



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

APR 21 2026

MEMORANDUM

**INCLUSION OF BOY SCOUTS OF THE PHILIPPINES (BSP) MEMBERSHIP FEES
DURING ENROLLMENT FOR PRIVATE SCHOOLS AND REVITALIZING OF
SCOUTING PROGRAMS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
School Heads / Administrators, Private Elementary & Secondary Schools
All Others Concerned

1 In accordance with DepEd Order No. 49, s. 2007, *Revitalizing Boy Scouting in Schools*; DepEd Order No. 76, s. 2012, *Guidelines on Revitalizing Boy Scouting in Schools Nationwide*; and DepEd Memorandum No. 041, s. 2024, *Reiteration of the No-Collection Policy in Schools*, and in support of the Department's thrust for holistic learner development and character formation, the Boy Scouts of the Philippines (BSP) is hereby recognized as a voluntary, school-based co-curricular organization. These policies emphasize the role of scouting in fostering leadership, discipline, citizenship, and service among learners, while clarifying that BSP membership fees are exempt from the No-Collection Policy when collected solely for legitimate scouting purposes. This Memorandum provides guidance to private schools in the Schools Division of Muntinlupa on the proper inclusion and management of BSP membership fees during the enrollment process for School Year 2026–2027, as well as on the revitalization of scouting programs to enhance student engagement and character development.

2. Private schools may include BSP membership fees during enrollment, provided that membership remains **strictly voluntary** and that payment of fees shall not be a condition for enrollment, promotion, retention, or issuance of school clearances. Collected fees shall be limited to legitimate BSP-related expenses such as membership registration, uniforms, official paraphernalia, training materials, and participation in authorized BSP activities. Unauthorized or unrelated fees shall not be collected.

3. To ensure transparency and accountability, private schools shall inform parents and guardians of the amount and purpose, and the voluntary nature of BSP membership fees during enrollment. A clear breakdown of fees and their intended use shall be provided, promoting understanding and trust between schools and stakeholders.

4. In alignment with DepEd's goal of inclusive participation, private schools are encouraged to provide a mechanism for financial assistance, including full or partial fee waivers for learners from financially disadvantaged families, and coordination with the Local Government Unit (LGUs) or partner organization to support learners without compromising the voluntary nature of scouting.

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UN-2026-170



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
8805-9935, 8805-9940
sdo.muntinlupa@gmail.com
deped-muntinlupa.com

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Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

5. Private Schools are required to maintain accurate and auditable records of all BSP membership fees collected and disbursed, and to submit an annual financial report to the BSP-Muntinlupa City Council (MCC) Office and Schools Division Office no later than December 31, 2026, including total fees collected, itemized expenditures, and any remaining balances for future BSP activities.
6. All BSP school-based activities shall be implemented in coordination with the Boy Scouts of the Philippines (BSP) and shall comply with BSP standards, including proper organization and registration of scout troops, participation in official training, jamborees, and adherence to advancement, awards, and safety requirements. Registered scouts shall also be covered under BSP's financial assistance and insurance program for incidents occurring during authorized scouting activities.
7. See the attached revised registration fee for (Scouts and Adult Leaders).
8. For further inquiries and technical assistance, private schools may coordinate directly with the Division Scout Coordinator through Scouter Eduardo L. Kondo, WBH (0966-524-0873 / 0961-881-6013).
9. All concerned private school heads are directed to disseminate this Memorandum to all relevant personnel and ensure strict compliance with the provisions herein.
10. Immediate and wide dissemination of this Memorandum is earnestly enjoined.


VIOLETA M. GONZALES CESO VI

Asst. Schools Division Superintendent
Officer-In-Charge

Office of the Schools Division Superintendent

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SCOUTING COMMUNICATIONS TRAINING ACTIVITIES
YOUTH DEVELOPMENT YOUTH LEADERSHIP

ELK/DM/INCLUSION OF BOY SCOUTS OF THE PHILIPPINES (BSP) MEMBERSHIP FEES DURING ENROLLMENT FOR PRIVATE SCHOOLS AND REVITALIZING OF SCOUTING PROGRAMS

170 /April 20, 2026

UN-2026-170

Boy Scouts of the Philippines
NATIONAL OFFICE
Manila

22 January 2015

NATIONAL OFFICE MEMORANDUM
Number 05 s. 2015

TO : REGIONAL AND COUNCIL CHAIRMEN, REGIONAL
AND COUNCIL SCOUTING COMMISSIONERS,
REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT
EXECUTIVES AND OFFICERS-IN-CHARGE

SUBJECT : **REVISED REGISTRATION FEE (Scouts & Adult Leaders)**

1. As approved by the National Executive Board (NEB) during its meeting on Dec. 12, 2014, hereunder is the schedule of the various individual registration fees, viz;

Scouts (KID/KAB/Boy/Senior Scouts)	P	50.00
Rovers / Roverettes		50.00
Community Based Scouts		50.00
Unit Leaders/Assistant Unit Leaders		60.00
Community Based Scouts – Unit Leader		60.00
Unit Committee Members/Rover Peers/District Commissioners/District Coordinators/other Lay Leaders		100.00
Institutional Scouting Representative/Institutional Coordinators/Institutional Committee Members/Council Staff		100.00
National Office/Regional Staff /Council Scout Executives/Officers-In-Charge/Field Scout Executives		200.00
Regional Scouting Committee Members/ National Office Directors/ Regional Scout Directors/Camp Managers		400.00
Regional Chairmen/Local Council Chairmen		500.00
Local Council Executive Board Member		200.00
National Executive Board Member		1,000.00
Local Council Annual Charter Fee		2,500.00
Institutional Charter Fee		10.00

2. Any member holding more than one position at any level shall pay the registration fee of the highest position. Increase in the fees shall be remitted in full to the BSP, Council/Regional/National Office.
3. This memorandum rescinds other issuances related to the subject and shall take effect immediately.
4. For information, guidance and compliance of all concerned.


WENDEL E. AVISADO
SVP and Acting Secretary General

BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA

Distribution: Membership FEE per scout and scouter				Retention	
Due to FAP	WSB Share	NHQ Share	NAFCO Share	Amount retained in Council FUND P 10.00	Amount retained in NHQ FUND P 4.00
				(NAFCO Share Distribution)	

Classification	Rate	Due to FAP	WSB Share	NHQ Share	NAFCO Share	Retention	Amount retained in Council FUND P 10.00	Amount retained in NHQ FUND P 4.00
SCOUTS:								
Kid Scouts	50.00	5.00	5.00	26.00	14.00	14.00	10.00	4.00
Kab Scouts	50.00	5.00	5.00	26.00	14.00	14.00	10.00	4.00
Boy Scouts	50.00	5.00	5.00	26.00	14.00	14.00	10.00	4.00
Senior Scouts	50.00	5.00	5.00	26.00	14.00	14.00	10.00	4.00
Community Based Scouts	50.00	5.00	5.00	26.00	14.00	14.00	10.00	4.00
Rover/Roverettes	50.00	5.00	5.00	26.00	14.00	14.00	10.00	4.00
SCOUTERS:								
Unit Leaders/Assts.	60.00	5.00	-	38.00	17.00	17.00	11.50	5.50
Community Based ULs / AULs	60.00	5.00	-	38.00	17.00	17.00	11.50	5.50
Rover Peers	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Unit Comm. Chairman/Members	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Inst'l Comm. Members	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Circle Exec. Committee	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Circle Mngrs./Asst. CM	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Institutional Head	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Institutional Rep.	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
District Comm.	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Mun./Dist./Chairman	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
CMAL/DMAL/Others	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
Support Staff	100.00	5.00	-	73.00	22.00	13.50	13.50	8.50
NOStaff/ROStaff/CSE/OIC/FSE	200.00	5.00	-	151.00	44.00	27.00	27.00	17.00
LCEB	200.00	5.00	-	151.00	44.00	27.00	27.00	17.00
RCC/NODIR/RSD/CMP MGRS	400.00	5.00	-	395.00	-	-	-	-
Council Chairman	500.00	5.00	-	468.00	27.00	27.00	27.00	-
NEBM	1,000.00	5.00	-	995.00	-	-	-	-



BOY SCOUTS OF THE PHILIPPINES
181 Natividad Almada-Lopez Street, Ermita, Manila 1000
APPLICATION FOR UNIT REGISTRATION (AUR)

NO/RO/LC/SI

AUR No. _____

Sponsoring Institution _____	Unit No.: _____	Local Council _____
Unit: <input type="checkbox"/> Langkay <input type="checkbox"/> Kawan <input type="checkbox"/> Troop <input type="checkbox"/> Outfit <input type="checkbox"/> Circle	Nature: <input type="checkbox"/> School-Based <input type="checkbox"/> Community-Based	Date Applied: _____

Position	ADULT LEADERS PRINT: Surname, Given Name, M.I.	Signature	
Institutional Scouting Representative			NOTE: All Adult Leaders must register using the Application for Adult Registration Form (AAR) Registration Status: N – New RR - Reregistering
Unit Leader			
Asst. Unit Leader for Program			
Asst. Unit Leader for Administration			

ROSTER OF SCOUT MEMBERSHIP Surname, Given Name, M.I.	Registration Status	Age	Sex	Membership Card No.	Highest Rank Earned	Number of years in Scouting
SPL/SCL/RL:						
Assistant SPL/SCL/RL:						
SCRIBE:						
TREASURER:						
AUDITOR (For Rover Circles Only):						
QUARTERMASTER:						
1.						
2.						
3.						
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<p align="center">REGISTRATION FEES</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">RATE</th> <th style="width:40%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Total Number of Scouts: _____</td> <td>50.00 _____</td> </tr> <tr> <td>Institutional Charter Fee: _____</td> <td>10.00 _____</td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL Fees Remitted P _____</td> </tr> </tbody> </table> <p>Paid Under OR. No.: _____ Date: _____ Expiration Date: _____</p>	RATE	AMOUNT	Total Number of Scouts: _____	50.00 _____	Institutional Charter Fee: _____	10.00 _____	TOTAL Fees Remitted P _____		<p align="center">LOCAL COUNCIL OFFICE ACTION</p> <p>Processed: _____ Date _____ Registration Officer</p> <p>Approved: _____ Date _____ Council Scout Executive</p> <hr/> <p align="center">REGIONAL OFFICE ACTION</p> <p>Checked: _____ Date _____ Registration Officer</p>
RATE	AMOUNT								
Total Number of Scouts: _____	50.00 _____								
Institutional Charter Fee: _____	10.00 _____								
TOTAL Fees Remitted P _____									

The Boy Scouts of the Philippines adheres to the general rules and principles of RA 10173, also known as the Data Privacy Act of 2012. By filling-out and affixing your signature to this form, you consent to collecting and using data such as your photo, video, and personal information. Rest assured that your information will be treated with the utmost respect and confidentiality.
(Sumusunod ang Boy Scouts of the Philippines sa mga pangkalahatang tuntunin at prinsipyo ng RA 10173, na kilala rin bilang Data Privacy Act of 2012. Sa pagsagot at pagpirma sa form na ito, punaapayag kang makolekta at gumamit ang iyong data tulad ng iyong larawan, video, at personal na impormasyon. Makatitayak na ang iyong impormasyon ay ituturing naming may lubos na paggalang at kumpidensyal.)

If you disagree with using your data, you may contact us at our email (bsp@scouts.gov.ph) or number ((632) 8572 8317 to 19).



BOY SCOUTS OF THE PHILIPPINES

181 Natividad Almeda-Lopez Street, Ermita, Manila 1000

APPLICATION FOR ADULT REGISTRATION

AAR No. _____

Name: _____ Sex: _____ Civil Status: _____
Surname First Name M.I.

Tenure in Scouting: _____ Membership Card No.: _____ Expiration Date: _____

To serve as (Please check one):

A. Unit Leaders:

- Langkay Leader/Assistant
- Kawan Leader/Assistant
- Troop Leader/Assistant
- Outfit Leader/Assistant
- Circle Manager/Assistant

B. Lay Leaders:

- Institutional Scouting Representative/ISCOM/ISC
- District/Municipal Commissioner/Coordinator/Member-at-Large
- Local Council Staff

Unit No. _____

Sponsoring Institution

Council

Date of Birth: _____ Place of Birth: _____ Religion: _____

Profession/Occupation: _____ Position/Title: _____

SAFE FROM HARM

World Scouting emphasizes that the achievement of Scouting’s Mission makes it essential for the Movement to provide young people with a “safe passage” based on respect for their integrity and their right to develop in a non- constraining environment. The Boy Scouts of the Philippines implements “Safe from Harm” on the conviction that all adults and children have a right NOT to be abused. This is a fundamental human right. Abuse can take the form of bullying, physical abuse, emotional abuse, neglect, sexual abuse and exploitation. It is important to note that young people can suffer from one or a combination of these forms of abuse. Abuse can take place at home, at school or anywhere young people spend time. In the great majority of cases, the abuser is someone the young person knows, such as a parent, teacher, relative, leader or friend. The main objective is to ensure that no one will be exposed to abuse. Good child protection practice means making sure that everyone is aware of signs of potential abuse. It is based upon the Declaration on the Rights of the Child and Human Rights.

I hereby commit and fully subscribe to the existing Safe From Harm Policy of the Boy Scouts of the Philippines, and that I hereby absolve and free the BSP from any liability arising from any of my acts contrary to the policy. I hereby accept that the BSP may immediately revoke my registration as an adult leader upon violation of such policy

Signature Over Printed Name

REGISTRATION FEES	
<i>Please check one;</i>	
<input type="checkbox"/> UL/AUL	RATE 60.00
<input type="checkbox"/> Lay Leaders/Local Council Staff	100.00
AMOUNT PAID _____	
Paid Under OR. No. _____	Date _____

LOCAL COUNCIL OFFICE ACTION	
Processed: _____	_____
Registration Officer	Date
Approved: _____	_____
Council Scout Executive	Date
REGIONAL OFFICE ACTION	
Approved: _____	_____
Youth Development Officer V	Date

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