



29 October 2021

GOV. DALE V. CORVERA
National President
BOY SCOUTS OF THE PHILIPPINES (BSP)
 181 Natividad Almeda-Lopez Street
 Ermita, Manila

**RE: APPROVAL OF THE BSP'S ORGANIZATIONAL
 STRUCTURE AND STAFFING PATTERN (OSSP)**

Dear Pres. Corvera,

This refers to BSP's letter dated 07 February 2018¹ and other further submissions pursuant thereto, submitting for the approval of the Governance Commission the BSP Re-Organization Plan. The same were evaluated by the Governance Commission in accordance with its mandate under Section 5(a) of R.A. No. 10149 "to ascertain whether such GOCC should be *reorganized*, merged, streamlined, abolished or privatized, in consultation with the department or agency to which a GOCC is attached... [and] implement [the restructuring] *unless otherwise directed by the President.*"

Relative thereto, we wish to inform you that the GCG *En Banc* has approved BSP's organizational structure and staffing pattern (OSSP), with a new structure and a total of two hundred twenty-two (222) plantilla positions.

Attached herewith for your reference is **GCG MEMORANDUM ORDER No. 2021-08**, embodying the Commission's resolution on the matter.

FOR BSP'S INFORMATION AND GUIDANCE.

Very truly yours,

Digitally signed by:
CHAIRMAN SAMUEL G. DAGPIN, JR.

Digitally signed by:
COMMISSIONER MICHAEL P. CLORIBEL

Digitally signed by:
COMMISSIONER MARITES C. DORAL

cc: The Resident Auditor – BSP
 CSC Chairperson ALICIA DELA ROSA-BALA
 COA Chairperson MICHAEL G. AGUINALDO

¹ Officially received by the Governance Commission on 14 February 2018.

Office of the National President
 Boy Scouts of the Philippines
RECEIVED:
 BY: _____
 DATE: 11/2/21
 TIME: 11:20 p.m.



MEMORANDUM ORDER NO. 2021-08

**ORGANIZATIONAL STRUCTURE AND STAFFING PATTERN
(OSSP) OF THE BOY SCOUTS OF THE PHILIPPINES (BSP)**

WHEREAS, Commonwealth Act No. 111 created a public corporation known as the Boy Scouts of the Philippines "to promote through organization and cooperation with other agencies, the ability of boys to do useful things for themselves and others, to train them in scoutcraft, and to inculcate in them patriotism, civic consciousness and responsibility, courage, self-reliance, discipline and kindred virtues, and moral values, using the method which are in common use by boy scouts;"

WHEREAS, since it was chartered in 1936, the BSP operated as a private corporation with an Organizational Structure and Staffing Pattern (OSSP) and compensation framework not in accordance with the Index of Occupational Services (IOS), Organizational Structure and Staffing Pattern with Career-Leveling (OSSP-CL), and Compensation and Position Classification System (CPCS) of the government;

WHEREAS, on 07 June 2011, the Supreme Court of the Philippines in the case *BSP v. COA*, reaffirmed BSP's classification as a public corporation dealing with governmental functions, and attached to a department of the government;

WHEREAS, the BSP is undertaking a transition from operating as a private corporation to a government-owned or -controlled corporation (GOCC);

WHEREAS, there is a need to effect a new OSSP to comply with existing laws, rules and regulations, and strengthen BSP's organizational set-up and functions;

WHEREAS, Republic Act No. 10149 mandates the Governance Commission for GOCCs (GCG) to "evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, in consultation with the department or agency to which a GOCC is attached;"

WHEREAS, the Governance Commission determined that it is in the best interest of the State and the public that the OSSP of the Boy Scouts of the Philippines be approved;

NOW, BE IT –

RESOLVED, the organizational structure and staffing pattern (OSSP) of BSP is hereby **APPROVED** with a total of **two hundred twenty-two (222)** plantilla positions, as reflected in the documents below which form part of this Memorandum Order, to wit:

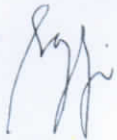
1. Annex A – Overview;

2. Annex B – Organizational Structure;
3. Annex C – Staffing Pattern; and
4. Annex D – Functional Statements

RESOLVED FURTHER, that the implementation of this Order shall comply with the following conditions and guidelines:

1. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements;
2. Funding requirements for regular positions shall be included in the Corporate Operating Budget of BSP;
3. The implementation of the new OSSP shall commence within two (2) months from receipt of the Memorandum Order. A quarterly progress report shall thereafter be submitted to the GCG until such time that the implementation has been completed; and
4. The pertinent civil service, budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with.

DONE, this 30th day of September 2021.



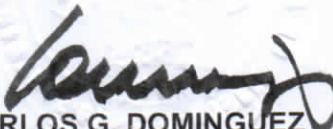
Digitally signed by:
CHAIRMAN SAMUEL G. DAGPIN, JR.



Digitally signed by:
COMMISSIONER MICHAEL P. CLORIBEL



Digitally signed by:
COMMISSIONER MARITES C. DORAL


CARLOS G. DOMINGUEZ
DOF Secretary
TINA ROSE MARIE L. CANDA
DBM Officer-in-Charge

Annex A

**BOY SCOUTS OF THE PHILIPPINES
APPROVAL OF ORGANIZATIONAL STRUCTURE
AND STAFFING PATTERN (OSSP)
CY 2021**

1. **Creation.** – BSP was created by virtue of Commonwealth Act No. 111,¹ which was later amended by Republic Act No. 7278,² “to promote through organization and cooperation with other agencies, the ability of boys to do useful things for themselves and others, to train them in scoutcraft, and to inculcate in them patriotism, civic consciousness and responsibility, courage, self-reliance, discipline and kindred virtues, and moral values, using the method which are in common use by boy scouts.”

Since it was chartered in October 1936, the BSP operated as a private corporation and all its employees are covered by the Labor Code of the Philippines and the Social Security System (SSS).³

- 1.1 **Boy Scouts of the Philippines v. Commission on Audit.** – In *BSP v. COA*,⁴ the Supreme Court categorized BSP as a public corporation dealing with governmental functions to which test of economic viability does not apply. According to the Supreme Court, the BSP performs functions that are impressed with public interest, and its objectives are consistent with the public purpose of the promotion of the well-being of the youth. The BSP remains an agency attached to a department of the government, the [Department of Education], and it was not at all stripped of its public character.
2. **RP Submission to the GCG.** – Through a letter dated 07 February 2018,⁵ BSP submitted its proposed Reorganization Plan (RP) for the Governance Commission's consideration, review, evaluation, and approval. The Technical Working Group (TWG) meetings were held on 14 June 2018, 23 August 2018, 03 September 2018, 20 March 2019, and 05 November 2020.

Through a letter dated 05 May 2020,⁶ the Department of Budget and Management (DBM) provided recommendations consistent with the DBM Organization and Staffing Standards and Guidelines (OSSG).

3. **Current State Assessment (CSA).** – The BSP is now under a transition period for its full conversion from a private corporation to a government-controlled corporation. Thus, the need to effect a corresponding [reorganization] in order to comply with existing laws and government rules and regulations. To do this, BSP identified the following objectives in its Current State Assessment:⁷

¹ “An Act to Create a Public Corporation to be known as the Boy Scouts of the Philippines and to Define its Powers and Purposes,” 31 October 1936.

² “An Act amending Commonwealth Act No. 111, as amended by Presidential Decree No. 460,” 24 March 1992.

³ *Current State Assessment Report*

⁴ G.R. No. 177131, 07 June 2011.

⁵ Officially received by the Governance Commission on 14 February 2018.

⁶ Officially received by the Governance Commission on 03 June 2020 [Barcode No. 2020-005995].

⁷ *BSP Re-Organization Plan (R-Plan)*, p. 7, pp. 28-29. See also *Revised Cost-Benefit Analysis for CY 2020-2025*.

- (a) Effect an appropriate functional organization that promotes efficiency and effectiveness in the formulation of policies and in the exercise of its functions as well as in the implementation of its programs, trainings, projects and activities;
- (b) Identify appropriate structural/organizational arrangement in pursuit of the BSP goals that are relevant to its vision, mission, thrusts and directions;
- (c) Determine the appropriate qualification standards for the BSP plantilla positions to be able to strengthen the BSP's organizational setup and functions;
- (d) Develop and formulate the BSP's staffing requirements and proposed plantilla of positions; and
- (e) Right-size its workforce requirement to come out with the optimum staffing level for increased cost-efficiency and productivity for BSP to achieve its Vision 2025.

4. Organizational Strengthening. – Based on its submitted *Current State Assessment Report*, the existing Organizational Structure no longer fits the following requirements of the crafted BSP Strategy Map:⁸

- (a) To provide a more efficient, effective and rewarding program for all the stakeholders and their communities through the highly trained and effective professionals and volunteers of the organization in order to provide; and
- (b) To be an organization that focuses on the efficient management of its finances and property, human resources and services while adhering to government laws, policies, rules, and regulations.

The BSP Strategy Map outlines the strategic objectives and the focus areas that it will undertake over the course of ten (10) years to achieve its Major Final Outcome of Membership Growth. With a new organizational structure and staffing pattern, the target of BSP is to reach at least 3.7 million youth members,⁹ from its current 662,052 youth members.¹⁰

Aside from increased membership that would also translate to increased revenue therefrom, other intangible benefits that are also projected to result from the implementation of the reorganization include higher sales generated by the National Scout Shop, elimination of BIR surcharges or penalties as a result of close monitoring by qualified personnel of the revenues and expenses and all other taxable transactions of the organization, and the conversion of idle or low-earning capital assets into more productive business ventures.¹¹

⁸ *Current State Assessment Report*.

⁹ *Current State Assessment Report*.

¹⁰ Total number of unexpired memberships as of December 2020.

¹¹ *Revised Cost-Benefit Analysis for CY 2020-2025*.

5. **Organizational Structure.** – BSP's current and proposed structure is composed of hierarchical units arranged in decreasing scope as follows: (i) Offices, (ii) Departments; (iii) Divisions; and (iv) Sections. A comparison of the existing, proposed and approved units are as follows:

Major Units	Existing	BSP-Proposed	Approved
Offices	1	1	1
Departments	-	18	-
Divisions	9	43	5
Sections	11	7	14
Units	-	-	11
TOTAL	21	69	31

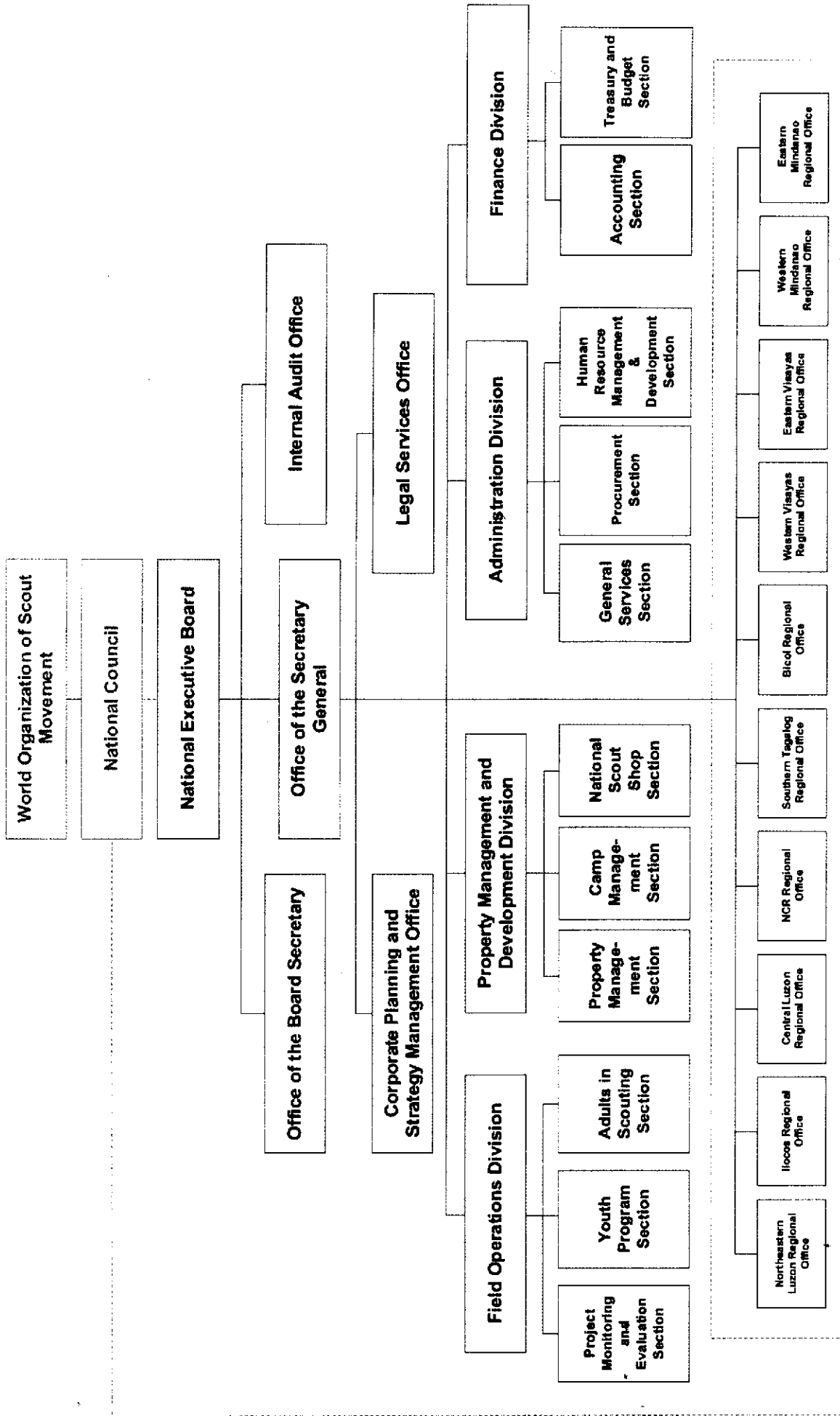
6. **Staffing.** – BSP's existing authorized manpower is augmented with 88 additional positions, primarily as a result of strengthening the functions and services of its Regional Offices.

Unit	Existing	Proposed	Recommended
Office of the Corporate Secretary	-	-	3
Internal Audit Office	3	8	8
Office of the Secretary General	5	7	4
Corporate Planning and Strategy Management	3	9	11
Legal Services Office	-	3	5
Property Management and Development	46	46	49
Field Operations	17	21	23
Administration	20	25	25
Finance	10	32	24
Regional Offices	30	160	70
TOTAL	134	311	222

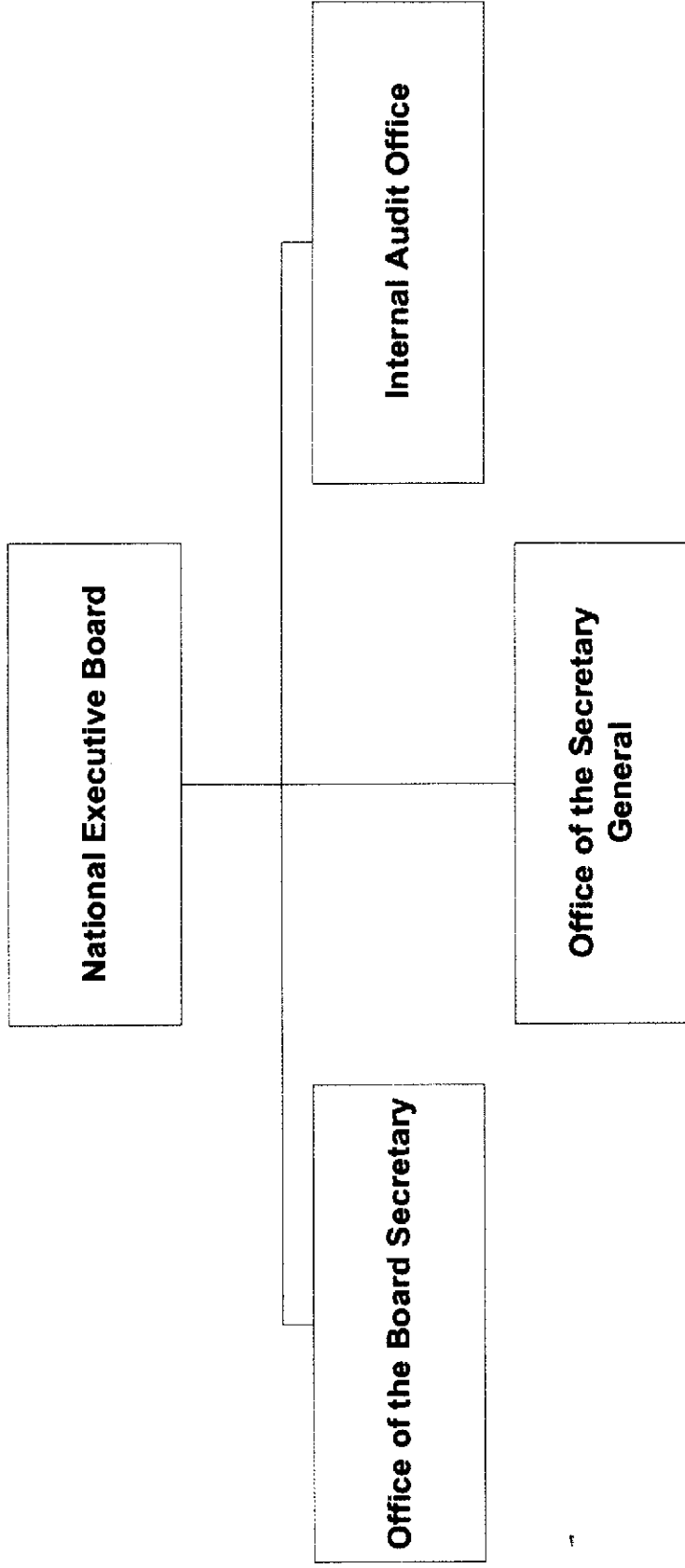
7. **Funding.** – Funding for the payment of retirement and separation package to affected personnel shall be sourced from BSP's Corporate Operating Budget.
8. **Implementation.** – This organizational strengthening shall be implemented upon approval as authorized under R.A. No. 10149. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements.

Annex B

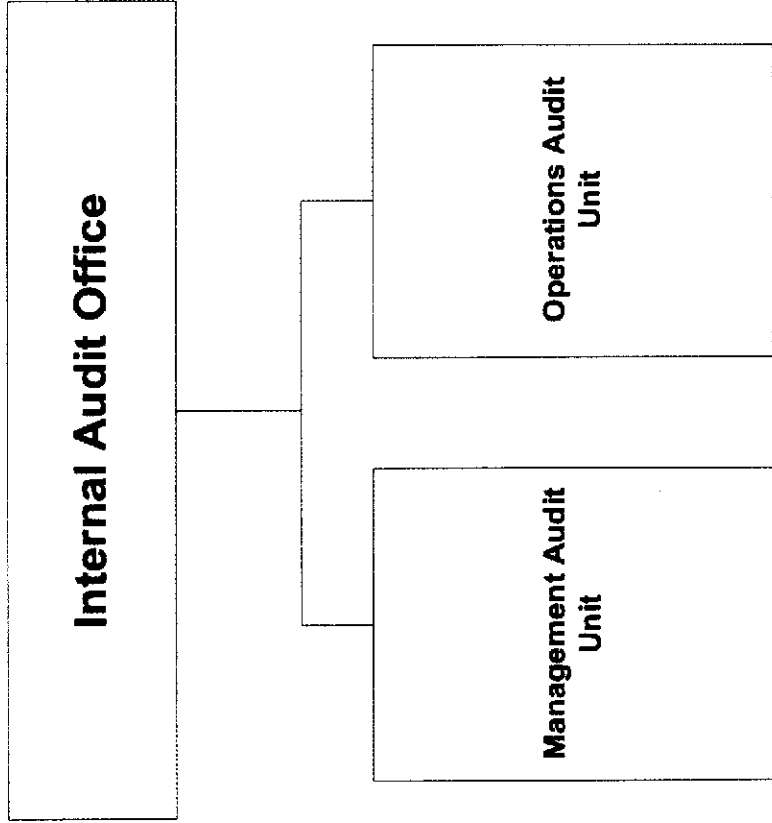
BOY SCOUTS OF THE PHILIPPINES



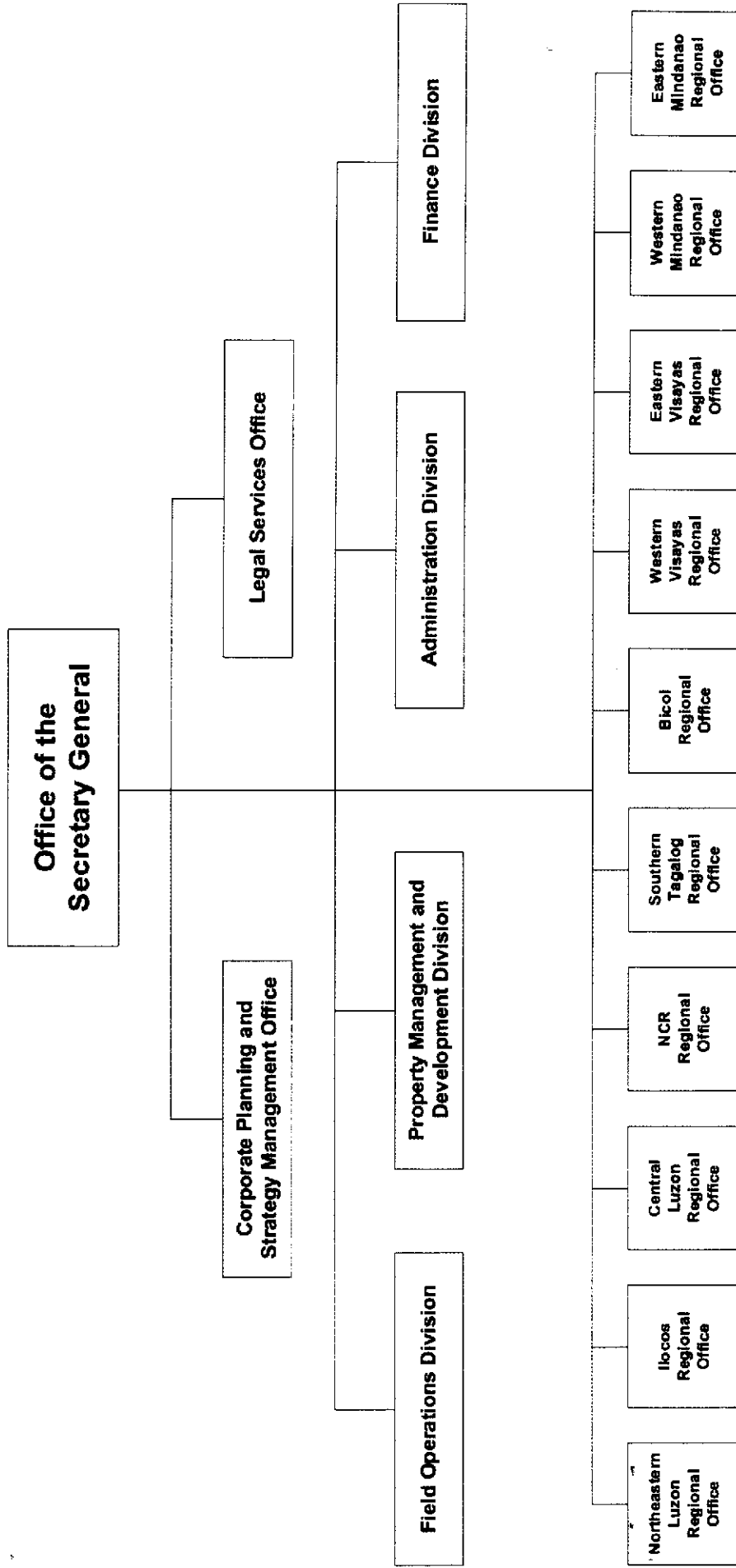
BSP NATIONAL EXECUTIVE BOARD



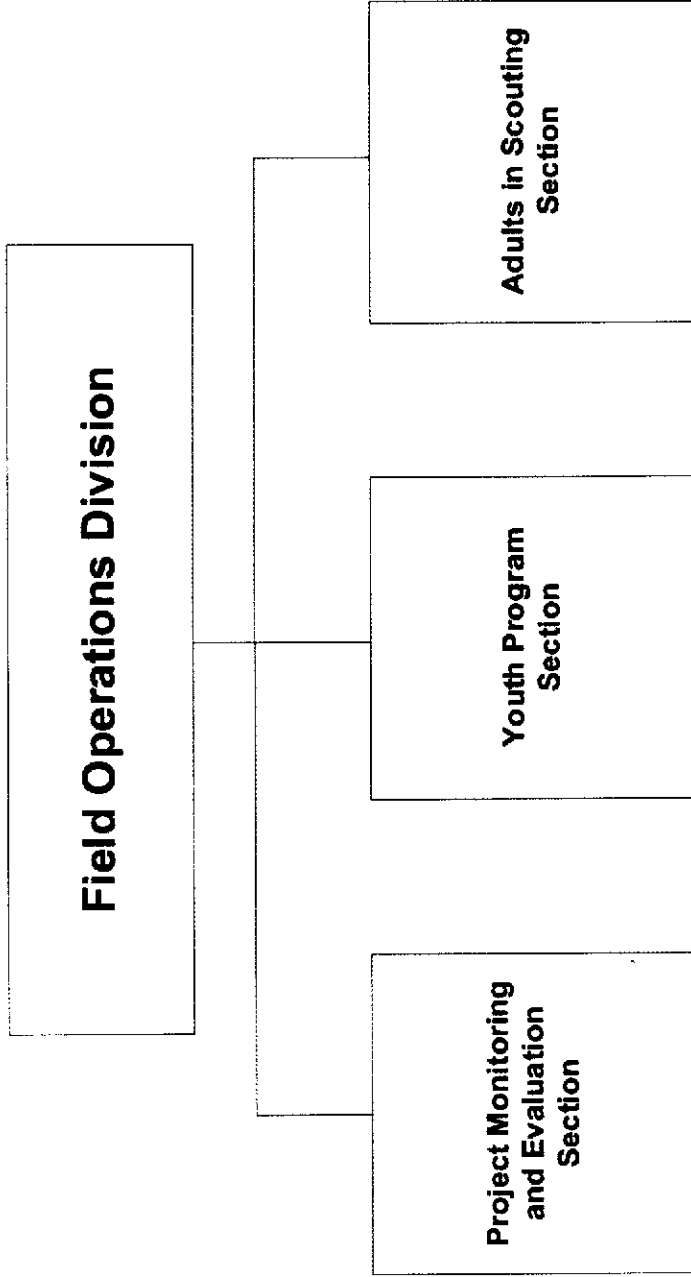
INTERNAL AUDIT OFFICE



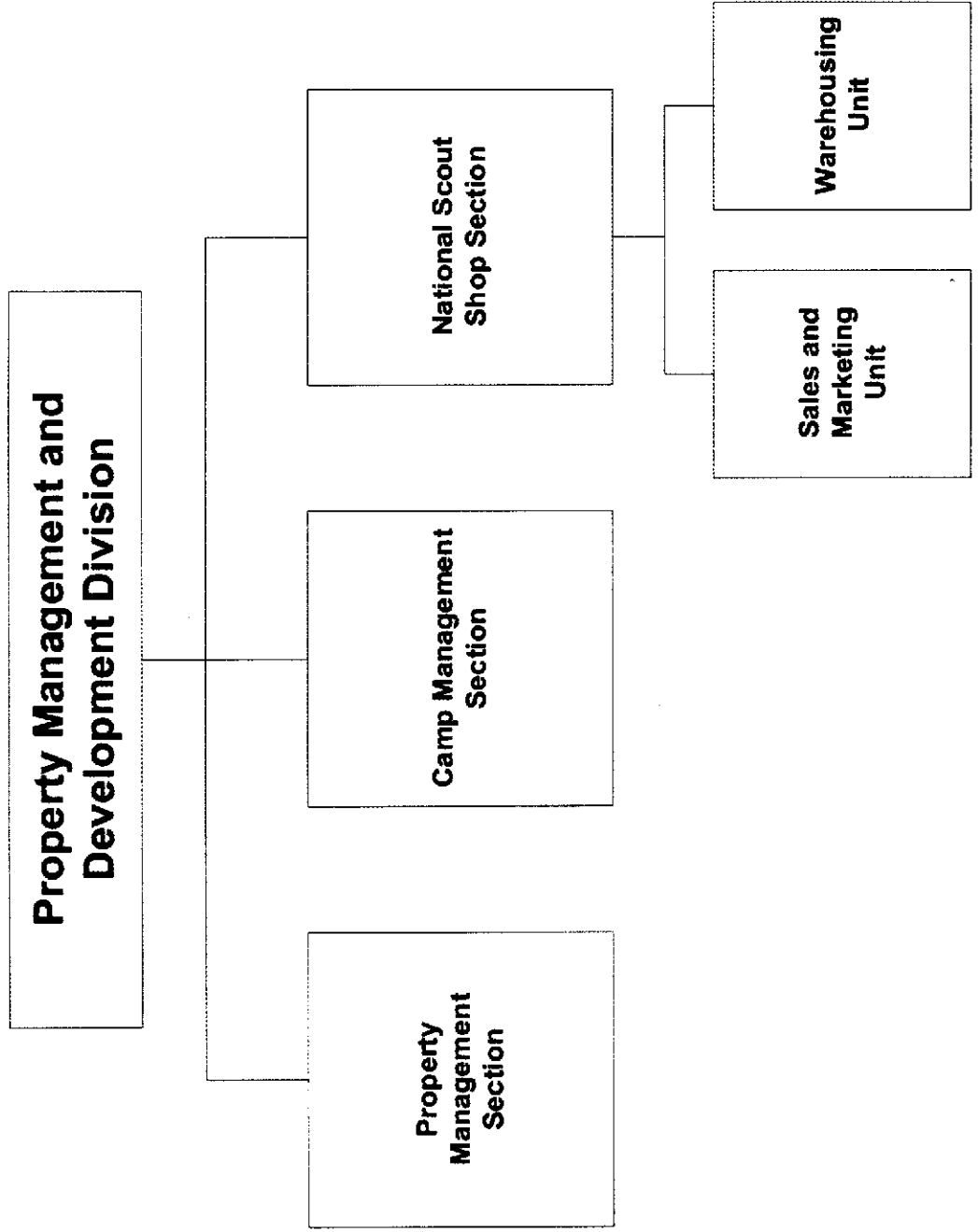
OFFICE OF THE SECRETARY GENERAL



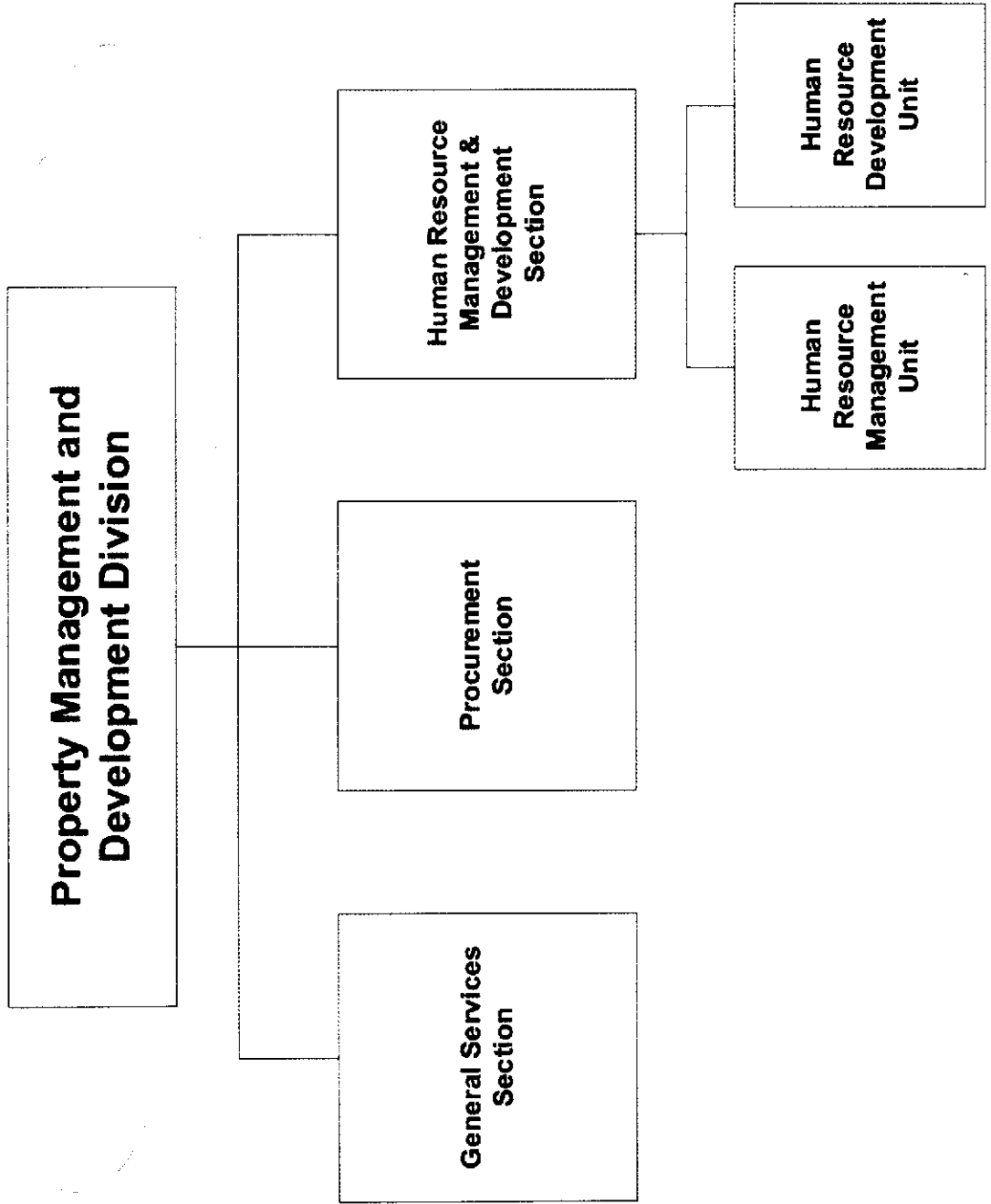
FIELD OPERATIONS DIVISION



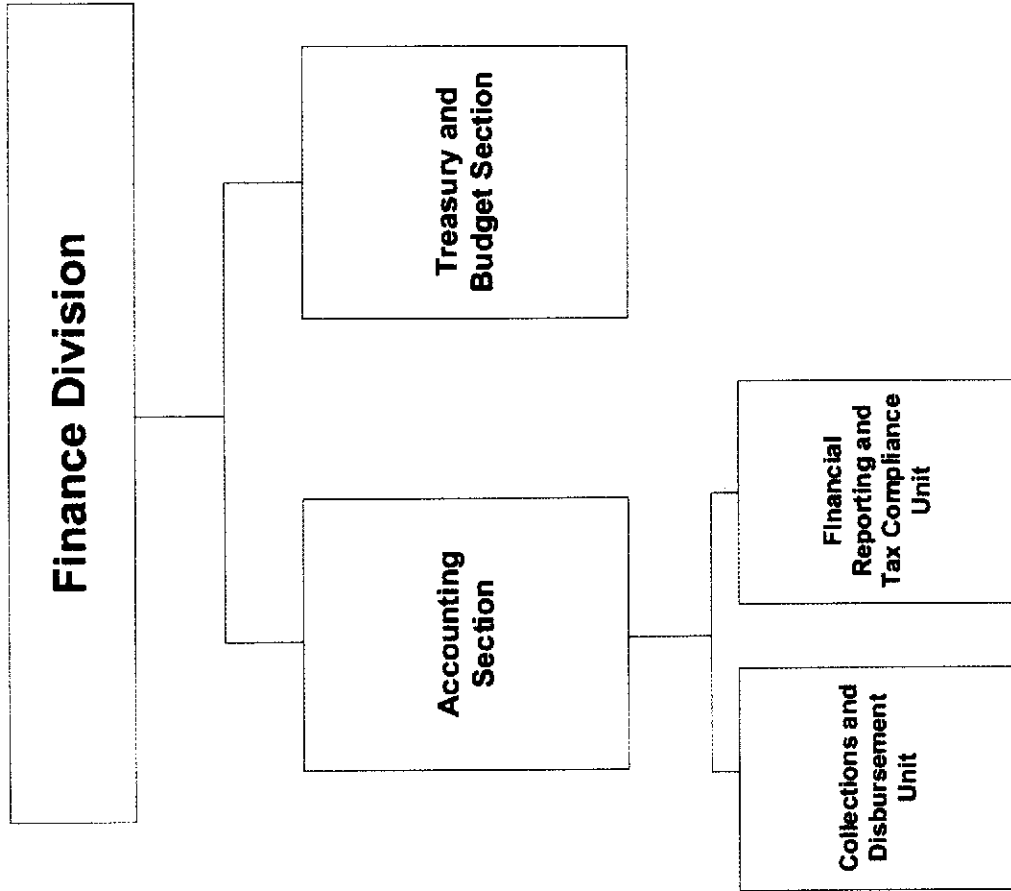
PROPERTY MANAGEMENT AND DEVELOPMENT DIVISION



ADMINISTRATION DIVISION



FINANCE DIVISION



Annex C

**BOY SCOUTS OF THE PHILIPPINES (BSP)
GCG-Approved Staffing Pattern**

No. of Positions	Position Title	Salary Grade
OFFICE OF THE BOARD SECRETARY		
1	Board Secretary II*	17
1	Executive Assistant I	14
1	Administrative Assistant I	7
INTERNAL AUDIT OFFICE		
1	Internal Auditor IV	22
1	Administrative Aide VI	6
MANAGEMENT AUDIT UNIT		
1	Internal Auditor III	18
1	Internal Auditor II	15
1	Internal Auditor I	11
OPERATIONS AUDIT UNIT		
1	Internal Auditor III	18
1	Internal Auditor II	15
1	Internal Auditor I	11
OFFICE OF THE SECRETARY GENERAL		
1	Director IV (Secretary General)	28
1	Director III (Deputy Secretary General)	27
1	Administrative Assistant III	9
1	Administrative Assistant II	8
CORPORATE PLANNING AND STRATEGY MANAGEMENT OFFICE		
1	Planning Officer IV	22
1	Administrative Aide VI	6
PLANNING UNIT		
1	Planning Officer III	18
1	Planning Officer II	15
1	Planning Officer I	11
PUBLIC RELATIONS UNIT		
1	Public Relations Officer IV	18
1	Public Relations Officer III	15
1	Public Relations Officer II	11
ICT UNIT		
1	Information Technology Officer I	19
1	Computer Maintenance Technologist II	15
1	Computer Maintenance Technologist I	11

* Primarily Confidential pursuant to CSC v. Javier, G.R. No. 173264.

	LEGAL SERVICES OFFICE	
1	Attorney IV	23
1	Attorney III	21
1	Legal Assistant III	14
1	Legal Assistant II	12
1	Administrative Aide VI	6
	PROPERTY MANAGEMENT AND DEVELOPMENT DIVISION	
1	Engineer V	24
1	Administrative Assistant I	7
	PROPERTY MANAGEMENT SECTION	
1	Engineer IV	22
1	Administrative Officer III	18
1	Administrative Officer II	15
1	Administrative Officer I	11
2	Administrative Aide VI	6
	CAMP MANAGEMENT SECTION	
1	Supervising Administrative Officer	22
3	Administrative Officer II	15
3	Administrative Officer I	11
3	Administrative Assistant I	7
	NATIONAL SCOUT SHOP SECTION	
1	Sales and Promotion Supervisor IV	22
1	Administrative Aide VI (Sales Clerk)	6
	SALES AND MARKETING UNIT	
1	Sales and Promotion Supervisor II	14
4	Sales and Promotion Supervisor I	10
4	Administrative Aide VI (Sales Clerk)	6
	WAREHOUSING UNIT	
1	Warehouseman IV	13
1	Warehouseman III	11
7	Warehouseman II	8
11	Warehouseman I	6
	ADMINISTRATION DIVISION	
1	Chief Administrative Officer	24
1	Administrative Assistant I	7
	GENERAL SERVICES SECTION	
1	Supervising Administrative Officer	22
1	Administrative Officer V (Building Administrator)	18
1	Administrative Officer IV (Supply Officer)	15
1	Administrative Officer II	11

7	Driver Courier II	5
PROCUREMENT SECTION		
1	Procurement Management Officer V	22
1	Procurement Management Officer IV	19
1	Procurement Management Officer III	16
1	Procurement Management Officer II	13
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SECTION		
1	Supervising Administrative Officer	22
1	Administrative Aide VI	6
HUMAN RESOURCE MANAGEMENT UNIT		
1	Administrative Officer V (Human Resource Management Officer III)	18
1	Administrative Officer IV (Human Resource Management Officer II)	15
1	Administrative Officer III (Human Resource Management Officer I)	11
HUMAN RESOURCE DEVELOPMENT UNIT		
1	Administrative Officer V (Human Resource Management Officer III)	18
1	Administrative Officer IV (Human Resource Management Officer II)	15
1	Administrative Officer III (Human Resource Management Officer I)	11
FINANCE DIVISION		
1	Chief Financial Management Specialist	24
1	Administrative Assistant I	7
ACCOUNTING SECTION		
1	Accountant IV	22
1	Administrative Assistant II (Accounting Clerk)	8
COLLECTIONS AND DISBURSEMENT UNIT		
1	Accountant III	19
1	Accountant II	16
2	Accountant I	12
3	Administrative Assistant III (Senior Bookkeeper)	9
FINANCIAL REPORTING AND TAX COMPLIANCE UNIT		
1	Accountant III	19
1	Accountant II	16
2	Accountant I	12
3	Administrative Assistant III (Senior Bookkeeper)	9
TREASURY AND BUDGET SECTION		
1	Supervising Administrative Officer	22
1	Budget and Management Specialist II	16
1	Budget and Management Specialist I	13
1	Administrative Officer III (Cashier)	14
1	Administrative Officer I (Cashier)	10
1	Administrative Assistant III (Senior Bookkeeper)	9

FIELD OPERATIONS DIVISION		
1	Youth Development Officer V	24
1	Administrative Assistant I	7
YOUTH PROGRAM SECTION		
1	Youth Development Officer IV	22
1	Youth Development Officer III	18
2	Youth Development Officer II	15
2	Youth Development Officer I	11
1	Administrative Aide VI	6
ADULTS IN SCOUTING SECTION		
1	Youth Development Officer IV	22
1	Youth Development Officer III	18
2	Youth Development Officer II	15
2	Youth Development Officer I	11
1	Administrative Aide VI	6
PROJECT MONITORING AND EVALUATION SECTION		
1	Project Evaluation Officer IV	22
1	Project Evaluation Officer III	18
2	Project Evaluation Officer II	15
2	Project Evaluation Officer I	11
1	Administrative Aide VI	6
REGIONAL COORDINATION OFFICES		
10	Youth Development Officer V	24
10	Youth Development Officer III	18
10	Youth Development Officer II	15
10	Youth Development Officer I	11
10	Administrative Officer I (Cashier)	10
10	Administrative Assistant III (Senior Bookkeeper)	9
10	Driver Courier II	5
222	GRAND TOTAL	

Annex D

**BOY SCOUTS OF THE PHILIPPINES (BSP)
GCG-Approved Functional Statements**

OFFICE OF THE BOARD SECRETARY

The Office of the Corporate Secretary serves as the administrative support staff of the National Executive Board (NEB), and all standing committees created by the National Executive Board. It shall also be the liaison unit of the National Executive Board.

The Board Secretary shall report directly to the National Executive Board. As such, and in accordance with the pronouncement of the Supreme Court in the case of *CSC v. Javier*, the position of Corporate Secretary is a primarily confidential position.

INTERNAL AUDIT OFFICE

Conducts comprehensive audit of various activities of BSP and shall directly report to the National Executive Board. Specifically, it shall (a) advise the National Executive Board (thru the Audit Committee) on all matters relating to management control and operations audit; (b) conduct management and operations audit of BSP functions, programs, projects, activities with outputs, and determine the degree of compliance with their mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations; (c) review and appraise systems and procedures/processes, organizational structures, asset management practices, financial and management records, reports and performance standards of BSP and its units; (d) analyze and evaluate management deficiencies, and assist the top management by recommending realistic courses of action; and (e) perform such other related duties and responsibilities as may be assigned or delegated by the National Executive Board through the Audit Committee, or as may be required by law.

Management Audit Unit

Responsible for conducting compliance and management audits in BSP. Specifically, it shall:

- (a) Conduct management audit of BSP activities and its units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems and procedures/processes and contractual obligations;
- (b) Review and appraise systems and procedures/processes, organizational structure, assets management practices, financial and management records, reports, and performance standards of BSP and its units;
- (c) Verification and analysis of financial and management data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;

- (d) Ascertain the reliability and integrity of financial and management information and the means used to identify, measure, classify, and report such information;
- (e) Ascertain the extent to which the assets and other resources of the institutions are accounted for and safeguarded from losses of all kinds;
- (f) Review and evaluate the soundness, adequacy, and application of accounting, financial, and management controls and promote the most effective control at reasonable cost;
- (g) Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities;
- (h) Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property; and checking of transactions with outside parties; and
- (i) Perform miscellaneous services, including special investigations and assistance to outside contacts, such as the Department of Justice (DOJ), subject to authority from the Internal Audit Office principal.

Operations Audit Unit

Evaluates the extent of compliance and ascertain the effective, efficient, ethical and economical execution of operations. It is also responsible for conducting compliance and operations audits in BSP. Specifically, it shall:

- (a) Conduct operations performance audit of BSP activities and its units and determine the degree of compliance with the mandate, policies, government regulations, established objectives, systems and procedures/processes, and contractual obligations;
- (b) Review and appraise systems and procedures/processes, organizational structure, operations practices, operations records, reports, and performance standards of BSP and its units;
- (c) Verify and analyze operations data to ascertain if attendant management information systems generate data or reports that are complete, accurate, and valid;
- (d) Ascertain the reliability and integrity of operational information and the means used to identify, measure, classify, and report such information;
- (e) Review operations or programs to ascertain whether or not results are consistent with established objectives and goals and whether or not such programs are being carried out as planned;
- (f) Evaluate the quality of performance of groups/individuals in carrying out their assigned responsibilities;
- (g) Recommend courses of action on operational deficiencies observed;

- (h) Perform functions of a protective nature, such as prevention and detection of fraud or dishonesty; review of cases involving misuse of agency property; and checking of transactions with outside parties; and
- (i) Perform miscellaneous services, including special investigations and assistance to outside contacts, such as the DOJ, subject to authority from the Internal Audit Office principal.

OFFICE OF THE SECRETARY GENERAL (OSG)

The Secretary General is the highest-ranking corporate executive in BSP and serves as its Chief Executive Officer (CEO) who heads Management.

The Office of the Secretary General implements basic strategies for achieving BSP's targets. It is responsible to the National Executive Board for implementing the infrastructure for BSP's success through the following mechanisms in its organization as set by the National Executive Board: (a) organizational structures that work effectively and efficiently in attaining the goals of the BSP; (b) useful planning, control, and risk management systems that assess risks on an integrated cross-functional approach; and (c) information systems that are defined and aligned with an information technology strategy and the business goals of the BSP.

Corporate Planning and Strategy Management Office

The Corporate Planning and Strategy Management Office shall consist of three (3) units: Planning Unit, Public Relations Unit, and ICT Unit.

Planning Unit

Formulates designs and develops guidelines on Strategic Planning based on organizational thrusts, prepares, implements and updates Strategic Plans for programs, projects and activities; monitors and evaluates the accomplishment of company plans, programs and activities with a coordinated and economical application of organizational resources to minimize, monitor and control the probability and/or impact of unfortunate events/ risk factors or to maximize the realization of opportunities.

Identifies, captures, evaluates, retrieves, processes, creates, shares, uses, and manages all information and knowledge of the BSP using multi-disciplinary approach to achieving organizational objectives by making the best use of knowledge. It also develops initiatives, strategies, and systems that will sustain and enhance the storage, assessment, sharing, refinement, and creation of knowledge.

ICT Unit

Develops, formulates and implements Information System and/or Information Technology (IS/IT) applications, policies, guidelines, procedures; formulates and updates the corporate Information System Strategic Plan (ISSP) and oversee its implementation; defines and formulates the appropriate corporate IT architecture, policies, plans (both strategic and operational) as well as IS and

IT security standards based on BSP's approved corporate strategy; and provide overall IS/IT support to the organization.

Public Relations Unit

Develops, implements and manages accurate and effective information and communication strategies flash tool that will provide the public with information and knowledge on the organization's programs and accomplishments. Intensifies and suspicion of the promotion of various BSP programs, projects and activities through various means.

Legal Services Office

Serves as the Legal Counsel for the BSP. It provides legal support services to management, e.g. preparing and reviewing memoranda, contracts and other legal documents and all business ventures and agreements entered into by BSP.

PROPERTY MANAGEMENT AND DEVELOPMENT DIVISION

Responsible for the operation, maintenance and administration of all properties of the organization to achieve the most sustainable, economic and cost-effective utilization and business operations of these properties.

Property Management Section

Plants and manages the sustainable, economic and cost-effective utilization and operations of properties.

Camp Management Section

Plans and manages the sustainable, economic and cost-effective utilization and operations of BSP camps.

National Scout Shop Section

Procures, warehouses, inventories, markets and distributes Scout uniforms, supplies, equipment, and other paraphernalia.

Sales and Marketing Unit

Develops a strategic sales plan to narrow the distribution of scout merchandise for all conceivable business partners nationwide to meet sales target; Provides quality products and establishes and maintains good customer relationship.

Warehousing Unit

Ensures availability of stocks, maintains an adequate level of inventory of stocks, follows first-in first-out (FIFO) principle in handling and managing stocks, ensures that orders are met, properly labeled, packed and delivered on time.

ADMINISTRATION DIVISION

Updates policies, guidelines systems and procedures on human resource management and development, property, supply and records management, and general services; undertakes procurement of goods and services under existing laws and guidelines.

General Services Section

Responsible for the efficient and effective administrative support services, monitoring, controlling, recording, acquisition, storage, inventory and disposal of property; implements and maintains the acquisition, distribution, accountability and safekeeping of supplies and property; and provides adequate facilities, transport services, mailing and messenger services for all BSP operating units.

Procurement Section

Responsible for the planning and procurement activities. Specifically, it shall (a) coordinate and monitor all procurement activities of BSP; (b) provide technical assistance to the end-user units in the preparation of their Project Procurement Management Plans (PPMPs); (c) manage and monitor all phases of the procurement process; and (d) create and maintain a price monitoring list of goods and services regularly procured by BSP and a list of suppliers, contractors, and consultants.

It shall also provide secretariat services to the Bids and Awards Committee (BAC). Specifically, it shall (a) provide administrative support to the BAC; (b) organize and make all necessary arrangements for BAC meetings and conferences; (c) prepare minutes of meetings and resolutions of the BAC; (d) take custody of procurement documents and other records; (e) manage the sale and distribution of Bidding Documents to interested bidders; (f) advertise and/or post bidding opportunities, including Bidding Documents, and notices of awards; (g) assist in managing the procurement processes; (h) monitor procurement activities and milestones for proper reporting to relevant agencies when required; (i) consolidate PPMPs from various units of the procuring entity into one Annual Procurement Plan (APP); and (j) act as the central channel of communications for the BAC with end users, other government agencies, providers of goods, infrastructure projects, and consulting services, observers, and the general public.

Finally, it shall also be responsible for all post-award contract management and administration activities. Specifically, it shall (a) monitor compliance with the terms and conditions of the procurement contract; (b) coordinate with the end-users for the acceptance of goods and services; (c) coordinate with the Finance Division for payment of contracts; (d) initiate review and assessment of performance and recommend sanctions to the head of the procuring entity, through the BAC, against erring suppliers, contractors, and consultants.

Human Resource Management and Development (HRMD) Section

Formulates, reviews, and recommend improvements or updating a personnel policies, rules, regulations, systems and procedures to enhance personnel

productivity; undertakes HR planning, audit, performance management, and Gender and Development (GAD) programs and activities, administers/reviews the HR Information System (HRIS), compensation and employee welfare, incentives and benefits, merits and awards, complaints and grievance machinery, employee discipline, IQ and psychiatric testing, employee relations and services; and conducts a systematic recruitment and placement of adequate, efficient, and competent workforce.

The HRMD, composed of the Human Resource Management and Human Resource Development units, is intended to address the following individual human resource management and organizational development functions:

- Organizational Development;
- Performance Management;
- Training and Development;
- Compensation and Benefits;
- Gender and Development; and
- Recruitment and Selection.

FINANCE DIVISION

Implements, recommends and updates policies, guidelines, systems and procedures in the application of government financial and management accounting and auditing rules and regulations, laws and issuances; administer the Corporate Operating Budget; performs financial planning, review and control, cash management, credit and collection, corporate taxation and financial investment management; provide all the necessary financial services for the efficient operations of the various operating departments and prepare all financial reportorial requirements.

Accounting Section

Responsible for all areas of accounting, particularly transaction processing and recording, tax planning and financial reporting, responsible for the formulation and installation of accounting and control systems in the BSP period.

Treasury and Budget Section

Manages financial liquidity through efficient cash management, assist in providing the best source of financing needed for activities while minimizing financial costs, recommend, implements and of these policies, guidelines, systems and procedures on cash management, credit and collection, corporate taxation, and the safekeeping of all financial instruments. Provides advice to management on matters pertaining to utilization and management of funds, evaluation of investment proposals, potentials and recommendations on investment portfolios that the organization may undertake. Prepares the Corporate Operating Budget, ensures the proper administration of the COB, ensures efficient and effective budget utilization, monitoring, review, evaluation and reporting.

FIELD OPERATIONS DIVISION

Plans, implements, monitors and evaluates various programs, special projects, activities, and training/events of the BSP. It also provides members (Scouts and Adults) the appropriate awards and recognition for achievements in the ladder of advancement, services rendered and completion of training requirements, responsible for the development, management and evaluation of special projects and activities of the BSP in support to program and training.

Youth Program Section

Conducts research and development activities to improve and develop youth programs and activities which are appropriate and in accord with the needs and challenges of young people; to promote the young people doing useful things for themselves and others; continuously assess the effectiveness and relevance of all Scouting Programs, always with a view to making more effective the fulfillment of the purposes of the organization and the human and spiritual development of the young people.

Adults in Scouting Section

Reviews and develops policies, guidelines and materials for the training and personal development and management of Adults In Scouting (AIS) in every level of scouting activity, and ensures that training of AIS is continuing; advises the NEB on all matters pertaining to the acquisition, training and personal development and management of AIS necessary to accomplish the mission of the organization.

Project Monitoring and Evaluation Section

Responsible for the implementation and management of all scouting programs, projects, and activities in support to program and training, and coordinates the planning organizing, staffing, and control of special scouting projects/events in support to the program thrust of BSP

REGIONAL OFFICES

Provides supervision and support to the administration and operations of the Local Councils under their respective areas of jurisdiction to promote efficient and effective implementation of the scouting program. The present ten (10) counting Regions shall be maintained, viz: (1) Ilocos Region, (2) North Eastern Luzon Region, (3) Central Luzon Region, (4) National Capital Region, (5) Southern Tagalog Region, (6) Bicol Region, (7) Eastern Visayas Region, (8) Western Visayas Region, (9) Eastern Mindanao Region, and (10) Western Mindanao Region.