

12 February 2015

**MEMORANDUM**

**TO : DIVISION DIRECTORS, OFFICE HEADS AND ALL CONCERNED**

**SUBJECT : 2014 BSP ANNUAL REPORT**

1. In line with the forthcoming 59th Annual National Council Meeting, all divisions and offices are hereby directed to submit their required Annual Division and Office Reports in **narrative form** to the Public Relations and Communications Office **not later than 25 February 2015 (Wednesday)** for collation, editing and printing (PRCO).
2. All reports **must contain** and include among others, photos, graphs, lists, statistics and other related information. The same must be submitted in hard (printed) and soft (burned in a CD or transferred to a thumb drive) copies. All photos submitted must be provided with their corresponding descriptions and captions.
3. To ensure the timely completion and printing of the Annual Report which is due on March 31, 2015, the following personnel are hereby designated to constitute the ~~2014~~ BSP Annual Report Task Group for the orderly, competent and proficient conceptualization, planning and organization of the 2014 BSP Annual Report, viz:

Advisers	ROGELIO S. VILLA, JR. FLORENCIO B. ATINYAO
Coordinator	JANICE Q. CARTAGO
Editor-In-Chief	NIXON A. CANLAPAN
Assistant Editors	YASSER F. SARONA SOFRONIO D. HONTANOSAS
Graphics, Layout and Design	CARMELO B. FRANCIA FREDERICK E. BONIFACIO

4. Any concern and/or query relative to this matter, must be coursed through directly to Ms. Janice Q. Cartago or Mr. Nixon A. Canlapan.
5. For the information, guidance and strict compliance of all concerned.

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

Cc: National Executive Board  
Division/Regional Directors