



# Boy Scouts of the Philippines

## National Office

181 Natividad Almeda-Lopez Street, Ermita, 1000 Manila

PO Box 1378, Manila CPO, Philippines

Website: [www.scouts.org.ph](http://www.scouts.org.ph)

E-mail: [bsp@scouts.org.ph](mailto:bsp@scouts.org.ph)

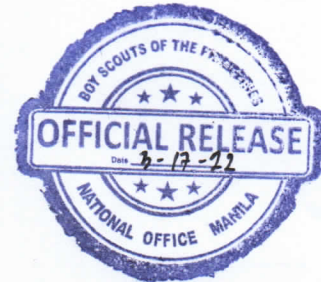
(632) 528-05-55 / (632) 527-51-09 / (632) 527-83-17 to 20 / Fax: (632) 528-05-77

17 March 2022

## NATIONAL OFFICE MEMORANDUM

No. 20

Series of 2022



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

**SUBJECT :** CALL FOR NOMINATION AND APPOINTMENT OF SCOUTING AND  
HUMANITARIAN ACTION FOCAL PERSON AT THE REGIONAL AND  
LOCAL COUNCIL LEVELS

1. The Boy Scouts of the Philippines is pleased to announce the Call for Nomination and Appointment of **Scouting and Humanitarian Action Focal Person at the Regional and Local Council** levels to support the direction of the Safety and Risk Management Committee in creating mechanisms that will strengthen Scouting's impact in the communities for Humanitarian Action, which also relates to the thematic areas of the **Republic Act 10121 or the Philippine Disaster Risk Reduction Management Act of 2010**.
2. **Background.** Scouting and Humanitarian Action – 5 years after Scouting started! The Titanic Disaster in 1912 occurred and the Scouts from England, helped in raising funds for the victims. So, it's early in the history of our movement that Scouts started to get involved in large scale disasters.

In WWI and WWII, there were large scale disaster-related organized Scout initiatives. During World War I and its aftermath, Scouts from Hungary worked in refugee reception centers and refugee camps. During WWII, 53,000 Scouts were trained to undertake National War Service jobs in Britain, serving as Police messengers, firemen, and stretcher bearers. The Scout International Relief Service was instigated in 1944 for adult Scout Leaders to provide humanitarian assistance in Europe and to deal with the aftermath of conflict. At the 11th International Conference, resolution 14/47 saw the Displaced Persons (DP) Scout Division came into existence. The DP Scouts were registered as Scouts by the International Bureau, but had no right to vote in the International Conference.

Since 1939, The World Scout Conference has passed several resolutions related to Scouting and humanitarian action. One resolution urged every possible courtesy and help be extended to such Scouts and Scouters (forced to leave their native land) by the respective national association, whether the residence is to be temporary or permanent to ensure that the aims, methods and principles of Scouting are accepted and practiced. In 1969, the resolution on Community development (1969-07) included the following language: The need for thorough training for emergency service, the formation of local rescue teams and service squads prepared for such action and of proper liaison in advance with the appropriate authorities.

WSC Resolution 2011-17 and related Scouting's initiatives is in response to what is happening in the world presently. Over the last 40 years, disasters increased in frequency, intensity and destructiveness. Climate change, conflict, urbanization and large-scale migration among other forces are increasing vulnerability and exacerbating the impact and intensity of natural disasters. The number of people affected by disaster doubled, from 102 million in 2015 to 204 million in 2016. The total damage also increased from US\$90 billion in 2015 to \$147 billion in 2016.

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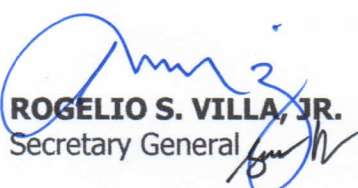
3. **Rationale.** Scouting has humanitarian values at its core. While Scouting is not a humanitarian organisation, Scouts have been involved in humanitarian action for more than 100 years, simply by following the fundamental Scout principle of **Duty to others**. Furthermore, **Prevention and preparedness** are crucial components of humanitarian action. Scouting contributes the most to those areas, through the education of young people, giving them skills for life and enabling them to **be prepared** as active citizens of more resilient communities.

Climate change, urbanization, migration, in addition to natural hazards and conflicts have caused more frequent and destructive disasters. Scouts often get involved spontaneously as first responders. Their actions are dictated by the circumstances and guided by Scouting values and skills. Making more resources available and improving their skills is a good way to ensure safer interventions.

4. **Aim and Objectives.** Humanitarian Action aims to provide learning opportunities and educational experience to young people by engaging them to provide services and support into humanitarian work in times of unfortunate circumstances such as man-made crisis and natural disasters. It further seeks to capacitate Scouts in areas of prevention and mitigation, preparedness, response and rehabilitation and recovery phases of disasters.

The objectives of Scouting in Humanitarian Action are to:

1. Save lives and prevent damage to properties;
  2. Alleviate pain and suffering;
  3. Maintain human dignity during and in the aftermath of man-made crises and natural disasters.
  4. Strengthen preparedness for and when such situations occur;
  5. Support the mobilization of resources in aid of the displaced families and individuals; and
  6. Support the rehabilitation and recovery, in cooperation and collaboration with other agencies.
5. All Scouting and Humanitarian Action Focal Persons, upon appointment, shall be provided with appropriate trainings and capacity building interventions, at the disposal for service in their respective Regions and Local Councils nationwide, under the guidance, direction and support of the Safety and Risk Management Committee of the NEB.
6. Attached herewith are the Nomination Form and the Standard Terms of Reference for your convenience and easy access:
- a. Scouting and Humanitarian Action Nomination Form
  - b. Scouting and Humanitarian Action Regional Focal Person
  - c. Scouting and Humanitarian Action Council Focal Person
7. All concerned may send their duly signed and filled-out Nomination Form endorsement via email thru the details you will find in the item below on or before **31 March 2022** for the issuance of the corresponding Certificate of Appointment.
8. Should you have queries regarding the search process, guidelines and procedures, you may refer them to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive at (02) 8527-8317 loc. 524 or via email at [yazsarona@gmail.com](mailto:yazsarona@gmail.com)
9. For information, guidance and widest dissemination of all concerned.

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

**BOY SCOUTS OF THE PHILIPPINES**

National Office | Manila

**SCOUTING AND HUMANITARIAN ACTION (SHA) FOCAL PERSON  
NOMINATION FORM**

**2" X 2" ID Picture in  
Type A Scout Uniform**

**A. PERSONAL INFORMATION**

Name (Given Name, M.I., Surname): \_\_\_\_\_  
Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Region: \_\_\_\_\_ Local Council: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Position: \_\_\_\_\_  
Scouting Position: \_\_\_\_\_ Membership Reg. No: \_\_\_\_\_  
Office Address: \_\_\_\_\_ Tel. No: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ Tel. No: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**B. TRAININGS COMPLETED**

BTC No: \_\_\_\_\_ Dates: \_\_\_\_\_ Venue: \_\_\_\_\_  
ATC No: \_\_\_\_\_ Parchment No: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
CML No: \_\_\_\_\_ Reg. No: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
CMT No: \_\_\_\_\_ Reg. No: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Safe from Harm Online Course Reg. No: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Other Trainings Completed: \_\_\_\_\_

**C. SERVICE TO SCOUTING**

Events	Inclusive Dates	Positions Held
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**D. AWARDS RECEIVED**

Service Award/Medal of Merit/Usa/Tamaraw Awards	Year Awarded
_____	_____
_____	_____
_____	_____
_____	_____

Recommended for: ( ) Regional Focal Person ( ) Local Council Focal Person

Endorsed by:

Recommending Approval:

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

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



# BOY SCOUTS OF THE PHILIPPINES

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## Standard Terms of Reference for Scouting and Humanitarian Action (SHA) Regional Focal Person

<b>Reports to</b>	:	The Regional Scout Director
<b>Collaborates with</b>	:	The Regional Program and Regional Training Commissioners
<b>Coordinates with</b>	:	The National and/or Local Council SHA Focal Persons
<b>Duration of Appointment</b>	:	Minimum of 2 Years – Maximum of 3 Years Subject to Re-Appointment based on Performance and Mutual Agreement

### Summary:

The Regional Focal Person plays a vital role in the successful implementation and mainstreaming of Disaster Risk Reduction Management (DRRM) under the Scouting and Humanitarian Action Guidelines set by the WOSM. The role aims to increase the level of awareness of Scouting's involvement in Humanitarian Action and be able to establish network of focal person to be trained to mainstream DRRM initiatives in Scouting in coordination with proper Government Agencies and LGUs. It further seeks facilitate the quick mobilization of volunteers and resources at the Local Councils in response to calamities and natural disasters where Scouts and Leader can take action to help their communities. Lastly, it will help provide feedback mechanism to the National Office, in terms of the date and information needed by the Safety and Risk Management Committee for the NEB's appropriate policy actions and resolutions.

### Personal Profile

#### A. Qualification

1. A person of Good Moral Character
2. Must be currently registered as a Unit Leader or Leaders of Adults
3. Must be a Wood Badge Holder
4. Willing to be trained in Scouting and Humanitarian Action and DRRM
5. Must have completed the WOSM Safe from Harm E-Learning course

#### B. Knowledge

1. Must have a working knowledge on World Scout Youth Programme Policy, the Better World Framework and the Scouts for Sustainable Development Goals.
2. Aware and familiar with the Keeping Scouts Safe from Harm and Child Protection Policy;
3. Knows basic program planning, organizing and events management; and
4. Familiar with existing policy, organization and rules as well as protocols of the Regional Office.

#### C. Skills

1. Possesses computer skills (MS Word, Excel, PowerPoint) and ICT Tools like internet and social media.
2. Can communicate effectively in English and in Filipino
3. Keen decision-making and problem-solving skills
4. Can work and collaborate with both Professionals and Volunteers at the Local Council, Region and National levels

#### D. Attitude

1. Result-oriented with personal commitment to the Youth Development Program of Scouting
2. Team player and can collaborate with people of different background and personality.
3. Creative, innovative and resourceful towards programs, projects and activities.

### Duties and Responsibilities

1. Helps and assists the Regional Office to develop strategy for the promotion and implementation of the SHA initiatives in accordance to its prescribed policy, guidelines and procedures;
2. Coordinates and communicates with the Regional Scout Director, the Regional Training and the Program Commissioners in identifying the needs of the Region to strengthen the SHA mechanisms and procedures in all its programs, projects and activities on a regular basis.
3. Explores opportunities for collaboration and partnerships on the areas of SHA Initiatives Capacity Building from the LGUs, CSO, and NGOs for the benefit of the Council/Regional Office;
4. Helps promote the SHA strategies in appropriate communication channels and social media platforms.
5. Serves as resource person and/or facilitator in providing continuing trainings to Unit Leaders in the area of "Humanitarian Action" during Unit Leader's Roundtables, Seminar-Workshops and Conferences;
6. Serves as resource person or service teams for SHA modules for Scouts during official Scouting events;
7. Helps and assists the Local Council in the monitoring and supervision of the Scouting Events to ensure compliance to the prescribed SHA policy, guidelines and procedures;
8. Helps and assists the RSD, the Regional Training/Program Commissioners in the preparation of the SHA Accomplishment Reports on a regular basis for submission to the National Office;
9. Actively attends and participates the regular Council/Regional/National Meetings, Trainings and Seminar-Workshops on SHA.



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## Standard Terms of Reference for Scouting and Humanitarian Action (SHA) Local Council Focal Person

<b>Reports to</b>	:	The Council Scout Executive
<b>Collaborates with</b>	:	The Council Program and Council Training Commissioners
<b>Coordinates with</b>	:	The Regional and/or Council SHA Focal Persons
<b>Duration of Appointment</b>	:	Minimum of 2 Years – Maximum of 3 Years Subject to Renewal and Re-Appointment based on Performance and Mutual Agreement

### Summary:

The Local Council Focal Person plays a vital role in the successful implementation and mainstreaming of Disaster Risk Reduction Management (DRRM) under the Scouting and Humanitarian Action Guidelines set by the WOSM. The role aims to increase the level of awareness of Scouting's involvement in Humanitarian Action and be able to establish network of focal person to be trained to mainstream DRRM initiatives in Scouting in coordination with proper Government Agencies and LGUs. It further seeks facilitate the quick mobilization of volunteers and resources at the Local Councils in response to calamities and natural disasters where Scouts and Leader can take action to help their communities. Lastly, it will help provide feedback mechanism to the National Office, in terms of the date and information needed by the Safety and Risk Management Committee for the NEB's appropriate policy actions and resolutions.

### Personal Profile

#### A. Qualification

1. A person of Good Moral Character
2. Must be currently registered as a Unit Leader or Leaders of Adults
3. Must be a Wood Badge Holder
4. Willing to be trained in Scouting and Humanitarian Action and DRRM
5. Must have completed the WOSM Safe from Harm E-Learning course

#### B. Knowledge

1. Must have a working knowledge on World Scout Youth Programme Policy, the Better World Framework and the Scouts for Sustainable Development Goals.
2. Aware and familiar with the Keeping Scouts Safe from Harm and Child Protection Policy;
3. Knows basic program planning, organizing and events management; and
4. Familiar with existing policy, organization and rules as well as protocols of the Regional Office.

#### C. Skills

1. Possesses computer skills (MS Word, Excel, PowerPoint) and ICT Tools like internet and social media.
2. Can communicate effectively in English and in Filipino
3. Keen decision-making and problem-solving skills
4. Can work and collaborate with both Professionals and Volunteers at the Local Council, Region and National levels

#### D. Attitude

1. Result-oriented with personal commitment to the Youth Development Program of Scouting
2. Team player and can collaborate with people of different background and personality.
3. Creative, innovative and resourceful towards programs, projects and activities.

### Duties and Responsibilities

1. Helps and assists the Council to develop strategy for the promotion and implementation of the SHA initiatives in accordance to its prescribed policy, guidelines and procedures;
2. Coordinates and communicates with the Council Scout Executive, the Council Training and the Program Commissioners in identifying the needs of the Council to strengthen the SHA mechanisms and procedures in all its programs, projects and activities on a regular basis.
3. Explores opportunities for collaboration and partnerships on the areas of SHA Initiatives Capacity Building from the LGUs, CSO, and NGOs for the benefit of the Council Office;
4. Helps promote the SHA strategies in appropriate communication channels and social media platforms.
5. Serves as resource person and/or facilitator in providing continuing trainings to Unit Leaders in the area of "Humanitarian Action" during Unit Leader's Roundtables, Seminar-Workshops and Conferences;
6. Serves as resource person or service teams for SHA modules for Scouts during official Scouting events;
7. Helps and assists the Local Council in the monitoring and supervision of the Scouting Events to ensure compliance to the prescribed SHA policy, guidelines and procedures;
8. Helps and assists the CSE, the Council Training/Program Commissioners in the preparation of the SHA Accomplishment Reports on a regular basis for submission to the Regional/National Office;
9. Actively attends and participates the regular Council/Regional/National Meetings, Trainings and Seminar-Workshops on SHA.