

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

05 February 2014

**MEMORANDUM**

**T O : ALL BSP EMPLOYEES**

**SUBJECT : GUIDELINES AND PROCEDURES IN RENDERING OFFICIAL BUSINESS/  
TRAVEL**

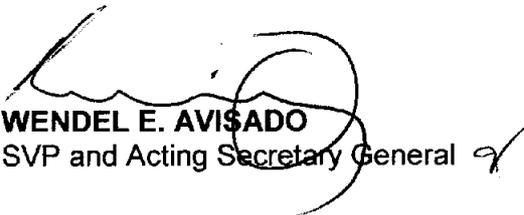
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In accordance with government rules and regulations and to ensure an orderly administration, implementation and monitoring of employees' attendance, all BSP employees are hereby directed to strictly observe/follow the attached guidelines and procedures for rendering official business outside the office.

Failure to observe/follow the guidelines and procedures will be dealt with according to existing rules and regulations on personnel discipline.

This Memorandum shall take effect immediately.

For your information, guidance and strict compliance.

  
**WENDEL E. AVISADO**  
SVP and Acting Secretary General

cc: President  
Secretary General  
Director, Administration  
Director, Finance  
Director, EED  
Director, FOD  
Resident Auditor (COA)  
Internal Auditor  
Regional Scout Directors  
Central Records  
All Others Concerned  
File

Encl: as stated

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

**GUIDELINES AND PROCEDURES IN RENDERING OFFICIAL BUSINESS/TRAVEL**

**Use of Official Business Slip for Official Business within the Official Station**

1. All departures from the place of work during office hours for the purpose of attending an outside official assignment/business **within the official station** should be covered by a duly approved Official Business Slip (OBS).
2. The OBS should be accomplished in triplicate, copies of which shall be distributed as follows: (1) Employee;s copy' (2) HR/Personnel copy; and (3) Security Guard's copy.
3. **Only** the SVP and Acting Secretary General (SVP-ASG) or in his absence, his duly authorized Officer-in-Charge, shall approve the OBS.

All OBS must pass through the concerned Division Director who shall affix his initials under the name of the SVP and Acting Secretary General to indicate that he has full knowledge of such outside official assignment/business prior to the approval of the OBS.

4. All OBS must be submitted for approval five (5) days before the intended official business unless it is of such nature and character that necessitates its immediate issuance as determined by the SVP and Acting Secretary General or in his absence, by his duly authorized Officer-in-Charge.
5. For purposes of securing a petty cash or reimbursement of expenses incurred, the concerned employee (except those receiving a monthly transportation allowance) shall attach a copy of the OBS to the petty cash or reimbursement form. The request should be submitted to Finance Division (Cash Unit) a day before the scheduled official business and the petty cash should be settled/accounted for immediately after the return from official business.
6. The employee on official business shall, upon departure from the place of work, give the three (3) copies of the OBS to the guard-on-duty for purposes of recording the time he/she went out of the office and the time that he/she came back from the official business.

After recording the time that the employee came back from official business, the guard-on-duty shall get his copy of the OBS for his file and return the two (2) other copies to the employee concerned.

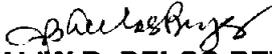
7. Upon completion of the official business, the employee shall submit the HR/Personnel copy of the OBS to the HRD Office and keep the employee's copy for his/her file.
8. The HRD Office shall, upon receiving the copy of the approved OBS, record the same on the employee's daily record of attendance.
9. Any employee who leaves the office without an approved OBS shall be considered to have incurred an under time or an unauthorized absence which shall be deducted from his/her vacation leave credits or salaries. (Section 34, Rule CVI, EO 292) and shall subject him/her to appropriate disciplinary action/s if warranted.

10. For Regional personnel, the approving officer for OBS are the Regional Scout Directors.

**Use of Travel Order and Itinerary of Travel (TO/IT) for Official Business Outside the Official Station**

1. All departures from place of work during office hours for the purpose of attending an outside official assignment/business **outside of official station** should be covered by a duly approved Travel Order and the corresponding Itinerary of Travel.
2. The TO/IT should be accomplished in triplicate, copies of which shall be distributed as follows: (1) Employee;s copy' (2) HR/Personnel copy; and (3) Finance Division's copy.
3. The TO/IT should be recommended for approval by the concerned Division Director and approved by the SVP and Acting Secretary General or in his absence by his duly authorized Officer-in-Charge.
4. The approved TO together with the IT should be submitted to the Finance Division and HRD Office five (5) days before the scheduled trip.
5. The HRD Office shall, upon receiving the copy of the approved TO/IT, record the same on the employee's daily record of attendance while the Finance Division will use it to verify claims for travel allowance and cash advance.
6. For purposes of securing cash advance for the official business, the application for cash advance should be submitted to the Finance Division five (5) days before the scheduled official business. The cash advance should be settled in accordance with the government accounting and auditing rules and regulations.
7. Upon completion of travel, the employee concerned shall submit a Certificate of Appearance and a Certificate of Travel Completed, in triplicate copies, to be distributed as follows : (1) Employee's copy; (2) HR copy ad (3) Finance Division's copy.
8. Any employee who leaves the office without an approved TO/IT shall be considered to have incurred an under time or an unauthorized absence which shall be deducted from their vacation leave credits or salaries. (Section 34, Rule CVI, EO 292) and shall subject him/her to appropriate disciplinary action/s if warranted.

Prepared by:

  
**ALIW B. DELOS REYES**  
Human Resource Management Officer

Approved by:

  
**WENDEL E. AVISADO**  
SVP and Acting Secretary General