



Boy Scouts of the Philippines

National Office

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18 July 2023

NATIONAL OFFICE MEMORANDUM

No. 49

Series, 2023

TO : Regional Scout Directors
Council Scout Executives/
Officers-In-Charge

SUBJECT : SUBMISSION OF ELECTRONIC/COMPUTERIZED REPORT
OF SCOUT MEMBERSHIP AND SCOUT ADVANCEMENT

1. Republic Act (R.A.) No. 10149 mandates the Governance Commission for GOCCs (GCG) to establish a performance evaluation system, including performance scorecards, which shall apply to all GOCCs in general and to the various GOCC classifications.
2. The Performance Evaluation Scorecard (PES) is a management system aimed at translating the Boy Scouts of the Philippines' strategic goals into a set of organizational performance objectives with corresponding measures and targets, which can help determine whether we have met and accomplished the corresponding objectives.
3. It is also intended to make sure that mission, vision and core values of the organization are well reflected in the objective, initiatives and measures taken by the employees and checks the strategic performance is on the line to strategic focus areas.
4. The BSP's Performance Evaluation Scorecard includes the following Strategic Objectives and their respective Strategic Measures:
 - a. **Strategic Objective #1:** Scouts Helping Create Better Communities

Strategic Measures: - Percentage of Local Councils that integrated community service projects to their Scouting activities
Number of Trees Planted by Scouts and Scout Leaders
 - b. **Strategic Objective #2:** Appropriate Recognition Conferred to Scouts

and Adults in Scouting

Strategic Measures: - Percentage of Scouts Advanced to next higher rank

c. **Strategic Objectives #3:** Introduced Scouting to More Young People: Peace, Environment, and Development Education

Strategic Measures - Membership Growth

5. In order to properly and effectively assess and evaluate our performance on whether we have met and accomplished our targets, the GCG necessitates the following documents to be submitted as part of its validation process, as follows:

a. For Scout Membership

Electronic/Computerized Report of Scouts Registration. The GCG requires the electronic/computerized report of the Scouts registered by month to be submitted every quarter to the Regional Office. The Regional Office shall then consolidate the reports from its respective Local Councils and shall submit it to the National Office not later than every 15th of second month after the said quarter. (Please see attached template)

Deadlines:

Local Council to Regional Office - not later than every 30th of the preceding month (Ex. 1st Quarter – April 30)

Regional Office to National Office – not later than every 15th of the second month after the quarter (ex. 1st Quarter – May 15)

b. For Scout Advancement

Electronic/Computerized Report of Scouts Advancement. Likewise, the electronic/computerized report of the Scouts registered by month is required to be submitted every quarter to the respective Regional Office. The Regional Office shall then consolidate the reports from its respective Local Councils and shall submit it to the National Office.

Local Council to Regional Office - not later than every 30th of the preceding month (Ex. 1st Quarter – April 30)

Regional Office to National Office – not later than every 15th of the second month after the quarter (ex. 1st Quarter – May 15)

c. For Scout Community Service

Electronic/Computerized Report of Scouts Community Service. The electronic/computerized report of Scout Community Service Activity is required to be submitted every quarter to the Regional Office. The Regional Office shall then consolidate the report of the Local Councils and shall submit it to the National Office. (Please use the attached template)

Local Council to Regional Office - not later than every 30th of the preceding month (Ex. 1st Quarter – April 30)

Regional Office to National Office – not later than every 15th of the second month after the quarter (ex. 1st Quarter – May 15)

6. The deadlines for submission of the following documents are as follows:

(Scout Membership Report)

Local Council - Regional Office	– Not later than every 10 th of the month
Regional Office – National Office	– Every 15 th of the Following Month

(Scout Advancement Report)

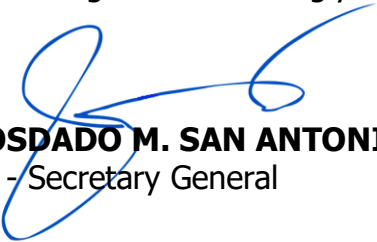
Local Council – Regional Office	- Not later than every 15 th of the following month
Regional Office – National Office	- 20 th day of the following month

(Scout Community Service Report)

Local Council – Regional Office	– Last week before the end of each Quarter
Regional Office – National Office	– Not later than 10 th Day of the 1 st Month of the following Quarter

Submission of the reports to the National Office must be addressed to Field Operations Division c/o Zeon L. Valdez Project Evaluation Officer III, Program and Evaluation Unit.

Please be guided accordingly.


DIOSDADO M. SAN ANTONIO
OIC - Secretary General



BOY SCOUTS OF THE PHILIPPINES

_____ Region
_____ Council

COMMUNITY SERVICE PROJECT REPORT

Project Title : _____

Location : _____

Project Proponent : _____

Date Implemented : From: _____ To: _____

Number of Scouts Participated :

Unit Leaders : (Male) _____ (Female) _____

Scouts : (Male) _____ (Female) _____

Number of Beneficiaries:

(Individuals) _____ (Families) _____ (Barangay) _____

Brief Description of the Project Implemented :

(Note kindly attached photos and the link of the social media wherein the activity is posted for validation of the project)

Prepared and submitted by:

Approved by:

(Kawan Leader/Troop Leader/Outfit Advisor)

Council Scout Executive/OIC



BOY SCOUTS OF THE PHILIPPINES

_____ Region

_____ Council

SCOUT ADVANCEMENT

RANK _____

For the Month of _____

	SURNAME	NAME	MI	AGE	SEX	RANK	SCHOOL	NAME OF INSTITUTION FOR CBS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Prepared by:

Approved by:

Council Advancement Officer

Council Scout Executive



BOY SCOUTS OF THE PHILIPPINES

_____ Region

SCOUT ADVANCEMENT

RANK _____

For the Month of _____

	SURNAME	NAME	MI	Age	SEX	RANK	SCHOOL	NAME OF INSTITUTION FOR CBS	COUNCIL
1									
2									
3									
4									
5									
6									
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11									
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15									
16									
17									
18									
19									
20									

Prepared by:

Approved by:

Regional Advancement Officer

Regional Scout Director

BOY SCOUTS OF THE PHILIPPINES

Region

Council

ROOSTER OF SCOUT MEMBERSHIP FOR THE MONTH OF _____

	LAST NAME	NAME	MI	AGE	SEX
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Prepared and submitted by:

Approved by:

Council Registration Officer

Council Scout Executive/ OIC

BOY SCOUTS OF THE PHILIPPINES
_____Region

ROOSTER OF SCOUT MEMBERSHIP FOR THE MONTH OF _____

	LAST NAME	NAME	MI	AGE	SEX	COUNCIL
1						
2						
3						
4						
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6						
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20						

Prepared and submitted by:

Approved by:

Council Registration Officer

Council Scout Executive/ OIC