



Boy Scouts of the Philippines

National Office

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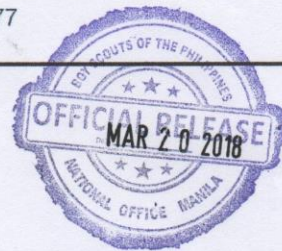
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15 March 2018

NATIONAL OFFICE MEMORANDUM

No. ____ 19 s. 2018



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

SUBJECT : Revised Deadline for the Submission of Membership Registration Reports thereby amending the provisions set under National Office Memorandum No. 53 s. 2014 dated 29 August 2014

In compliance with Section 68, Volume I of the Government Auditing Rules and Regulations (GAAM) which specifically requires that *collecting officers shall submit daily records of receipts together with the supporting documents to the Chief Accountant and the official assigned to the daily recording of the transaction in the books of accounts shall turn over the receipts and supporting documents to the Audit Team within ten (10) days after receipt of such records and documents*, the deadline for the submission of the above subject is hereby revised as follows:

	Deadline pursuant to N.O. Memorandum No. <u>53</u> s. 2014	Revised and New Deadline
1. Local Council to the Regional Office	5 th day of the following month	2 nd day of the following month
2. Regional Office to the National Office	15 th day of the following month	6 th day of the following month
3. National Office to the Office of the COA Resident Auditor		10 th day of the following month

If you have further queries and concerns regarding the above subject and/or matters pertaining to Membership Registration Procedures, please feel free to contact **Ms. Reslie B. Mendoza**, Bookkeeper, Finance Division at telephone number **(02) 528-0571 loc. 424**.

For compliance and appropriate action.

ROGELIO S. VILLA JR.
Secretary General