



Republic of the Philippines  
Department of Education  
CARAGA Administrative Region  
**SCHOOLS DIVISION OF SURIGAO CITY**  
Surigao City



July 6, 2019

Division Memorandum No. 291 s. 2019

**BASIC TRAINING COURSE FOR ADULT LEADERS**

To : Assistant Schools Division Superintendent  
Chief - Curriculum Implementation Division  
Chief - School Governance and Operation Division  
Education Program Supervisors  
Public Schools District Supervisors  
Public School Administrators  
Private School Administrators  
District BSP Coordinators  
Adult Leaders  
This Division



1. Per Council Memorandum No. 13, s. 2019, the Boy Scout of the Philippines (BSP) Surigao del Norte Council will conduct the 2019 Basic Training Course for Kawan Leaders, Troop Leaders and Outfit Advisors on August 30-31 to September 1, 2019 at Surigao City National High School.
2. Considering the significance of this Scouting Activity, each district shall send a minimum of fifteen (15) adult leaders in the 3 sections of the scouting movement. The district masterlist shall be submitted to Dr. Tessie C. Dolores, Division BSP Coordinator not later than August 22, 2019

SECTION	GRADE LEVELS	No. of Participants per District
Kawan Leaders	Grades 2-3 Teachers	5
Troop Leaders	Grades 4-6 Teachers	5
Outfit Advisor	Secondary teachers	5
<b>Total Number of Participants per District</b>		<b>15</b>

3. This is a live-in training and a training fee of One Thousand Five Hundred Pesos (1,500.00) shall be charged each participant to cover the training materials, certificates, food and snacks for the whole duration, Membership Fee and other administrative expenses. Registration fee shall be charged against SEF, School Funds, PTA Funds and or personal fund subject to the usual accounting and auditing rules and regulations.
4. The Opening Program will be on August 30, 2019 (Friday) 5:00 pm, hence participants will be at the venue by 4:00 pm for briefing and settling down. Participants shall bring their own sleeping gears and eating gears for the duration. Transportation to and from the venue shall be the responsibility of every participant.
5. The training will be handled by all Woodbadgers of Surigao City Division. An urgent meeting for speakers shall be done on August 22, 2019 2:00 pm at the division office. Assignment of topics and committees is the main concern of the meeting.
6. All teachers who will be serving as resource speakers/facilitators and adult leaders shall be given two (2) days service credits, while non-teaching personnel shall be given Compensatory Time-Off (CTO) credits per joint circular No.2, s. 2004 of the CSC and DBM and DepEd Order No. 76, s. 2012, dated Sept. 8, 2012,
7. Immediate dissemination of and strict compliance with this memorandum is highly desired.

**FLORENCE E. ALMADEN, CESE**  
OIC- Schools Division Superintendent