



# Boy Scouts of the Philippines

## National Office

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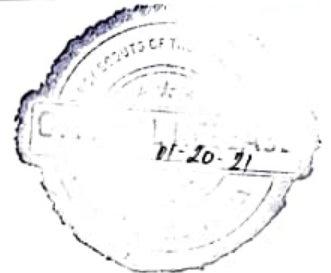
19 January 2022

### NATIONAL OFFICE MEMORANDUM

Number 06 s. 2022

**TO :** Regional Scout Directors, Council Scout Executives and Officers-In-Charge

**SUBJECT :** NOMINATION FOR APPOINTMENT AS MEMBERS OF THE COMMISSIONER STAFF AT THE REGIONAL AND LOCAL COUNCIL LEVELS



1. Pursuant to the Development Thrust of the Adults in Scouting Policy, as approved by the National Executive Board, to provide sound organizational leadership and structure support in the effective delivery of our Quality Youth Programme and Adult Leader Training, all Regional and Council Offices, with the concurrence of the respective Regional Scout Committees and Local Council Executive Boards are hereby directed to submit the Endorsement and Nomination for Appointment for the following positions, viz:

**a. At the Regional Level**

- i. Regional Scout Commissioner
- ii. Regional Training Commissioner
- iii. Regional Public Relations Commissioner
- iv. Regional Commissioner for Community-Based Scouting
- v. Regional Program Commissioner
  1. Deputy Regional Program Commissioner for KID Scouting
  2. Deputy Regional Program Commissioner for KAB Scouting
  3. Deputy Regional Program Commissioner for Boy Scouting
  4. Deputy Regional Program Commissioner for Senior Scouting
  5. Deputy Regional Program Commissioner for Rover Scouting

**b. At the Local Council Level**

- i. Council Scout Commissioner
- ii. Council Training Commissioner
- iii. Council Public Relations Commissioner
- iv. Council Commissioner for Community-Based Scouting
- v. Council Program Commissioner
  1. Deputy Council Program Commissioner for KID Scouting
  2. Deputy Council Program Commissioner for KAB Scouting
  3. Deputy Council Program Commissioner for Boy Scouting
  4. Deputy Council Program Commissioner for Senior Scouting
  5. Deputy Council Program Commissioner for Rover Scouting

2. These shall warrant the issuance of necessary Appointment and Commission Certificates, together with the Terms of Reference, Job Profile and Job Description, which stipulates the duration of appointment and key performance indicators for performance evaluation to be carried out by the Regional and Council Scout Commissioners in your jurisdiction.

3. All duly approved Appointment shall take effect on **JANUARY 01, 2022** and valid until **DECEMBER 31, 2022** subject to renewal, re-assignment and/or retirement from the position, based on mutual agreement between the appointee and the appointing authority in accordance with the existing Policy, Organization and Rules of the BSP.
4. All Directors, Executives and Staff in the professional service of the BSP are expected to provide all necessary assistance and support to all volunteers in the field to effectively and efficiently carry-out their functions, duties and responsibilities for the betterment of the Scouting Movement.
5. All Adults in Scouting Policy including Terms of Reference and Job Descriptions of various positions at the level of the Local Council and at the Regional Scout Committees are readily available at <http://scouts.org.ph/library/> Local Councils and Regional Offices are advised to keep a copy of duly agreement and appointment of their respective appointed commissioners for your own performance appraisal and review of our volunteers in the field.
6. Local Councils and Regional Offices may nominate additional volunteers for appointment in the capacity of Deputy Commissioners in the field of Training, Public Relations and Community-Based Scouting as deemed necessary as provided in the revised and updated AIS Policy, especially those geographical jurisdiction covers huge cities and provinces respectively.
7. All concerned shall refrain and avoid nominating volunteers for appointment in various and in multiple capacity as Program Commissioners and Training Commissioners, respectively in the Local Council and at the Regional level in order to provide more leadership opportunities to other qualified Adults in Scouting and to further exercise oversight, monitoring and supervision functions of commissioners in terms of program delivery and conduct of training courses.
8. Local Councils is also encouraged to appoint their Commissioners at the Area/District Level in order to provide coherent and consistent Adult and Leadership support structure for more efficient and effective Local Council operations and program implementation and delivery.
9. Attached herewith is the **Official Nomination for Appointment as Commissioner** for your easy reference. Kindly advise your volunteers to fill out all necessary information legibly and officially endorse the same to **Mr. Sofronio D. Hontanosas**, Director for Field Operations, National Office, BSP at No. 181 Natividad A. Lopez, St., Ermita, Manila or via email at [bsp@scouts.org.ph](mailto:bsp@scouts.org.ph)
10. All Nomination for Appointment duly signed by the concerned CSEs/RSDs shall reach the National Office, BSP, on or before **31 January 2022**. This shall give us an ample time to print all necessary Certificates of Appointment and Mutual Agreement and be able to send it to all your Regional and Local Council offices nationwide.
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 information, guidance and compliance of all concerned.

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



**BOY SCOUTS OF THE PHILIPPINES**

National Office • Manila

**NOMINATION FOR APPOINTMENT AS COMMISSIONER**



\_\_\_\_\_  
Appointment Position

Surname \_\_\_\_\_ F. Name \_\_\_\_\_ M. Name \_\_\_\_\_  
Sex \_\_\_\_\_ Civil Status \_\_\_\_\_ Date & Place of Birth \_\_\_\_\_  
Council: \_\_\_\_\_ Region: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Position \_\_\_\_\_  
Unit Number \_\_\_\_\_ Scouting Position \_\_\_\_\_  
Business Address \_\_\_\_\_ Tel.: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_ Tel.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**A. TRAINING COMPLETED**

WB Section: \_\_\_\_\_ Parchment No.: \_\_\_\_\_ Date: \_\_\_\_\_  
CML No.: \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_  
CMT No.: \_\_\_\_\_ Place \_\_\_\_\_ Date \_\_\_\_\_

**B. SCOUTING SERVICE (Past Three Years)**

Year	Scouting Position	Institution/District/Council
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
**Signature over Printed Name**

\_\_\_\_\_  
Council Scout Executive  
Signature over Printed Name

\_\_\_\_\_  
Regional Scout Director  
Signature over Printed Name