



Boy Scouts of the Philippines

NATIONAL OFFICE

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NATIONAL OFFICE MEMORANDUM

NUMBER 74

S. 2021

TO : Regional Scout Directors, Local Council Scout Executives/Officers-In-Charge

SUBJECT: **REITERATION OF N.O. MEMO NO. 42, s. 2021, SUBJECT: INVENTORY OF BSP REAL PROPERTIES**

1. The National Office has issued N.O. Memorandum No. 42, S. 2021 dated 14 June 2021 with the subject "Inventory of BSP Real Properties" requiring the submission of necessary information using prescribed forms and submission of *Certified True copies* of the following documents:
 - 1.1 Transfer Certificate of Title (land title) if any
 - 1.2 Deed of Sale (if applicable)
 - 1.3 Deed of Donation (if applicable)
 - 1.4 Declaration of Real Property
 - 1.5 Presidential Proclamation (if applicable)
 - 1.6 Land Survey Plan
 - 1.7 Real Estate Tax
 - 1.8 Contract of Lease or Memorandum of Agreement
 - 1.9 Other pertinent documents
2. The above are inputs to the preparation of a complete profile of assets leading to the crafting of the BSP Corporate Assets Management Plan (CAMP) to enable the introduction of the most appropriate investment to optimize their potentials.
3. This is also necessary to operationalize the National President's 8-Point Key Performance Target: "Support to the Local Councils in their Post COVID-19 Pandemic Recovery."
4. As of this date, only nine (9) Local Councils responded to the said Memorandum. **This is therefore to remind all concerned to respond to and comply** with the instructions stipulated in National Office Memorandum No. 42, S. 2021, as soon as possible or before the year ends.

For widest dissemination and compliance.


ROGELIO S. VILLA, JR.
Secretary General

EED/JJBD/ntm

cf: Office of the National President
Director, Economic Enterprise Division
Director, Field Operations Division
Director, Administration Division
Internal Audit
Office of the Commission on Audit-BSP (COA)
All other concerned offices
File