



The Grand Chapter of Royal Arch Masons of the Philippines

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M.E. Manuel Liam C. Garcia
Most Excellent Grand High Priest

R.E. Evaristo A. Leviste, PGHP, KYGCH
Grand Secretary

CIRCULAR NO. 03-2020-GCRAM

TO: ALL EXCELLENT HIGH PRIESTS, CHAPTER SECRETARIES AND SUPERVISORS
FROM: THE GRAND CHAPTER OF ROYAL ARCH MASONS OF THE PHILIPPINES
SUBJECT: ANNUAL REPORT FORMS

Greetings!

Companions, we are hoping that you all are safe and in good health during these difficult times. We have finished our Grand Sessions last month and we are once again at this time when the year is about to end. This is to remind the constituent local Chapters to submit their annual reports and payments. This year we have made substantial improvements to the annual report forms. Also, we have made sure that you will be able to transact and settle your per capita Electronically for your safety and convenience. We would like to enjoin you to do paperless submission of the annual report without the need of sending any hard copy.

We prepared new annual report forms that can be filled up much easily since it is Excel-based. The figures in the per capita section has also been corrected and are updated based on the per capita charges of the General Grand Chapter to our Grand Chapter.

Please submit the following as part of your Annual Report Package (preferably in PDF format):


1. 2020 Annual Report Form (download the Excel file in our website)
2. Minutes of stated and special meetings for the whole year (from January to December)
3. Treasurer's Financial Reports for the whole year (from January to December)
4. Request for Certificates for your presiding officers.

Please visit our official website www.yorkritephilippines.org and download the new forms. We hope that you will find the new Annual Report Form easier and more convenient to fill up.

Please submit your annual report package via email to ogs-gcram@yorkritephilippines.org with the subject "2020 Annual Report Package – Your Chapter Name and Number" on or before January 15, 2021.

Please give this your attention.

Fraternally,


R.E. Evaristo A. Leviste, PGHP, KYGCH
Grand Secretary

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