



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

**Office of the Schools Division  
Superintendent**

**11 Mar 2024**

DIVISION MEMORANDUM  
SGOD No. **035** s. 2024

**CONDUCT OF ADVANCED TRAINING COURSE (WOOD BADGE FOR LEADERS OF  
ADULTS (LOA), KAWAN LEADERS, TROOP LEADERS, AND OUTFIT ADVISORS)**

To: SGOD and CID Chief Education Supervisors  
Public Schools District Supervisors/Principals In-Charge  
Elementary School Administrators  
All Others Concerned

1. In line with the noble aspiration of the Schools Division of South Cotabato to commit to demonstrating a high level of professionalism by passionately pursuing excellence in providing quality service with advanced innovations in the spirit of respect and teamwork, this office, in partnership with the BSP – South Cotabato Council, shall conduct a Seven-Day BSP – Advance Training Course at Talisay Integrated School, Brgy. Talisay, Lake Sebu, South Cotabato on April 1-7, 2024.
2. This activity aims to:
  - a. train leaders on how to organize scout units, its functions, and responsibilities;
  - b. capacitate adult leaders in planning and implementing activities necessary for the effective development of the character of their scouts enabling them to be disciplined and concerned citizens in the scout unit, in the home, in the institution, in the community, and the outdoors; and
  - c. contribute positive and progressive growth for the personal development of participants through the leadership program of the scout movement.
3. Participants in this training must:
  - a. registered Institutional Head/ Representative/Coordinator or Unit Leader of a chartered Sponsoring Institution as certified by a registered physician;
  - b. in good health as certified by a registered physician; and
  - c. have attended/completed the Basic Training Course for Leaders of Adults/Commissioners, Kawan Leaders, Troop Leaders, or Outfit Advisors and



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have served for at least two (2) years as Wood Badge Holder (Two Beads) from the date approved by the national office.

4. All participants in this training are required to bring the following:
  - a. current Membership Card;
  - b. First-Aid Kit/Personal medicines;
  - c. 2 copies of 1 x 1 recently photographed ID picture;
  - d. at least 2 sets of Type A uniform (short pants with socks and garter tabs for men and skirt with socks and garter tabs for ladies);
  - e. reference materials for Basic Training Course;
  - f. sportswear, personal gear/beddings, tent;
  - g. attire/costume for socials; and
  - h. At least, 15 meters of pencil size rope (nylon, abaca, others) and tie box (smallest roll).
  
5. Pregnant women are advised to defer their desire to join this training for safety reasons. All participants are further advised to report to the training venue on March 31, 2024, not later than 4:00 in the afternoon for registration, organization, billeting, and briefing.
  
6. The Application to attend must be supported with duly accomplished Medical Examination form. These documents shall be indorsed by the Council Scout Executive and Council Training Commissioner for submission to BSP-EMR Scouting Coordinating Center. Deadline for submission will be on March 22, 2024, at BSP South Cotabato Council Headquarters.
  
7. The participants to this activity are further reminded to strictly observe the existing IATF protocols such as wearing of face mask and face shield, observance of social distancing and frequent washing and sanitizing of hands in the whole course of the training.
  
8. Learners who will be affected by the conduct of the BSP-Advance Training Course (ATC) will be provided with Self-Learning Modules for the alternative modular lessons during the conduct of the whole duration of the ATC Training.



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9. This is a live-in training, hence training registration in the amount of Six Thousand Five Hundred Pesos (6,500.00) will be utilized to cover accommodation, meals (dinner before the opening of the course), handouts, souvenir items, training materials/supplies and other incidental expenses and must be paid in cash which shall be collected from the participants.
10. Travel, training registration, and other incidental expenses of participants are chargeable to the School MOOE or other local funds subject to the usual accounting and auditing rules and procedures.
11. For more information and guidance, personnel concerned may directly coordinate with the following:
- BSP-South Cotabato Council Headquarters at Telephone Number: 228-2415;
  - Council Scout Executive (CSE) John F. Tobeza at mobile phone numbers 0905 559 7665 / 0947 349 1001; and
  - Malyn F. Lumbuan at mobile phone numbers: 0918 285 2999 / 0936 6913408.
12. Immediate dissemination of this memorandum is directed.

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

Encl: N o n e

Reference: N o n e

To be indicated in the Perpetual Index  
under the following subjects

COUNCIL                      SCOUTING  
TRAINING PROGRAMS

GFS/DM - conduct of advanced training course  
0000/March 11, 2024



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