



# Boy Scouts of the Philippines

## National Office

181 Natividad Almeda-Lopez St., Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

E-mail: bsp@scouts.org.ph

Website : www.scouts.org.ph

Tels. (632) 528 0555 \* 527 8317 to 20 \* Telefax: (632) 528 0577

14 July 2021

### NATIONAL OFFICE MEMORANDUM

Number 52 Series 2021

**TO :** REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES,  
AND OFFICERS-IN-CHARGE

**SUBJECT :** REVISED REGISTRATION FORMS (AUR, AAR, and ASR) AND  
SEX-DISAGGREGATED DATA REPORT

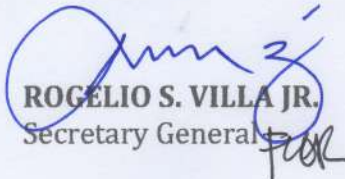
1. Pursuant to Republic Act (RA) No. 9710 or the Magna Carta of Women which mandates all agencies to review and revise their judicial and administrative forms to harmonize their database and to generate sex-disaggregated data (SDD), the Boy Scouts of the Philippines (BSP) reviewed and revised the forms that are being used in membership registration and reporting, viz:
  - a. Application for Unit Registration (AUR);
  - b. Application for Adult Registration (AAR); and
  - c. Application for Additional Scout Registration (ASR).

The copy of the revised forms and SDD reports are attached herewith.

2. The Application for Unit Registration (AUR) Form shall be used solely for the registration of Scouts.
3. The Application for Adult Registration (AAR) Form shall be used for the registration of adults only with the improved Safe From Harm commitment of Adults in Scouting, e.g. Institutional Scouting Representatives, Unit Leaders, Local Council Executive Board Members, Commissioners, Lay Leaders, and other adult members.
4. The Local Council shall summarize the membership registration of Scouts and adults in the monthly Membership Registration and Statistical Report (MRSR) and submit the MRSR to the Regional Office (RO) for consolidation.

5. Local Council shall generate their own Sex-Disaggregated Data (SDD) file for their own use and reference purpose. Copy of the SDD Reports shall be submitted every 15<sup>th</sup> day of the following month as scheduled, to GAD Office - Administrative Division, BSP National Office, Manila, at [gad.bsp@gmail.com](mailto:gad.bsp@gmail.com) copy furnished [bsp181hrmo@gmail.com](mailto:bsp181hrmo@gmail.com).
6. The SDD can be used by the LCs and ROs as reference for the development of gender-responsive and -inclusive scouting activities.
7. For more information on the SDD reports, please contact [gad.bsp@gmail.com](mailto:gad.bsp@gmail.com).

For your information, guidance and compliance.

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

cc: Office of the National President  
Office of the Secretary General  
Division Directors  
GAD Office  
Central Records  
File



**BOY SCOUTS OF THE PHILIPPINES**  
181 Natividad Almeda-Lopez Street, Ermita, Manila 1000

**ANNEX A**  
LOCAL COUNCIL COPY

## APPLICATION FOR ADULT REGISTRATION

AAR No. \_\_\_\_\_

Name: \_\_\_\_\_ Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_  
*Surname First Name M.I.*  
Tenure in Scouting \_\_\_\_\_ Membership Card No. \_\_\_\_\_ Expiration Date \_\_\_\_\_  
To serve as: \_\_\_\_\_  
*Scouting Position Unit No.*

\_\_\_\_\_  
*Sponsoring Institution*

\_\_\_\_\_  
*Council*

Mailing Address: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Religion: \_\_\_\_\_  
Profession/Occupation: \_\_\_\_\_ Position/Title: \_\_\_\_\_  
Other Affiliations: \_\_\_\_\_ Registration status: ☐ New ☐ Reregistering

### SAFE FROM HARM

World Scouting emphasizes that the achievement of Scouting's Mission makes it essential for the Movement to provide young people with a "safe passage" based on respect for their integrity and their right to develop in a non-constraining environment. The Boy Scouts of the Philippines implements "Safe from Harm" on the conviction that all adults and children have a right NOT to be abused. This is a fundamental human right. Abuse can take the form of bullying, physical abuse, emotional abuse, neglect, sexual abuse and exploitation. It is important to note that young people can suffer from one or a combination of these forms of abuse. Abuse can take place at home, at school or anywhere young people spend time. In the great majority of cases, the abuser is someone the young person knows, such as a parent, teacher, relative, leader or friend. The main objective is to ensure that no one will be exposed to abuse. Good child protection practice means making sure that everyone is aware of signs of potential abuse. It is based upon the Declaration on the Rights of the Child and Human Rights.

I hereby commit and fully subscribe to the existing Safe From Harm Policy of the Boy Scouts of the Philippines, and that I hereby absolve and free the BSP from any liability arising from any of my acts contrary to the policy. I hereby accept that the BSP may immediately revoke my registration as an adult leader upon violation of such policy.

\_\_\_\_\_  
Signature Over Printed Name

#### REGISTRATION FEES

Please check one;

RATE

- |                                       |        |
|---------------------------------------|--------|
| <input type="checkbox"/> LCEB Members | 500.00 |
| <input type="checkbox"/> UL/AUL       | 60.00  |
| <input type="checkbox"/> Lay Leaders  | 100.00 |

AMOUNT PAID \_\_\_\_\_

Paid Under OR. No. \_\_\_\_\_ Date \_\_\_\_\_

#### LOCAL COUNCIL OFFICE ACTION

Processed : \_\_\_\_\_  
Registration Officer Date

Approved : \_\_\_\_\_  
Council Scout Executive Date

#### REGIONAL OFFICE ACTION

Checked : \_\_\_\_\_  
Registration Officer Date



# BOY SCOUTS OF THE PHILIPPINES

181 Natividad Almeda-Lopez Street, Ermita, Manila 1000

**ANNEX B**  
LOCAL COUNCIL COPY

## APPLICATION FOR ADDITIONAL SCOUT REGISTRATION

ASR No. \_\_\_\_\_

NOTE: 1. Scouts to be registered will have the same date of expiration as the other Scouts in the Mother Unit.  
2. Registration status **N** – New **RR** – Reregistering

Date Applied \_\_\_\_\_

Sponsoring Institution \_\_\_\_\_ Unit No. \_\_\_\_\_ Local Council \_\_\_\_\_  
Unit: ☐ Langkay ☐ Kawan ☐ Troop ☐ Outfit ☐ Circle Nature: ☐ School-based ☐ Community-based

Surname, Given Name, M.I	Registration Status	Age	Sex	Membership Card No.	Highest Rank Earned	Number of years in Scouting
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Number of Scouts: ☐ Male ☐ Female

<b>REGISTRATION FEES</b>  <div> <div> <div></div> <div>RATE</div> <div>AMOUNT</div> </div> <div> Total Number of Scouts: _____ 50.00  TOTAL Fees Remitted P _____ </div> </div> <div> Paid Under OR. No. _____ Date _____  Expiration Date _____ </div>		<b>LOCAL COUNCIL OFFICE ACTION</b>  Processed : _____ Registration Officer _____ Date _____  Approved : _____ Council Scout Executive _____ Date _____	
		<b>REGIONAL OFFICE ACTION</b>  Checked : _____ Registration Officer _____ Date _____	



**BOY SCOUTS OF THE PHILIPPINES**  
181 Natividad Almeda-Lopez Street, Ermita, Manila 1000

**ANNEX C**  
LOCAL COUNCIL COPY

**APPLICATION FOR UNIT REGISTRATION (AUR)**

AUR No. \_\_\_\_\_

Sponsoring Institution		Unit No.:	Local Council
Unit: <input type="checkbox"/> Langkay <input type="checkbox"/> Kawan <input type="checkbox"/> Troop <input type="checkbox"/> Outfit <input type="checkbox"/> Circle	Nature: <input type="checkbox"/> School-based <input type="checkbox"/> Community-based	Date Applied: _____	

Position	ADULT LEADERS PRINT: Surname, Given Name, M.I.	Signature	NOTE: All Adult Leaders must register using the Application for Adult Registration Form (AAR)
Institutional Scouting Representative			Registration Status: <b>N</b> – New <b>RR</b> – Reregistering
Unit Leader			
Asst. Unit Leader for Program			
Asst. Unit Leader for Administration			

ROSTER OF SCOUT MEMBERSHIP Surname, Given Name, M.I.		Registration Status	Age	Sex	Membership Card No.	Highest Rank Earned	Number of years in Scouting
SPL/SCL/RL:							
Assistant SPL/SCL/RL:							
SCRIBE:							
TREASURER:							
AUDITOR (For Rover Circles Only):							
QUARTERMASTER:							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

Number of Scouts: ☐ Male ☐ Female

Number of Adults: ☐ Male ☐ Female

<p align="center"><b>REGISTRATION FEES</b></p> <table style="width:100%"> <tr> <th style="width:60%">RATE</th> <th style="width:40%">AMOUNT</th> </tr> <tr> <td>Total Number of Scouts: _____</td> <td>50.00</td> </tr> <tr> <td>TOTAL Fees Remitted P _____</td> <td></td> </tr> </table> <p>Paid Under OR. No. _____ Date _____</p> <p>Expiration Date _____</p>	RATE	AMOUNT	Total Number of Scouts: _____	50.00	TOTAL Fees Remitted P _____		<p align="center"><b>LOCAL COUNCIL OFFICE ACTION</b></p> <p>Processed: _____ Registration Officer _____ Date _____</p> <p>Approved: _____ Council Scout Executive _____ Date _____</p> <hr/> <p align="center"><b>REGIONAL OFFICE ACTION</b></p> <p>Checked: _____ Registration Officer _____ Date _____</p>
RATE	AMOUNT						
Total Number of Scouts: _____	50.00						
TOTAL Fees Remitted P _____							