



Boy Scouts of the Philippines

National Office

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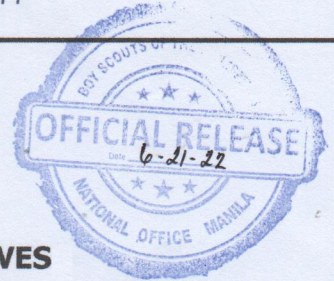
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17 June 2022

NATIONAL OFFICE MEMORANDUM

No. 37 series of 2022



TO : CONCERNED LOCAL COUNCIL SCOUT EXECUTIVES

SUBJECT : GRANT-IN-AID PROJECT COMPLETION REPORT

This has reference to Unnumbered Memorandum dated 18 April 2017 Re: Revised Guidelines for the Grant-in-Aid Program of the Boy Scouts of the Philippines, and in line with Commission on Audit (COA) Audit Observation Memorandum No. 22-020 (2021) requiring the Local Councils to submit to COA the Liquidation Reports, Project Completion Reports, and Financial Reports relative to the GIAP funds received.

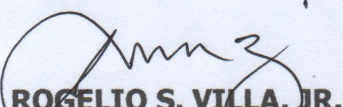
In compliance thereof, all concerned Local Council Scout Executives/GIAP Project Officers of projects funded by the Grant-In-Aid Program (GIAP) are given until 30 September 2022 to implement their GIAP approved projects and submit Project Completion Report until 31 October 2022. Local Councils who were not able to implement the Projects/utilize the grant shall return the total amount of Grant to the Cashier of BSP National Office or by way of bank deposit to the BSP Landbank Account and submit a copy of the bank validated deposit slip. Please make sure the fund is deposited to the BSP Landbank YMCA Account: 1982-1079-77

Projects that involve the Procurement of Motor Vehicles are required to secure Authority to Purchase Motor Vehicle (ATPMV) from the Department of Budget and Management prior to the conduct of competitive bidding under RA No. 9184 and its IRR.

Local Councils with completed projects must submit the required Project Completion Report (See sample Project Completion Report Narrative) to BSPNO, Manila, attention: GIAP Project Management Office with the following attachment:

1. Liquidation Report/Report of Expenses with Official Receipts (Certified true copy)
2. Inspection and Acceptance Report (if applicable)
3. Property Acknowledgment Receipt (if applicable)
4. Certified true copy of Disbursement Voucher/Audited Payroll with Daily Time Record for projects that involved payment of salaries of personnel
5. Photos of the project (before, during, and after project implementation)

For information, guidance and compliance.


ROGELIO S. VILLA, JR.
Secretary General

cc: National President, DALE B. CORVERA
Secretary General, ROGELIO S. VILLA, JR.
Directors/Office Heads
Resident Auditor, Commission on Audit
Central Records
File

AD.FBA/feb

GRANT-IN-AID PROGRAM (GIAP)

PROJECT COMPLETION REPORT

I. Rationale

a. Implementation

- How did you implement the project?
- Issues/Problems encountered during the implementation of the project and solutions.

II. Results

a. Improvement of LC Services

b. For Personal Services:

- e.g. LC staff received their salaries for 6 months/12 months (period covered of the payroll)

c. For Capital Outlay:

- Equipment helped in transport needs of the LC especially Training, Jamboree and Youth Forum.
- Office Building – safe and conducive work station and office space for staff and clients.

d. For Trainings:

- ATC/BTC – 120 Unit Leaders Trained in ATC/BTC (see attached Course Leader's Report)

e. For MOOE:

- Income-Generating Project – additional income to support LC operations
- Office supplies – LC able to provide services, prepare and submit reports/communication to clients.