



The Grand Commandery of Knights Templar of the Philippines

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S.K. Xerkez S. Coronado, KCT
Right Eminent Grand Commander

S.K. Manuel Liam C. Garcia, PGC, KCT, KTCH
Grand Recorder

September 29, 2023

To: All Subordinate Commanderies within the Jurisdiction of the Philippines
Subject: Updating of Membership Record in the Grand Encampment

Sir Knights,

Record management is a very important part of our backroom office. To keep track of our membership record, our Digital Transformation initiative will surely help to maintain it with ease. However, the accuracy of our data is vital to ensure a correct account of our members' information.

Various change of hands in the management of our Grand Office and Subordinate Commanderies, has caused some discrepancies in the records of both offices. Same may be true with the Grand Encampment against our Grand Commandery records. We have to fix this soonest before we encode them into our planned Digital platform.

To start this off, I am requesting SK Evaristo Leviste to provide a printed copy of all our members per Subordinate Commanderies from the Grand Encampment Digital portal.

The Grand Recorder, Ms Kim Duran and I, through the help of SK Alvan Balazo will schedule an on-line meeting with each Subordinate Commandery. The Eminent Commander and Recorder should be ready with their own list of members and we will compare notes to come out with the updated version. I recommend that the Eminent Comanders should invite other resource persons who can qualify their membership roll.

We will end with a bucket list of members falling into active, suspended, dead and unknown. Suspended members should be given a chance to reactivate their membership while unknown members will be exhaustively traced by issuing a circular.

This exercise may require a 3 month period to accomplish.

Courteously,

S.K. Xerkez S. Coronado, KCT
Right Eminent Grand Commander
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