



Boy Scouts of the Philippines

National Office

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07 January 2021

NATIONAL OFFICE MEMORANDUM Number 02 , s. of 2021



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

SUBJECT : Liquidation of the Second Tranche of Honoraria for Project Officers and Assistant Project Officers in the Scout Membership Growth Campaign Program for 2020

Relative to the second tranche of honoraria that were released to the Project Officers (POs) and Assistant Project Officers (APOs) in the Scout Membership Growth Campaign Program which was released through the Regional Scout Directors in the form of Cash Advance as contained in an unnumbered memorandum dated 03 September 2020, you are hereby enjoined to settle/liquidate the same **not later than 31 January 2021**.

The second tranche of honoraria covers the deliverables/milestones required for the period March to April 2020 through the conduct of the Basic Training Course. **In order to liquidate the said cash advance, the POs and APOs are required to submit the following documents to the RSDs not later than the aforementioned deadline.**

1. Acknowledgement of the receipt of the honoraria; and
2. Narrative report (with names of participants) and photos of the Basic Training Course/s conducted.

Please note that Local Council that sent participants to the Advanced Training course (ATC), Course for Managers of Learning (CML) and Course of Managers for Training (CMT) can be credited in lieu of the conduct of the Basic Course, on the condition that a narrative report/s of their trainee's participation to these trainings together with photos are submitted to the RSD together with the required acknowledgement receipt of the honoraria.

The RSDs may have to submit several liquidation reports with its corresponding attachments to the National Office in view of the fact that Councils have different schedules of BTCs in their revised 2020 Calendar of Activities.

Be that as it may, the liquidation report/s that will be submitted by the RSDs to the National Office shall include the following required documents:

1. List of the names of POs and APOs which have received the honoraria and the corresponding amount given;

2. List of the names of POs and APOs which did not receive the honoraria and the corresponding amount retained in the custody of the RSD;
3. Original copy of the deposit slip, official receipt, tracking processing slip containing the date, tracking control number, amount, and name of the recipient;
4. Original cop of the acknowledgement receipt of honorarium/honoraria of the recipient; and
5. Narrative report (with names of participants) and photos of the Basic Training Course/s conducted or narrative report/s and photos of the Councils' trainees' participation to ATC, CML and CMT.

Please be informed that the succeeding tranche of honoraria will only be released as soon as the aforementioned cash advance is fully liquidated.

The aforesaid liquidation report/s and documents shall be submitted **not later than 31 January 2021** to the Field Operations Division c/o **DIR. SOFRONIO D. HONTANOSAS**, Director for Field Operations, for review, validation and appropriate recommendation.

Furthermore, per the timetable of deliverables/milestones and required documents of the SMGCP as contained in its guidelines and procedures which further reiterated in National Office Memorandum No. 43, series 2020 dated 06 July 2020 under Item c, the final deliverable of councils which is the 60% registration of the Scouting goal should be submitted to the National Office not later than 31 January 2021, otherwise, the Councils will not be entitled to the corresponding honoraria.

Any concern regarding the Memorandum must be forwarded to Dir. Sofronio D. Hontanosas at mobile number 09498838987 or ron.hontanosas@gmail.com.

For the information, guidance and compliance of all concerned


ROGELIO S. VILLA, JR.
Secretary General