



Boy Scouts of the Philippines

National Office

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15 January 2018

NATIONAL OFFICE MEMORANDUM

Number 02

s. 2018

TO : Regional Scout Directors, Council Scout Executives and Officers-In-Charge

SUBJECT: REORGANIZATION OF REGIONAL SCOUT COMMITTEE, LOCAL COUNCIL EXECUTIVE BOARD AND SUBMISSION OF COUNCIL PROFILE

1. This is to reiterate the previous memoranda concerning the conduct of the **REORGANIZATION** of the Officers and Members of the Regional Scout Committee and Local Council Executive Board. It has been observed that some Local Councils are doing it after the prescribed period/schedule which is **FIRST QUARTER OF EVERY YEAR**. May we, therefore, remind you of the timetable on the conduct of reorganization as follows:

January	Conduct Local Council Scout Youth Forum and Reorganization of District/Municipal Scouting Committee
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1 st to 2 nd week of February	Conduct Annual Local Council Meeting (Standard Local Council Constitution and By-laws, Article VI, Sec. 14).
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The purposes of the aforesaid Council Meeting are as follows:

1. to receive the Annual Report of the Council Chairman and Council Treasurer.
2. to elect the four (4) Regular Board Members of the Local Council Executive Board to serve for three (3) years.
3. to conduct Local Council Court of Honor

2 nd to 3 rd week of February	Election of Private Sector Representative (Standard Local Council Constitution and By-laws, Article VIII, Sec. 24c, there shall be at least five (5) to ten (10) representatives from the private sector to be elected by the newly elected board (12 regular members, mandated members District/Area Chairmen and Scout Representatives))
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Last week of Feb – or 1 st week of March	The Local Council Executive Board (regular members, private sectors, mandated members, district/area chairmen and Scout representatives) shall elect Council Officers and appoint the Chairmen of Standing Committee and the Deputy of Council Scout Commissioners.
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March 31	The Council Scout Executive/Officer-In-Charge submits to the National Office through the Regional Office the following Reports:
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1. Annual Council Meeting Proceedings
2. Result of the elections for four (4) newly elected Regular Members, Private Sectors and Council Officers
3. Local Council Scout Youth Forum Proceedings of all Resolution

4. Fully accomplished **COUNCIL PROFILE**
(please ensure that all officers are registered for the current year and have affixed their original signature on the space provided opposite their name to ensure legality of the documents signed by the officers.)

In the conduct of the election, Regional Scout Directors/Council Scout Executives/Officers-In-Charge must ensure that the composition of their Local Council Board reflects a cross section of the community especially the barangay, the business and private sectors. This will prove that the Scouting Movement in the locality gets utmost support from everybody. It is also requested that the Regional Scout Directors make themselves available to attend Annual Local Council Meeting.

2. As soon as the Council Officers have elected, the Regional Scout Directors **MUST** re-organize the Regional Scout Committee **on or before second week of April of the current year**. Thus, Regional Scout Directors are advised to submit the result of the Regional Scout Committee Election **on or before April 30**.
3. For widest dissemination, information and strict compliance.



ROGELIO S. VILLA, JR.
Secretary General

Encl: as stated

/RSV/SDH/mgi

Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

PROFILE OF _____ Council _____ Region YEAR _____

NEWLY ELECTED REGULAR MEMBERS	TERM	DATE REGISTERED	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS
1.	3 years				
2.	3 years				
3.	3 years				
4.	3 years				

PREVIOUS ELECTED REGULAR MEMBERS	TERM	DATE REGISTERED	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS
5.	2 years				
6.	2 years				
7.	2 years				
8.	2 years				
9.	2 years				
10.	2 years				
11.	2 years				
12.	2 years				

COOPTED MEMBERS	TERM	DATE REGISTERED	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS
1.	1 year				
2.	1 year				
3.	1 year				
4.	1 year				
5.	1 year				
6.	1 year				
7.	1 year				
8.	1 year				
9.	1 year				
10.	1 year				

DISTRICT/AREA CHAIRMEN (Minimum 3 & Maximum 8)	TERM	DATE REGISTERED	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS
1.	1 year				
2.	1 year				
3.	1 year				
4.	1 year				
5.	1 year				
6.	1 year				
7.	1 year				
8.	1 year				

MANDATED MEMBERS	TERM	DATE REGISTERED	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS
1.	1 year		Local Council GSP President		
2.	1 year		School Division Superintendent		

SCOUT REPRESENTATIVES	TERM	DATE REGISTERED	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS
1.	1 year				
2.	1 year				

LOCAL COUNCIL OFFICERS/COMMITTEE CHAIRMEN/COMMISSIONERS

COUNCIL OFFICERS	NAME	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS	SIGNATURE
Council Chairman					
1 st Vice Chairman					
2 nd Vice Chairman					
Council Treasurer					
Assistant Council Treasurer					
Council Auditor					
Council Scout Commissioner					
Secretary/CSE					

COUNCIL STANDING COMMITTEE	NAME	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS	SIGNATURE
Organization & Extension					
Camping & Activities					
Health & Safety					
Finance					
Leader Training					
Advancement & Awards					

DEPUTY COUNCIL SCOUT COMMISSIONERS	NAME	PROFESSION/ OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	MOBILE NO & EMAIL ADDRESS	SIGNATURE
Program					
Training					
Public Relations					
Community Based Scouting					

Important: This form MUST be accomplished in THREE (3) copies. Each copy for National Office, Regional Office and Council File.
This form MUST be submitted not later than 15 April duly signed by those concerned

Local Council Complete Address (with house number, street name and zip code):			Submitted by:
Telephone Number (with area code): Fax Number (with area code) : CSE/OIC Mobile Number:			
Council Email Address: CSE/OIC Email Address:			
			<div>Council Scout Executive/OIC</div>