



Boy Scouts of the Philippines

National Office

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28 January 2020

NATIONAL OFFICE MEMORANDUM

No. 08

Series of 2020

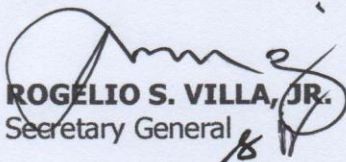


TO : National Office Directors and Executives
Regional Scout Directors and Executives
Council Scout Executives and Officers-In-Charge
All Others Concerned

SUBJECT : REMINDER ON THE DEADLINE OF SUBMISSION OF ANNUAL REQUIRED REPORTS AND NOMINATION FOR APPOINTMENT AS COMMISSIONERS AT THE REGIONAL AND LOCAL COUNCIL LEVELS

1. Pursuant to the National Office Memoranda Numbers 55 and 11, Series of 2018 and 2019, respectively, regarding the deadline of submission of the Local Councils and Regional Offices Required Reports, as well as the Nomination for Appointment as Members of the Commissioner Staff at the Regional and Local Council Levels, this office, would like to remind all concerned submit their required reports and nominations to the Field Operations Division, c/o Mr. Sofronio D. Hontanosas, Director I, Field Operations Division, for appropriate action on before **05 February 2020 (Wednesday)** for appropriate action.
2. By default, All required reports shall be submitted to this office by January 31 of each year, except minutes of the meetings, regional profile, quarterly regional reports, monthly regional reports and other regional and special reports as requested.
3. The following are the composition of the Commissioner Staff at the Regional and Local Council Levels, viz;
 - a. At the Regional Level
 - i. Regional Scout Commissioner
 - ii. Regional Training Commissioner
 - iii. Regional Public Relations Commissioner
 - iv. Regional Commissioner for Community-Based Scouting
 - v. Regional Program Commissioner
 1. Deputy Regional Program Commissioner for KID Scouting
 2. Deputy Regional Program Commissioner for KAB Scouting
 3. Deputy Regional Program Commissioner for Boy Scouting
 4. Deputy Regional Program Commissioner for Senior Scouting
 5. Deputy Regional Program Commissioner for Rover Scouting
 - b. At the Local Council Level
 - i. Council Scout Commissioner
 - ii. Council Training Commissioner
 - iii. Council Public Relations Commissioner
 - iv. Council Commissioner for Community-Based Scouting
 - v. Council Program Commissioner
 1. Deputy Council Program Commissioner for KID Scouting
 2. Deputy Council Program Commissioner for KAB Scouting
 3. Deputy Council Program Commissioner for Boy Scouting

4. Deputy Council Program Commissioner for Senior Scouting
 5. Deputy Council Program Commissioner for Rover Scouting
4. These shall warrant the issuance of necessary Appointment and Commission Certificates, together with the Terms of Reference, Job Profile and Job Description, which stipulates the duration of appointment and key performance indicators for performance evaluation to be carried out by the Regional and Council Scout Commissioners in your jurisdiction.
 5. All duly approved Appointment shall take effect on **JANUARY 01, 2020** and valid until **DECEMBER 31, 2020** subject to renewal, re-assignment and/or retirement from the position, based on mutual agreement between the appointee and the appointing authority in accordance with the existing Policy, Organization and Rules of the BSP.
 6. All Adults in Scouting Policy including Terms of Reference and Job Descriptions of various positions at the level of the Local Council and at the Regional Scout Committees are readily available at <http://scouts.org.ph/library/> Local Councils and Regional Offices are advised to keep a copy of duly agreement and appointment of their respective appointed commissioners for your own performance appraisal and review of our volunteers in the field.
 7. Local Councils and Regional Offices may nominate additional volunteers for appointment in the capacity of Deputy Commissioners in the field of Training, Public Relations and Community-Based Scouting as deemed necessary as provided in the revised and updated AIS Policy, especially those geographical jurisdiction covers huge cities and provinces respectively.
 8. All concerned shall refrain and avoid nominating over-aged volunteers for appointment in multiple capacity as Program Commissioners and Training Commissioners, respectively in the Local Council and at the Regional level in order to provide more leadership opportunities to other qualified Adults in Scouting and to further exercise oversight, monitoring and supervision functions of commissioners in terms of program delivery and conduct of training courses.
 9. Local Councils is also encouraged to appoint their Commissioners at the Area/District Level in order to provide coherent and consistent Adult and Leadership support structure for more efficient and effective Local Council operations and program implementation and delivery.
 10. All Directors, Executives and Staff in the professional service of the BSP are expected to provide all necessary assistance and support to all volunteers in the field to effectively and efficiently carry-out their functions, duties and responsibilities for the betterment of the Scouting Movement.
 11. All Nomination for Appointment (See Attached) duly signed by the concerned CSEs/RSDs shall reach the National Office, BSP, on or before **05 February 2020**. This shall give us an ample time to print all necessary Certificates of Appointment and Mutual Agreement and be able to send it to all your Regional and Local Council offices nationwide.
 12. Should you have queries and concerns regarding this matter, you may refer them directly to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive, Field Operations, Division at (02) 527-5112; (02) 527-8317 loc. 524 or via email at yasser_bsp@yahoo.com
 13. For your information, guidance and widest dissemination.


ROGELIO S. VILLA, JR.
Secretary General

CHECKLIST OF REQUIRED REPORTS

I. COUNCIL REPORT

The Council Report is accomplished in three (3) copies. The original copy for the National Office, the duplicate copy for the Regional Office and the triplicate copy for Council file. All reports from local council (the original and duplicate copies) should be submitted direct to the Regional Office who shall in turn forward the same to the National Office within **TWO WEEKS** after receipt from the Local Councils. All reports are expected to reach the receiving office not later than the deadline, viz:

A. ANNUAL COUNCIL REPORT **DEADLINE**

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|---|------------|
| 1. Annual Narrative Council Report (Prepared by the Council Scout executive or Chairman, accepted by the Board, covering Council operations for the period from Jan. 01 to Dec. 31 of the year just ended – narrative, statistical, analytical and pictorials is appreciated). | 31 January |
| 2. Annual Financial Statement/Report (This is a Treasurer's Report duly audited by the Council Auditor and approved by the Board covering the Period from Jan. 01 to Dec. 31 of the year just ended). | 31 January |
| 3. Council Profile (with approved Minutes of the Meeting when the Annual Council Meeting was Conducted and Election of Officers). | 31 March |
| 4. Application for Local Council Charter Renewal
With Bank Deposit Slip showing payment of charter Fee. | 31 January |
| 5. Council Budget
(Estimated income and expenditures for the coming Year prepared by Finance Committee approved by The Board). | 31 January |
| 6. Calendar of Scouting Events and Observances
(12month spread for the ensuing year) | 31 January |
| 7. Training Calendar and Goals
(Schedule of courses, number of courses planned For the ensuing year). | 31 January |
| 8. Office Performance Commitment and Review
(for the ensuing year. Put your priorities, action Steps accomplishment and success indicator) | 31 January |

B. MONTHLY COUNCIL REPORTS

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| 1. Minutes of Local Council Board/Executive Committee Meeting
(at least six (6) Regular Board Meetings and Six (6) Executive Committee Meetings). | within 15-20
days after each
meeting |
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| 2. Minutes of the Steering and Other Committees | within 15-20 days after each Meeting |
| 3. Monthly Council Operations Report
(council performance with information on Activities conducted and analysis) | Every 20 th of the month |

II. **REGIONAL REPORT**

(accomplished and submit in two copies, original for National Office)

A. **ANNUAL REGIONAL REPORT**

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|---|------------|
| 1. Annual Narrative Regional Report
(Prepared by RSD or RSC Chairman, accepted by RSC, covering Regional Operations for the period From Jan. 01 to Dec. 31 of the year just ended- narrative, statistical, analytical and with pictorials, if necessary). | 31 January |
| 2. Inventory of Regional Property
(Prepared by RSD, audited and approved by RSC Including additional property acquired either by purchase or donations during the year just ended). | 31 January |
| 3. Nomination for Regional Commissioners
(For the ensuing year). | 31 January |
| 4. Regional Profile
(with approved minutes of the meeting when the RSC meeting was conducted and election of officers) | 30 April |

B. **QUARTERLY REGIONAL REPORTS**

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|--|--|
| 1. Regional Operations Report
(Regional Performance Information and Analysis | 10 th of the 1 st month of the following quarter |
| 2. Training Statistical Report, etc. | 10 th of the 1 st month of the following quarter |

C. **MONTHLY REGIONAL REPORTS**

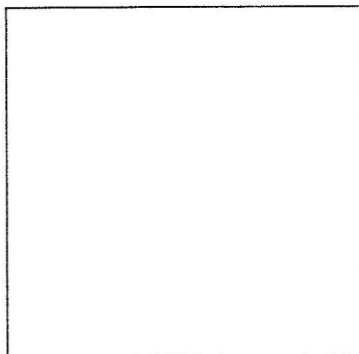
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|---|---|
| 1. Membership Registration and Statistical Report (2 sets one for Finance Division with Attached bank the following month deposit slip/s and one for Field Operations Division). | Every 15 th day of the following month |
| 2. Scout Advancement Statistical Report | Every 20 th day of the following month |

D. **OTHER REGIONAL REPORTS**

- | | |
|--|---|
| 1. Minutes of the Regional Scout Committee Meetings (at least six (6) RESCOM Meetings). | 15-20 days after each meeting as required |
| 2. Special Reports | 15-20 days after each meeting as required |

BOY SCOUTS OF THE PHILIPPINES
National Office • Manila

NOMINATION FOR APPOINTMENT AS COMMISSIONER



Appointment Position

Surname _____ F. Name _____ M. Name _____
Sex _____ Civil Status _____ Date & Place of Birth _____
Council: _____ Region: _____
Occupation: _____ Position _____
Unit Number _____ Scouting Position _____
Business Address _____ Tel.: _____
Permanent Address: _____ Tel.: _____
Email Address: _____

A. TRAINING COMPLETED

WB Section: _____ Parchment No.: _____ Date: _____
CML No.: _____ Place _____ Date _____
CMT No.: _____ Place _____ Date _____

B. SCOUTING SERVICE (Past Three Years)

Year	Scouting Position	Institution/District/Council
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature over Printed Name

Council Scout Executive
Signature over Printed Name

Regional Scout Director
Signature over Printed Name