



Boy Scouts of the Philippines

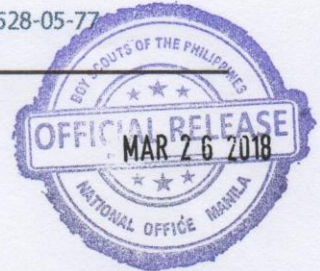
National Office

181 Natividad Almeda-Lopez Street, Ermita, Manila
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15 March 2018

NATIONAL OFFICE MEMORANDUM

No. 20 , Series of 2018

TO : Regional Scout Directors and Council Scout Executives

SUBJECT : BASIC MANAGEMENT COURSE (BMC) FOR COUNCIL SCOUT EXECUTIVES/MANAGERS/SUPERVISORS

Pursuant to the 2018 Calendar of Scouting Events, the Basic Management Course (BMC) shall be conducted at the **BP International Hotel, BSP-National Office, 181 Natividad Almeda-Lopez Street, Ermita, Manila on 18 June 2018 to 03 July 2018**. It is one of the capacity-building activities identified to support membership growth which is BSP's Major Final Outcome (MFO).

The BMC is designed to equip Local Council Scout Executive (LCEs), Officers-in-Charge (OICS) and Field Scout Executives (FSEs) with an all-encompassing management perspective, through an understanding of the basic management principles and skills and the overall functional organization of the BSP and the cross-functional relationships among its operating groups for a collective approach to management.

As a government agency which is mandated to integrate gender and development concerns into all levels of development processes, the BMC also seeks to enable its participants to integrate gender and development into their plans, projects and activities.

The Objectives of the Course are:

1. To understand organizational functional units and relationships;
2. To experience the management process;
3. To practice effective management skills;
4. To develop analytical and problem-solving skills;
5. To enhance self-confidence;
6. To learn and use effective skills in communication and presentation; and
7. Recognize the importance of Gender and Development (GAD) and appreciate their respective roles in nation-building and in promoting gender-responsive governance in the BSP.

Methodology

The 15-day course will be coordinated by the Administration Division and the sessions will be conducted through:

1. Participative discussion to enable the participants to live through the management process and be able to practice effective management skills;

2. Case analysis and problem solving;
3. Public speaking and presentations/role-playing to improve communication skills and self-confidence;
4. Focus Group discussions and exchange of ideas to provide opportunities for learning from the experience of other participants; and
5. Workshops and action planning.

Who Should Attend

The training is open **ONLY** to full-time Council Scout Executives, Officers-in-Charge or Field Scout Executives with the following qualifications:

1. Full-time Local Council Scout Executive, Officer-in-Charge or Field Scout Executive;
2. Must be in good health;
3. At least college graduate;
4. Not more than 45 years old;
5. Must have taken at least the Basic Training Course for Unit Leaders or Leaders of Adults;
6. Must have the endorsement of the Local Council Executive Board (LCEB);
7. Must have the endorsement of the Regional Scout Director (RSD); and
8. Must have signed a service agreement with the Local Council.

The BMC is good for forty (40) participants ONLY. Each Regional Office is allocated four (4) slots.

The Regional Scout Director (RSD) shall ensure that the candidate meets all the aforementioned requirements before endorsing the application to the National Office. Efforts should be exerted to assist and prepare the candidates for this course. The RSDs shall screen the candidates to determine their capability to handle executive positions/leadership in the BSP before endorsing their applications to the BSP-National Office (BSP-NO).

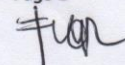
Deadline for Application

Enclosed is a copy of the "**Application for Admission to the BSP Basic Management Course**" to be accomplished by the candidates in **duplicate**. This form may be reproduced as needed. **All applications must reach the BSP-NO not later than 11 May 2018 together with the following documents:**

1. Appointment Paper as full-time/permanent Local Council Scout Executive, Officer-in-Charge or Field Scout Executive;
2. Endorsement of the Local Council Executive Board (LCEB) and Regional Scout Director (RSD);
3. Certificate of Basic Training Course;
4. Accomplished Personal Data Sheet (PDS);
5. Service Contract with the Local Council;
6. Medical Certificate certifying that the candidate is fit to attend the BMC;
7. Official Transcript of Records;
8. NBI Clearance; and
9. NSO copy of Birth Certificate.

Processing of Applications

All application forms to attend the BMC must be submitted to the Regional Office for evaluation and recommending approval before deadline. **Approval of applications to attend the BMC shall be issued by the BSP-National Office through the Regional Office not later than 28 May 2018.**



Reporting Date

The participants are expected to arrive at the venue at **1300H on 18 June 2018** and leave the venue at **0900H on 03 July 2018**.

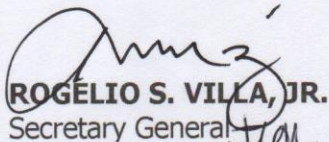
To ensure acceptance to the course, all confirmed participants must answer the roll call at the venue from 1300H-1800H of 18 June 2018.

What to Bring

- Two (2) sets of Type A uniform
- Executive/business attire
- Semi-formal attire
- Personal clothing, medicines and toiletries
- Clothes for sports activities
- Laptop and internet connectivity
- Local Council operations and management data
- Assessment and recommendation of the RSD

For more details and inquiries, contact the Administration Division c/o Mrs. Aliw B. Delos Reyes, HRMO at delosreyesaliw@yahoo.com or Mr. Florencio B. Atinyao, Director for Administration at flor.atinyao@gmail.com.

For your information, guidance and compliance.


ROGELIO S. VILLA, JR.
Secretary General

cc : President WENDEL E. AVISADO
Acting Secretary General ROGELIO S. VILLA, JR.
Director for Administration FLORENCIO B. ATINYAO
Acting Director for Field Operations SINFRONIO D. HONTANOSAS
Acting Director for Finance PEDRO B. PENADOS
Acting Director for Economic Enterprise ARTHUR R. SALES
Internal Auditor JOSEPH FLORANTE C. ALVARO
Regional Scout Directors
BSP COA Resident Auditor
Human Resource Management Office
Central Records
File

Encls: 1. Application for Admission to the BSP Basic Management Course
2. Personal Data Sheet (PDS)

AD.FBA/abdr

10. Person to be notified in case of emergency:

- a. Name _____
- b. Relationship _____
- c. Address/Contact Number _____

B. EDUCATIONAL RECORD

1. Institutions attended or being attended at present and courses taken.

	Name of Institution	Location	Years Attended	Year Graduated	Degree Received
Elementary	_____	_____	_____	_____	_____
High School	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
MA	_____	_____	_____	_____	_____
PhD	_____	_____	_____	_____	_____
Eligibility	_____	_____	_____	_____	_____

2. Titles, degrees or diploma:

Title/Degree/Diploma	Institution	Location	Date Expected
_____	_____	_____	_____
_____	_____	_____	_____

3. Scholarship:

Source of Scholarship	Place of Study	Tenure of Grant (dates)
_____	_____	_____
_____	_____	_____

4. Books, articles and thesis published, especially in proposed field of study: (Use back or extra sheet if necessary)

Title	Place and Date of Publication
_____	_____
_____	_____

5. Short Courses, Seminars, Conferences (outside Scouting) which you have attended to broaden educational background:

Title	Dates	Place
_____	_____	_____
_____	_____	_____

6. Scholastic Honors/Awards _____

C. EMPLOYMENT RECORD

1. Present and previous employment:

Name and Address of Firm or Employer	Position Held	Nature of Work	Period of Service
_____	_____	_____	_____
_____	_____	_____	_____

2. Salary in present employer: _____

3. Reason for leaving previous employment:_____

D. SCOUTING RECORD

1. Experience as a Scout _____
Year Highest Rank

2. Experience as a Volunteer Scouter:

Council	Position Held	Period of Service
_____	_____	_____

3. Training Courses Completed (Include courses under old and present scheme)

Title of Course	Place	Dates

4. Scouting Awards Received

Title of Awards	Place	Year
_____	_____	_____

5. Council, Regional, and National Scouting Activities Attended

Name of Activity	Place	Dates

6. Present Scouting Connection/Affiliation

Position	Status	Date Appointed	Council

E. ADDITIONAL INFORMATION

1. Languages and dialects spoken

2. Names of societies or organizations of which you are a member

3. Have you traveled or lived abroad?

If so, indicate places and dates

Places Visited

Dates of Visit

4. Special Qualifications

(a) Music: Musical instruments you can play

Can you write music?

Read Notes?

Can you sing?

Dance?

(b) Journalism: State experiences, if any:

(c) Public Speaking: State experience, if any:

(d) Photography: Can you take, develop and print pictures?

(e) Art Work & Others:

☐ Painting

☐ Lettering

☐ Drawing

☐ Sketching

☐ Driving

☐ Plumbing

☐ First Aid

☐ Carpentry

☐ Electrical

☐ Communications

☐ Silk Screen

5. Hobbies:

6. Military Services (State rank, service, position and experiences)

7. Do you smoke?

If so, how many sticks/packs of cigarette a day?

Do you drink liquor?

If so, what kind?

Do you gamble?

If so, how often?

8. Non-Scouting awards/recognition received:

9. Are you willing to work overtime on regular days?

On Saturday, Sunday and holidays?

10. Are you willing to accept assignment anywhere?

11. Are you willing to undergo further training in Scouting?

F. REFERENCES

Name two persons, (include a Scout Official who knows you and your work) who could certify to your character, intellectual ability, adaptability and seriousness of purpose.

1. Name

Position

Mailing Address

Contact No.

2. Name _____ Position _____
Mailing Address _____ Contact No. _____

G. STATE BRIEFLY ANY OTHER INFORMATION ABOUT YOURSELF WHICH YOU WANT TO SHARE:

H. STATE BRIEFLY WHY YOU WANT TO WORK FOR SCOUTING:

I HEREBY CERTIFY that the information given in this application is accurate to the best of my knowledge. Attached are the following required documents:

- ☐ Medical Certificate certifying that I am fit to attend the BMC;
- ☐ Appointment Paper as full-time/permanent Local Council Scout Executive/Officer-in-Charge/Field Scout Executive;
- ☐ Endorsement of the Local Council Executive Board (LCEB);
- ☐ Endorsement of the Regional Scout Director (RSD);
- ☐ Accomplished Personal Data Sheet (PDS);
- ☐ Transcript of Academic Records;
- ☐ Service Contract with the Local Council; and
- ☐ NSO original copy or certified true copy of Birth Certificate.

I HEREBY SUBSCRIBE to the Scout Oath and Law and AGREE, as a condition of my admission to this course, and if appointed, to render at least two (2) years of service to the Boy Scouts of the Philippines (BSP) wherever my services will be needed; to be guided and to abide by the Constitution and Bylaws of the BSP and all such policies, rules and regulations that may be promulgated from time to time by the BSP and of the Local Council.

I FURTHER AGREE to abide by all rules and regulations of the BASIC MANAGEMENT COURSE.

Date: _____ Signature: _____
(Signature over printed name)

LOCAL COUNCIL ACTION

Council Date:

We hereby certify to the correctness of the above statements and documents made and submitted by the applicant. We therefore, recommend his acceptance to the 2nd Basic Management Course.

Council Scout Executive
(Signature over printed name)

Council Chairman
(Signature over printed name)

REGIONAL OFFICE ACTION

I have interviewed the applicant and verified all the documents he/she submitted. I found him/her qualified to attend the 2nd Basic Management Course and therefore recommend him for admission to the said course.

Date

Regional Scout Director
(Signature over printed name)

NATIONAL OFFICE ACTION

Received Application on: Recorded by:

I reviewed/assessed all the documents submitted by the applicant together with the endorsements of the Local Council Executive Board (LCEB) and the Regional Scout Director (RSD). The applicant was found to have complied with all the requirements to be accepted to the 2nd Basic Management Course (BMC) which will be held on 18 June 2018 to 03 July 2018 at the BP International Hotel, BSP-National Office, Ermita, Manila.

ALIW B. DELOS REYES
HRMO/Project Officer

Recommending Approval:

FLORENCIO B. ATINYAO
Director, Administration Division
Course Director

Date

APPROVED
DISAPPROVED

ROGELIO S. VILLA, JR.
Secretary General

(This form should be accomplished in duplicate)

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME			
FIRST NAME			NAME EXTENSION (JR., SR)
MIDDLE NAME			
3. DATE OF BIRTH (mm/dd/yyyy)		16. CITIZENSHIP	<input type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH		If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female		Pls. indicate country:
6 CIVIL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	
7. HEIGHT (m)		ZIP CODE	House/Block/Lot No. Street
8. WEIGHT (kg)			Subdivision/Village Barangay
9. BLOOD TYPE			City/Municipality Province
10. GSIS ID NO.			
11. PAG-IBIG ID NO.			
12. PHILHEALTH NO.		18. PERMANENT ADDRESS	
13. SSS NO.		ZIP CODE	House/Block/Lot No. Street
14. TIN NO.			Subdivision/Village Barangay
15. AGENCY EMPLOYEE NO.			City/Municipality Province
		19. TELEPHONE NO.	
		20. MOBILE NO.	
		21. E-MAIL ADDRESS (if any)	

II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME			23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
OCCUPATION				
EMPLOYER/BUSINESS NAME				
BUSINESS ADDRESS				
TELEPHONE NO.				
24. FATHER'S SURNAME				
FIRST NAME		NAME EXTENSION (JR., SR)		
MIDDLE NAME				
25. MOTHER'S MAIDEN NAME				
SURNAME				
FIRST NAME				
MIDDLE NAME			(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY							
SECONDARY							
VOCATIONAL / TRADE COURSE							
COLLEGE							
GRADUATE STUDIES							

(Continue on separate sheet if necessary)			
SIGNATURE		DATE	

<div>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?</div>			<div><div><input type="checkbox"/> YES<input checked="" type="checkbox"/> NO</div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: Date Filed: _____ Status of Case/s: _____</div></div>														
<div>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details: _____</div></div>														
<div>39. Have you acquired the status of an immigrant or permanent resident of another country?</div>			<div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, give details (country): _____</div></div>														
<div>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?</div>			<div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div><div><div><input type="checkbox"/> YES<input type="checkbox"/> NO</div><div>If YES, please specify ID No: _____</div></div></div>														
<div>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</div> <table><tr><th>NAME</th><th>ADDRESS</th><th>TEL. NO.</th></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table> <div>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</div>						NAME	ADDRESS	TEL. NO.									
NAME	ADDRESS	TEL. NO.															
<div><div>Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance</div><div>Government Issued ID:</div><div>ID/License/Passport No.:</div><div>Date/Place of Issuance:</div></div>			<div><div></div><div>Signature (Sign inside the box)</div><div></div><div>Date Accomplished</div></div>			<div><div>ID picture taken within the last 6 months 3.5 cm. X 4.5 cm (passport size) With full and handwritten name tag and signature over printed name Computer generated or photocopied picture is not acceptable</div><div>PHOTO</div><div></div><div>Right Thumbmark</div></div>											
<div>SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.</div> <div><div></div><div>Person Administering Oath</div></div>																	