



Boy Scouts of the Philippines

National Office

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08 February 2021

NATIONAL OFFICE MEMORANDUM NO. 16 SERIES OF 2021

TO : National Office Directors and Executives
Regional Scout Directors and Executives
Council Scout Executives and Staff
Commissioners at all Ranks and Levels
Training Team Members
All others concerned

SUBJECT : ONLINE APPLICATION FOR COURSE RECOGNITION FOR THE
CONDUCT OF ONLINE TRAINING COURSES FOR ADULTS IN SCOUTING



1. In line with our current thrust to maintain Scouting presence online despite of this global pandemic, especially in the areas of Continuing Learning and Development of our Adults in Scouting, the BSP, has agreed, upon the recommendation of the National Training Commission, to engage and involve our Training Commissioners and Training Team Members in the conduct of Online Training Courses by our Regional Offices and Local Councils nationwide.
2. Based on our current data, the conduct of Online Basic Training Courses among our Local Councils has been increasing, which is an outright sign of Continuous Development, particularly in the manner by which we conduct our Scouting programs, projects and activities not only for Young People but for Adults in Scouting as well.
3. This shows how resourceful, innovative, flexible, adaptable and resilient the Boy Scouts of the Philippines is in this time of pandemic, conducting Online Meetings, Roundtables, Training Courses, Webinars, Virtual Camps, Online Youth Forum and alike.
4. In this regard, the National Office, BSP, in close coordination with the Training Commission, have created an Online Facility for the Application for Course Recognition for the Conduct of Training Courses, through the use of Google Forms, where collected data are automatically saved, sorted and processed accurately.
5. This undertaking will increase our capacity to provide technical assistance and support to all upcoming and ongoing ONLINE Training Courses for our Adults in Scouting. Likewise, this shall provide more opportunities for our Training Commissioners to get active, be engaged and involved in the areas of monitoring, supervision, guidance and feedback for continuous improvement.
6. This will also help ensure and maximize the application and filing for CPD Accreditation of BSP to the Professional Regulations Commission, which will give CPD Units to our Scout Leaders from the Department of Education, upon renewal of their PRC License.
7. This action step simply converts our manual filing of Application for Course Recognition for Training Courses to online application, which shall be closely coordinated and supported by both Regional and National Office, with few additional information needed in our CPD processes and recognition.

8. Filing of Online Application for Course Recognition shall only be made by the Regional Scout Director if the Online Course will be hosted and conducted at the Regional Level, while the Council Scout Executive shall do the same for their Online Courses in their respective Local Councils.
9. The Google Form will only accept one course per entry in order to check and verify each specific course applied for. All information shared in the Google Form shall be treated with utmost confidentiality in compliance with the Data Privacy Act of 2012.
10. The Online Application for Course Recognition Link, via Google Forms, shall be checked on a daily basis and a **verification and confirmation email shall be sent within 24 Hours** to all concerned applicants prior to issuance of the corresponding Certificate of Course Recognition applied for.
11. Here is the Official Link of the Google Forms for your easy access and reference.

<https://forms.gle/C38kXBXvv7af1xPd6>
12. Should you have queries and concerns regarding this matter, you may refer them directly to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive, Field Operations Division at (02) 527-5112; (02) 527-8317 loc. 524 or via email at yaz.sarona@scouts.org.ph
13. For more guidance, you may also reach **Rev. Leonides T. Son, PhD, LT**, BSP National Training Commissioner via email at leonides.son@gmail.com
14. For your information, guidance and widest dissemination.



ROGELIO S. VILLA, JR.
Secretary General

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