

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

12 July 2013

**MEMORANDUM**

**TO : ALL BSP OFFICIALS AND EMPLOYEES**

**SUBJECT : OFFICIAL BUSINESS SLIP (OBS)**

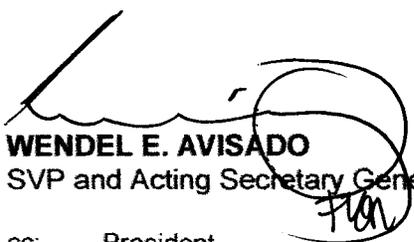
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Effective immediately, all officials and employees are hereby directed to use the attached Official Business Slip (OBS) in rendering transactions outside the office.

The use of OBS will enable us to evaluate the attendance which is necessary in the preparation of salary/payroll.

The OBS should be submitted to the Human Resource Management Office, Administration Division immediately after rendering of said official functions for immediate encoding in the biometric attendance system. The non-use of OBS and non-submission of the said documentary requirements will mean that you will be considered absent for the day.

For compliance.

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

cc: President  
Secretary General  
Dir., Administration  
Dir., Finance  
Dir., EED  
Dir., FOD  
Resident Auditor (COA)  
Regional Directors  
All others concerned  
File



Republic of the Philippines  
**BOY SCOUTS OF THE PHILIPPINES**  
 National Office  
 Manila

BSP Admin Form No. 04-13  
 OB No. \_\_\_\_\_

**OFFICIAL BUSINESS SLIP**  
 (Personnel's Copy)

NAME: \_\_\_\_\_  
 DIVISION: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 TIME OUT: \_\_\_\_\_ TIME IN: \_\_\_\_\_  
 DESTINATION: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_  
 TELEPHONE NO.: \_\_\_\_\_  
 PURPOSE: \_\_\_\_\_

**CERTIFICATE OF APPEARANCE**

I hereby certify that the above-mentioned employee appeared in this Office in the described date and time.

Printed Name and Signature \_\_\_\_\_ Office & Contact Number \_\_\_\_\_ Date & Time \_\_\_\_\_

APPROVED BY: \_\_\_\_\_  
 Division Director

Note: Please accomplish properly this OB Slip and submit to the Administration Division upon completion of official business.

Received by: \_\_\_\_\_  
 HR-Administration Division



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BSP Admin Form No. 04-13  
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 (Employee's Copy)

NAME: \_\_\_\_\_  
 DIVISION: \_\_\_\_\_  
 DATE: \_\_\_\_\_  
 TIME OUT: \_\_\_\_\_ TIME IN: \_\_\_\_\_  
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