



Boy Scouts of the Philippines

National Office

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06 July 2020

NATIONAL OFFICE MEMORANDUM

No. 42 Series of 2020

To : National Office Directors and Executives
Regional Scout Directors and Executives
Council Scout Executives and Officers-In-Charge
Commissioners at all Ranks and Levels
Lay Leaders and Members-at-Large
Unit Leaders and Assistants
Parents and Guardians of Scouts
All Others Concerned



SUBJECT : GUIDELINES IN THE CONDUCT OF REGULAR SCOUTING PROGRAMS, PROJECTS AND ACTIVITIES (PPAs) DURING COVID-19 GLOBAL PANDEMIC AS THE "NEW NORMAL" SITUATION CLASSIFIED UNDER THE GENERAL COMMUNITY QUARANTINE AND MODIFIED ENHANCED COMMUNITY QUARANTINE

1. As the Covid-19 Global Pandemic affects the usual course of our daily lives and the entire operations of the Boy Scouts of the Philippines, a new trend dubbed as the "New Normal" is emerging recently in order to adapt to the changes brought about by this health crisis.
2. Consistent to its mandate, which is to "promote and encourage, through organization and cooperation with other agencies, the ability of boys to do useful things for themselves and others, to train them in Scoutcraft, and to inculcate in them patriotism, civic-consciousness and responsibility, courage, self-reliance, discipline, and kindred virtues, and moral values, using the methods which are now in common use by Boy Scouts, [with special emphasis on spiritual values which constitute the basic foundation of a strong character and sound citizenship]. (Sec. 3 of Sec. 1 of R.A. 7278), the Boy Scouts of the Philippines (BSP) shall ensure continuous delivery of its programs, projects and activities, with compliance to the prescribed minimum health standards and safety protocols as stated in the resolutions issued by the IATF in our continuing fight against Covid-19.

Under the "New Normal", the BSP (with the assistance and support of all local councils and regional offices nationwide) will offer opportunities to Scouts and Adult Leaders to continue learning core life skills, even at home, through Scouting's approach to non-formal education. It will continue to provide guidelines on the availability of "online", "home-based" and "do-it-yourself" PPAs.

3. These guidelines aim to:
 1. Set rules and regulations for all Local Councils and Regional Offices regarding the conduct of regular Scouting programs, projects and activities, while complying with existing government laws and policies related to the fight against Covid-19;
 2. Promote and support our Scouts' initiatives, campaigns and advocacies conducted at home and online;

3. Provide mechanics and procedures that are appropriate for home-based Scout Advancement including Board of Reviews and Court of Honor;
 4. Provide mechanics and procedures for Multiple Learning Modalities in Training Courses for all Adults in Scouting, and;
 5. Recommend strategies that will support Local Councils in their Membership, Advancement, Training and Activities.
4. **Regular Scouting Programs, Projects and Activities (PPAs).** These are defined as a wide variety of learning opportunities, by means of non-formal educational activities, ranging from short-term, mid-term and long-term projects and programs that are normally conducted within, and are suitably appropriate to the needs, wants and interests of a specific BSP Program Section such as the (i) KID Scout Section; (ii) KAB Scout Section; (iii) Boy Scout Section; (iv) Senior Scout Section and (v) Rover Scout Section.

These Regular Scouting PPAs are aligned and anchored on the Scout Method, a system of progressive self-education based on the interaction of educational elements working together as a cohesive system. These include Scout Oath and Law, Learning by doing, Symbolic Framework, Adult Support, Personal Progression, Team System, Nature and Community Involvement.

5. **Youth Programme.** Youth Programme is the totality of learning opportunities that young people can benefit from Scouting. These include regular Scouting programs, projects and activities.
- a. **Promotion of BSP National Flagship Programs.** The National Office calls all Scouts and Scout Leaders to promote and support our current flagship programs, viz;
 - i. **Membership Growth.** Amidst the health crisis, we are expecting our Scouts and Leaders to continuously encourage other young people to join Scouting and learn life skills while at home.

As you can see, Scouts are still actively engaged in online forums, dialogues and interactive discussions through Webinars, Crowdcasts and Meetings to continuously get in touch with their fellow Scouts and learn together life skills such as cooking, basic home repairs and gardening.

<http://scouts.org.ph/wp-content/uploads/2020/05/29-May-2020-National-Office-Memorandum-No.-38-s.-2020-Alternative-Scout-Membership-Recruitment-Campaign-Strategies.pdf>

- ii. **Go Green: Plant and Nurture Trees.** With our recently inked partnership with the Department of Agriculture - Bureau of Plant Industry, we are fully implementing the **Urban Agriculture Project**, with an end view of contributing to economic security by providing alternative sources of livelihood and income, aside from providing additional sources of nutritious food and vegetables.

You may refer to BSP National Office Memoranda Numbers 34 and 35, Series of 2020 for details.

<http://scouts.org.ph/wp-content/uploads/2020/05/15-May-2020-National-Office-Memorandum-No.-34-s.-2020-Urban-Agriculture-1.pdf>

<http://scouts.org.ph/wp-content/uploads/2020/05/21-May-2020-National-Office-Memorandum-No.-35-s.-2020-Implementing-Rules-and-Regulations-on-BSP-N.O.-Memorandum-No.-34-s.-2020-Urban-Agriculture-1.pdf>

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- iii. **Road Safety Advocacy.** As we shifted to less strict Community Quarantine, transportation and mobilization of people from home to workplace are gradually increasing in number. Due to limited public transportation, people are now using motorcycles and bicycles as new means of personal transportation. Let's all answer to the call for safer roads and responsible road use.

We now enjoin all Local Councils to start their campaigns on Road Safety in cooperation and partnership with their respective LGUs. We have to remain vigilant and cautious about Road Safety especially with the proper use of pedestrians and protective gears such as helmet and seatbelt whenever applicable; avoidance of the use of mobile phones and gadgets while driving, and observance of speed limit.

<http://scouts.org.ph/wp-content/uploads/2019/09/NO-Memo-No.-49-s.-2019-BSP-Supports-Road-Safety-Advocacy.pdf>

- b. **Planning and Organizing Online Webinars for Scouts.** Webinar is an engaging online event where a resource person or speaker deliver a presentation to an audience who actively participates by submitting questions and answers, responding to polls and using other available interactive tools. Please be reminded of the following guidelines when planning and organizing webinars:

- i. The Scout Law is the law of all Scout-related Webinars.
- ii. All Webinars shall adopt rules and regulations of the "Keeping Scouts Safe from Harm Policy", especially on the conduct of Safe Scouting Activities Online, prevention of cyber bullying and protection of personal information of participating Scouts and Leaders.
- iii. Scout Webinars conducted by an accredited and duly registered Outfit or Rover Circle shall be treated as regular Sponsoring (Unit) Institution's Activities. This shall require the usual Activity Permit from the Local Council that will be submitted and processed thru Email. This shall be facilitated by the Outfit Advisor/Rover Leader through the concerned CSE/FSE.
- iv. Scout Webinars shall be conducted for FREE to all participants, since most online applications are available for free. Incurred expenses such as online program subscriptions shall be shouldered by the Webinar organizers.
- v. Scout Webinar organizers shall reserve the right to refuse, reject and remove online participants, on the grounds of violation of the "Keeping Scouts Safe from Harm policy", or any unruly demeanor.
- vi. Scout Webinar organizers shall conduct a pre-registration activity at least one (1) week before the scheduled Webinar. Pre-registration shall be on first come, first-served basis, in case available slots are limited.
- vii. Scouts and Leaders are engaged in timely and relevant issues that matter to them. These may include but are not limited to the follow areas:

1. **Sustainability and Environment**

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|---|-----------------------------------|
| a. Scouts for Sustainable Development Goals | h. Air and Water Pollution |
| b. World Scout Environment Programme | i. Nature and Biodiversity |
| c. Scouts Go Solar | j. Clean and Renewable Energy |
| d. Plastic Tide Turners | k. Responsible Consumption |
| e. YUNGA Challenge Badge Series | l. Earth Hour |
| f. Go Green: Plant and Nurture Trees | m. International Coastal Clean-Up |
| g. Disaster Risk Reduction Management | |

2. Peace and Community Involvement

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|------------------------------|----------------------------------|
| a. Messengers of Peace | f. Diversity and Inclusion |
| b. Dialogue for Peace | g. Humanitarian Action |
| c. Scouts of the World Award | h. Children in Conflict with Law |
| d. Património | i. Internally Displaced Person |
| e. HeForShe | j. Culture and Heritage |

3. Core Life Skills

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|-----------------------------------|--|
| a. Do-It-Yourself Arts and Crafts | g. Interpersonal Communication Skills |
| b. Cooking | h. Livelihood and Entrepreneur Skills |
| c. Food Processing | i. Vocational and Technical Skills |
| d. Gardening | j. Numeracy and Literacy Skills |
| e. Home Repairs | k. Collaboration and Teamwork |
| f. Electricity and Electronics | l. Problem-solving and Critical Thinking |

4. Personal Health and Well-being

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|---------------------------------|--|
| a. Personal Health Merit Badges | g. Active and Healthy Lifestyle |
| b. Public Health Merit Badges | h. Mental Health |
| c. Athletics | i. Personal Resiliency |
| d. Team Sports | j. Reproductive Health |
| e. Yoga and Pilates | k. Faith and Belief: Personal Spirituality |
| f. Zumba and Calisthenics | l. Personal Safety |

- viii. Scout Webinar organizers are required to issue electronic copies of Certificates of Participation to all registered online participants. These certificates will serve as their personal credentials to their Scout Advancement and other related accomplishments.
- ix. Scout Webinar organizers are required to upload and share their stories as part of their post-webinar activities. These will serve as Service Projects at www.scout.org and at the Scouts SDG Hub at sdqs.scout.org.
- x. Scout Webinar organizers may request assistance from the BSP National Office to promote their Webinars in the BSP Official Social Media Platforms through our Public Relations and Communication Office at prco.bsp@gmail.com

c. Guidelines in Planning and Organizing Online Merit Badge Counseling and Board of Reviews for Boy and Senior Scouts.

This shall allow Local Councils and Regional Offices to conduct Online Scout Advancement Activities, Merit Badge Counseling and Board of Review for all ranks.

This aims to provide continuous learning opportunities to Scouts despite physical meeting restrictions due to Covid19 global pandemic. During Online Merit Badge Counseling/Board of Review, skills demonstration and discussion are highly encouraged to test Scouts' competencies based on the required standard of each Merit Badge subject or rank.

- i. Merit Badge Counseling conducted online via Zoom Application and other related program/software shall be scheduled for One (1) Merit Badge subject per online meeting;
- ii. Online Merit Badge Counseling via Zoom shall last for 45-60 Minutes only per meeting. This shall cover salient points about the Merit Badge requirements while the rest can be included as home-based projects or assignments that will be due for the next scheduled online meeting;

- iii. The Troop Leader and/or Outfit Advisor shall serve as the "meeting host", and is responsible for inviting Merit Badge Counselors whose technical expertise are aligned and related to the Merit Badge subject.
- iv. The schedule (date and time) of Online Merit Badge Counseling shall be agreed upon by all parties concerned, and with the permission of the parents and guardians of Scouts who requested for such.
- v. With the guidance of the concerned Troop Leader and/or Outfit Advisor, the Scouts must be responsible for the documentation of his/her online Merit Badge Counseling through the use of a Learning Portfolio related to the Merit Badge subject.
- vi. Troop Leaders and/or Outfit Advisor shall keep and maintain a list of Scouts who have successfully passed their Merit Badge requirements as certified by the Merit Badge Counselor. This list shall then be sent and forwarded to the Local Council through email for record purposes.
- vii. Board of Reviews for lower ranks shall be the responsibility of the Sponsoring Institution (the Troop and the Outfit Committee), specifically for Tenderfoot, Second Class and First Class in the Boy Scout Section; and Explorer, Pathfinder and Outdoorsman in the Senior Scout Section. This shall require supervision and monitoring of the Local Council.
- viii. Board of Reviews for the Highest Ranks in both Boy Scout and Senior Scout Sections shall be the responsibility of the Local Council under the supervision of their respective Regional Offices.
- ix. The Online Board of Review shall abide by the existing rules and regulations pursuant to the National Office Memo No. 37, Series of 2020, except that at this time, it is conducted online due to the observance of Covid19 health and safety protocols.

For more information about Merit Badge Counseling (Page 12 to 14) and Board of Review (Page 15 to 19), you may click the following links:

<http://scouts.org.ph/wp-content/uploads/2019/05/IRR-for-NEw-Senior-Scout-Advancement-Scheme-1.pdf>

<http://scouts.org.ph/wp-content/uploads/2019/05/NO-Memo-No.-37-s.-2019-Implementing-Rules-and-Regulations-of-the-New-Senior-Scout-Advancement-Scheme.pdf>

- x. Online Hosting via preferred (e.g. Zoom, Slido, Skype, etc.) applications or software shall be the responsibility of the Sponsoring Institution for lower ranks and the Local Council for higher ranks.
- xi. All Scout Candidates and members of the Panel of the Board of Review shall wear their complete Type A Scout Uniform for all online meetings/conferences related to advancement.
- xii. It is highly expected that scheduled will be set properly to accommodate the number of Scouts for these online Board of Reviews, taking into account that all areas were thoroughly reviewed: (i) Scout ideals; (ii) Social Activities; (iii) Vocation Activities; (iv) Service Activities; and (v) Outdoor and Indoor Activities. The Panel shall observe the policy "Review One Scout at a Time".
- xiii. Online Board of Reviews shall be monitored and supervised by the concerned Program Commissioner or his/her Deputy for Boy Scout Section or Senior Scout Section, together with the support of the Local Council's Professional Staff.

xiv. After the online Board of Review, all reports (in electronic copy) must be accomplished and submitted to the Local Council for record purposes, and shall be forwarded to the Regional Office for appropriate action.

xv. Online Court of Honor for Lower Ranks shall be facilitated by the Sponsoring Institution or District/Area Scouting Committees, upon the approval of the Advancement and Awards Committee, the Council Program Commissioner and the Council Scout Executive. This Online Court of Honor shall highlight the Scouts achievement in the Progressive Scheme and Badge System as well as the skills learned for a specific rank and badges.

d. Provision for the Late Conduct of Board of Review and Court of Honor for Eagle Scouts.

With the Covid-19 Global Pandemic, the BSP National Office has received queries from Local Councils regarding the scheduling of the conduct of National Board of Review and National Court of Honor for Eagle Scouts, especially for those whose age has turned or will soon turn to 18 years old.

Under the "New Normal" where mass gathering is prohibited, the National Office shall allow the late conduct of such events such as Court of Honor, until government authorities issue guidelines, memoranda or circular lifting the prohibition to conduct such gatherings. The National Board of Review may be conducted through Online Panel Interview.

For small and limited face-to-face gathering, the maximum number allowed is Ten (10) Persons in one Court of Honor, subject to compliance to health and safety protocols such as physical distancing, wearing of face mask, regular/frequent hand wash and sanitation.

e. Guidelines in the Conduct of Online Scout Youth Forum. Scout Youth Forum is an annual Scouting event for Senior Scouts at various levels. Due to social/physical distancing protocols, Sponsoring Institutions, Scouting Districts and Local Councils may opt to conduct their respective Scout Youth Forum via Online.

For more information, you may click this link for guidelines and procedures:

<http://scouts.org.ph/wp-content/uploads/2015/09/NO-Memo-No.-15-s.-2014-GUIDELINES-FOR-THE-CONDUCT-OF-SCOUT.pdf>

The Forum will now be conducted online using your preferred applications and platforms such as Skype, Zoom, Slido, and Google Classroom among others. This has to be arranged and hosted by the Sponsoring Institution and/or the Local Council as deemed appropriate, including subscription registration if necessary.

Technical information regarding the step by step mechanics and procedures with regard to forum online applications and internet facilities will be included in a separate memorandum.

f. Guidelines for the Conduct of Rover Orientation Vigil and Investiture Ceremony.

All Rover Vigils and Investiture Ceremonies are hereby suspended until restrictions for such mass gatherings are lifted by the concerned authorities.

However, Rover Orientations can be facilitated online by the concerned Rover Circle or Local Council. This may include but are not limited to topics and subjects required in Rover Orientation such as (i) History of Scouting; (ii) Fundamentals of Scouting; (iii) the WOSM and BSP Structure; (iv) BSP Youth Program and (v) the Rover Scouting Program.

Once the situation has favorably changed to less strict travel, mobilization and gathering, small-group Rover Vigils and Investitures may be arranged while still observing the prescribed Covid-19 Health and Safety protocols.

Rover Scout Advancement Activities through Community Service Projects (that will warrant them to earn at least 100 Points for each Quadrant Award until they reach the Chief Scout's Nation-Builder Award) shall be at the sole discretion of the Institutional Head of the Sponsoring Institution and the Rover Leader of the Circle, with compliance to the required minimum health standards such as using face mask and face shield at all times, social/physical distancing, frequent and regular hand washing using anti-bacterial or germicidal soap, hand sanitation, and proper coughing/sneezing etiquette.

6. **Adults in Scouting** is a systematic approach to improve the effectiveness, commitment and motivation of the adult leadership for a better delivery of quality programs to young people, which will greatly contribute the overall effectiveness of the organization.
- a. **Planning and Organizing Unit Leaders/ Roundtable/Webinars, Local Council, Regional and National Training Team Meetings and/or Program and Training Task Group Meetings.** This shall allow Local Councils, Regional Offices and the National Office to plan, organize, and conduct online meetings, roundtables and webinars using their preferred software applications.

Adults in Scouting play vital role in supporting, mentoring, training, guiding and coaching our Scouts as they go through our programs, projects and activities. As we move on and provide voluntary services under the "New Normal" situation, we enjoin our Unit Leaders, Leaders of Adults and Members of the Training Team to start building up our ICT competencies as we prepare to actively engage our Scouts through Information Communication Technology.

Local Councils and Regional Offices are encouraged to hold online meetings with their respective committees and sub-committees, especially those involved in (i) Advancement and Awards; (ii) Camping and Activities; (iii) Leadership Training; (iv) Health and Safety; and (v) Finance. The committee shall establish and discuss guidelines on conducting programs, projects and activities for Scouts under the "New Normal" situation.

Training Team Members are also advised to coordinate and collaborate with their Local Councils as to their respective assignments within the conduct of Online Regular Scouting Programs, Projects and Activities.

These may include but are not limited to:

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|---|-----------------------------------|
| 1. Online Merit Badge Counselors | 5. Online Trainers |
| 2. Online Webinar Resource Persons | 6. Online Technical Support Staff |
| 3. Online Panel of the Board of Review | 7. Online Counselors |
| 4. Online Youth Forum Facilitators/Moderators | 8. Online Tutors/Coaches |

- b. **Guidelines in the Conduct of Formal Training Courses via Multiple Learning Modalities.** This shall allow Local Councils, Regional Offices and the National Office to plan, organize, implement, monitor and evaluate the conduct of regular Training Courses to include but are not limited to (i) Scouting Orientation Courses; (ii) Basic Training Courses; (iii) Advanced Training Courses; (iv) Course for Managers of Learning; the (v) Course for Managers of Training; (vi) other Specialization Courses as approved by the National Office, BSP, using the following Learning Modalities, viz;
 - i. **Limited Face to Face Trainings.** Local Councils and Regional offices whose territorial jurisdiction falls under General Community Quarantine or GCQ (where only limited number of people are allowed to travel) may conduct trainings using this modality. This learning model takes place within a specific place in real time, between the trainer/facilitator and the participants/learners within a limited small

group only through series of learning sessions or personalized learning instructions. This shall require strict compliance to the minimum health standards and COVID-19 Safety Protocols.

- ii. **Online Trainings.** Local Councils and Regional Offices whose territorial jurisdiction remains under either Enhanced Community Quarantine or ECQ, or Modified Enhanced Community Quarantine or MECQ (where travel is only accessible to Authorized Persons Outside of Residence (APOR) can conduct trainings using this modality. This learning model takes place virtually online with the use of various Information Communication Technology (ICT) tools and equipment accessible to both trainers and learners using the internet. This also allows virtual interaction among and between trainers/facilitators and learners/participants simultaneously, or within a specific date and time using specific computer software applications.
- iii. **Offline Trainings.** Local Councils and Regional Offices whose territorial jurisdiction are still classified as either Enhanced Community Quarantine or ECQ, or Modified Enhanced Community Quarantine or MECQ (where travel is only accessible to Authorized Persons Outside of Residence (APOR) and access to internet is difficult and limited) may conduct training using this modality. This learning model uses computer-based software that does require internet connection and uses digital program that contains training and learning materials such as videos, PowerPoint presentations, photos and images. This can be made available in training venues that are independent from internet connections. It can be more flexible from individualized instructions to small group sessions.
- iv. **Modular Trainings.** Local Councils and Regional Offices whose territorial jurisdiction remains in either Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ) or General Community Quarantine (GCQ) may conduct this flexible modular training. Modular Training is essentially self-contained and self-instructional, either stand-alone or wrap-around modules. Participants learn specific competencies at his/her own pace and at his/her own learning environment. It uses wide array of media and methods. It can also be made online and offline.
- v. **Blended Trainings.** Local Councils and Regional Offices whose territorial jurisdiction remains in either Enhanced Community Quarantine (ECQ), Modified Enhanced Community Quarantine (MECQ) or General Community Quarantine (GCQ) may conduct this flexible blended training. This learning delivery model basically combines online and offline learning modes using ICT tools, internet and digitized modules.

National Office, BSP, will be more than willing to help, support and facilitate your Technical and Online Requirements for your respective Training Courses.

- c. **Guidelines in the Conduct of Interview for the Appointment of Assistant Leader Trainer and Leader Trainer.** This shall allow Local Councils to arrange and facilitate the conduct of ALT and LT Panel Interview with their respective Regional Offices. This will further strengthen the capacity of each Local Council and Regional Office to appoint new Assistant Leader Trainers and Leader Trainers who will support the delivery of Scouting programs, projects and activities to more Scouts and young people.
- i. Upon the request of the Local Councils through the Regional Offices, this shall allow the National Training Commission together with the National Training Team to commission and assign Leader Trainers to serve as members of the Panel of Interviews for all ALT/LT Candidates.

- ii. The date and time of the interview shall be determined by all concerned parties depending on the preparations required by the National Office, BSP. Pursuant to prescribed standards and policy, Online Panel Interview for ALT/LT shall require all those concerned to wear their complete Type A Scout Uniform.
 - iii. Documentation and Reporting of all Online Panel Interviews for ALT/LT shall be the responsibility of the Regional Offices. All required reports shall then be submitted to the National Office, BSP for appropriate action such as issuance of necessary Certificates of Appointment.
7. For your easy references, here are the YouTube links of instructional videos that will help enhance your Online Scouting Activities such as online polls survey, quizzes and interaction among others:
- a. How to use Zoom for Remote and Online Learning: <https://www.youtube.com/watch?v=9guqRELB4dg>
 - b. How to use Slido at your Remote Meetings: <https://www.youtube.com/watch?v=N5YHQ0wj-JE>
 - c. How to Use Google Classroom 2020 Beginner's Guide: <https://www.youtube.com/watch?v=zUjU7xY-ZvQ>
 - d. How to use Google Docs: <https://www.youtube.com/watch?v=e771f9YYh4s>
 - e. How to use Basecamp App 2020: <https://www.youtube.com/watch?v=lr4blgRsak4>
8. For any related queries, kindly refer them directly to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive, via email at yasser_bsp@yahoo.com or yazsarona@gmail.com.
9. For information, guidance and strict compliance of all concerned.


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Secretary General