



# 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](mailto:bsp@scouts.org.ph)

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

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

15 August 2022

### NATIONAL OFFICE MEMORANDUM

NUMBER 51. S. 2022

**TO : NATIONAL OFFICE DIRECTORS, REGIONAL SCOUT DIRECTORS, LOCAL COUNCIL SCOUT EXECUTIVES, AND ALL OTHER PERSONNEL CONCERNED**

**SUBJECT : USE OF OFFICIAL EMAIL ([scouts.org.ph](mailto:scouts.org.ph)) AND THE REVISED MRR AND DOWNLOADABLE REGISTRATION FORMS**

In line with the enhancement of services and business processes in the BSP, and consistent with the 8th-Point Key Agenda to digitize operations to improve productivity, provide greater access to certain types of information, and to improve transparency and efficiency in the operations, all offices, officials and operating units are hereby advised to use the official email ([scouts.org.ph](mailto:scouts.org.ph)) effective immediately.

The official email provided by the ICT unit shall be the only platform for any and all memoranda, official issuances and communications, and other work collaboration. All documents, reports, and permanent files must be uploaded to your official/Local Council Google Workspace Account (Google Drive) to enable organized filing, easy access or retrieval and sharing. Let it be known that all communications and reports using your official/Local Council email - [scouts.org.ph](mailto:scouts.org.ph) are kept and secured at the Official BSP server managed by the ICTU at the National Office.

The use of personal email in the BSP is highly discouraged. Reports and other communications sent through personal email shall not be honored as Official Communication/Release/Report.

Downloadable Application for Unit Registration (AUR), Application for Adult Registration (AAR), Additional Scout Registration (ASR) which are available in the Library Corner of the BSP website [scouts.org.ph](http://scouts.org.ph) shall be the official registration form instead of the printed AUR, AAR, and ASR. All the remaining unused printed registration forms (earlier issued by the NO to ROs and to the LCs) shall be kept by the LC and the RO concerned for audit and accounting purposes.

A handwritten signature in black ink, appearing to be "Flora".

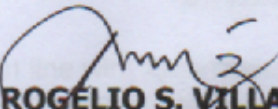


## Boy Scouts of the Philippines

The (downloadable) revised registration forms shall cease to be accountable forms. The membership cards and Official Receipts shall still remain as accountable forms.

The revised Monthly Registration and Statistical Report (MRSR) now the Monthly Registration Report (MRR) is linked to your LC official email/account and accessible via google drive and shall remain open until the 10th day of the following month for encoding of registration and collection reports. This gives the LCs ten days by which to check, verify, and finalize the data prior to encoding in the MRR. The MRR will be closed on the 11th day of the following month. Any requests for corrections to the MRR entries must be sent to [bsp.ictu@scouts.org.ph](mailto:bsp.ictu@scouts.org.ph) in order for the MRR to be open for 24 hours. Afterwards, the MRR will then be closed and locked for editing. Supporting documents for the MRR (Signed Collection Report, used ORs and Bank Validated Deposit Slips) must be scanned, saved, and attached to the MRR.

For information, guidance and compliance.

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

FBA.AD/jcm