



# Boy Scouts of the Philippines

## National Office

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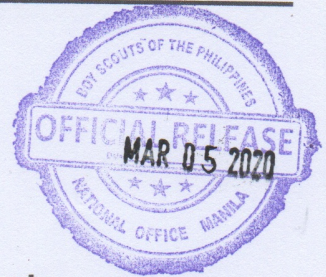
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28 February 2020

### NATIONAL OFFICE MEMORANDUM

Number 20 Series 2020



**T O : All Regional Scout Directors/Council Scout Executives/Officers-in-Charge**

**SUBJECT : CLARIFICATION ON SOME ISSUES RELATIVE TO THE SCOUT MEMBERSHIP GROWTH PROGRAM 2020**

This to clarify some issues in connection with National Office Memoranda No. 12 dated 12 February 2020 and No. 17 dated 20 February 2020, relative to the Membership Growth Campaign Program, as follows:

1. Please submit your Local Council Executive Board Resolutions designating your Councils' Project Officers and Assistant Project Officers and the corresponding signed contracts to the National Office not later than **31 March 2020**.

As stipulated in the aforementioned memoranda, **one (1) Project Officer (PO)** will be engaged by the National Office from each of the 120 Local Councils of the BSP who shall be primarily responsible in achieving the respective Local Council Membership Goals. **For this purpose, Council Scout Executives/Officers-in-Charge (CSE's/OICs) shall serve as Project Officer or other duly authorized Local Council personnel to be endorsed by the Local Council Executive Board (LCEB).**

The Councils are enjoined to use the attached templates of contracts for Project Officers and Assistant Project Officers

2. Councils whose schedules of Basic Training Course, Strategic Planning/Rountables and Conduct of Information and Education Campaign do not fall in March to April, May to July respectively will still be entitled to receive the corresponding honoraria on the condition that the said activities are conducted according to the dates stated in their calendars and the corresponding reports and documentations are submitted to the National Office not later than 30 days after the conduct of the said training/s.

In the event that the scheduled training course/s were cancelled or were rescheduled for reasons beyond the control of the Project Officer or Assistant Project Officer, they will still be entitled to receive the honoraria for as long as the following conditions are met :

- a. Reports and documentations required are submitted to the National Office not later than 30 days after the conduct of the rescheduled training ; and
- b. Covering/transmittal letter explaining the cause of cancellation or rescheduling of the training.



Local Councils that send participants to the Advance Training Courses, Course of Managers of Learning and Course for Managers of Training can be credited in lieu of the conduct of Basic Training Courses.

3. On the entitlement of honoraria for the months of August to December 2020, the conditions for receipt of honoraria were reviewed and revised as follows:

Month	Milestones/ Deliverables	Honoraria		Actual Accomplishment per MRSR	Entitlement to Honoraria
		PO	APO		
August to September 2020	Registration of 50% of the Scouting Goal	P10,000.00	P6,000.00	% against Scouting Goal is at least 50%	100% of Honoraria
				% against Scouting Goal for August is less than 50% and for September is at least 50% and vice- versa	50% of Honoraria
October to November 2020	Registration of 75% of the Scouting Goal	P10,000.00	P6,000.00	% against Scouting Goal is at least 75%	100% of Honoraria
				% against Scouting Goal for October is less than 75% and for November is at least 75% and vice- versa	50% of Honoraria
December 2020	Registration of 100% of the Scouting Goal	P5,000.00	P3,000.00	% against Scouting Goal is 100%	100% of Honoraria
				% against Scouting Goal is less than 100%	None

4. For and in consideration of the fact that most, if not all of our Councils have only one (1) or two (2) staff who take care of all council programs, projects and activities for the whole year, we have decided to adjust the deadlines of submission of the deliverables and documentations to the National Office from **15 days to 30 days after the milestones/ deliverables have been completed.**

Hereunder is the revised timetable for deliverables/milestones and required documentations.

Month	Deliverables/Milestones	Amount of Honoraria		Documents to be Submitted	Deadline of Submission to the National Office
		PO	APO		
January to February 2020	Signing Contract of Service as PO and APO	P10,000.00	P6,000.00	<ul style="list-style-type: none"> <li>- Local Council Executive Board (LCEB) Resolution designating the Project Officer and Assistant Project Officer/s; and</li> <li>- Signed and notarized Contract of Service.</li> </ul>	- <b>Not later than 31 March 2020</b>
March to April 2020	Conduct of Basic Training Course (BTC)	P10,000.00	P6,000.00	Narrative report (with names of participants)	- <b>Not later than 31 May 2020</b>

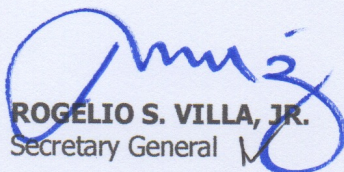
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				and photos of the trainings conducted.	
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Month	Deliverables/Milestones	Amount of Honoraria		Documents to be Submitted	Deadline of Submission to the National Office
		PO	APO		
<b>May to July 2020</b>	Conduct of the following: <ul style="list-style-type: none"> <li>- Strategic Planning/ Roundtable Sessions/Goal Setting</li> <li>- Conduct of Information and Education Campaign (IEC) for Scout Membership in Schools</li> </ul>	P15,000.00	P9,000.00	<ul style="list-style-type: none"> <li>- Narrative report and membership goals set as a result of the Strategic Planning /Goal Setting;</li> <li>- Narrative report and photos of the IECs conducted in schools; and</li> <li>- Photos of the activities conducted.</li> </ul>	- Not later than 31 August 2020
<b>August to September 2020</b>	Registration of 50% of the Scouting Goal	P10,000.00	P6,000.00	MRSR for August and September 2020	- Not later than 31 October 2020
<b>October to November 2020</b>	Registration of 75% of the Scouting Goal	P10,000.00	P6,000.00	MRSR for October and November 2020	- Not later than 31 Dec. 2020
<b>December 2020</b>	Registration of 100% of the Scouting Goal	P5,000.00	P3,000.00	MRSR for December 2020	- Not later than 31 January 2020

For the information and guidance of all concerned.

  
**ROGELIO S. VILLA, JR.**  
 Secretary General

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