



Republic of the Philippines  
**Department of Education**  
REGION I



REGIONAL MEMORANDUM  
No. 777, s. 2023

AUG 10 2023

**SUBMISSION OF ELECTRONIC/COMPUTERIZED REPORT OF SCOUT  
MEMBERSHIP AND SCOUT ADVANCEMENT**

To: Schools Division Superintendents

1. This refers to the Boy Scouts of the Philippines (BSP) National Memorandum Number 49, s. 2023 dated July 18, 2023.
2. The memorandum contains the Performance Evaluation Scorecard (PES) and the timelines for accomplishing and submission of the same.
3. Attached is the said Memorandum for further details.
4. Be guided accordingly.

  
**TOLENTINO G. AQUINO**  
Director IV  


To be indicated in the Perpetual Index  
under the following subjects:

ORGANIZATIONS  
SCOUTING

ESSD/dcn/RM\_BSP Performance Evaluation Scorecard  
August 4, 2023



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# Boy Scouts of the Philippines

## National Office

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E-mail: bsp@scouts.org.ph

Website : www.scouts.org.ph

Tels. (632) 528 0555 \* 527 8317 to 20 \* Telefax: (632) 528 0577

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



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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 <sup>th</sup> of the month
Regional Office – National Office	– Every 15 <sup>th</sup> of the Following Month

**(Scout Advancement Report)**

Local Council – Regional Office	- Not later than every 15 <sup>th</sup> of the following month
Regional Office – National Office	- 20 <sup>th</sup> 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 <sup>th</sup> Day of the 1 <sup>st</sup> 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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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					
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15					
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17					
18					
19					
20					

Prepared and submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

\_\_\_\_\_  
 Council Registration Officer

\_\_\_\_\_  
 Council Scout Executive/ OIC



ROOSTER OF SCOUT MEMBERSHIP FOR THE MONTH OF \_\_\_\_\_

	LAST NAME	NAME	MI	AGE	SEX	COUNCIL
1						
2						
3						
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19						
20						

Prepared and submitted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Council Registration Officer

Council Scout Executive/ OIC