



Boy Scouts of the Philippines

National Office

181 Natividad Almeda-Lopez Street, Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

Website: www.scouts.org.ph

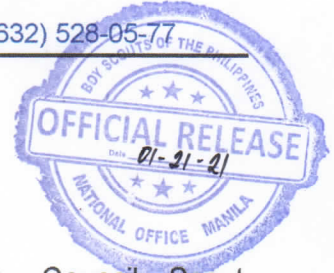
E-mail: bsp@scouts.org.ph

(632) 528-05-55 / (632) 527-51-09 / (632) 527-83-17 to 20 / Fax: (632) 528-05-77

21 January 2021

NATIONAL OFFICE MEMORANDUM

Number 12 s. 2021



TO : National Office Directors, Regional Scout Directors, Council Scout Executives, Officers-In-Charge and all concerned

SUBJECT : RE-ORGANIZATION OF REGIONAL SCOUT COMMITTEE, LOCAL COUNCIL EXECUTIVE BOARD AND SUBMISSION OF COUNCIL PROFILE

Please take note of the guidelines hereunder, on the conduct of Reorganization of the Officers and Members of the Regional Scout Committee and Local Council Executive Board, to wit:

January	Conduct Local Council Scout Youth Forum and Reorganization of District/Municipal Scouting Committee.
1 st to 2 nd Week of February	<p>Conduct Annual Local Council Meeting (Standard Local of Council Constitution and By-laws, Article VI, Section 14).</p> <p>The purpose of the aforesaid Council meeting are as follows:</p> <ol style="list-style-type: none">1. to receive the Annual Report of the Council Chairman and Council Treasurer.2. to elect the four (4) Regular Board Members of the Local Council Executive Board to serve for three (3) years.3. to conduct Local Council Court of Honor.
2 nd to 3 rd week of February	Election of Private Sector Representatives (Standard Local of Council Constitution and By-laws, Article VIII, Section 24c, there shall be at least five (5) to ten (10) representatives from the private sector to be elected by the newly elected board (12 regular members, mandated members, District/Area Chairmen and Scout Representatives).
March 31	<p>The Council Scout Executive/Officer-In-Charge submits to the National Office through the Regional Office the following Reports:</p> <ol style="list-style-type: none">1. Annual Council Meeting Proceedings2. Result of the elections for four (4) newly elected/Regular Members, Private Sectors & Council Officers.3. Local Council Scout Youth Forum Proceedings of all Resolutions.4. Fully accomplished COUNCIL PROFILE (please ensure that all officers are registered for the current year and have affixed their original signature on the space provided opposite their name to ensure the legality of the documents signed by the officers.

In the conduct of the election, Council Scout Executives/Officers-In-Charge must ensure that the composition of their Local Council Board reflects a cross-section of the community especially the barangay, the business, and private sectors. This will prove that the Scouting Movement in the locality gets utmost support from everybody. The undersigned must attend the Annual Local Council Meeting.

In as much as community quarantine restrictions and stringent levels of protocols have been implemented amidst corona virus (COVID-19) pandemic, the following mode in the conduct of the reorganization activity shall be observed:

- **Online or Virtual Mode** – the activity will be conducted in online or virtual means using programs and software applications such as Zoom, Google meet, through internet.
- **Blended Mode (Online and Limited Face to Face)** – the activity will be conducted through the combination of online and limited face to face method. However, strict compliance of quarantine protocols such as physical distancing, wearing of face mask and face shield for all attendees with clearance from concerned authorities.

As soon as the Council Officers have elected, the Regional Scout Directors are advised to reorganize their respective Regional Scout Committee **on or before second week of April of the current year**. Consequently, the Regional Scout Directors are likewise advised to submit the result of the Regional Scout Committee Election **on or before April 30**.

For widest dissemination, information, and strict compliance.


ROGELIO S. VILLA, JR.
Secretary General

Encl: as stated

RSV/SDH/fmo

BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA

PROFILE OF _____ COUNCIL _____ REGION _____ YEAR _____

NEWLY ELECTED REGULAR MEMBERS					PLEASE INDICATE	
	TERM	DATE REG'D	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	TEL NO./MOBILE NO./FAX/EMAIL ADD	
1.	3 Years					
2.	3 Years					
3.	3 Years					
4.	3 Years					

PREVIOUS ELECTED REGULAR MEMBERS		TERM	DATE REG'D	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	PLEASE INDICATE TEL NO./MOBILE NO./FAX/EMAIL ADD
5.		2 Years				
6.		2 Years				
7.		2 Years				
8.		2 Years				
9.		1 Year				
10.		1 Year				
11.		1 Year				
12.		1 Year				

COOPTED MEMBERS					TERM	DATE REG'D	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	PLEASE INDICATE TEL NO./MOBILE NO./FAX/EMAIL ADD
1.					1 Year				
2.					1 Year				
3.					1 Year				
4.					1 Year				
5.					1 Year				
6.					1 Year				
7.					1 Year				
8.					1 Year				
9.					1 Year				
10.					1 Year				

DISTRICT/AREA Chirmen
(Minimum = 3 Maximum = 8)

	TERM	DATE REGID	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	PLEASE INDICATE TEL NO./MOBILE NO./FAX/EMAIL ADD
1.	1 Year				
2.	1 Year				
3.	1 Year				
4.	1 Year				
5.	1 Year				
6.	1 Year				
7.	1 Year				
8.	1 Year				

MANDATED MEMBERS

	TERM	DATE REGID	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	PLEASE INDICATE TEL NO./MOBILE NO./FAX/EMAIL ADD
1.	1 Year		Local Council GSP President		
2.	1 Year		Schools Division Superintendent		

SCOUT REPRESENTATIVES

	TERM	DATE REGID	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS (with house number and street name)	PLEASE INDICATE TEL NO./MOBILE NO./FAX/EMAIL ADD
1.	1 Year				
2.	1 Year				

LOCAL COUNCIL OFFICERS/COMMITTEE CHAIRMEN/COMMISSIONERS

	NAME	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS	MOBILE NO./EMAIL	SIGNATURE
COUNCIL OFFICERS					
Council Chairman					
1st Vice Chairman					
2nd Vice Chairman					
Council Treasurer					
Assistant Council Treasurer					
Council Auditor					
Council Scout Commissioner					
Secretary/CSE					

COUNCIL STANDING COMMITTEE	NAME	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS	MOBILE NO./EMAIL	SIGNATURE
Organization & Extension					
Camping and Activities					
Health and Safety					
Finance					
Leader Training					
Advancement and Awards					

DEPUTY COUNCIL SCOUT COMMISSIONER	NAME	PROFESSION/OCCUPATION	COMPLETE BUSINESS/OFFICE ADDRESS	MOBILE NO./EMAIL	SIGNATURE
Program					
Training					
Public Relations					
Community-Based Scouting					

Local Council Complete Address (with house number, street name and zip code):			Submitted by:		
Telephone Number (with area code):	Fax Number (with area code)	CSE/OIC Mobile Number			
Council Email Address:			CSE/OIC Email Address		
			Council Scout Executive/OIC		

Important:
 This form must be accomplished in THREE (3) copies. Each copy for National Office, Regional Office and Council file.
 This form must be submitted not later than 15 April duly signed by those concerned