



The Grand Council of Royal and Select Masters of the Philippines

Plaridel Masonic Temple, 1440 San Marcelino St., Manila 1000 Philippines
Tel/Fax No.: (63) 02-400-1042 Website: www.yorkritephilippines.org
Email: ogr-gcrsm@yorkritephilippines.org



M.I. Jomel Dennis L. Maranan, OSV
Most Illustrious Grand Master

R.I. Evaristo A. Leviste, PIGM, KYGCH, OSV
Grand Recorder

CIRCULAR NO. 03-2020-GCRSM

TO: ALL ILLUSTRIOUS MASTERS, COUNCIL RECORDERS AND SUPERVISORS
FROM: THE GRAND COUNCIL OF ROYAL AND SELECT MASTERS 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 Councils 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 Council to our Grand Council.

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 ogr-gcrsm@yorkritephilippines.org with the subject "2020 Annual Report Package – Your Council Name and Number" on or before January 15, 2021.

Please give this your attention.

Fraternally,


R.I. Evaristo A. Leviste, PIGM, KYGCH, OSV
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