



# Boy Scouts of the Philippines

## National Office

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30 June 2021

### NATIONAL MEMORANDUM

Number 45 s 2021

**TO : ALL CONCERNED**

**SUBJECT : REQUISITION AND ISSUANCE OF OFFICE SUPPLIES**

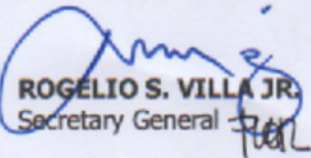


In order to ensure the orderly inspection, receiving, recording and issuance of common office supplies and to make supply services more efficient and responsive to the clients, the following guidelines is hereby issued; viz:

1. Properly filled up Requisition and Issue Slip (RIS) must be received by the Supply Officer/Property Officer at least three (3) days prior to the issuance of office supplies to allow the Supply Officer/Property Officer enough time to check, sort and pack the requisitioned supplies. See attached RIS Form No. 39 and instructions as prescribed in the Government Accounting Manual (GAM) for National Government Agencies.
2. Requisition and issuance of office supplies must be done on a monthly basis.
3. Requisitioning party/office shall be informed by the Supply Officer/Property Officer immediately once the requisitioned items are ready for pick-up.
4. The receiver of the requisitioned items shall check/verify and acknowledge the receipt of the supplies.
5. Supply Officer/Property Officer shall submit Monthly Report of RIS served to the accountant using the RSMI Form. See attached RSMI Form No. 40 and instructions as prescribed in the GAM for National Government Agencies.

This memorandum shall take effect on 01 July 2021 and supersedes all other issuances that are inconsistent herewith.

For information, guidance, and compliance.

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

cc: Office of the National President  
Office of the Secretary General  
Division Directors  
Regional Scout Directors  
Resident Auditor, Commission on Audit  
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