



Boy Scouts of the Philippines

National Office

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27 January 2021



NATIONAL OFFICE MEMORANDUM

Number 13 Series 2021

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

SUBJECT : 2021 SCOUT MEMBERSHIP GROWTH CAMPAIGN PROGRAM (SMGCP)

The BSP Strategy Map: Vision 2025 outlines the strategic objectives and the necessary action steps that the Boy Scouts of the Philippines (BSP) will be undertaking over the course of the next ten years in order to achieve its Major Final Outcome (MFO) of Membership Growth. Our over-all aim is the continuous growth of our membership, targeting to register at least 3.7 Million Scouts by the year 2025 or an average growth of five percent (5%) annually.

For 2021, the BSP has continued to highlight Membership Growth as its number one objective in its 2021 Performance Evaluation Scorecard (PES), which was submitted to the GCG, despite the challenges the Organization encountered in the COVID pandemic and its negative impact on its operations. Relative thereto, the BSP decided to decrease its membership goal by 50% for 2021. Thus, the BSP is committed to register a total of 1,446,763 Scouts this year as compared to its target of 2,893,527 registered Scouts in 2020.

With Membership Growth as our MFO, we envision to continue to provide life-changing programs to more young people as we aim to help the most number of youth in our country to develop values and acquire competencies to become responsible citizens and capable leaders, thereby contributing in creating a better a progressive society.

The BSP recognizes the significant role of the Local Councils in the over-all Scout Membership Campaign as they are in the frontline of delivering the Scouting program to more young people within their respective jurisdictions as clearly highlighted under the Strategic Priority on Organizational Excellence most especially now in the light of the on-going pandemic.

In this connection, we will still continue to implement the Scout Membership Growth Campaign Program in 2021 even if we have decreased our membership target by 50%. We are still hopeful that this program will encourage and enable our Local Council to continue to offer the gift of membership in the BSP to more young people. At the same time, we will continue to give the corresponding financial incentive to the Local Council Frontliners as contained in this program, in order to motivate them to deliver better performance in their Scout Membership Campaign Program in the face of this pandemic with end view of achieving the goal we have set for 2021. Specifically, the program aims to:

1. Attain the 2021 Scout membership goal of the 124 Local Councils of the BSP;
2. Contribute to the attainment of the membership target as set in the Performance Evaluation Scorecard (PES) of the BSP for 2021; and
3. Provide financial incentives to performing Local Council personnel who have significantly contributed to the attainment of the MFO on Membership Growth.

METHODOLOGY

1. Designation of Project Offices and Assistant Project Officers

In order to meet the National Membership Goal, one (1) Project Officer (PO) will be engaged from each of the 124 Local Councils of the BSP who shall primarily be responsible in achieving the respective Local Council Membership Goals.

Recognizing that larger Local Councils will entail additional manpower requirements in order to meet their respective Membership Goals or exceed their previous actual membership performance, Assistant Project Officers (APOs) may be engaged by the National Office based on its 2021 Scout Membership Goal.

Threshold	Number of Assistant Project Officers
First 25,000 Scouts	-
25,001 – 45,000 Scouts	1
45,001 – 65,000 Scouts	2
65,001 – 85,000 Scouts	3
85,001 – 105,000 Scouts	4
105,001 – 125,000 Scouts	5
125,001 – 145,000 Scouts	6
145,001 Scouts and above	7

For this purpose, the Council Scout Executive/Officers-in-Charge (CSE/OIC) shall serve as Project Officer and the other duly authorized Local Council personnel such as Assistant Council Scout Executives, Council Field Scout Executives and other Council Staff shall serve as Assistant Project Officers to be endorsed by the Local Council Executive Board through a Board Resolution.

In consideration of the possibility that there are Local Council Executive Boards (LCEBs) which will not be able to convene/meet to designate their Project Officers (POs) and Assistant Project Officers (APOs) due to the on-going pandemic, a formal of recommendation signed by the Local Council Chairman, aside from a board resolution will be accepted as basis for signing the contracts and eventually paying the corresponding honoraria. This is on the condition that the ones being designated are appointed/regular staff of the Council concerned.

However, in designating Council volunteers as APOs, a Council Board Resolution will still be required.

2. Payment of Honoraria

In recognition of their services, the Project Officers (POs) and Assistant Project Officers (APOs) shall be entitled to honoraria amounting to Fifty-Two Thousand Pesos (Php52,000.00) and Thirty-Two Thousand Pesos (Php32,000.00), respectively, for the period January 2021 to December 2021.

Payment of honoraria shall be in tranches and shall be strictly based on the attainment of the required milestones/deliverables per month and the submission of the corresponding required documents per the attached timetable. Payment of succeeding honoraria is not dependent on the attainment of the milestones/deliverables required in the preceding months.

In the attached **Timetable of Deliverables/Milestones and Required Documents of the SMGCP, the final deliverable of Councils is the 100% registration of the Scouting goal, which requires the submission of the MRSRs for December 2021 by the Regional Offices to the National Office not later than 15 January 2022, otherwise, the Councils will not be entitled to the corresponding honoraria.** Thus, honoraria that are not released by the end of the project period due to non-attainment of the required project deliverables/milestones shall be forfeited in favor of the BSP.

3. Replacement of Project Officers and Assistant Project Officers

In the event that the Project Officers and Assistant Project Officers retire or resign or for whatever reason/s, are separated from the service, the Local Council Executive Board may designate their replacement through a Board Resolution or a formal recommendation signed by the Local Council Chairman, on the condition that the one being designated is an appointed/regular staff of the Council.

However, the replacement of Project Officer and/or Assistant Project Officer shall be entitled only to the remaining tranches of honoraria for the year and after the attainment and submission of the required milestones/deliverables and reports.

4. Scout Membership Potential

To standardize the basis of the total Scout Membership Potential of the BSP, the actual population figures within the range of 5-19 years old were used as this provides a picture of the general Scouting population for which the Scouting Program is intended pursuant to Commonwealth Act No. 111, as amended by Republic Act No. 7278.

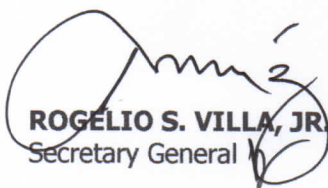
The Membership potential may be further calibrated based on the succeeding census to be conducted by the Philippines Statistics Authority (PSA).

5. Revised Membership Goal

In view of the on-going pandemic and its effect on our Scout membership registration in 2020, the BSP decided to decrease its scout membership goal by 50% for 2021. Thus, the BSP is committed to register a total of 1,446,763 Scouts this year as compared to its target of 2,893,527 registered Scouts in 2020. Consequently, the percentage of membership deliverables/milestones for the months of August to September 2021, October to November 2021 and December 2021 were adjusted to 20%, 35% and 50%, respectively.

Attached herewith is the revised Scout Membership Goal for 2021 per Council and their corresponding number of Project Officers and Assistant Project Officers (APOs) for your information and reference.

For the information, guidance and compliance of all concerned.


ROGELIO S. VILLA, JR.
Secretary General

Timetable of Deliverables/Milestones and Required Documents of the Scout Membership Growth Campaign Program (SMGCP) 2021

Month	Deliverables/Milestones	Amount of Honoraria		Documents to be Submitted	Deadline of Submission to the N.O.	Conditions for Receipt of Honoraria	
		PO	APO			Actual Accomplishment per Required Document submitted	Entitlement to Honoraria
January to February 2021	Signing Contract of Service as PO and APO	P7,000.00	P5,000.00	LCEB Resolution and Signed and notarized Contract of Service	Not later than 31 March 2021	Submitted LCEB Resolution and Signed Contract of Service of PO and APO	100% of Honoraria
March to July 2021	Conduct of any three (3) of the following activities: - Strategic Planning/Roundtable Sessions/Goal Setting	P20,000.00	P10,000.00	- Narrative report and membership goals set as a result of the Strategic Planning/Goal Setting	Not later than thirty (30) days after the conduct of the activity/ies	- Conducted only 1 of the required activities and submitted the required narrative report and photos not later than 30 days after the conduct of the activity.	1/3 of the Honoraria
	- Basic Training Course/Advanced Training Course			- Narrative report (with names of participants) and photos of the trainings conducted		- Conducted only 2 of the required activities and submitted the required narrative report and photos not later than 30 days after the conduct of the activity.	2/3 of the Honoraria
	- Information and Education Campaign (IEC) for Scout Membership in Schools			- Narrative report and photos of the IECs conducted in schools		- Conducted all the required activities and submitted the required narrative report and photos not later than 30 days after the conduct of the activity.	100% of the Honoraria
	- Tree Planting Activity/ies			- Narrative report and photos of the tree planting activity/ies conducted			
	- Road Safety Activity/ies			- Narrative report and photos of the road safety activity/ies conducted			

**Timetable of Deliverables/Milestones and Required Documents of the
Scout Membership Growth Campaign Program (SMGCP) 2021**

Month	Deliverables/Milestones	Amount of Honoraria		Documents to be Submitted	Deadline of Submission to the N.O.	Conditions for Receipt of Honoraria	
		PO	APO			Actual Accomplishment per Required Document submitted	Entitlement to Honoraria
August to September 2021	Registration of 50% of the Scouting Goal	P10,000.00	P6,000.00	MRSR for August and September 2021	Not later than 15 October 2021	% against Scouting Goal is at least 50%	100% of Honoraria
						% against Scouting Goal for August is less than 50% and for September is at least 50% or vice-versa	50% of Honoraria
October to November 2021	Registration of 75% of the Scouting Goal	P10,000.00	P6,000.00	MRSR for October and November 2021	Not later than 15 December 2021	% against Scouting Goal is at least 75%	100% of Honoraria
						% against Scouting Goal for October is less than 75% and for November is at least 75% and vice-versa	50% of Honoraria
December 2021	Registration of 100% of the Scouting Goal	P5,000.00	P5,000.00	MRSR for December 2021	Not later than 15 January 2022	% against Scouting Goal is 100%	100% of Honoraria
						% against Scouting Goal is less than 100%	None

BOY SCOUTS OF THE PHILIPPINES
2021 SCOUT MEMBERSHIP GOAL
(With the corresponding number of Project Officers and Assistant Project Officers per Council)

		CLASS	REGION	C O U N C I L	Recalibrated Potential	2020 Goal	2021 Goal	No. of APOs	No. of POs
1	1	D	IR	Dagupan City	26,906	4,803	2,401	-	1
2	2	A	IR	Eastern Pangasinan	214,489	38,286	19,143	-	1
3	3	B	IR	Ilocos Norte-Laoag City	83,593	14,921	7,461	-	1
4	4	B	IR	Ilocos Sur	99,052	17,681	8,840	-	1
5	5	B	IR	La Union	116,123	20,728	10,364	-	1
6	6	A	IR	Pang.-San Carlos City	258,702	46,178	23,089	-	1
7	7	D	NELR	Abra	37,732	6,735	3,368	-	1
8	8	C	NELR	Baguio City	51,793	9,245	4,623	-	1
9	9	D	NELR	Batanes	2,488	519	260	-	1
10	10	C	NELR	Benguet	67,301	12,013	6,007	-	1
11	11	A	NELR	Cagayan North-Tug. City	185,139	33,047	16,524	-	1
12	12	D	NELR	Cauayan City Associate	19,940	3,559	1,780	-	1
13	13	D	NELR	Ifugao	33,465	5,974	2,987	-	1
14	14	A	NELR	Isabela	202,115	36,078	18,039	-	1
15	15	C	NELR	Kalinga-Apayao	56,159	10,024	5,012	-	1
16	16	D	NELR	Mountain Province	25,870	4,618	2,309	-	1
17	17	C	NELR	Nueva Vizcaya	70,078	12,509	6,254	-	1
18	18	D	NELR	Quirino	30,155	5,383	2,691	-	1
19	19	D	NELR	Santiago City	20,669	3,689	1,845	-	1
20	20	C	CLR	Angeles City	61,188	10,922	5,461	-	1
21	21	D	CLR	Aurora	36,555	6,525	3,263	-	1
22	22	B	CLR	Bataan	116,175	20,737	10,369	-	1
23	23	A	CLR	Bulacan	502,360	89,671	44,836	1	1
24	24	C	CLR	Cabanatuan City	46,114	8,231	4,116	-	1
25	25	D	CLR	James L. Gordon	34,109	6,088	3,044	-	1
26	26	A	CLR	Nueva Ecija	284,033	50,700	25,350	1	1
27	27	A	CLR	Pampanga	339,724	60,641	30,320	1	1
28	28	B	CLR	Ramon Magsaysay	91,489	16,331	8,165	-	1
29	29	A	CLR	Tarlac	213,601	38,128	19,064	-	1
30	30	C	NCR	City of Mandaluyong	49,726	8,876	4,438	-	1
31	31	A	NCR	Kalookan City	238,158	42,511	21,256	-	1
32		C	NCR	Las Pinas	67,807	14,443	7,222	-	1
33	32	C	NCR	Makati City	66,906	11,943	5,971	-	1
34	33	A	NCR	Manila	249,447	44,526	22,263	-	1
35	34	C	NCR	Metro Manila East	79,915	14,265	7,132	-	1
36	35	D	NCR	Metro Manila South - Pateros	7,232	1,535	768	-	1
37	36	C	NCR	Metro Manila West	53,999	9,639	4,819	-	1
38		C	NCR	Muntinlupa City	58,766	12,523	6,262	-	1
39	37	D	NCR	Navotas City	38,381	6,851	3,426	-	1
40	38	B	NCR	Parañaque City	87,319	15,586	7,793	-	1
41	39	C	NCR	Pasay City	54,391	9,709	4,854	-	1
42	40	B	NCR	Pasig City	104,184	18,597	9,298	-	1
43	41	A	NCR	Quezon City	410,933	73,352	36,676	1	1
44		B	NCR	Taguig City	92,669	19,794	9,897	-	1
45	42	B	NCR	Valenzuela City	90,850	16,217	8,108	-	1
46	43	B	STR	Antipolo City	122,345	21,839	10,919	-	1
47	44	A	STR	Batangas	308,245	55,022	27,511	1	1
48	45	C	STR	Batangas City	48,998	8,746	4,373	-	1
49	46	C	STR	Calamba City	63,783	11,385	5,693	-	1
50	47	A	STR	Cavite	527,979	94,244	47,122	2	1
51	48	D	STR	Cavite City	14,973	2,673	1,336	-	1
52	49	C	STR	City of Santa Rosa	47,147	8,416	4,208	-	1
53	50	A	STR	Laguna	291,811	52,088	26,044	1	1
54	51	C	STR	Lipa City	50,454	9,006	4,503	-	1
55	52	C	STR	Lucena City	42,987	7,673	3,837	-	1
56	53	D	STR	Marinduque	41,307	7,373	3,687	-	1
57	54	B	STR	Mindoro Occidental	86,269	15,399	7,700	-	1
58	55	A	STR	Mindoro Oriental	145,949	26,052	13,026	-	1
59	56	A	STR	Palawan-Puerto Princesa City	195,747	34,941	17,470	-	1
60	57	A	STR	Quezon	314,639	56,163	28,082	1	1
61	58	A	STR	Rizal	322,503	57,567	28,783	1	1
62	59	C	STR	Romblon	52,242	9,325	4,663	-	1
63	60	D	STR	San Pablo City	40,081	7,154	3,577	-	1
64	61	B	BR	Camarines Norte	102,654	18,324	9,162	-	1
65	62	A	BR	Camarines Sur	306,090	54,637	27,319	1	1
66	63	C	BR	Catanduanes	47,515	8,481	4,241	-	1
67	64	D	BR	Iriga City	19,099	3,409	1,705	-	1
68	65	D	BR	Legazpi City	32,076	5,726	2,863	-	1
69	66	D	BR	Ligao City Associate	20,212	3,608	1,804	-	1
70	67	A	BR	Masbate	174,240	31,102	15,551	-	1

		CLASS	REGION	C O U N C I L	Recalibrated Potential	2020 Goal	2021 Goal	No. of APOs	No. of POs
71	68	A	BR	Mayon (Albay)	178,074	31,786	15,893	-	1
72	69	D	BR	Naga City	31,846	5,685	2,842	-	1
73	70	A	BR	Sorsogon	144,432	25,781	12,891	-	1
74	71	B	WVR	Aklan	89,899	16,047	8,023	-	1
75	72	B	WVR	Antique	96,366	17,201	8,601	-	1
76	73	C	WVR	Bacolod City	80,339	14,341	7,170	-	1
77	74	B	WVR	Capiz	119,041	21,249	10,624	-	1
78	75	D	WVR	Guimaras	26,041	5,068	2,534	-	1
79	76	A	WVR	Iloilo (Confesor)	361,081	64,453	32,226	1	1
80	77	A	WVR	Negros Occidental	414,673	74,019	37,010	1	1
81	78	D	EVR	Biliran	30,182	5,387	2,694	-	1
82	79	A	EVR	Bohol	216,204	38,592	19,296	-	1
83	80	D	EVR	Calbayog City	33,366	5,992	2,996	-	1
84	81	A	EVR	Cebu	731,030	130,489	65,244	3	1
85	82	B	EVR	Eastern Samar	83,951	14,985	7,493	-	1
86	83	A	EVR	Leyte	293,592	46,746	23,373	-	1
87	84	A	EVR	Negros Oriental-Siquijor	232,880	41,569	20,785	-	1
88	85	B	EVR	Northern Samar	121,800	21,741	10,871	-	1
89		D	EVR	Ormoc City	47,601	10,168	5,084	-	1
90	86	B	EVR	Samar	111,376	19,881	9,940	-	1
91	87	C	EVR	Southern Leyte	68,805	12,282	6,141	-	1
92	88	D	EVR	Tacloban City Associate	39,369	7,027	3,514	-	1
93	89	B	WMR	Basilan	87,326	15,588	7,794	-	1
94	90	C	WMR	Iligan City	55,281	9,868	4,934	-	1
95	91	B	WMR	Lanao del Norte	123,697	22,080	11,040	-	1
96	92	A	WMR	Lanao del Sur-Marawi City	196,266	35,033	17,517	-	1
97	93	A	WMR	Mag.-Cotabato City	287,534	51,325	25,662	1	1
98	94	A	WMR	M-G Sulu	162,944	29,086	14,543	-	1
99	95	B	WMR	Misamis Occidental	95,077	16,971	8,486	-	1
100	96	C	WMR	Tawi-Tawi	74,004	13,210	6,605	-	1
101	97	B	WMR	Zamboanga City	140,132	25,014	12,507	-	1
102	98	A	WMR	ZanDidap	176,457	31,498	15,749	-	1
103	99	A	WMR	Zam. del Sur-Pagadian City	175,518	31,330	15,665	-	1
104	100	B	WMR	Zamboanga-Sibugay	113,339	20,231	10,116	-	1
105	101	B	EMR	Agusan	116,009	20,708	10,354	-	1
106	102	B	EMR	Agusan del Sur	124,818	22,280	11,140	-	1
107	103	A	EMR	Bukidnon	245,944	43,901	21,951	-	1
108	104	B	EMR	Cagayan de Oro City	100,099	17,868	8,934	-	1
109	105	D	EMR	Camiguin	14,206	2,536	1,268	-	1
110	106	B	EMR	Compostela Valley	122,606	21,885	10,943	-	1
111	107	A	EMR	Cotabato	234,725	41,898	20,949	-	1
112	108	A	EMR	Davao City	251,083	44,818	22,409	-	1
113	109	B	EMR	Davao del Norte	120,490	21,507	10,754	-	1
114	110	A	EMR	Davao del Sur	154,792	27,630	13,815	-	1
115	111	B	EMR	Davao Oriental	95,142	16,983	8,491	-	1
116	112	B	EMR	General Santos City	90,897	16,225	8,113	-	1
117	113	A	EMR	Misamis Oriental	147,770	26,377	13,188	-	1
118	114	B	EMR	Sarangani Associate	97,323	17,372	8,686	-	1
119	115	D	EMR	Siargao	14,586	2,604	1,302	-	1
120	116	A	EMR	South Cotabato	150,396	26,846	13,423	-	1
121	117	B	EMR	Sultan Kudarat	140,669	25,109	12,555	-	1
122	118	B	EMR	Surigao del Norte	87,783	15,669	7,835	-	1
123	119	B	EMR	Surigao del Sur	100,604	17,958	8,979	-	1
124	120	D	EMR	Tagum City	38,911	6,946	3,473	-	1
					16,185,721	2,893,527	1,446,763	17	124

With APOs

	Council	Region	2021 Goal	No. of APO
1	Bulacan	CLR	44,836	1
2	Nueva Ecija	CLR	25,350	1
3	Pampanga	CLR	30,320	1
4	Quezon City	NCR	36,676	1
5	Batangas	STR	27,511	1
6	Cavite	STR	47,122	2
7	Laguna	STR	26,044	1
8	Quezon	STR	28,082	1
9	Rizal	STR	28,738	1
10	Camarines Sur	BR	27,319	1
11	Iloilo (Confesor)	WVR	32,226	1
12	Negros Occidental	WVR	37,010	1
13	Cebu	EVR	65,244	3
14	Mag. Cotabato City	WMR	25,662	1
	14 Councils	7 Regions		17

BOY SCOUTS OF THE PHILIPPINES

National Office

Manila

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service, made and executed on this ____ day of **March 2021** at Manila, Philippines by and between:

The **BOY SCOUTS OF THE PHILIPPINES (BSP)**, with principal office at 181 Natividad Almeda Lopez St., Ermita, Manila represented herein by its Secretary General, **MR. ROGELIO S. VILLA, JR.**, hereinafter referred to as the "**First Party**";

-and-

_____, of legal age and with residence at _____, hereinafter referred to as the "**Second Party**";

WITNESSETH:

That-

1. The First Party is in need of the services of the Second Party who shall be responsible for the attainment of the Scout Membership Campaign for _____ Council vis-à-vis the Final Outcome of Membership Growth as enshrined in the BSP Strategy Map: Vision 2025;
2. The Second Party has signified his intention to provide the services required under this Agreement to which the Second Party acceded to;
3. The Second Party is the appointed/designated as _____ of _____ Council and hereby possesses the experience and skills required to perform the job as described herein;
4. In view hereof, the Second Party is hereby contracted as **PROJECT OFFICER** for the period 01 January 2021 to 31 December 2021 with an Honorarium of **FIFTY-TWO THOUSAND PESOS (Php52,000.00)** which shall be released in tranches upon the attainment of the required milestones/deliverables per month and upon submission of the corresponding required documents as contained in the attached "**Timetable of Deliverables/Milestones and Required Documents of the Scout Membership Growth Campaign Program (SMGCP) 2021**".

Furthermore, the release of honorarium shall be subject to the following guidelines and procedures:

- a. Payment of honoraria shall be strictly based on the attainment of the above-mentioned milestones/deliverables per month and the submission of the corresponding required documents. Payment of succeeding honoraria is not dependent on the attainment of the milestones/deliverables required in the preceding months.
- b. The honoraria shall be released in tranches and upon the attainment of the deliverables and the submission of the required documents indicated in the attached timetable according to the deadlines specified therein:
- c. Councils who fail to submit the **complete required documents** on the deadlines specified in the timetable shall not be entitled to the corresponding honoraria.

- d. Honoraria that are not released by the end of the project period due to the non-attainment of the required project deliverables/milestones and non-submission of the corresponding required reports and documents shall be forfeited in favor of the BSP.
5. As such, the Second Party has agreed and is expected to accomplish the required milestones/deliverables and submit the required documents on the schedule specified in the attached timetable;
6. The delay in the submission of the deliverables under this Agreement and the submission of the required documents is excused when the delay is caused by circumstances beyond the control of the Second Party and not imputable to his/her default, misconduct or negligence. When the cause of the delay ceases, the deliverables is expected to be attained and the documents shall be submitted with reasonable diligence; and
7. It is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party; that the services rendered herein are not considered and will not be credited as government service; and the designation is just for the purpose of attaining the objectives of the Membership Growth Campaign Program.

Boy Scouts of the Philippines

By:

First Party

Second Party

ROGELIO S. VILLA, JR.

Secretary General

Position

Project Officer

Signed in the presence of:

SOFRONIO D. HONTANOSAS

Director for Field Operations

Council Chairman

BOY SCOUTS OF THE PHILIPPINES

National Office

Manila

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract of Service, made and executed on this ____ day of **March 2021** at Manila, Philippines by and between:

The **BOY SCOUTS OF THE PHILIPPINES (BSP)**, with principal office at 181 Natividad Almeda Lopez St., Ermita, Manila represented herein by its Secretary General, **MR. ROGELIO S. VILLA, JR.**, hereinafter referred to as the "**First Party**";

-and-

_____, of legal age and with residence at _____, hereinafter referred to as the "**Second Party**";

WITNESSETH:

That-

1. The First Party is in need of the services of the Second Party who shall be responsible for the attainment of the Scout Membership Campaign for _____ Council vis-à-vis the Final Outcome of Membership Growth as enshrined in the BSP Strategy Map: Vision 2025;
2. The Second Party has signified his intention to provide the services required under this Agreement to which the Second Party acceded to;
3. The Second Party is the appointed/designated as _____ of _____ Council and hereby possesses the experience and skills required to perform the job as described herein;
4. In view hereof, the Second Party is hereby contracted as **ASSISTANT PROJECT OFFICER** for the period 01 January 2021 to 31 December 2021 with an Honorarium of **THIRTY-TWO THOUSAND PESOS (Php32,000.00)** which shall be released in tranches upon the attainment of the required milestones/deliverables per month and upon submission of the corresponding required documents as contained in the attached "**Timetable of Deliverables/Milestones and Required Documents of the Scout Membership Growth Campaign Program (SMGCP) 2021**".

Furthermore, the release of honorarium shall be subject to the following guidelines and procedures:

- a. Payment of honoraria shall be strictly based on the attainment of the above-mentioned milestones/deliverables per month and the submission of the corresponding required documents. Payment of succeeding honoraria is not dependent on the attainment of the milestones/deliverables required in the preceding months.
- b. The honoraria shall be released in tranches and upon the attainment of the deliverables and the submission of the required documents indicated in the attached timetable according to the deadlines specified therein:
- c. Councils who fail to submit the **complete required documents** on the deadlines specified in the timetable shall not be entitled to the corresponding honoraria.

- d. Honoraria that are not released by the end of the project period due to the non-attainment of the required project deliverables/milestones and non-submission of the corresponding required reports and documents shall be forfeited in favor of the BSP.
5. As such, the Second Party has agreed and is expected to accomplish the aforementioned deliverables and submit the required documents on the schedule specified above;
6. The delay in the submission of the deliverables under this Agreement and the submission of the required documents is excused when the delay is caused by circumstances beyond the control of the Second Party and not imputable to his/her default, misconduct or negligence. When the cause of the delay ceases, the deliverables is expected to be attained and the documents shall be submitted with reasonable diligence; and
7. It is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party; that the services rendered herein are not considered and will not be credited as government service; and the designation is just for the purpose of attaining the objectives of the Membership Growth Campaign Program.

Boy Scouts of the Philippines

By:

First Party

Second Party

ROGELIO S. VILLA, JR.

Secretary General

Position

Assistant Project Officer

Signed in the presence of:

SOFRONIO D. HONTANOSAS
Director for Field Operations

Council Chairman