



Republic of the Philippines  
**Department of Education**  
REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
Superintendent

01 March 2024

DIVISION MEMORANDUM  
SGOD No. **032**s. 2024

COUNCIL TRAINING SCHOOL 2024

To: Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to the CHQ Circular No. 5 series of 2024 on the **Council Training School 2024**, the Girl Scout of the Philippines South Cotabato Council will conduct Basic Training Course and Age Level Specialization Course at GSP Headquarter, City of Koronadal on March 8-9, and March 10-11, 2024 respectively.
2. For the participants and additional information, personnel concerned are advised to refer to the enclosure for **CHQ Circular No. 5 series of 2024**.
3. For the services rendered on Saturday and Sunday, participants shall be entitled to Compensatory Time-Off (CTO) or Service Credits whichever is applicable in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on **Non-Monetary Remuneration for Overtime Service Rendered** or DO 53, s. 2003 titled **Updated Guidelines in the Grant of Vacation Service Credits to Teachers**.
4. Registration Fee of the participants may be chargeable against the School MOOE or other local funds subject to the usual accounting and auditing rules and procedures.
5. For more information, personnel concerned may contact Ms. Jane Michelle E. Lasaca, Division DRRM Coordinator at mobile number 0917 168 5464 or telephone no. 228 5763.
6. Immediate dissemination of this memorandum is directed.

**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference: CHQ CIRCULAR 5, S. 2024



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
Telephone Number: (083)228-3801  
Email Address: [south.cotabato@depd.gov.ph](mailto:south.cotabato@depd.gov.ph)



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To be indicated in the Perpetual Index  
under the following subjects:

SCOUTING

JMEL/DM-council training school 2024  
0000/March 01, 2024



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**GIRL SCOUTS OF THE PHILIPPINES**  
Eastern Mindanao Region  
South Cotabato Girl Scout Council

CHQ Circular No. 5  
Series 2024

TO: District Commissioners, School Commissioners  
School Coordinators, Troop Leaders  
Public and Private Schools  
RE: **COUNCIL TRAINING SCHOOL 2024**  
DATE: February 26, 2024

WHO: Open to Registered Troop Leaders/Adult Leaders/Career  
Women/Associate Members/District Committee/Barangay  
Committee

WHEN: **Basic Training Course (March 8-9, 2024)**  
Asynchronous (March 8, 2024)  
Synchronous (March 9, 2024)

**Age Level Specialization Course (March 10-11 2024)**  
Synchronous (March 10, 2024)  
Asynchronous (March 11, 2024)

WHERE: All **Asynchronous Sessions** will take place via **online platform**, whereas  
**Synchronous Sessions** will be conducted **face-to-face** at the **GSP**  
**Headquarter, City of Koronadal.**

FEE: A fee of P1,000.00 per participants will be collected to cover expenses  
for meals, training materials, camper's manual, preparation,  
certificates, token for trainers, and other incidental expenses. The  
training accommodates a maximum of 40 participants on a first-come,  
first served basis.

The deadline for pre-registration is **March 6, 2024**. Payments can be  
made at the **GSP South Cotabato Council Office** or through **G-Cash**:

Account Number: 09273255645  
Account Name: Russell Fin  
(Upon sending through Gcash, please indicate your full name and  
School for easy identification)

Proof of payment, such as screenshot/s, must be attached at the  
registration link for further verification purposes:  
<https://forms.gle/NqFKZjpYUi3BSntC9>

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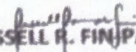


GIRL SCOUTS OF THE PHILIPPINES  
Eastern Mindanao Region  
South Cotabato Girl Scout Council

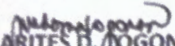
In this regard, we are requesting that our participants be given service credits and that their registration fee will be chargeable against local funds and MOOE subject to the usual accounting and auditing rules and procedures.

Your approval and continued support to the Girl Scouting program and activities are greatly appreciated.

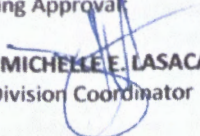
Very truly yours,

  
RUSSELL R. FINPADERES  
Council Executive

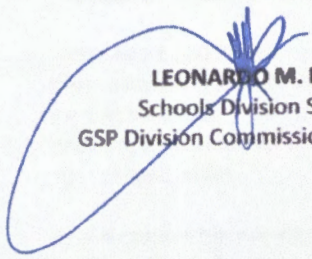
Noted:

  
MARITES D. DOGONON  
Council President

Recommending Approval

  
JANE MICHELLE E. LASACA  
GSP Division Coordinator

APPROVED:

  
LEONARDO M. BALALA, CESE  
Schools Division Superintendent  
GSP Division Commissioner, South Cotabato