



Department of Education
 Region X-Northern Mindanao
DIVISION OF MALAYBALAY CITY
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REGIONAL MALAYBALAY CITY DIVISION
RELEASED

Date: 10-23-14 Time: 12:50
 [Signature]

DIVISION MEMORANDUM
 No. 38, s. 014

To : Education Program Supervisors/Division Coordinators
 Public Schools District Supervisors
 Public Elementary & Secondary School Heads
 This Division

From : ~~Mr.~~ ALBERTO L. OPLENARIA
 Schools Division Superintendent

Date : October 22, 2014

Subject : G P BASIC TRAINING COURSE FOR TROOP LEADERS

1. This office hereby announces to the field that a **Two - Day Live-In Basic Training Course for Troop Leaders in Girl Scout** will be conducted on November 8 - 9, 2014 at Casisang Central School in cooperation with the Girl Scouts of the Philippines Bukidnon Council.
2. The activity aims to
 1. acquire the basic knowledge and information about the Girl Scout Program;
 2. equipped troop leaders with the five basic essentials, eight basic skills, knot tying and how to handle ceremonies and manage a troop; and
 3. be familiar with one's role and responsibilities as a troop leader.
3. Participants to this training are elementary and secondary teachers who handle a troop but not trained and teachers who are interested to become a Girl Scout Troop Leader. See attached schedule of activities, things to bring and list by district for reference, guidance and information.
4. Traveling expenses of participants shall be charged against local/school/ PTA funds while meals, drinks, handouts, and certificates shall be charged to this Office subject to the usual accounting and auditing policies, rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

*Inc. As Attached
 To: [unclear]*

Enclosure No. 1

I. Target Participants:

District	Elementary	Secondary	Total
1. Central District	15	5	20
2. North District	15	5	20
3. East District	15	5	20
4. South District	15	5	20
5. West District	15	5	20
6. Far East District	15	5	20
TOTAL			120

Summary:

A. Participant	= 120
B. Resource Speakers/Facilitators/Staff	= 10
Total	= 130

II. Training Matrix: **SCHEDULE OF ACTIVITIES**

TIME	DAY 1 – Nov. 8, 2014 (Saturday)	DAY 2 – Nov. 9 2104 (Sunday)
7:00 – 8:30am	Arrival & Registration	Scouts Own
8:30 – 9:00am	Opening Ceremony	Badgework Process (Lany V. Lunsayan)
9:00 – 10:00am	History of Scouting (Lou-Ann J. Cultura)	8 Basic Skills (Gretchen G. Caseres)
10:00 – 10:15am	HEALTH	BREAK
10:15 – 11:00am	Mission/Vision/Goals (Christy B. Damasco)	Knot Tying (Gretchen G. Caseres)
11:00 – 12:00	Policies and Standards (Ella Ducot)	International Link (Ella Ducot)
12:00 – 1:00pm	LUNCH	BREAK
1:00 – 1:30pm	Songs and Yells	Songs and Yells
1:30 – 2:00pm	Organizational Structure (Christy B. Damasco)	Hand and Whistle Signal (Perlita B. Wales)
2:00 – 3:00pm	GSP Program/Framework (Leticia N. Pallo)	How to Manage a Troop (Perlita B. Wales)
3:00 – 3:15pm	HEALTH	BREAK
3:15 – 4:00pm	5 Basic Essentials (Perlita B. Wales)	Out of Doors (Lany V. Lunayan)
4:00 – 4:45pm	Promise and Law (Lou-Ann J. Cultura)	Evaluation/Clearing House and Closing Ceremony
4:45 – 6:00pm	Ceremonies (Lany V. Lunsayan)	Home Sweet Home
7:00pm	Campfire	

III. Things to Bring:

1. GSP Official Uniform (optional)
2. GSP T-shirt w/ maong pants
3. 2 meters nylon rope (thinnest) for the knot tying
4. 2 pcs. bamboo (4cm x 50cm long)
5. 1 pc candle (small) for the Scouts Own
6. Pentel pen (black or blue color)
7. Beddings, toiletries, and other personal things