



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

Office of Schools Division  
Superintendent

13 Feb 2024

DIVISION MEMORANDUM  
SGOD No. **025**s. 2024

BASIC TRAINING COURSES FOR KAWAN LEADERS, TROOP LEADERS  
AND OUTFIT ADVISORS

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

1. In line with the noble aspiration of the Schools Division of South Cotabato to commit to demonstrate high level of professionalism by passionately pursuing excellence in providing quality service with advanced innovations in the spirit of respect and teamwork, in collaboration with BSP-South Cotabato Council humbly presents its proposal to conduct a **Three-Day Basic Training Courses for Kawan Leaders, Troop Leaders and Outfit Advisors** at Lake Sebu Central Elementary School and Lake Sebu National High School campuses, Barangay Poblacion, Lake Sebu, South Cotabato on February 16 – 18, 2024.
2. This activity aims to:
  - a. train leaders on how to organize scout units, their 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. For the **List of Activity Staff**, all personnel concerned are advised to refer to the enclosure to this memorandum.
4. Participants in this training are schoolheads, teachers, lay leaders, or volunteers who have not yet undergone any Basic Training in Scouting, who are physically fit and of good moral character and who must have been partially or fully vaccinated. Pregnant women are advised to defer their desire to join this training for safety reasons.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506  
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5. All participants are further advised to report to the training venue on February 16, 2024, at 8:00 a.m. for briefing, billeting, and organization. The Opening Program will commence at 10:00 am. All training staff are expected to arrive by 4:00 p.m. on February 15, 2024.
6. This is a live-in training. Hence, a training registration fee of One Thousand Six Hundred Pesos (1,600.00) which will be utilized to defray the expenses for food, snacks, certificates, hand-outs, and administrative and other related training expenses shall be collected to participants.
7. Registration Fee shall be remitted to the BSP Local Council Headquarters before the start of the training together with the duly accomplished Application Form to ensure/determine the number of participants. All BSP Coordinators are advised to register their participants in the district on or before February 14, 2024.
8. 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 and availability of funds.
9. For services rendered on Saturday and Sunday, all DepEd personnel concerned shall be entitled to service credits/compensatory overtime credit (COC) under the Civil Service and DBM Joint Circular No. 2, s. 2004 after approval of this memorandum by the Schools Division Superintendent.
10. All participants in this training are required to bring sleeping gear, rubber shoes, extra clothes, personal medicines/First Aid Kit, and BSP Type A & B uniform (if any) – The minimum uniform requirement is an adult neckerchief and plain white t-shirt for printing of the BTC logo. Participants who are not currently registered with the Boy Scouts of the Philippines are required to bring 100.00 for payment and processing of BSP Adult Membership.
11. The participants in this activity are further reminded to strictly observe the existing health protocols such as billeting participants to a maximum of eight (8) persons per classroom, wearing face masks, observing social distancing, and washing and sanitizing hands in the whole course of the training.
12. For any inquiry regarding the conduct of the activity, personnel concerned are advised to contact John Arnel B. Suscano, Lake Sebu 1 Public School District Supervisor, and/or John F. Tobeza, Council Scout Executive through their respective messenger accounts.

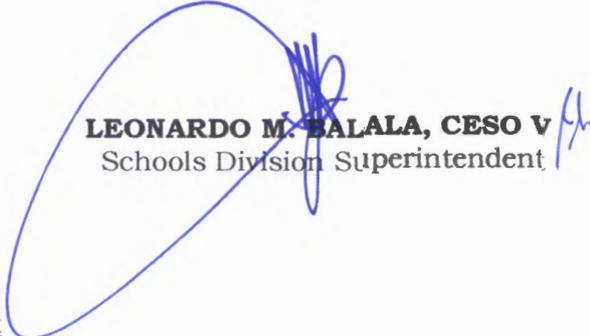


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13. Immediate dissemination of this memorandum is directed.

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

Encl.: As stated

Reference: N o n e

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

SCOUTING

TRAINING PROGRAMS

GFS/DM-basic training courses for kawan leaders, troop leaders, and outfit  
advisors

0000/February 13, 2024



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**TITLE OF ACTIVITY: Basic Training Courses for Troop Leaders, Kawan Leaders, and Outfit Advisors**

**TRAINING VENUE: Lake Sebu Central ES and Lake Sebu NHS Campuses**

**TRAINING DATE: February 16 – 18, 2024**

**LIST OF ACTIVITY STAFF**

NO.	NAME	RANK	SCHOOL	DISTRICT
<b>A. KAWAN LEADERS:</b>				
1	ROEL E. TAGHAP	CMT	TAMPAKAN CES	TAMPAKAN 1
2	EVA M. DEBARBO	ALT	PANAY ES	STO. NIÑO
3	FE L. CABAYLO	ALT	SAN JOSE ES	NORALA
4	NORAYNA Y. DEL MUNDO	ALT	SANTOS HILL ES	TUPI 1
5	BERT D. LABUAYA	CML	DIVISION OFFICE	
6	EBRINO ARROBANG	CML	POLOMOLOK CES	POLOMOLOK 1
7	FREDDIE V. ENRIJO	CML	POLOMOLOK CES	POLOMOLOK 1
8	EMELYN E. AUREO	CML	ATBANGAN ES	TUPI 2
9	EMMA V. REYMUDE	CML	TINAGO GRANDE ES	NORALA
10	GLENNIE L. DOMINGO	CML	SURALLAH CES	SURALLAH 3
11	LELETH C. CONCEPCION	CML	SURALLAH CES	SURALLAH 3
12	ACELAH H. AGNES	CML	P. SISON ES	SURALLAH 3
13	PRECY V. LAMIGO	CML	LAMFUGON ES	LAKE SEBU 3
14	GINALYN LUBATON	WBH	TUBI ALLAH ES	SURALLAH 1
<b>B. TROOP LEADERS:</b>				
1	VICENTE GARCES JR.	CMT	LIBERTY NHS	TAMPAKAN 2
2	RENANTE C. BATAS	CMT	T. PRUDENTE NHS	TUPI 1
3	NESTOR D. ZABALA	CMT	BENTUNG SULIT NHS	POLOMOLOK 5
4	SALVADOR M. ANSINO	CMT	MAIBU ES	TANTANGAN 2
5	LAWRENCE J. PARADINA	CML	BANGA ES	BANGA 2
6	SHERIE ANN C. ZABALA	CML	POB. POLOMOLOK ES	POLOMOLOK 2
7	JONALYN E. PALANOG	CML	PROPER NED EXTN.	LAKE SEBU 2
8	RAFAEL G. ELLEVERA	CML	SUNGAN ES	LAKE SEBU 2
9	GINA B. MANGLICMOT	CML	PAGALUNGAN ES	POLOMOLOK 2
10	ELLEN B. MENDOZA	CML	L. SENADOR ES	TUPI 3
11	LILY A. TORRES	CML	PALIAN ES	TUPI 2
12	NELBERT SEVILLA	WBH	LIBERTY NHS	TAMPAKAN 3
<b>C. OUTFIT ADVISORS:</b>				
1	GEROEL D. DAGSAN	CMT	N. BARRERAS NHS	POLOMOLOK 4
2	EMETERIO J. FLORESCA	ALT	KAWI ES	POLOMOLOK 3
3	SONNY P. ANIÑON	CML	N. BARRERAS NHS	POLOMOLOK 4
4	MILANIE L. SABANAL	CML	N. BARRERAS NHS	POLOMOLOK 4
5	MA. CECELIA P. MUYCO	CML	UPPER KLINAN NHS	POLOMOLOK 4
6	CRISTINA P. CALAMBA	ALT	P. VALENCIA NHS	POLOMOLOK 5
7	ALLAN S. QUINIVISTA	CML	P. VALENCIA NHS	POLOMOLOK 5



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8	JOAN O. QUINIVISTA	CML	P. VALENCIA NHS	POLOMOLOK 5
9	REJI B. JAVIER	CML	HENDEEN NAWA ES	TBOLI 1
10	ROGIE S. TUANDO	CML	LAMBUKAY IS	BANGA 1
11	NACIER BESA	CML	JD ESCOBILLO NHS	TUPI 1
12	SHERWIN J. NARCISO	CML	EDWARDS NHS	TBOLI 2
13	JOVELYN A. CAINAP	CML	EDWARDS NHS	TBOLI 2
14	MARIA MAE MACATANGAY	CML	CENTRALA NHS	SURALLAH 1
15	MARILOU CENTINA	CML	LAMCADE IS	LAKE SEBU 1
16	MARITES FACIOLAN	WBH	U. MACULAN NHS	LAKE SEBU 1
17	HERMIELOU L. ATOL	WBH	N. BARRERAS NHS	POLOMOLOK 4
<b>D. ADMIN SUPPORT SERVICES AND TRAINING FACILITATORS:</b>				
1	GLENN F. SOLDEVILLA	ALT	DIVISION OFFICE	
2	ROGELIO P. DE JUAN JR.		DIVISION OFFICE	
3	FEBILLE J. RIVERA	CMT	POLO IS	POLOMOLOK 3
4	ROLDAN MULLO	CML	LAKE SEBU 1S	LAKE SEBU 1
5	JOHN ARNEL B. SUSCANO	WBH	LAKE SEBU IS	LAKE SEBU 1

Prepared by:

  
**GLENN F. SOLDEVILLA**  
 EPS - SGOD  
 Division BSP Coordinator

**APPROVED:**

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



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