



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

24 June 2026

DIVISION MEMORANDUM

No. 254, s. 2026

**DIVISION GUIDELINES ON THE CONDUCT OF SCHOOL-LEVEL SCOUTING
ACTIVITIES**

TO: Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Heads of Public Elementary and Secondary Schools
All other concerned

1. The Schools Division Office shall institutionalize the division guidelines and standards to strengthen the conduct of school-level scouting activities in shaping learners into responsible and engaged members of society, while also enhancing quality education initiatives. Therefore, active participation of all learners in scouting programs, activities, and projects should be highly encouraged and supported within schools as per DO No. 76, s. 2012, and DO No. 86, s. 2012.
2. These Division Guidelines provide direction to schools and division personnel in conduct scouting activities, monitoring and evaluation, and sustaining scouting programs through collaborative efforts, resource support, and partnerships that promote leadership, citizenship, and character development among learners.
3. The detailed Division Guidelines on the Conduct of School-Level Scouting Activities, and Requirements for the Conduct of Scouting Activity are provided in Enclosure No. 1, of this Memorandum.
4. Wide dissemination of and strict compliance to the contents of this memorandum is highly enjoined.

for
ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division superintendent *hw*

Encl: As stated
Reference None: DO No. 76, s. 2012, and DO No. 86, s. 2012
To be indicated in the Perpetual Index
Under following subjects:



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

POLICY
SCOUTING

PUPILS
STUDENTS

PYC/EPsVr-SGOD/June 24, 2026



Jesus St., Brgy. Pulungbulu, Angeles City 2009 (045)
[901-9498/angeles.city@deped.gov.ph](mailto:angeles.city@deped.gov.ph)



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

Enclosed No. 1 to Division Memorandum No. 254 s. 2026

Division Guidelines on the Conduct of School-Level Scouting Activities

I. Rationale

Scouting is an integral component of learner development that provides opportunities for young people to cultivate leadership, discipline, responsibility, teamwork, and service to the community. As a complementary educational program, scouting supports the Department of Education's mission of developing learners who are values-driven, resilient, and actively engaged in nation-building.

The conduct of school-level scouting activities offers experiential learning opportunities that enhance learners' character formation, citizenship, environmental awareness, disaster preparedness, and life skills. Through participation in various scouting programs and activities, learners are encouraged to practice the ideals of service, self-reliance, and responsible leadership while promoting camaraderie and inclusivity among peers.

In line with the Department of Education's commitment to providing safe, meaningful, and well-organized learner development programs, the Schools Division Office of Angeles City recognizes the need to establish Division Guidelines on the Conduct of Scouting Activities. These guidelines aims to provide clear directions and standards for the planning, implementation, supervision, monitoring, and evaluation of scouting activities across schools. They also ensure that all scouting-related undertakings are conducted in accordance with existing DepEd policies, child protection standards, health and safety protocols, and the principles of effective program management.

II. Objectives

The guidelines on the conduct of school-level scouting activities in the Schools Division Office of Angeles City aims to:

1. Provide a standardized framework and procedure for the planning, implementation, monitoring, and evaluation of scouting activities in all public schools within the division.
2. Promote active learner participation in scouting programs and activities that foster leadership, discipline, teamwork, and responsible citizenship.
3. Strengthen character formation and values education among learners through meaningful scouting experiences anchored on the Scout Oath and Law.
4. Institutionalize scouting as a learner development program that contributes to the holistic development of learners and supports the attainment of quality, inclusive, and learner-centered education.

III. Scope and Coverage

These guidelines shall govern the planning, implementation, supervision, monitoring, and evaluation of all scouting activities conducted in public elementary





Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

and secondary schools within the Schools Division Office (SDO) of Angeles City. These shall apply to school heads, teachers, scouting coordinators, troop leaders, learners, parents, and other stakeholders involved in scouting programs and activities.

IV. General Policy

1. All school-level scouting activities shall be aligned with the goals and objectives of the Department of Education (DepEd), the Boy Scouts of the Philippines (BSP), and the Girl Scouts of the Philippines (GSP).
2. Schools shall ensure that school-level scouting activities contribute to the holistic development of learners through leadership development, character formation, citizenship training, environmental stewardship, and community service.
3. Participation in the school-level scouting activities shall be voluntary and shall be conducted in accordance with existing DepEd policies and guidelines.
4. Schools shall craft and submit to the division office an action aligned with the approved Annual Scouting Program.
5. All school-level scouting activities shall prioritize the safety, protection, welfare, and well-being of learners.
6. Schools shall ensure compliance with child protection policies, health and safety standards, and risk management procedures during all school-level scouting activities.
7. Activities requiring travel, camping, field exposure, or overnight stay shall secure the necessary approvals and parental consent before implementation.

V. General Guidelines

A. School Annual Scouting Programs

All schools shall craft and submit to the division office for approval the school-level scouting action plan aligned with the Annual Scouting Program indicating the following:

1. Program/project – refers to the official scouting initiative or activity to be implemented in the school, such as membership campaigns, leadership training, camping activities, community service projects, and other scouting-related undertakings that support learner development.
2. Description of the project – provide a brief overview of the program, explaining its nature, scope, and purpose, including how it will be implemented within the school to strengthen scouting participation and learner development.



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

3. Objectives – states the specific goals of the project, focusing on what it aims to achieve such as increasing learner participation, developing leadership skills, promoting values formation, and enhancing community involvement.
4. Strategies – refers to the methods and approaches that will be used to implement the project effectively, including membership campaigns, regular troop meetings, trainings, partnerships with stakeholders, and compliance with DepEd policies and safety standards.
5. Timeframe – indicates the schedule or duration of the implementation, specifying when the activities will be conducted (e.g., quarterly, monthly, or throughout the school year) to ensure systematic execution and monitoring.
6. Resources – identifies the required human, financial, material, and institutional resources needed to successfully implement the project, including school personnel, funds, equipment, and support from stakeholders and partner organizations.
7. Expected outcome - Describes the anticipated results or impact of the project, such as increased scouting membership, improved leadership and life skills among learners, strengthened values formation, active community engagement, and well-organized scouting implementation in schools.

Submission and approval of the school-level scouting action plans for the current School Year (SY) shall be every 4th week of July of the current SY. It is important to note, that only scouting activities included in the school scouting action plan submitted to the Schools Division Office (SDO) shall be implemented, ensuring proper coordination, compliance with guidelines, and alignment with the Division Scouting Program.

B. Requirements for the Conduct of Scouting Activity

All schools shall ensure that the following requirements are secured and submitted to the School Governance and Operations Division (SGOD) for review and processing of the letter of approval signed by the Schools Division Superintendent (SDS) prior to the conduct of any school-level scouting activity:

1. Request Letter to Conduct – a formal letter addressed to the Schools Division Superintendent (SDS) requesting the approval to conduct the scouting activity, duly signed by the school head.
2. Project Proposal – explains a planned project in a clear and organized way. It describe what the scouting activity is, why it is needed, how it will be done, and what results are expected. The project proposal includes the following:
 - a. Title of the Project – the name of the activity or program;
 - b. Background/Rationale – the reason why the project is being proposed;
 - c. Objectives – what the project aims to achieve;
 - d. Activities – the steps or strategies in implementing the project;



Republic of the Philippines
Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

- e. Timeframe – clear schedule indicating the date, duration, and sequence of scouting activities to ensure proper coordination and implementation;
 - f. Budget Requirements – the materials, funds, and people needed (budgetary requirements must be voluntary in nature);
 - g. Expected Outcomes – the results or benefits after implementation
3. Copy of BSP or GSP Registration Form – a valid registration document of participants or troop members with the BSP and GSP must be secured prior to the conduct of the activity, ensuring official recognition and membership.
 4. Individual Parental Consent – signed consent forms from parents or guardians allowing learners to participate in scouting activities, especially for off-campus or overnight events. It is important to note that only scouts registered in the BSP and GSP shall be allowed to join such activities, ensuring proper authorization, safety compliance, and adherence to scouting policies.
 5. Program of Activities – a detailed activity program matrix to be conducted, including time allocation, responsible persons, and expected outputs per session.
 6. Contingency Plan Policy – a risk management plan outlining procedures for handling emergencies, unforeseen events, and disruptions during the conduct of the activity.
 7. Safety and Security Plan – a comprehensive plan ensuring the protection and well-being of all participants, including emergency protocols, supervision arrangements, and coordination with authorities.
 8. Child Protection Safety Protocols for Scouting Encampment – measures aligned with DepEd Child Protection Policy to safeguard learners from abuse, exploitation, and other risks during scouting activities.
 9. Safety and Security Plan (Barangay Council Endorsement) – the schools must make sure that proper coordination and endorsement from the Barangay Council to ensure community support, peace and order, and emergency assistance during the conduct of the activity.

VI. Resource Mobilization and Partnerships

In line with the no collection policy schools may conduct resource mobilization and partnership undertakings to cover the budget needed to for the conduct of the school-level scouting activities. Schools may engage with the following:

- a. Local Government Units (LGUs)
- b. Barangay Local Government Units (BLGUs)
- c. Parent-Teacher Associations (PTAs)
- d. Alumni Associations
- e. Private Sector Partners
- f. Non-Government Organizations (NGOs)
- g. Community Organizations





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

Resource mobilization activities shall strictly comply with existing DepEd policies, guidelines, and procedures on partnerships, donations, and other activities to ensure transparency, accountability, and proper utilization of resources in support of scouting programs.

VII. Monitoring and Evaluation

Schools shall submit periodic school-level scouting activity completion report to the Division BSP or GSP Coordinators. The school monitoring indicators may include:

- Membership Rate
- Number of Activities Conducted
- Learner Participation Rate
- Leadership Development Outcomes
- Community Service Accomplishments
- Awards and Recognitions Received

Schools shall maintain proper documentation and records of scouting activities. All schools must submit the activity completion report to the SDO for proper coordination and documentation.

VII. Effectivity

These Guidelines shall take effect immediately upon issuance and shall remain in force unless amended, repealed, or superseded by subsequent issuances of the Schools Division Office of Angeles City or the Department of Education.



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

REQUIREMENTS FOR THE CONDUCT OF SCOUTING ACTIVITY

- Request Letter to Conduct
- Project Proposal
 - Time:
- Copy of (BSP) Registration Form
- Individual Parental Consent (BSP)
- Program of Activities
- Contingency Plan
- Safety and Security Plan
 - Child Protection Safety Protocols for Scouting Encampment
 - Safety and Security Plan Barangay Council

- ACTIVITY COMPLETION REPORT
 - To be submitted after the activity

References:

1. DO 86, s 2012– Guidelines on Revitalizing Girl Scouting Nationwide
2. DO 76, s 2012– Guidelines on Revitalizing Boys Scouting Nationwide
3. DO. 40, s. 2012 – Child Protection Policy
4. DO. 66, 2017 – Implementing Guidelines on the Conduct of Off-Campus

Reviewed:

PERCIVAL Y. CAPITULO PhD

Education Program Supervisor - SGOD
Division BSP Coordinator

CINDY S. MEJIA

Project Development Officer I - YFU
Division GSP Coordinator