

Boy Scouts of the Philippines  
NATIONAL OFFICE  
Manila

08 November 2012

**NATIONAL OFFICE MEMORANDUM**  
**Number 51                      Series of 2012**

**TO            :** Regional Scout Directors, Council Scout Executives and Officers-In-Charge

**SUBJECT :** **NATIONAL GUIDELINES AND PROCEDURE IN PROCESSING THE APPLICATION FOR EAGLE SCOUT RANK**

1. As recommended by the Management Information System (MIS) and the Program and Adult Resources Development (PARAD), on the above-captioned subject, it is hereby announced and made a matter of record that the Revised National Guidelines and Procedure in Processing the Application for Eagle Scout Rank should be observed at the Local Council, Regional and National offices for more effective data base management.
2. Moreover, together with this procedure, requires the Local Council Registry of Accredited Merit Badge Counselors, which should be announced to your respective area of responsibility to facilitate the earning of Merit Badges that will lead to completion of Advancement Rank requirements. Enclosed herewith is the Application for Merit Badge Counselors for your consumption.
3. In addition, please advise your Eagle Scout candidates to use the Revised Application for Eagle Scout Rank so as to provide more accurate information in line with the dates Merit Badges are applied and approved by the counselors.
4. Finally, together with this memorandum is the Revised Merit Badge Application Form for your easy reference. The revised form includes and requires some information on Merit Badge Counseling Appointment between the Scout, the Merit Badge Counselor and the Unit Leader.
5. For information, guidance and compliance of all concerned.



**J. RIZAL C. PANGILINAN**  
Secretary General

Boy Scouts of the Philippines  
NATIONAL OFFICE  
Manila

**NATIONAL GUIDELINES AND PROCEDURE IN PROCESSING THE  
APPLICATION FOR EAGLE SCOUT RANK**

1. At the Unit Level, As soon as the Scout candidate has satisfactorily met all the requirements for Eagle Scout Rank, he/she notifies his/her Outfit Advisor for guidance and assistance; once the Scout candidate signifies preparedness and intent, he/she accomplishes and fills out the BSP Form No. 10 (Application for Eagle Scout Rank) and must see to it that all required information and date are accurate and all signatures of persons concerned are affixed.
  
2. The Scout candidate with the guidance and assistance of his/her Outfit Advisor prepares his/her Scout Advancement Folder to include the following documents in order of appearance:
  - a. BSP Form No. 10 – Revised Application for Eagle Scout Rank
  - b. Go Green and Grow Green Merit Badge Completion Forms
  - c. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Outfit Advisor and the Merit Badge Counselor on the following subjects:
    - i. Life Saving
    - ii. World Brotherhood
    - iii. Specialist Rating for Eagle Scout Rank (3 Related MB Subjects)
  - d. Copy of the Board of Review Report of the candidate’s Venturer Scout Rank.
  - e. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
    - i. Emergency Preparedness
    - ii. Camping
    - iii. Specialist Rating for Venturer Scout Rank (3 Related MB Subjects)
  - f. Copy of the Board of Review Report of the candidate’s Outdoorsman Scout Rank
  - g. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
    - i. Citizenship in the Nation
    - ii. Physical Fitness
    - iii. Swimming
    - iv. Soil and Water Conservation
    - v. Weather
  - h. Copy of the Board of Review Report of the candidate’s Pathfinder Scout Rank
  - i. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
    - i. Citizenship in the Community
    - ii. Filipino Heritage
    - iii. First Aid
    - iv. Ecology or Tree Farming
  - j. Copy of the Board of Review Report of the candidate’s Explorer Scout Rank

- k. Merit Badge Cards and the Merit Badge Application Forms duly signed by the Merit Badge Counselor on the following subjects:
        - i. Citizenship in the Home
        - ii. Safety
      - l. Other important documents:
        - i. Copy of Birth Certificate
        - ii. Copy of Proof of Savings and or Bank Account
        - iii. Copy of BSP Membership ID Card as proof of registration
        - iv. Copy of Certificate of Good Moral Character from Religious Adviser, Guidance Counselor and or the Class Adviser.
3. The Application for Eagle Scout Rank MUST be filled out legibly, neatly and with complete and accurate information. All concerned persons to certify in the Candidate's Character must print their complete names and have their signatures affixed. The Outfit Advisor submits the complete Advancement Folder to the Local Council Office for appropriate action.
4. The Council Scout Executive processed the Application for Eagle Scout Rank, and then refers it to the Chairman of the Council Committee on Advancement and the Council Program Commissioner for certification; the Council Scout Executive forwards the Advancement Folder to the Regional Office and writes a letter of request to the Regional Scout Director requesting the schedule to conduct of National Board of Review for Eagle Scout Rank.
5. The Regional Scout Director and the Regional Program Commissioner shall check the veracity of the Advancement Folder of each Eagle Scout candidate, and see to it that Advancement Rank and Merit Badge requirements are met and in order with regards to:
  - a. Date of Application of each Merit Badge;
  - b. Date of Approval of each Merit Badge;
  - c. Signatures of the Outfit Advisor and the Merit Badge Counselors are in order;
  - d. Prescribe period and intervals of each Merit Badge are observed;
  - e. The Go Green and Grow Green Merit Badges are accomplished; and the
  - f. Specified Activities on Scout Ideals, Socials, Vocational, Service, Outdoor/Indoor Requirements are compiled; and the
  - g. Advancement Folder is complete (See list from Guidelines No. 2.a to 2.l)
6. The Regional Office applies for Authority to Conduct a Special National Board of Review for Eagle Scout Rank to the National Office, BSP addressed to the Secretary General thru the Director of Field Operations Division, BSP. The application letter shall include the following information:
  - a. The Council requesting the conduct of the Board of Review
  - b. Date and Time of the Board of Review
  - c. Venue of the Board of Review
  - d. Members of the Panel of the Board of Review and their current Position/Designation and Qualification
  - e. Names of Eagle Scout Candidates

- f. The regional office shall attest to the fact all Scout Advancement Folders are complete and in order
7. The National Office, BSP through the Program and Adult Resources Development, Field Operations Division records the request and issues a corresponding serial number, for tracking purposes of the Letter of Application to Conduct a Special National Board of Review for Eagle Scout Rank.
8. The office then, issues the Letter of Authority to Conduct the Special National Board of Review for Eagle Scouts addressed to the Regional Scout Director indicating the Date, Time and Venue of the Board of Review as well as the authority to the Chairman of the Board of Review.
9. The host Council/Region conducts the Special National Board of Review for Eagle Scouts as scheduled in the Letter of Authority issued by the National Office, BSP.
10. The Regional Office forwards and endorses the result of the Board of Review, at least fifteen (15) days after the Board of Review, to the National Office for appropriate action.
11. National Office processes the result of the Board of Review and must see to it that standard procedure and guidelines are observed as follows:
  - a. Guidelines No. 2 on items No. 2.a to 2.l
  - b. Guidelines No. 5 on items No. 5.a to 5.f
  - c. Guidelines No. 6 on items No. 6.a to 6.e
12. Once documents are found in order and met the requirements set forth in the standard procedure and guidelines provided thereof, the National Office prepares the issuance of the following:
  - a. Eagle Scout Medal
  - b. Eagle Scout Certificate ID Card
  - c. 2 pcs. embroidered Carrick Bend ribbon award
  - d. Congratulatory Letter signed by the Secretary General and the National President
  - e. Transmittal Letter addressed to the Regional Scout Director
13. On the other hand, should the National Office finds lack of requirements and or discrepancy in the records and documents submitted vis-à-vis the standard procedures and guidelines on the prescribed Advancement Rank Requirements and Merit Badge Requirements, the office shall send an official letter to the Regional Scout Director copy furnish the Council Scout Executive, indicating the findings.
14. The National Office shall put all Applications for Eagle Scouts on hold and in pending status until such time, the requirements are corrected, re-checked, verified and completed as stated in the items on Guidelines No. 2, 5 and 6.

15. After compliance on item as stated in Guidelines No. 13, the office follows the item as stated in Guidelines No. 12, and then sends all items to the Regional Office for appropriate action.
16. In addition to the above procedures, Local Councils are requested to make a registry of all accredited Merit Badge Counselors in their respective areas. Together with this guideline is the Official Merit Badge Counselor's Application which should be accomplished in duplicate for council reference. The Council must submit the list of names of all duly accredited Merit Badge Counselors to the Regional Office for documentation purposes.
17. Attached herewith are the Revised Application for Eagle Scout Rank and the Revised Merit Badge Application Form for your easy reference.