



Boy Scouts of the Philippines

National Office

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10 January 2024

NATIONAL OFFICE MEMORANDUM

NO. 04

Series of 2024

- TO :** NATIONAL OFFICE DIVISION CHIEF, EXECUTIVES AND STAFF
YOUTH DEVELOPMENT OFFICERS OF REGIONAL COORDINATION OFFICES
COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE
- SUBJECT :** PROJECT OFFICERS FOR NATIONAL EVENTS AND ACTIVITIES FOR 2024
1. Pursuant to the BSP National Office Memorandum No. 01 Series of 2024, with the Subject "2024 Calendar of Scouting Events, Activities and Observances", it is hereby announced and made the matter on record the assignment of the following Staff and Executives as Project Officers for the National Events and Activities for 2024.
 2. All Project Officers shall be responsible for the overall Planning, Implementation, Monitoring and Evaluation of the programs, projects and activities assigned to them, respectively, in close coordination with the concerned Regional Coordination Offices, Local Councils, and external partners like the Department of Education and Local Government Units as the need arises.
 3. All Project Officers are hereby directed to submit the following documents to the Office of the Secretary General, through your respective Division Directors not later than 31 January 2024, viz:
 - a. Activity Design and/or Master Operations Plan
 - i. Detailed Organization and Staffing
 - ii. Budgetary Requirements as approved in the 2024 COB
 - iii. Materials and Logistical Requirements
 - iv. PPMP for Specific Projects
 - v. Timeline and Schedule of Organizational Meetings
 - vi. General Programme of Activities of each Event
 - vii. Recommendations to ensure success of the Event/Activity
 4. All Project Officers are expected to submit their respective Post-Activity and After-Action Reports not later than 20 days after the conduct of their assigned Event/Activity, to provide feedback, lessons learned and recommendations for future events.
 5. All National Office Divisions, Heads of Offices, Operating Units, including all Regional Coordination Offices nationwide are advised to extend all assistance and support to our duly designated Project Officers to ensure the successful conduct of our Programs, Projects and Activities, respectively.
 6. For your information, guidance and appropriate action.

KIM ROBERT C. DE LEON
Director IV (Secretary General)

BOY SCOUTS OF THE PHILIPPINES
PROJECT OFFICERS FOR THE 2024 NATIONAL EVENTS AND ACTIVITIES

INCLUSIVE DATES	EVENT/ACTIVITY	PROJECT OFFICERS
24 – 26 January	National Strategic Planning Conference	Arvina S. Vinuya
31 Jan. – 02 Feb	FOD Group Planning Workshop	Florecita Orozco
12 – 16 February	National Safe from Harm Policy Workshop	Alvin P. San Joaquin
20 – 22 February	Admin Division Group Planning Workshop	Patrick John S. Laxamana
22 February	Baden Powell Legacy: Founder's Day	Carmelo B. Francia
01 March	NWMC Webinar on Magna Carta of Women	Frederick E. Bonifacio
01 – 30 March	National Women's Month & Fire Prevention Month	Frederick E. Bonifacio
05 – 08 March	Basic Training Course for National Office Staff	Julieta C. Buensuceso
22 March	Fire Prevention Seminar and Fire Drill	Patrick John S. Laxamana
23 March	2024 Earth Hour Celebration	Sophia U. Castillo
25 March	Webinar on SOGIESC and the Use of Gender Fair Language	Frederick E. Bonifacio
01 – 06 April	International Course for Asst. Leader Trainers	Yasser F. Sarona Julieta C. Buensuceso
09 April	Araw ng Kagitingan	Zeon Valdez OIC Lorena G. Landingin
17 – 19 April	National Scout Youth Forum 2024 (Mindanao)	Yasser F. Sarona RSD Arnel C. Delute
24 – 27 April	11 th APR Scout Leaders' Summit	Manuel G. Isidoro III Carmelo B. Francia
15 – 17 May	67 th Annual National Council Meeting <ul style="list-style-type: none"> - Lorillard Spencer Trophy Award - National Court of Honor - Election of 4 Regular Members - Search for Outstanding Scoutmasters, Council and Regional Chairpersons and Commissioners 	Yasser F. Sarona RSD Cecilia Peleglorio Zeon Valdez Jan Mari D. Asuncion Manuel G. Isidoro III Alvin P. San Joaquin
01 – 30 June	31 st National Training School for Professional Career Scout Executives	Yasser F. Sarona
05 June	UN World Environment Day	Sophia U. Castillo
08 June	World Oceans Day	Sophia U. Castillo
12 June	Philippine Independence Day	Zeon Valdez OIC Lorena G. Landingin
13 – 15 June	Part III: BSP 6 Year GAD Agenda Seminar Workshop	Frederick E. Bonifacio
25 – 30 June	APR Intercultural Dialogue Workshop	Carmelo B. Francia
15 – 16 July	National Mid-Year Performance Review	Arvina S. Vinuya
17 – 19 July	Employees Annual Sports Festival	Frederick E. Bonifacio
28 July	Scout Memorial Day	Carmelo B. Francia OIC Lorena G. Landingin
01 August	World Scout Scarf Day	Carmelo B. Francia
07 – 09 August	GAD SDD Collection and Analysis and Use of Accountable Forms – IR, NELR, CLR	Frederick E. Bonifacio
12 – 16 August	14 th National Rover Moot	Alvin P. San Joaquin RSD Enrique H. Besenio
17 – 23 August	43 rd World Scout Conference	Manuel G. Isidoro III Carmelo B. Francia
26 August	National Heroes Day	Zeon Valdez OIC Lorena G. Landingin
28 – 30 August	GAD SDD Collection and Analysis and Use of Accountable Forms – NCR, STR, BR	Frederick E. Bonifacio
01 – 06 September	International Course for Leader Trainers	Yasser F. Sarona Julieta C. Buensuceso

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04 – 06 September	GAD SDD Collection and Analysis and Use of Accountable Forms – EVR and WVR	Frederick E. Bonifacio
13 September	Disaster Preparedness Training & Earthquake Drill	Patrick John S. Laxamana
18 – 20 September	GAD SDD Collection and Analysis and Use of Accountable Forms – EMR and WMR	Frederick E. Bonifacio
21 September	International Day of Peace 2024 International Coastal Clean-Up 2024	Carmelo B. Francia Sophia U. Castillo
01 October	2024 Scouting Month Kick-Off Celebration and Opening Ceremony	Alvin P. San Joaquin Zeon Valdez
04 October	National Office, BSP Tree Planting Activity	Sophia U. Castillo
17 – 19 October	67 th Jamboree-On-The-Air (JOTA) 28 th Jamboree-On-The-Internet (JOTI)	Carmelo B. Francia Jan Mari D. Asuncion
21 – 25 October	2024 Search for the Ten Outstanding Boy Scouts of the Philippines	Yasser F. Sarona Sophia U. Castillo
31 October	88 th BSP Charter Anniversary	Alvin P. San Joaquin Zeon Valdez
20 November	World Children's Day	Sophia U. Castillo
21 – 24 November	APR Ticket to Life Workshop	Sophia U. Castillo
25 November	National Day for Youth in Climate Action	Sophia U. Castillo
25 November	Observance of the 18 th Day Campaign to End Violence Against Women	Frederick E. Bonifacio
27 – 29 November	63 rd Annual National Scout Executives Conference	Yasser F. Sarona RSD Cecilia Peleglorio
02 December	Seminar on RA 9262 and RA 11313	Frederick E. Bonifacio
05 December	International Volunteers Day	Yasser F. Sarona
16 – 17 December	National Yearend Performance Review	Arvina S. Vinuya
18 – 20 December	Year End General Assembly and Christmas Fellowship	Frederick E. Bonifacio
Year-round	Course for Managers of Learning Course for Managers of Training	Yasser F. Sarona Julieta C. Buensuceso

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