

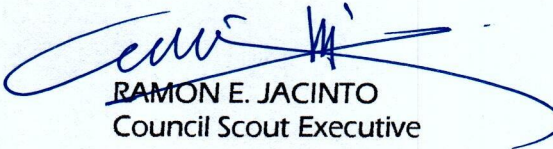


26 January 2020

COUNCIL MEMORANDUM  
NUMBER **02** s. 2020


**SUBMISSION OF RECOMMENDATIONS FOR THE 2020 NATIONAL LOWER AWARDS**

1. All concerned are hereby enjoined to submit recommendations/nominations for National Lower Awards for Scouters and Laymen for distinguished and meritorious services rendered in 2019 and/or earlier.
2. All Districts/Institutions are enjoined to submit their recommendation **on or before Friday, 07 February 2020**. 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.
4. The achievements for the different awards, which were earlier granted and credited must not be cited anymore.
5. 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. Please attached a photocopy of 2018 & 2019 BSP membership registration form, BTC Certificate of Participation and Certificates of scouting activities attended/participated.  
  
Recommendations for the Silver Service Award to Gold Medal of Merit Award should submit a photocopy of 2019 BSP Membership Application Form and Certificate of the latest Award received.
6. Please fill up properly the needed data in the attached official recommendation form for easier processing.
7. 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

  
**MARIE CAROLYN B. VERANO CESO VI**  
Schools Division Superintendent  
Council Scout Commissioner



**COUNCIL/DISTRICT/INSTITUTIONS DISSEMINATION (TO ALL CONCERNED)**

RECOMMENDED FOR		AWARD			
RECOMMENDEES	Date Registered	Date of Basic Training Course	Scouting Position	Last Award Received/Date	SPECIFIC ACHIEVEMENTS

*Recommended by:*

*Approved by:*

\_\_\_\_\_  
 Institutional Coordinator  
 (Signature Over Printed Name)

\_\_\_\_\_  
 Institutional Head  
 (Signature Over Printed Name)