



# 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

06 January 2023

### NATIONAL OFFICE MEMORANDUM

Number **03** s. 2023

**TO :** National Office Directors, Regional Scout Directors, Council Scout Executives, Officers-In-Charge and all concerned

**SUBJECT : RE-ORGANIZATION OF REGIONAL SCOUT COMMITTEE, LOCAL COUNCIL EXECUTIVE BOARD AND SUBMISSION OF COUNCIL PROFILE**

Please take note of the guidelines hereunder, on the conduct of Reorganization of the Officers and Members of the Regional Scout Committee and Local Council Executive Board, to wit:

|   |   |
|---|---|
| January   | Conduct Local Council Scout Youth Forum and Reorganization of District/Municipal Scouting Committee.  |
| 1 <sup>st</sup> to 2 <sup>nd</sup> Week of February | Annual Local Council Meeting (Standard Local of Council Constitution and By-laws, Article VI, Section 14).<br><br>The purposes of the aforesaid Council meeting are as follows:<br>1. to receive the Annual Report of the Council Chairman and Council Treasurer.<br>2. to elect the four (4) Regular Board Members of the Local Council Executive Board to serve for three (3) years.<br>3. to conduct Local Council Court of Honor. |
| 2 <sup>nd</sup> to 3 <sup>rd</sup> week of February | Election of Private Sector Representatives (Standard Local of Council Constitution and By-laws, Article VIII, Section 24c, there shall be at least five (5) to ten (10) representatives from the private <b>sector to be elected by the newly elected board (12 regular members, mandated members, District/Area Chairmen and Scout Representatives).</b>   |
| March 31  | The Council Scout Executive/Officer-In-Charge submits to the National Office through the Regional Office the following Reports:<br><br>1. Annual Council Meeting Proceedings<br>2. Result of the elections for four (4) newly elected/Regular Members, Private Sectors & Council Officers.<br>3. Local Council Scout Youth Forum Proceedings of all Resolutions.  |

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|--|--|
|  | 4. Fully accomplished <b>COUNCIL PROFILE</b> (please ensure that all officers are registered for the current year and have affixed their original signature on the space provided opposite their name to ensure the legality of the documents signed by the officers.) |
|--|--|

In the conduct of the election, Council Scout Executives/Officers-In-Charge must ensure that the composition of their Local Council Board reflects a cross-section of the community especially the barangay, the business, and private sectors. This will prove that the Scouting Movement in the locality gets utmost support from everybody. The undersigned must attend the Annual Local Council Meeting.

As soon as the Council Officers have elected, the Regional Scout Directors are advised to reorganize their respective Regional Scout Committee on or before second week of April of the current year. Consequently, the Regional Scout Directors are likewise advised to submit the result of the Regional Scout Committee Election on or before April 30.

For widest dissemination, information, and strict compliance.

  
**DIOSDADO M. SAN ANTONIO**  
 OIC - Secretary General

Encl: as stated

FOD/SDH/fmo

**BOY SCOUTS OF THE PHILIPPINES  
NATIONAL OFFICE  
MANILA**

PROFILE OF \_\_\_\_\_ COUNCIL \_\_\_\_\_ REGION \_\_\_\_\_ YEAR \_\_\_\_\_

**NEWLY ELECTED REGULAR MEMBERS**

|    | TERM    | DATE<br>REG'D | PROFESSION/OCCUPATION | COMPLETE BUSINESS/OFFICE ADDRESS<br>(with house number and street name) | PLEASE INDICATE<br>TEL NO./MOBILE NO./FAX/EMAIL ADD |
|----|---------|---------------|-----------------------|---|---|
| 1. | 3 Years |               |                       |   |   |
| 2. | 3 Years |               |                       |   |   |
| 3. | 3 Years |               |                       |   |   |
| 4. | 3 Years |               |                       |   |   |

**PREVIOUS ELECTED REGULAR MEMBERS**

|     | TERM    | DATE<br>REG'D | PROFESSION/OCCUPATION | COMPLETE BUSINESS/OFFICE ADDRESS<br>(with house number and street name) | PLEASE INDICATE<br>TEL NO./MOBILE NO./FAX/EMAIL ADD |
|-----|---------|---------------|-----------------------|---|---|
| 5.  | 2 Years |               |                       |   |   |
| 6.  | 2 Years |               |                       |   |   |
| 7.  | 2 Years |               |                       |   |   |
| 8.  | 2 Years |               |                       |   |   |
| 9.  | 1 Year  |               |                       |   |   |
| 10. | 1 Year  |               |                       |   |   |
| 11. | 1 Year  |               |                       |   |   |
| 12. | 1 Year  |               |                       |   |   |

**COOPTED MEMBERS**

|     | TERM   | DATE<br>REG'D | PROFESSION/OCCUPATION | COMPLETE BUSINESS/OFFICE ADDRESS<br>(with house number and street name) | PLEASE INDICATE<br>TEL NO./MOBILE NO./FAX/EMAIL ADD |
|-----|--------|---------------|-----------------------|---|---|
| 1.  | 1 Year |               |                       |   |   |
| 2.  | 1 Year |               |                       |   |   |
| 3.  | 1 Year |               |                       |   |   |
| 4.  | 1 Year |               |                       |   |   |
| 5.  | 1 Year |               |                       |   |   |
| 6.  | 1 Year |               |                       |   |   |
| 7.  | 1 Year |               |                       |   |   |
| 8.  | 1 Year |               |                       |   |   |
| 9.  | 1 Year |               |                       |   |   |
| 10. | 1 Year |               |                       |   |   |



**DISTRICT/AREA Chimen**  
(Minimum = 3 Maximum = 8)

|    | TERM   | DATE<br>REG'D | PROFESSION/OCCUPATION | COMPLETE BUSINESS/OFFICE ADDRESS<br>(with house number and street name) | PLEASE INDICATE<br>TEL NO./MOBILE NO./FAX/EMAIL ADD |
|----|--------|---------------|-----------------------|---|---|
| 1. | 1 Year |               |                       |   |   |
| 2. | 1 Year |               |                       |   |   |
| 3. | 1 Year |               |                       |   |   |
| 4. | 1 Year |               |                       |   |   |
| 5. | 1 Year |               |                       |   |   |
| 6. | 1 Year |               |                       |   |   |
| 7. | 1 Year |               |                       |   |   |
| 8. | 1 Year |               |                       |   |   |

**MANDATED MEMBERS**

|    | TERM   | DATE<br>REG'D | PROFESSION/OCCUPATION           | COMPLETE BUSINESS/OFFICE ADDRESS<br>(with house number and street name) | PLEASE INDICATE<br>TEL NO./MOBILE NO./FAX/EMAIL ADD |
|----|--------|---------------|---------------------------------|---|---|
| 1. | 1 Year |               | Local Council GSP President     |   |   |
| 2. | 1 Year |               | Schools Division Superintendent |   |   |

**SCOUT REPRESENTATIVES**

|    | TERM   | DATE<br>REG'D | PROFESSION/OCCUPATION | COMPLETE BUSINESS/OFFICE ADDRESS<br>(with house number and street name) | PLEASE INDICATE<br>TEL NO./MOBILE NO./FAX/EMAIL ADD |
|----|--------|---------------|-----------------------|---|---|
| 1. | 1 Year |               |                       |   |   |
| 2. | 1 Year |               |                       |   |   |

**LOCAL COUNCIL OFFICERS/COMMITTEE CHAIRMEN/COMMISSIONERS**

| <b>COUNCIL OFFICERS</b> | <b>NAME</b>                 | <b>PROFESSION/OCCUPATION</b> | <b>COMPLETE BUSINESS/OFFICE ADDRESS</b> | <b>MOBILE NO./EMAIL</b> | <b>SIGNATURE</b> |
|-------------------------|-----------------------------|------------------------------|---|-------------------------|------------------|
|                         | Council Chairman            |                              |   |                         |                  |
|                         | 1st Vice Chairman           |                              |   |                         |                  |
|                         | 2nd Vice Chairman           |                              |   |                         |                  |
|                         | Council Treasurer           |                              |   |                         |                  |
|                         | Assistant Council Treasurer |                              |   |                         |                  |
|                         | Council Auditor             |                              |   |                         |                  |
|                         | Council Scout Commissioner  |                              |   |                         |                  |
|                         | Secretary/CSE               |                              |   |                         |                  |

| <b>COUNCIL STANDING COMMITTEE</b> | <b>NAME</b>              | <b>PROFESSION/OCCUPATION</b> | <b>COMPLETE BUSINESS/OFFICE ADDRESS</b> | <b>MOBILE NO./EMAIL</b> | <b>SIGNATURE</b> |
|-----------------------------------|--------------------------|------------------------------|---|-------------------------|------------------|
|                                   | Organization & Extension |                              |   |                         |                  |
|                                   | Camping and Activities   |                              |   |                         |                  |
|                                   | Health and Safety        |                              |   |                         |                  |
|                                   | Finance                  |                              |   |                         |                  |
|                                   | Leader Training          |                              |   |                         |                  |
|                                   | Advancement and Awards   |                              |   |                         |                  |

| <b>DEPUTY COUNCIL SCOUT COMMISSIONER</b> | <b>NAME</b>              | <b>PROFESSION/OCCUPATION</b> | <b>COMPLETE BUSINESS/OFFICE ADDRESS</b> | <b>MOBILE NO./EMAIL</b> | <b>SIGNATURE</b> |
|--|--------------------------|------------------------------|---|-------------------------|------------------|
|  | Program                  |                              |   |                         |                  |
|  | Training                 |                              |   |                         |                  |
|  | Public Relations         |                              |   |                         |                  |
|  | Community-Based Scouting |                              |   |                         |                  |

|  |                                    |                              |  |
|--|------------------------------------|------------------------------|--|
| <b>Local Council Complete Address</b> (with house number, street name and zip code): |                                    |                              | Submitted by: _____<br><br><div style="text-align: right;">Council Scout Executive/OIC _____</div> |
| <b>Telephone Number</b> (with area code):  | <b>Fax Number</b> (with area code) | <b>CSE/OIC Mobile Number</b> |  |
| <b>Council Email Address:</b>  |                                    |                              |  |
| <b>CSE/OIC Email Address</b>   |                                    |                              |  |

**Important:**  
 This form must be accomplished in THREE (3) copies. Each copy for National Office, Regional Office and Council file.  
 This form must be submitted not later than 15 April duly signed by those concerned