



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez St., Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

E-mail: bsp@scouts.org.ph

Website : www.scouts.org.ph

Tels. (632) 528 0555 * 527 8317 to 20 * Telefax: (632) 528 0577

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NATIONAL OFFICE MEMORANDUM

Number 53 , series of 2020



TO : BSP Officials, Employees and COS Personnel

SUBJECT : Grant of Mobile Communication Allowance

Civil Service Commission (CSC) Memorandum Circular Number 10 series of 2020 provides for alternative work arrangements and support mechanisms for workers in the government during the period of the national emergency due to COVID-19 pandemic such as provision of reasonable meal allowance, transportation facilities and housing quarters to employees assigned as Skeleton Work Force (SWF), and reimbursement of reasonable expenses incurred during work from home(WFH);and other monetary incentives as maybe allowed by the Office of the President or authorized agencies or upon approval of heads of agencies. In line with these guidelines, and upon the approval of the National President of the Boy Scouts of the Philippines (BSP), all BSP employees and 'COS personnel who are assigned to work from home (WFH)are hereby granted a Mobile Communication Allowance (MCA) effective 01 September 2020 pursuant to CSC MC No.10 unless amended, subject to accounting and auditing rules and regulations.

Objectives:

The Mobile Communication Allowance (MCA) is expected to enable employees who are assigned to work from home to:

1. Download and upload files; receive and send emails;
2. Review and edit documents sent by immediate supervisor through online means;
3. Communicate with peers and immediate supervisor through sms, call, messenger, e-mail anytime as may be required from time to time;
4. Conduct work-related research through the internet;
5. Attend official business virtual meetings;
6. Attend authorized webinars to enhance their knowledge and skills;

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7. Perform other analogous tasks which require the use of internet for reading, encoding, printing or submission of written accomplishments for the review, evaluation or final presentation/assessment of the immediate supervisor or head of office.

Guidelines:

1. Considering the limited financial resources of the BSP, employees shall have their counterpart in the form of personal smartphone, tablet, laptop or desktop computer and the management shall provide a reasonable amount of Mobile Communication Allowance (MCA), viz:

Salary Grade Range	MCA Amount
Salary Grade 1-10	₱ 500.00/month
Salary Grade 11-20	₱ 1,000.00/month

2. The payment of MCA shall be in a form of reimbursement for employees without a post paid plan enrolled in the BSP Corporate Plan.
3. All requests for reimbursement of communication expenses should be submitted/endorse by division/office to the HRMO every first week of the month and must be supported by the following documents:
 - a. Official Receipt (OR), Monthly Billing Statement, and/or Electronic Receipt (i.e. PayMaya, GCash, Coins.ph, etc.). The name of the employee must be clearly indicated in the aforesaid billing statements as proof of incurring official communication expense.
 - b. Monthly accomplishment report duly approved and signed by the immediate supervisor.

Thereafter, the HRMO shall endorse the consolidated requests for MCA to the Finance Division. The approved MCA reimbursement requests will be credited to the respective ATM Payroll Account of the employees.

4. Employees with existing communication allowance enrolled in the BSP Corporate Plan may choose to do either of the following:
 - a. Use/consume voice and data services up to the maximum amount of MCA without having to submit request for reimbursement; or
 - b. Purchase additional postpaid or prepaid voice and data plan up to the maximum amount of MCA and comply with Item 3 of this guidelines.

Illustrative Example A:

If your existing communication allowance is ₱350.00 which is currently enrolled with the BSP Corporate Plan and your MCA is ₱500.00, you will be allowed to avail/consume/purchase additional voice and data services up to your MCA limit.

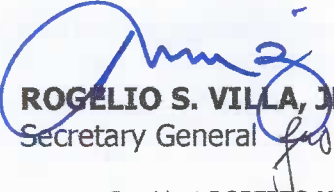
5. Any amount in excess of the MCA shall be chargeable to the employee through salary deduction.



Illustrative Example B:

MCA	₱500.00
Less: Total bill for the month (under the BSP Corporate Plan)	<u>550.00</u>
Excess amount chargeable to the employee through salary deduction	(₱ 50.00)

6. The MCA shall be strictly used for official communications only with the end view of accomplishing the required tasks to be done as described in the Objectives of this memorandum.
7. For information, guidance and compliance


ROGELIO S. VILLA, JR.
Secretary General

cc: President ROBERTO M. PAGDANGANAN, Boy Scouts of the Philippines
Secretary General ROGELIO S. VILLA, JR.
Director FLORENCIO B. ATINYAO, Administration Division
Director JOSEPH FLORANTE C. ALVARO, Finance Division
Director JEREMY JORGENCIO B. DUCAY, Economic Enterprise Division
Director SOFRONIO D. HONTANOSAS, Field Operations Division
Internal Auditor JOSE PATRICK R. DE LEON, Internal Audit Office
Regional Scout Directors
COA Resident Auditor
Human Resource Management Unit
Central Records
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