



# Boy Scouts of the Philippines

## National Office

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08 February 2021

### NATIONAL OFFICE MEMORANDUM NO. 17 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 APPOINTMENT FOR THE CONDUCT OF ONLINE  
PANEL INTERVIEW FOR THE COMPLETION OF  
ALT AND LT REQUIREMENTS



1. Pursuant to National Office Memorandum No. 42 Series of 2020 with the Subject: Guidelines in the Conduct of Scouting Programs, Projects and Activities during Covid-19 Pandemic as the New Normal, Item No. 6.c. which refers to Adults in Scouting's Guidelines in the Conduct of Interview for the Appointment of Assistant Leader Trainers and Leader Trainers, respectively.
2. This memorandum promotes and encourages Regional Offices and Local Councils to continuously update the profile of their Trainers by planning and organizing Panel Interviews Online to satisfy the requirements prior to the conferment of ALTs and LTs as prescribed in the 2016 National Training Policy.
3. Majority of the Scouting engagement has become mobile, flexible and online, it is hereby announced to the field that, Online Appointment for Panel Interview for potential ALT and LT candidates can now be facilitated through an Online Appointment via Google Forms.
4. In this set-up, concerned offices such as the National and Regional Offices will closely coordinate and arrange an online appointment panel interview together with the members of the National Training Commission and the those duly designated LTs by the National Training Commissioner. This includes the invitation of the qualified Panelists and hosting of the Zoom platform on agreed date/s of the said panel.
5. This can also work-on "Limited Face-to-Face" set-up should the host Region or Local Council can manage to arrange it with the ALT/LT Candidates for interview, while other National Training Commission members who will serve as Panel can join online.
6. Filing of Online Appointment shall only be made by the Regional Scout Director if the Online Panel Interview will be hosted and conducted at the Regional Level, while the Council Scout Executive shall do the same for their Online Panel Interview in their respective Local Councils.

7. The Google Form will only accept ONE APPOINTMENT per entry in order to check and verify each specific ALT/LT candidate applied for. All information shared in the Google Form shall be treated with utmost confidentiality and in compliance with the Data Privacy Act of 2012.
8. When requesting for an Online Appointment, please make sure to set the schedule at least **Two (2) Weeks** before the date of the Panel Interview in order for us to invite qualified members of the Training Commission as panelists.
9. The Online Appointment, via Google Forms, shall be checked on a daily basis and thereafter, a **verification and confirmation email shall be sent within 24 Hours** to all concerned applicants prior to issuance of the Confirmation of Appointment for Panel Interview.
10. Here is the Official Link of the Google Forms for your easy access and reference.  
  
<https://forms.gle/VVpoyLYxpA78a6up9>
11. 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](mailto:yaz.sarona@scouts.org.ph)
12. For more guidance, you may also reach **Rev. Leonides T. Son, PhD, LT**, BSP National Training Commissioner via email at [leonides.son@gmail.com](mailto:leonides.son@gmail.com)
13. For your information, guidance and widest dissemination.



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

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