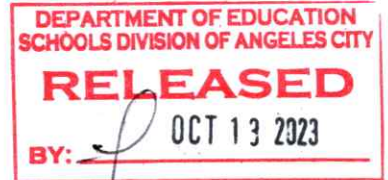




Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY



13 Oct 2023

**DIVISION MEMORANDUM**

No. 873, s. 2023

**BASIC TRAINING COURSE FOR LEADERS OF ADULT**

To: School Principals and Administrators of Public and Private Elementary Schools and Secondary School Junior and Senior

1. The Boy Scout Philippines (BSP) Angeles City Council will conduct a **Basic Training Course for Leaders of Adult (LOA) ], with the theme: "Sustaining Growth"** on November 17-19, 2023, at SACOP –EPHATHA Development Center, City of San Fernando.
2. At the end of the activity the participants should have:
  - a. used the scouting method and the skills of scouting to meet the need and aspiration of young people adapted to various age group for the KID, KAB, Boy, Senior and Rover Scouting Sections;
  - b. applied the team system, enabling youth involvement and youth empowerment through learning by doing and symbolic framework;
  - c. applied personal leaderships skills to work positively and constructively with adults in scouting and other young people; and
  - d. applied personal management skills to plan, implement, administer, and evaluate the Sectional Youth Program that will contribute to the personal growth of young people in preparation for their constructive role in the society.
3. The participants are:
  - a. School Principals from Public and Private Elementary, Secondary Schools from Public and Private Schools (Junior and Senior High School)
  - b. Assistant School Principals
  - c. Head Teachers
  - d. Volunteers Leaders
4. The participants are requested to bring the following:
  - a. Memberships Registration
  - b. Personal gear
  - c. Toiletries personal effect
  - d. Casual wear/ Working Cloth
5. A Registration Fee amounting to Eight Thousand Pesos (Php 8,000.00) per participant shall be charged to School MOOE subject to usual accounting and auditing procedures, while the participants from the Private Schools shall shoulder their own





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Registration Fee to defray on board and lodging, hands outs, training material, Scout Uniform, slide neckerchief, belt and buckle, meals and other administrative expenses.

6. Participants are requested to report at the venue on November 17, 2023 at 8:00 o'clock in the morning.
7. Adult leaders who will participate in this activity are entitled to service credits subject to the provision of D.O No. 53 s. 2003 known as " Updated Guidelines of Vacation Service Credit to Teacher's and Compensatory time-Off and Overtime Credit in accordance with CSC and DBM Joint Circular no. 2 series 2004 on Non- Remuneration for Overtime Service Rendered.
8. Enclosed are the list of the trainers / resource speakers, training matrix, and the list of participants with confirmation to use their MOOE in the registration amounting to Php8,000.00.
9. Immediate dissemination of the content of this Memorandum is earnestly desired.

**RONALDO A. POZON, PhD, CESO V**   
Schools Division superintendent

Encl: As stated  
Reference None:  
To be indicated in the Perpetual Index  
Under following subject

SCOUTING  
PROGRAM

PYC/EPS-SGOOD/October 13, 2023





Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF ANGELES CITY

Enclosure NO. 1 to Division Memorandum no. 873 s. 2023

<b>NAME</b>	<b>POSITION</b>	<b>QUALIFICATION</b>
MR. ALLAN S. GUMANGAN	COURSE LEADER	LT
MR. REDENTOR D. BENGCO	CL/ PROGRAM	WB/ ALT
MR. JING C. MALIG	CL/ ADMIN	WB/ALT
MR. REYMON G. ROMERO	SPL	WB/ALT
MS. VILMA B. LIAO	SCRIBE	WB/ALT
MR. RAYMOND F. TICSAY	DISCUSSANT	WB/ALT
MR. NOEL TRIDENT P. REMOLLO	DISCUSSANT	WB/CML
MR. HARRY M. MARCELO	DISCUSSANT	WB/CML
MR. IVAN V. CANDELARIA	DISCUSSANT	WB/ CML
MR. APRIL G. BUNGQUE	DISCUSSANT	WB/CML
MS. TERRENCE P. SANTOS	DISCUSSANT	WB/CML
MR. BRYAN S. SAMIA	DISCUSSANT	WB/CML
MS. ANNIE B. CATANGHAL	DISCUSSANT	WB/CML
MS. MARILYN R. PAMANDANAN	COUNCILOR	WB/ALT
MR. ALFREDO M. VERSOZA	COUNCILOR	WB/ ALT
MR. RICHARD U. AYSON	COUNCILOR	WB
MR. FREDERICK M. SIMBULAN	COUNCILOR	WB
MR. WILLIAMSON G. CANLAS	COUNCILLOR	WB
DR. EDGAR L. MANABAT	BSP CONSULTANT	BTC
DR. PERCIVAL Y. CAPITULO	TECHNICAL STAFF	BTC
MS. MARIA MIA M. SORIANO	TECHNICAL STAFF	WB/CML
MR. JAMES N. PASAMONTE	COUNCIL CHAIRMAN	WB
MS. RONNIE ROSE L. MUSNI	NARATIVE REPORT DOCUMENTATION	WB

**BOY SCOUTS OF THE PHILIPPINES**  
NATIONAL OFFICE  
MANILA

**Basic Training Course for Leaders of Adults**  
2015 Revised Course Syllabus

First Day: \_\_\_\_\_

Date: \_\_\_\_\_

<b>TIME</b>	<b>MIN.</b>	<b>SESSION / ACTIVITY</b>	<b>IN-CHARGE</b>
0700-0800 H	60	Arrival of the Participants and Registration	Council Staff/ACL Admin
<b>0800-0845 H</b>	<b>45</b>	<b>OPENING CEREMONIES</b> a. At the Flag Area b. At the Session Hall c. Photo Session	<b>ACL – PROGRAM</b>
<b>0845-0915 H</b>	<b>30</b>	<b>COURSE ORGANIZATION AND ROUTINE</b> a. Groupings – Age, Council, Gender b. Norms of the Course c. Course Routine d. Course Requirements	<b>ACL – ADMINISTRATION</b>
<b>0915-1000 H</b>	<b>45</b>	<b>SMARTNESS AND GOOD ORDER</b> a. Group Formation b. Field Gestures & Hand Signals c. Uniform, Badges and Insignias	<b>SENIOR GROUP LEADER</b>
1000-1015 H	15	MORNING SNACKS	Senior Group Leader
<b>1015-1100 H</b>	<b>45</b>	<b>DEFINING COURSE OBJECTIVES</b> a. Objectives by the Participants b. Course Objectives by BSP	<b>COURSE LEADER</b>
<b>1100-1200 H</b>	<b>60</b>	<b>HISTORY OF SCOUTING</b> a. BP and Events that lead to the Foundation of Scouting b. Life & Works of BP c. Scouting in the Philippines	_____
1200-1300 H	60	LUNCH BREAK	Senior Group Leader
<b>1300-1400 H</b>	<b>60</b>	<b>FUNDAMENTALS OF SCOUTING</b> a. Definition of the Scout Movement b. Aims & Purpose of Scouting c. Vision and Mission of WOSM, APR & BSP d. Principles of Scouting e. The Scout Method f. World Brotherhood g. Religious Policy	_____
<b>1400-1500 H</b>	<b>60</b>	<b>WOSM AND THE BSP STRUCTURE</b> a. Structure of WOSM & APR b. BSP Organization Structure	_____
1500-1515 H	15	AFTERNOON SNACKS	Senior Group Leader

<b>1515-1615 H 60</b>	<b>INTRODUCTION TO THE LIFE CYCLE OF ADULTS IN SCOUTING (AIS)</b> a. Phase 1: Acquisition & Engaging AIS b. Phase 2: Training, Support AIS & Development c. Phase 3: Managing AIS, Decision for the Future	_____
<b>1615-1715 H 60</b>	<b>YOUTH PROGRAM AND THE BSP SCOUTING FAMILY</b> a. Definition of the Youth Programme b. Youth Programme Policy c. Youth Involvement Policy d. Overview of the BSP Scouting Family	_____
<b>1715-1800 H 45</b>	<b>UNDERSTANDING THE ADULTS WE SERVE</b> a. Needs, Wants, Interests of Leaders of Adults b. Characteristics of Leaders of Adults c. How Scouting meet these Needs	_____
1800-1900 H 60	DINNER BREAK	Senior Group Leader
<b>1900-2000 60</b>	<b>THE GREAT PARTNERSHIP</b> a. The BSP and the Sponsoring Institution b. The BSP and the Adult Volunteers c. The Double Track Plan d. The BSP Key-3 Officials	_____
<b>2000-2045 H 45</b>	<b>IDEALS IN SCOUTING</b> a. Scout Oath & Law b. Scout Motto and Slogan c. Scout Sign, Salute & Handshake d. The Scout Badge	_____
<b>2045-2130 H 45</b>	<b>VALUES &amp; SPIRITUAL DEVELOPMENT IN SCOUTING PROGRAM</b> a. Integrating Values & Spirituality in Scouting activities	_____
2130-2200 H 30	End of Day Reflections / Prayers / TAPS	Senior Group Leader

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Second Day: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TIME</b>	<b>MIN.</b>	<b>SESSION / ACTIVITY</b>	<b>IN-CHARGE</b>
0600-0700 H	60	WAKE-UP / WASH-UP / PHYSICAL FITNESS BREAKFAST	Senior Group Leader
0700-0730 H	30	ROLL CALL / INSPECTION / FLAG CEREMONY	_____
0730-0800 H	30	KID AND KAB SCOUT GAMES	_____
<b>0800-0900 H 60</b>	<b>MEMBERSHIP IN SMALL GROUPS</b> a. Patrol, Crew and Team Features b. How Small Group System Works c. Functions of Sub-Unit Members	_____	

<b>0900-1000 H 60</b>	<b>ROLES LEADERS OF ADULTS PLAY</b> a. As Managers of Adults in Scouting b. As Program Specialist c. As Public Relations Person d. As Educator	_____
1000-1015 H 15	MORNING SNACKS	Senior Group Leader
<b>1015-1200 H 105</b>	<b>PROGRESSIVE SCHEME AND THE BADGE SYSTEM</b> a. Principles of the Scout Advancement b. How the Badge System Works c. Role of Adults in Administering Advancement	_____
1200-1300 H 60	LUNCH BREAK	Senior Group Leader
<b>1300-1500 H 120</b>	<b>ACTIVITIES IN SCOUTING I</b> a. Base 1: KID Scouting b. Base 2: KAB Scouting c. Base 3: Boy Scouting d. Base 4: Senior Scouting e. Base 5: Rover Scouting	_____ _____ _____ _____ _____
1500-1515 H 15	AFTERNOON SNACKS	Senior Group Leader
<b>1515-1600 H 45</b>	<b>LEADERS OF ADULTS FIELD OF SERVICES</b> a. Standing Committees b. Special Committees c. Programs and Policies	_____
<b>1600-1700 H 60</b>	<b>THE OUTDOOR PROGRAM</b> a. The BSP Outdoor Policy b. Types of Outdoor Activities in Scouting c. Planning for an Outdoor Activity d. Sample of Outdoor Program	_____
<b>1700-1800 H 60</b>	<b>CEREMONIES IN SCOUTING</b> a. Importance of Ceremonies in Scouting b. Types of Ceremonies in Scouting c. Planning a Scouting Ceremony	_____
1800-1900 H 60	DINNER BREAK	Senior Group Leader
<b>1900-2000 H 60</b>	<b>THE CAMPFIRE PROGRAM</b> a. Demo: Campfire b. Processing: Campfire	_____
<b>2000-2130 H 90</b>	<b>KEEPING SCOUTS SAFE FROM HARM</b> a. Review of the Rights of the Child b. BSP Child Protection Policy c. Approach to Safe Scouting	_____
2130-2200 H 30	End of Day Reflections / Prayers / TAPS	Senior Group Leader

Third Day: \_\_\_\_\_

Date: \_\_\_\_\_

<b>TIME</b>	<b>MIN.</b>	<b>SESSION / ACTIVITY</b>	<b>IN-CHARGE</b>
0600-0700 H	60	WAKE-UP / WASH-UP / PHYSICAL FITNESS / BREAKFAST	Senior Group Leader
0700-0730 H	30	ROLL CALL / INSPECTION / FLAG CEREMONY	_____
0730-0800 H	30	BOY AND SENIOR SCOUT GAMES	_____
<b>0800-0945 H</b>	<b>105</b>	<b>THE DISTRICT ROUNDTABLE</b> a. Purpose of Conducting Roundtable b. Parts of Roundtable c. Planning a District Roundtable d. Leading Successful Roundtable	_____
0945-1000 H	15	MORNING SNACKS	Senior Group Leader
<b>1000-1200 H</b>	<b>120</b>	<b>ANNUAL PROGRAM PLANNING</b> a. Purpose of the Annual Program Plan b. Parts of the Annual Program Plan c. Steps in Planning for Annual Program Plan	_____
1200-1300 H	60	LUNCH BREAK	Senior Group Leader
<b>1300-1400 H</b>	<b>60</b>	<b>ORGANIZATION AND MANAGEMENT OF SCOUTING UNITS</b> a. Steps in Organizing a Sponsoring Institution b. Steps in Organizing a Unit c. Budgeting and Financing a Unit d. Unit Records and Reports e. Unit and Sub-Unit Equipment	_____
<b>1400-1500 H</b>	<b>60</b>	<b>THE LEADERS' OF ADULTS JOB</b> a. Leaders' of Adults Responsibilities to: i. The District & Sponsoring Institution ii. Parents and Guardians iii. The Boy Scouts of the Philippines iv. The Unit Leaders v. Self Development	_____
1500-1515 H	15	AFTERNOON SNACKS	Senior Group Leader
<b>1515-1615 H</b>	<b>60</b>	<b>COURSE SUMMARY</b> a. Clearing House / Open Forum b. Course Evaluation c. B.I.L.A.O. Essentials of Scouting d. Trail Ahead	<b>COURSE LEADER</b>
<b>1615-1700 H</b>	<b>45</b>	<b>CLOSING CEREMONIES</b> a. At the Session Hall b. At the Flag Area	<b>ACL - PROGRAM</b>
1700 H		HOME SWEET HOME	

Revised 2015



Republic of the Philippines  
 Department of Education  
 Region III  
 Schools Division of Angeles City

PARTICIPANTS TO BASIC TRAINING COURSE FOR LEADERS OF ADULT  
 (LOA)  
 NOVEMBER 17 - 19 2023  
 SACOP – EPHATHA DEVELOPMENT CENTER, CITY OF SAN FERNANDO  
 REGISTRATION FEE: Php 8,000.00

**DISTRICT 1**

Name	School / Office	Email Address	Designation	Signature
Mary Ann D. Tenidor	Leoncia Village ES	mary.tenidor@Deped.gov.ph	Principal I	
Maria Luina G. Rivera	Sto Domingo IS	maluina.rivera@deped.gov.ph	Principal II	
Nerissa N. Valdez	Belen Homesite ES	nerissa.valdez001@deped.gov.ph	Principal I	
Benedick Daniel O. Yumul	Sto. Domingo IS-Senior High School	benedick.yumul@deped.gov.ph	Assistant School Principal II	
Ismael S. Delos Reyes	Marisol Bliss ES	Ismael.delosreyes@deped.gov.ph	Principal 1	

**DISTRICT II**

Name	School / Office	Email Address	Designation	Signature
Ludivina D. Mallari	Mining ES	ludivina.mallari@deped.gov.ph	Principal I	
Glenda N. Naguit	Don Ambrocio Mendiola IS	glenda.naguit@deped.gov.ph	Principal I	
Lucky Paul M. David	A.G Tinio ES	luckypaul.david@deped.gov.ph	Principal I	
Aisa G. Lugtu	Angeles City Senior HS	aiza.guanzon@deped.gov.ph	Principal II	
Hermes P. Vargas	F.G Nepomucno MHS	hermes.vargas@deped.gov.ph	Principal IV	
Hilda N. Garcia , PhD	F.G Nepomucno MHS SHS	<u>hilda.gacia@deped.gov.ph</u>	Principal III	
Neneth C. Tuazon	Salapungan ES	neneth.tuazon@deped.gov.ph	Principal I	





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DISTRICT III

Name	School / Office	Email Address	Designation	Signature
Jayson A. Torres	GRILLIS	jayson.torres@deped.gov.ph	Principal II	
Nelson V. Bonaobra	GRILLIS-SHS	nelson.bonaobra@deped.gov.ph	Assistant Principal II	
Almira S. Mendoza	Sapalibutad ES	almira.mendoza@deped.gov.ph	Principal I	

DISTRICT IV

Name	School / Office	Email Address	Designation	Signature
Caryl Lissette A. Reyes	Cutud ES	caryllissette.reyes@deped.gov.ph	Principal I	
Michael H. Salinas	NV15IS-SHS	micahel.salinas@deped.gov.ph	Assistant Principal II	
Marilyn B. Dingal	Enrica Sandico ES	marilyn.dingal1001@deped.gov.ph	Principal II	
Victoria G. Torres	EPZA Resettlement ES	Victoria.torres@deped.gov.ph	Principal II	
Jennifer Y. Santos	BVRHS	Jeniffer.santos@deped.gov.ph	Principal II	
Juliet D. Santos	BVRHS-SHS	Juliet.santos@deped.gov.ph	Head Teacher/OIC	

DISTRICT V

Name	School / Office	Email Address	Designation	Signature
Nicolas H. Contreras Jr.	Dr. Clemente N. Dayrit Sr. MHS	nicolas.contreras@deped.gov.ph	OIC-Assistant Principal II	
Marjorie D. Lacson	Angeles City Science HS	marjorie.lacson@deped.gov.ph	Principal II	
Alma Flor C. David	Angeles City Science - SHS	Almaflor.david@deped.gov.ph	Assistant Principal II	



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 SACOP – EPHATHA DEVELOPMENT CENTER, CITY OF SAN FERNANDO  
 REGISTRATION FEE: Php 8,000.00

**DISTRICT VI**

Name	School / Office	Email Address	Designation	Signature
Yvette Rosario Annali S. Batul	Teodoro P. Tinio ES	yvette.batul@deped.gov.ph	Principal I	
Elmer T. Hiva	Sitio Pader ES	elmer.hiva@deped.gov.ph	Head Teacher III	
Lutgarda C. De Jesus	Rafael L. Lazatin MHS-SHS	lutgard.dejesus@deped.gov.ph	Assistant Principal III	
Marianne P. Pineda	Sta. Maria ES	marianne.pineda@deped.gov.ph	Principal I	
Catherine D. Maun	Alberto g. Pabalan ES	catherine.maun@deped.gov.ph	Principal	

**DISTRICT VII**

Name	School / Office	Email Address	Designation	Signature
Cazarina L. David	Angeles City National HS	cazarina.david@deped.gov.ph	Principal IV	
Larry Jun Lobo	Angeles City National HS=SHS	larry.lobo@deped.gov.ph	Principal II	
Rendon B. Coloma	Sitio Target IS	random.coloma@deped.gov.ph	Principal I	
Abdon D. Aguilar	Sapangbato Nat'l HS	Abdon.aguilar@deped.gov.ph	Principal I	
Delio B. Sannadan	Sapangbato Nat'l HS-SHS	delio.sannadan@deped.gov.ph	Assistant Principal II	
Jefferson Karagdag JEFFERSON -D- KARAGDAG	Tacondo ES	jefferson.karagdag@deped.gov.ph	Principal I	



Republic of the Philippines  
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PARTICIPANTS TO BASIC TRAINING COURSE FOR LEADERS OF ADULT  
(LOA)  
NOVEMBER 17-19, 2023  
SACOP – EPHATHA DEVELOPMENT CENTER, CITY OF SAN FERNANDO  
REGISTRATION FEE: Php 8,000.00

DISTRICT VIII

Name	School / Office	Email Address	Designation	Signature
Vilma T. Enciso	MIS-SHS	<a href="mailto:vilma.enciso@deped.gov.ph">vilma.enciso@deped.gov.ph</a>	Assistant Principal II	
Narciso I. Ambrocio Jr.	AmsicIS-SHS	<a href="mailto:narcio.ambrocio@deped.gov.ph">narcio.ambrocio@deped.gov.ph</a>	Assistant Principal II	
Cherry Y. Hipolito	Air force City ES	<a href="mailto:cherry.hipolito@deped.gov.ph">cherry.hipolito@deped.gov.ph</a>	Principal I	
Ariel B. Tayag	Deon Pepe Henson MHS	<a href="mailto:ariel.tayag@deped.gov.ph">ariel.tayag@deped.gov.ph</a>	Principal I	
Marietta r. De Leon	Virgen Delos Remedios ES	<a href="mailto:eonora.deleon001@deped.gov.ph">eonora.deleon001@deped.gov.ph</a>	Principal I	

DISTRICT IX

Name	School / Office	Email Address	Designation	Signature
Leonora Z. Agustin	Cuayan ES	<a href="mailto:leonora.agustin@deped.gov.ph">leonora.agustin@deped.gov.ph</a>	Principal I	
Jayson G. Guzman	ACNTS-SHS	<a href="mailto:jayson.guzman001@deped.gov.ph">jayson.guzman001@deped.gov.ph</a>	Assistant Principal II	
Elizer Y. Calma	Apung Guidang Nepomuceno ES	<a href="mailto:elizer.calma@deped.gov.ph">elizer.calma@deped.gov.ph</a>	Principal I	
Randy A. Rosales	Claro M. Recto ICT	<a href="mailto:randy.rosalesdeped.gov.ph">randy.rosalesdeped.gov.ph</a>	Principal I	