

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

22 March 2013

MEMORANDUM

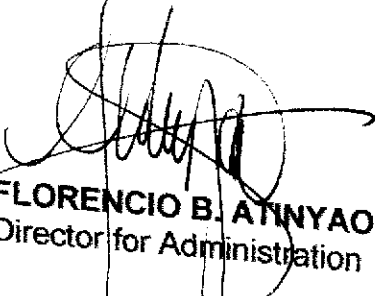
TO : BSP Regional Offices, Makiling National Scout Reservation, Capitol Hills Scout Camp, National Scout Shop-Regional Distribution Centers

SUBJECT : Submission of Daily Time Record

For purposes of payment of salaries, record keeping and monitoring of the daily attendance of the BSP employees, all Regional Offices, BSP Camps, National Scout Shop-Regional Distribution Centers, and Special Projects are hereby required to submit a properly accomplished and verified daily time record of employees to the BSP-Administration Division on or before the fifth day of the succeeding month.

Attached herewith is the Daily Time Record (Civil Service Form # 48) to be used for this purpose.

For your guidance and compliance.


FLORENCIO B. ATINYAO
Director for Administration

cc: President
Secretary General
Dir., Administration
Dir., FOD
Dir., Finance
Dir., EED
Internal Auditor
Central Records
RSD's
Camp Managers/BDM