



# Boy Scouts of the Philippines

## BAGUIO CITY COUNCIL

28 Governor Pack Road  
Baguio City, Benguet 2600 Philippines  
e-mail: [boyscoutsbaguio@yahoo.com](mailto:boyscoutsbaguio@yahoo.com)  
Tel. No. (074) 246 - 0217

15 January 2018

COUNCIL MEMORANDUM  
NUMBER 01 s. 2018

### SUBMISSION OF RECOMMENDATIONS FOR THE 2018 NATIONAL AWARDS

1. All concerned are hereby requested to submit recommendations/nominations for National Lower Awards for Scouters and Laymen for distinguished and meritorious services rendered in 2017 and/or earlier.
2. All Districts/Institutions are enjoined to submit their recommendation **on or before Wednesday, 31 January 2018**. All recommendations received after the deadline will be considered for the next award year.
3. Hereunder are the rules and guidelines in the submission of recommendations, to wit:
  - a. The number of awardees from the institution shall be based on membership performance (*quota/allocation*) against Scout Potential.
  - b. In all grades and categories, a prescribed time interval of two (2) years between awards shall be strictly observed. All recommendations shall be submitted to the Council Office in duplicate copies in a prescribed form duly endorsed by the School Coordinator and approved by the Institutional Head/Administrator.
  - c. The fixed quota for each District/Institution shall be strictly followed to give meaning to the awards that will be presented. Where the number of nominees exceeds the quota, the order of priority shall be considered based on the order of listing.
  - d. Awardees and those in attendance during the Awarding Ceremony are requested to wear the highest awards they have received.
4. The achievements for the different awards, which were earlier granted and credited must not be cited anymore. Recommendations for the Bronze Service Award should be a graduate of the Basic Training Course (BTC), has two (2) years experience as a Unit Leader/Assistant Unit Leader and has attended at least Council Scouting activities.
5. Attached herewith is a copy of the official recommendation form which you can reproduce to meet your needs.
6. For information, guidance and widest dissemination.

  
RAMON E. JACINTO  
Council Scout Executive

To: School Administrators  
Teacher's In-Charge  
Elementary & Secondary Teachers & Coordinators  
(Private & Public)

FOR YOUR INFORMATION AND  
APPROPRIATE ACTION

  
FEDERICO P. MARTIN, Ed.D. CESO V  
Schools Division Superintendent  
Council Scout Commissioner



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