Scouts of the Philippines  
NATIONAL OFFICE  
Manila**

04 December 2012

**MEMORANDUM**

**TO :** National Office Directors, Internal Auditor, Regional Scout Directors/OIC, Finance Consultant, Budget and Finance Executive, National Scout Shop Executive, Peace Jamb Project Officers, Regional Field Scout Executives, Camp Managers-Capitol Hills and Makiling Camp.

**SUBJECT: MANAGEMENT COMMITTEE MEETING (MANCOM)**

Preparatory to the conduct of the 57<sup>th</sup> Annual National Council Meeting and the Peace Jamb on February 2013, all concerned officers are hereby advised to prepare and submit to this office as indicated, the following required reports on 17 December 2012 and attend the Management Committee Meeting as scheduled hereunder:

- 2012 Annual Report, 2013 KRA and Objectives, 2013 Regional Calendar and Goals, O-Plan: Peace Jamb and O-Plan: 57<sup>th</sup> ANCM-*submit to Office of the Director, FOD*
- 2013 Office Budget, Annual Procurement Plan for 2013- *submit to Office of the Director, Admin and Finance*

Field Office executives (RSD, RFSE, Camp Manager) are expected to make the necessary arrangement for them to arrive at BSPNO not later than evening of 16 December 2012.

Following is the schedule of activities:

**17 December, Monday**

- Submission of required reports and O-Plan: Peace Jamb, Annual Procurement Plan
- Deliberation on 2013 Budget, KRA and Objectives, Regional Calendar and Goals

**18 December, Tuesday**

- Continue deliberations on the 2013 Budget, KRA and Objectives and, Calendar and Goals
- Presentation of O-Plan: 57<sup>th</sup> ANCM and O-Plan: Peace Jamb

**19 December, Wednesday**

- Finalize 2013 Budget and BSP Annual Procurement Plan
- Finalize 2013 BSP KRA & Objectives, BSP Calendar and Goals,
- Finalize O-Plan: 57<sup>th</sup> ANCM and O-Plan: Peace Jamb

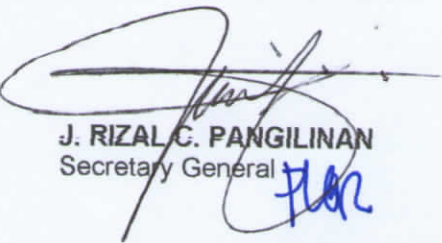
**20 December, Thursday**

- Celebration of Christmas

**21/22 December, Friday/Saturday**

- Back to station

FOR STRICT COMPLIANCE.

  
**J. RIZAL C. PANGILINAN**  
Secretary General