



Boy Scouts of the Philippines

National Office

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04 January 2023

NATIONAL OFFICE MEMORANDUM

Number 02 Series 2023

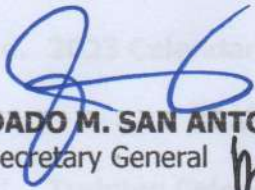
TO : National Office Directors and Executives
Regional Office Directors and Executives
Council Scout Executives and Officers-In-Charge
All Other Concerned

SUBJECT : SUBMISSION OF REGIONAL AND LOCAL COUNCILS REQUIRED REPORTS

Enclosed is the checklist of the Required Reports to be submitted to the National Office. These reports shall form part of the basis in the evaluation of the Local Council's Performance.

Please observe and comply with the guidelines and deadlines in the submission of the said reports.

For your information, guidance, and compliance.


DIOSDADO M. SAN ANTONIO
OIC - Secretary General

1. COUNCIL REPORT

- a. **Annual Council Report** – (Prepared by the Council Scout Executive, Officer-In-Charge or Chairperson of the Local Council, accepted by the Board, covering Council Operations for the period from Jan 01 to December 31 of the year just ended – narrative, statistical, analytical, and pictorial reports are appreciated.)

DEADLINE : 31 JANUARY DAY OF THE ENSUING WEEK

- b. **Annual Financial Statement Report** – (Prepared by the Council's Treasurer and duly audited by the Council Auditor and approved by the Local Executive Board covering the period from Jan 01 to Dec. 31 of the year just ended)

3. QUARTERLY **DEADLINE : 31 JANUARY**

- c. **Inventory of Council Property** – (Prepared by the Council Property Custodian or the responsible Council Staff for the properties certified by the Council Auditor, duly approved by the Local Council Executive Board including properties acquired either by purchase or donation during the year just ended)

DEADLINE : 31 JANUARY

- d. **Council Budget** – (Estimated income and expenditure for the coming year prepared by the Finance Committee of the Local Council and approved by the Local Executive Board)

DEADLINE : EVERY 30th OF THE 1st MONTH OF THE FOLLOWING

- e. **2023 Calendar of Scouting Events and Observance**

DEADLINE : 31 JANUARY

- f. **Training Calendar and Goals** – (Schedule of Training Courses for the ensuing year)

3. REGIONAL **DEADLINE : 31 JANUARY**

- g. **Individual Performance Commitment Review (IPCR)** – (These are council staff priorities, action steps, and action plan to undertake, targets, including the date of accomplishment, responsible staff, and success indicators for the year)

DEADLINE : 31 JANUARY THE FOLLOWING MONTH

- h. **Local Council By-Laws** – (Amendments if there are any)

DEADLINE : 31 MARCH OF THE FOLLOWING MONTH

- i. **Council Profile** – (With approved minutes of the meeting when the Annual Council Meeting Election of Officers were conducted)

DEADLINE : 31 MARCH DAY OF THE 1st MONTH OF THE FOLLOWING QUARTER

2. Monthly Reports

- a. **Monthly Membership Registration and Statistical Report (MRSR)** together with the duplicate copy of the Official Receipt/s and Bank Deposit Slip/s.

DEADLINE : EVERY MONDAY OF THE ENSUING WEEK

- b. **Monthly Scout Advancement Statistical Report**

DEADLINE : EVERY 15th DAY OF THE MONTH

3. QUARTERLY REPORTS

- a. **Council Operation Report** - (Council Performance in terms of Activities/Trainings conducted with analysis)

DEADLINE : EVERY 20th OF THE 1st MONTH OF THE FOLLOWING QUARTER

- b. **Council Community Service Report** (Community Service Conducted quarterly connected to BWF, TTPL, SWA, Humanitarian Actions, Urban Agriculture, and Tree Planting)

DEADLINE : EVERY 20th OF THE 1st MONTH OF THE FOLLOWING QUARTER

4. OTHER REPORTS

- a. **Minutes of Regular/Special Board Meeting**

DEADLINE : WITHIN 15-20 DAYS AFTER EACH MEETING

5. REGIONAL REPORTS

- a. **Monthly Membership Registration and Statistical Report** – (2 sets, one for Finance Division with attached bank deposit slip/s and one for Admin Division - MIS Unit)

DEADLINE : EVERY 15th OF THE FOLLOWING MONTH

- b. **Monthly Scout Advancement Statistical Report**

DEADLINE : EVERY 20th OF THE FOLLOWING MONTH

Quarterly Regional Operational Report – (Regional Performance in a narrative, analysis, and pictorials)

DEADLINE : EVERY 10th DAY OF THE 1st MONTH OF THE FOLLOWING QUARTER

c. Quarterly Training Statistical Report, etc.

DEADLINE : EVERY 10th DAY OF THE 1st MONTH OF THE FOLLOWING QUARTER

d. OTHER REPORTS

a. Minutes of the Regional Scout Committee Meetings

DEADLINE : 15 – 20 DAYS AFTER EACH MEETING

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