



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

E-mail: bsp@scouts.gov.ph

(632) 528-05-55 / (632) 527-51-09 / (632) 527-83-17 to 20 / Fax: (632) 528-05-77

31 January 2024

NATIONAL OFFICE MEMORANDUM

NO. 11 Series of 2024

**TO : NATIONAL OFFICE STAFF
REGIONAL YOUTH DEVELOPMENT OFFICERS
COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE**

**SUBJECT : REVISED GUIDELINES IN THE SUBMISSION OF ANNUAL REQUIRED
REPORTS AND PAYMENT OF LOCAL COUNCIL CHARTER FEE FOR 2024**

1. In order to streamline reporting systems while ensuring that sufficient information is gathered from Local Councils for purposes of renewal of the respective Local Council Charters, taking into account prevailing data privacy laws, rules and regulations, the following revised guidelines are prescribed beginning Scouting Year 2024.
2. Taking advantage of technology as cost-effective means to submit and consolidate reports, the following Annual Required Reports are preferred to be submitted through the Google Forms that may be accessed through this link <<https://bit.ly/AnnualRequiredReports>> on or before **29 February 2024**:
 - a. 2023 Annual Council Reports
 - b. 2023 Annual Financial Statement
 - c. 2023 Annual Inventory of Council Property
 - d. 2024 Approved Council Budget
 - e. 2024 Approved Calendar of Council Activities and Trainings
 - f. Proposed Amendments of Local Council By-Laws (if there is any)
 - g. Office Performance Commitment Review Form aligned with BSP Performance Evaluation Scorecard.
3. Further, the **Revised Council Profile** shall now be accomplished using the Google Forms that may be accessed through this link: <<https://bit.ly/2024CouncilProfile>>. This will enable us to gather sufficient information about council operations that will serve as bases for future policy decisions and directions of the National Office and the National Executive Board.
4. Pursuant to the provisions of Sections 1 to 4 of Article XVI of the BSP National By Laws, please be reminded that all Local Councils in Good Standing are required to settle their Annual Charter Fee in the amount of **Two Thousand Five Hundred Pesos Only (Php 2,500.00)** for Fiscal Year 2024 to the National Office, BSP, as part of the basic requirements to lawfully continue to operate as a chartered Local Council of the BSP.

5. Payment of Charter Fees can be settled either through bank deposit or cash to the National Office, BSP Cashier. The BSP bank account details are as follows:
- a. Land Bank of the Philippines (LBP) YMCA Branch, Ermita, Manila
Account Name: **Boy Scouts of the Philippines**
Account Number: **1982-1079-77**
 - b. Development Bank of the Philippines (DBP) YMCA Branch, Ermita, Manila
Account Name: **Boy Scouts of the Philippines**
Account No: **0410-034761-030**
6. For Charter Fee payment through bank deposit, kindly send a clear scanned copy of the deposit slip to the Finance Division at <finance@scouts.gov.ph> for the issuance for corresponding Official Receipt.
7. Should you have further queries, you may refer them to the following:
- a. For Annual Required Reports - you may call your respective Regional Youth Development Officers or the Corporate Planning and Strategy Management Office through email address <cpsmo@scouts.gov.ph>.
 - b. For Charter Fee Payment - Mr. Ermin R. Delim, OIC – Treasury and Budget Section at (02) 8527 8317 to 19 local 422.
8. For your information, guidance, compliance and appropriate action.



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