



# Boy Scouts of the Philippines

## National Office

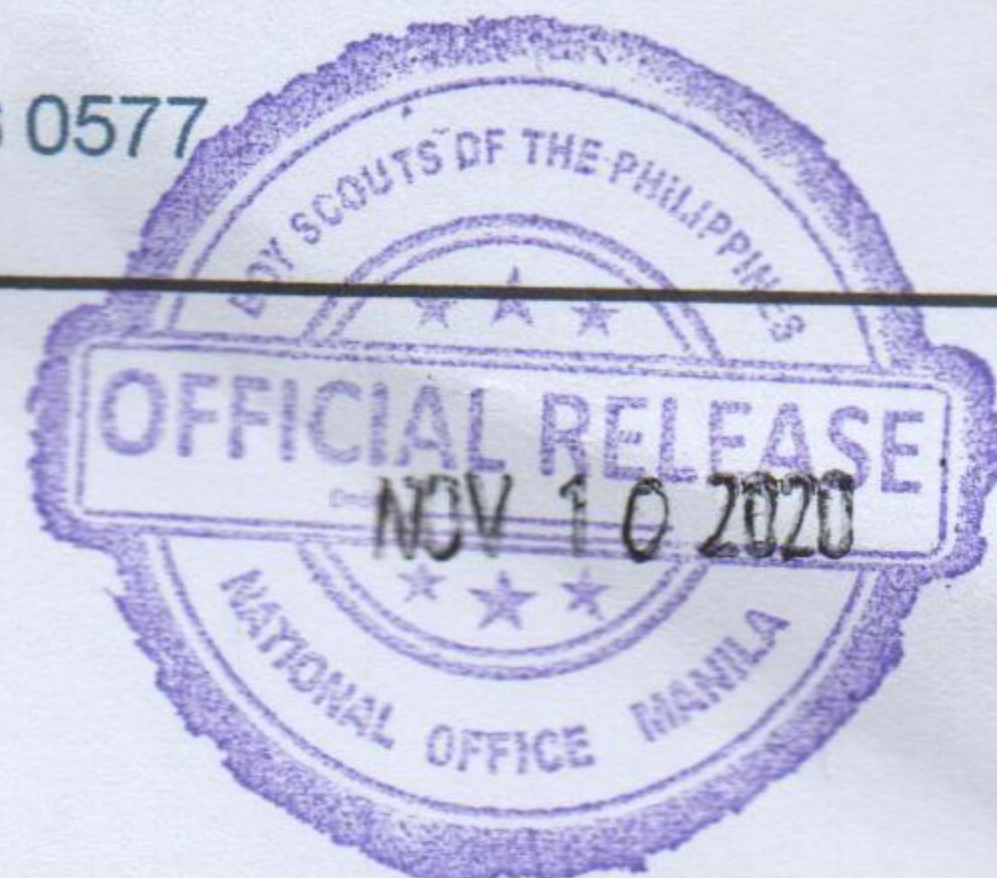
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10 November 2020

### NATIONAL OFFICE MEMORANDUM

No. 69, series of 2020

**TO : REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES  
AND OFFICERS-IN-CHARGE**

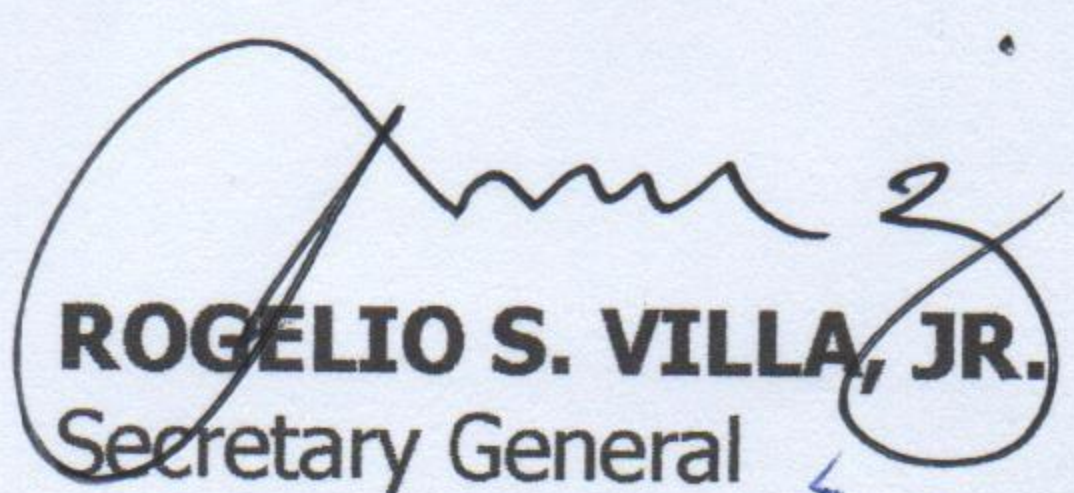
**SUBJECT : REMINDER ON THE RENEWAL OF AUTHORITY TO PRINT (ATP)  
OFFICIAL RECEIPTS (ORs) OF THE LOCAL COUNCILS**

The National Office observed that some Local Councils (LCs) failed to renew their respective Authority to Print (ATP) Official Receipts (ORs) prior to its expiration which compels them to pay the penalty due to late filing imposed upon by the Bureau of Internal Revenue (BIR). These Local Councils admitted, in good conscience, that they overlooked to monitor the expiration date of their respective ATP due to varying reasons.

In order avoid occurrence of similar blunder in the future, may we remind you to keep an eye on the date of expiration of your respective ATP, which is clearly indicated in the face of your respective ORs. Please be advised to initiate the processing of the printing of your ORs, at least six (6) months before the date of expiration of your ATP, in order to avoid incurring penalty due to late filing. Please note also that the National Printing Office (NPO), being the primary authorized printing service provider of accountable forms of all government agencies, SUCs, and GOCCs, receives voluminous requests for printing on a regular basis, hence, it would be an advantage on your part if you start the processing of the renewal of your respective ATP at a much earlier time for the obvious reason that it would take a considerable time to complete the process.

For your reference, please refer to National Office Memorandum No. 21, series of 2019 on the step-by-step procedures of applying a new ATP of Local Council ORs or its renewal thereof. It bears underscoring and clarifying that under Item Nos. 6 to 9 of the aforementioned memorandum that the only roles of the National Office are to generally assist the LCs in making a follow up, perform liaison/"errand" tasks, and coordinate with the NPO and BIR Revenue District Office (RDO) here in Manila in order to spare the personnel of the LCs from incurring added costs in coming to Manila apart from the significant amount of time that they will consume in performing those procedures. Other than those tasks, it would be the primary responsibility of the LCs concerned to accomplish the rest of the procedures as required under N.O. Memorandum No. 21, s. of 2019.

For information and appropriate action.

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