



Boy Scouts of the Philippines

National Office

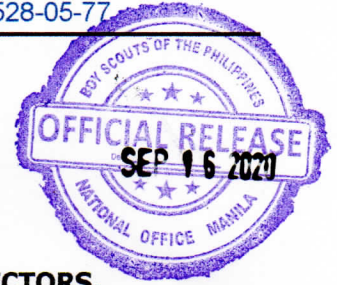
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08 September 2020



NATIONAL OFFICE MEMORANDUM

Number 59 s. 2020

TO : COUNCIL SCOUT EXECUTIVES, REGIONAL SCOUT DIRECTORS,
AND CONCERNED LOCAL COUNCIL EXECUTIVE BOARD, THROUGH THE
COUNCIL CHAIRPERSON

SUBJECT : LOAN ASSISTANCE PROGRAM (LAP) FOR LOCAL COUNCILS

In response to the overwhelming negative impact of the COVID-19 pandemic, the National Executive Board (NEB), in its meeting on August 27, 2020, unanimously approved the creation of a Loan Assistance Program (LAP) through NEB Resolution No. 33 Series of 2020 to provide funding support for Local Councils who are unable to pay their personal services and maintenance and other operating expenses.

The mechanics and implementing guidelines of the new program to be implemented by the National Office of the Boy Scouts of the Philippines (BSP), are as follows:

1. The LAP is open for all qualified Local Councils (LCs) which have already availed of the Grant-In-Aid Program (GIAP) prior to the approval of the NEB of the LAP on August 27, 2020 but are still in dire need of funds in order to sustain their operations especially during these economically challenging times.
2. For Local Councils which have not fully availed or those which have not availed of the GIAP, the NEB also decided that they shall be given until December 31, 2020 to avail of the said program, hence, they are ineligible to avail of the LAP.
3. A Local Council may borrow up to ONE MILLION PESOS (₱1,000,000.00) or an amount equivalent to FIFTY PERCENT (50%) of its Scout Membership Registration Fee Share based on the membership data of CY 2019, whichever is lower.
4. The loan shall be a zero-interest bearing loan payable in twenty four (24) equal monthly payments starting on the fourth month after the loan proceeds have been released. The Local Council however, may have the option to pay in advance its amortization dues if it has the funds to do so.
5. For Local Councils with existing financial accountabilities with the National Office, their corresponding financial accountabilities shall be deducted from the gross amount of their approved loan in order to avoid creating additional financial burden to the Local Councils concerned.
6. The LAP application form shall be duly supported by a Board Resolution from the LCEB. The accomplished LAP application form shall be transmitted by the Local Council to the Regional Office for further review. If the LAP application form is in order, the Regional Office shall immediately endorse the same to the National Office for final review and processing,
7. otherwise, the Regional Office will return the LAP form to the originating Local Council. All reviewed LAP application forms by the Regional Office shall be transmitted to the **LAP Secretariat c/o Ms. Micaela Sepal, BSP – National Office.**
8. Upon receipt of the LAP application form, the LAP Secretariat shall obtain from the Finance Division-Accounting Office the cumulative amount of financial accountabilities of the Local Council applicant and indicate the said amount in the LAP application form. Thereafter, the LAP Secretariat shall endorse the same to the LAP-TWG for appropriate action.

9. The Technical Working Group (TWG) of the LAP is tasked to review all received loan application forms and loan agreement forms. Thereafter, it shall endorse the same to the Office of the
10. Secretary General for final review and recommending approval to the Office of the National President.
11. In the event that a LAP application form is found to be deficient, the LAP Secretariat shall immediately return the same to the originating Council for appropriate action, with a corresponding written notice to the concerned Regional Office.
12. The LAP check, along with a copy of the approved LAP application form and amortization schedule, shall be transmitted to the Local Council as soon as approved and processed.
13. Once the LAP check is received by the Local Council, it shall issue a corresponding OFFICIAL RECEIPT (OR), in favor of the BSP-National Office, as a proof of acknowledgement of the LAP check received.
14. The National Office, through the Finance Division and LAP Secretariat, shall issue a monthly Statement of Account (SOA) and/or collection letter to the Local Council concerned as part of the usual credit and collection procedures (copy furnished the Regional Office and the LCEB through the Council Chairperson and Council Treasurer).
15. In the event that the Local Council fails to pay its monthly amortization within fifteen (15) days upon due, a three-percent (3%) penalty shall be imposed on the amount in default which shall then be carried over to the succeeding month of amortization.
16. Any appeal for waiver of penalty shall be expressed in writing by the concerned Local Council subject for review by the LAP-TWG. Upon review, the LAP-TWG shall make the necessary recommendation to the Secretary General for final resolution of the appeal for waiver of penalty.
17. In the event that the Local Council fails to pay the National Office in full, 90 days after the expiration of the loan amortization period, the National Office shall have the right to exercise legal remedies, including but not limited to the filing of lawsuit, in order to enforce the full collection of the amount due. If the National Office prevails in the lawsuit, the Local Council shall pay the corresponding court litigation costs and other damages as the court finds reasonable.
18. For your information and guidance.


ROGELIO S. VILLA, JR.
Secretary General

cc: National President
NEB Members

Encl.: *Loan Application Form* /
Loan Agreement Form

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

LOAN ASSISTANCE PROGRAM (LAP) APPLICATION/AGREEMENT FORM

Council : _____

Amount Applied For: ₱ _____

Scout Membership Information (subject for final verification and review by the Field Operations Division):

Scout Membership (December 2019): _____

Scout Membership (as of the time of application): _____

2020 Membership Goal: _____

2020 Scout Potential: _____

Prepared by:

Verified by:

Council Scout Executive

Date: _____

Regional Scout Director

Date: _____

Final Verification and Review made by:

Director for Field Operations Division

Date: _____

(To be filled-up by the BSP-National Office)

Amount of Approved Loan: ₱ _____

Less: Financial Accountabilities to the National Office ₱ _____

Net Loan Proceeds: ₱ _____

Monthly Amortization: ₱ _____

Start of Monthly Amortization Payment: _____

We hereby agree that the data and information provided herein are true, accurate and complete as of the date of the submission this LAP application form. We commit to abide by the terms and conditions of this loan agreement as set forth in the National Office Memorandum No. 59, series of 2020.

Council Scout Executive
Date: _____

Council Chairman
Date: _____

RECOMMENDING APPROVAL:

APPROVED BY:

Secretary General
Date: _____

National President
Date: _____

Attested by:

GIAP-TWG Chairman
Date:_____

Accountant
Date:_____

PROMISSORY NOTE

FOR VALUE RECEIVED, I/We _____ (Council Scout Executive) and _____ (Council Chairman), promise to pay to the order of the BOY SCOUTS OF THE PHILIPPINES at its principal office located at 181 Natividad A. Lopez St., Ermita, Manila without need of notice or demand, the sum of PESOS (₱_____) (the “Loan”), in equal monthly amortizations on each day of the month, to start on_____ until fully paid.

In the event that I/We fail to pay the monthly amortization within fifteen (15) days upon due, a three percent (3%) penalty shall be imposed on the amount in default which shall then be carried over to the succeeding month of amortization.

Any appeal for waiver of penalty shall be expressed in writing subject for review by the LAP-TWG. Upon review, the LAP-TWG shall make the necessary recommendation to the Secretary General for final resolution of the appeal for waiver of penalty.

In the event that the I/We fail to pay the National Office in full, 90 days after the expiration of the loan amortization period, the National Office shall have the right to exercise legal remedies, including but not limited to the filing of lawsuit, in order to enforce the full collection of the amount due. If the National Office prevails in the lawsuit, the Local Council shall pay the corresponding court litigation costs and other damages as the court finds reasonable.

Council Scout Executive
Date:_____

Council Chairman
Date:_____

SUBSCRIBED AND SWORN to before me on_____ and at _____.
Affiant exhibited to me his/her competent evidence of identity as indicated below.

Borrowers Name	Government Issued ID No.	Issue/Expiry
_____	_____	_____
_____	_____	_____

NOTARY PUBLIC

Doc No._____
Page No._____
Book No._____
Series of 20_____