



DEPARTMENT OF EDUCATION  
Region X- Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**  
Purok 6, Casisang, City of Malaybalay  
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October 20, 2016

**DIVISION MEMORANDUM**  
NO. 555 S. 2016

2016-10-308  
Deped-MALAYBALAY CITY DIVISION  
**RELEASED**

Date: OCT 21 2016 Time: 10:16  
By: Edilberto L. Oplenaria

**2<sup>ND</sup> MAYOR IGNACIO W. ZUBIRI DIVISION GSP ENCAMPMENT**

TO: Chief Education Supervisor and Staff, CID  
Chief Education Supervisor and Staff, SGOD  
Public Schools District Supervisors  
Public & Private Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DepEd Order No. 76 s. 2012 re : Guidelines on Revitalizing Girl Scouting in Schools Nationwide, the Division of Malaybalay City will conduct the 2<sup>nd</sup> Mayor Ignacio W. Zubiri City Division GSP Encampment on October 27 – 30, 2016 at the Casisang Central School Grounds, Casisang, Malaybalay City.
2. Eligible participants to this activity are only the registered Girl Scouts of this Division with corresponding Troop Leaders, Chaperons, parents' permit and medical certificates and other necessary documents.
3. Elementary and Secondary Girl Scouts shall have a separate Camp and gadgets.
4. For proper guidance.

**EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

## Second Mayor Ignacio W. Zubiri Encampment CENTRAL STAFF

Honorary Camp Director	<b>EDILBERTO L. OPLENARIA, CESO VI</b> Schools Division Superintendent
Camp Director	<b>MA. ANTONIETTA S. REBURIANO</b> Public Schools District Supervisor
Asst. Encampment Director	<b>LIZA G. BALINTONGOG</b> Principal II-MCCS
Central Program Coordinators Activities	<b>LORNA M. BUENDIA</b> Master Teacher 1-BNHS
Ceremonies	<b>LOURDES DUCOT</b> Master Teacher 1- MCCS
Camp Cashier	<b>ZELDA T. ARSENIO</b> Principal I- Patpat ES
Central Business Manager	<b>PAULINA MIÑAO</b> School Head
Central Quarter Master	<b>MARIA ARIEL BELISARIO</b> Teacher III- MCCS <b>JERLINDA J. TAGHAP</b> Teacher III-MCCS
Central Staff Hostess	<b>ROSIE A. SALUPADO</b> Education Program Supervisor

Secretariat/Documentation

**MARSFIFTH M. MAMAWAG**  
Education Program Specialist

Health & Security Officer

**RAQUEL OMBAYAN**  
School Head  
**LANY V. LUNSAYAN**  
Master Teacher I

**SUB-CAMP STAFF (AGNES)**  
D-1 to D-V

Sub-Camp Director:

**VENUS GLINOGO**  
Teacher I

Sub-Camp Program Coordinator

**TERESITA DAGPIN**  
Teacher II

**SUB-CAMP STAFF (ELSA)**  
D-VI to D-X

Sub-Camp Director:

**BERGIL BATERIZA**  
Teacher I

Sub-Camp Program Coordinator

**VANESSA MERA FUENTES**  
Teacher II

**SUB-CAMP (LOLITA)**

Sub-Camp Director:

**ARLENE C. GANTALAO**  
School Head  
**NELFA NIÑO**  
Teacher III

Sub-Camp Program Coordinator

**EVENT OFFICER**

MOB DANCE & DANCERCISE  
PRESENTATION

**LORNA M. BUENDIA**  
Master Teacher I  
**LANY V. LUNSAYAN**  
Master Teacher I

STAR SCOUTS PRESENTATION  
(FUN DAY)

**ARTS & CRAFT**

**PERLITA B. WALES**

Senior Education Program Specialist

**WATER ADVENTURE**

**LORNA M. BUENDIA**

Master Teacher

**DANCE CLINIC**

**JIMDANDY S. LUCINE**

Project Development Officer II

**WIDE GAMES/GAMES**

**SUB-CAMP PC**

**COMMUNITY SERVICE**

**ROSIE SALUPADO**

Education Program Supervisor

**GIRLS WITH THE BAND**

**VANESSA MIRAFUENTES**

Teacher II

**LITURGICAL MASS**

**ROSIE SALUPADO**

Education Program Supervisor

**COOKING W/O UTENCILS**

**LANY V. LUNSAYAN**

Master Teacher I

**LOURDES DOCUT**

Master Teacher I

**SPORTS CLINIC**

**ROSIE SALUPADO**

Education Program Supervisor

**SIGN LANGUAGE**

**LIZA G. BALINTONGOG**

Principal II

**SPORTS CLINIC**

**SUB-CAMP DIRECTORS**

**ENCAMPMENT COMMITTEE**

**Chairperson: ROSIE A. SALUPADO**

Education Program Supervisor

**Co-chair: PERLITA B. WALES**

Senior Education Program Specialist

**Secretary:**

**MARFIFTH M. MAMAWAG**

Education Program Specialist II

**PHYSICAL ARRANGEMENT COMMITTEE**

**Chairperson: MA. ANTONIETTA REBURIANO**

**Co-Chair: LIZA BALINTONGOG**

**Members: ROSIE A. SALUPADO**

**PERLITA B. WALES**

**Program & Invitation Committee**

**Chairperson: ROSIE A. SALUPADO**

**Co-Chair: MARFIFTH M. MAMAWAG**

**LIGHTS/WATER & SOUNDS COMMITTEE**

**Chairperson: LIZA G. BALINTONGOG**

**MA. ANTONETTE S. REBURIANO**

**ZELDA T. ARSENO**

**WAYS AND MEANS/PRIZES AND AWARDS COMMITTEE**

**Chairperson: MARFIFTH M. MAMAWAG**

**Co-Chair: PAULINA MIÑAO**

**FOOD COMMITTEE**

**Chairperson: MAIRA ARIEL BELISARIO**

**Co-chair: JERALDINE TAGHAP**

**TRANSPORTATION COMMITTEE**

**Chairperson: PERLITA B. WALES**

**PAULINA MIÑAO**

**ANY V. LUNSAYAN**

**CLEANLINESS & SANITATION**

**Chairperson: NANCY L. DEQUITO**

**LANY V. LUNSAYAN**

## Camp Consultant

**LOLITA I. GARCIA**  
**CHRISTY B. DAMASCO**  
**PERLITA B. WALES**  
**LANY LUNSAYAN**

### JOB DESCRIPTION

POSITION : CAMP DIRECTOR  
ISSUED TO : **MA. ANTONNIETA S. REBURIANO**  
RESPONSIBLE TO : ENCAMPMENT COMMITTEE THROUGH THE  
STEERING COMMITTEE CHAIRPERSON

OVER-ALL DUTY: Is responsible for the administration of the Girl Scouts of the Philippines Second Mayor Ignacio W. Zubiri Encampment

### SPECIFIC DUTIES

1. Sees to it that physical arrangements and needs of the camp area are made according to plans and standards.
2. Lays-out the camp site and establishes procedures of settling down.
3. Coordinates, guides and ensures a wholesome program of activities in camp.
4. Directs, coordinates and supervises the camp staff in the performances of their jobs.
5. Supervises the administration of finance such that the operation expenses are kept within the budget
6. Presides at camp Council Meeting and prepares agenda for this purpose.
7. Supervises break camp
8. Keeps the morale of the staff high
9. Sees to it that records and reports are submitted to the Encampment Steering Committee to include recommendations and suggestions for future encampment.
10. Sees to it that the people concerned are acknowledge and thanked in coordination with the Encampment Committee.

POSITION : ASSISTANT CAMP DIRECTOR  
ISSUED TO : **LIZA G. BALINTONGOG**  
RESPONSIBLE TO : CAMP DIRECTOR

OVER-ALL DUTY : Assist the Camp Director

### SPECIFIC DUTIES :

1. Helps the Camp Director draw up purposes and goals of the Encampment
2. Assist the Camp Director in seeing it that Physical Arrangements and mechanics of camp are made according to plans and standards.
3. Supervises the lay-out of camp site, settling down activity and post-break camp inspection.
4. Sets up the Camp Bulletin Board and keeps it updated in coordination with the program Coordinator
5. Assists the camp Director in coordinating and guiding the camp Staff to ensure a wholesome program of activities and good camp government.
6. Helps supervise the camp staff.
7. Keeps the morale of the Staff high.
8. Assist in the evaluation of the camp and submits recommendations/suggestions for future encampments

POSITION : PROGRAM COORDINATOR IN CEREMONIES  
ISSUED TO : **LOURDES DUCOT**  
RESPONSIBLE TO : CAMP DIRECTOR

### SPECIFIC DUTIES

1. Maintains high morale among staff and campers and sets example in attitude and good behaviour.
2. Facilitates in the implementation of planned ceremony for the day.
3. Ensures punctuality in general camp schedule.
4. Assist the sub-camp PCs in the consolidation of Evaluation Sheets of campers
5. Checks that all props/materials needed for the ceremony are ready.
6. Checks the sub-camp participation in all ceremonies.

7. Takes charge in the production of materials needed in the ceremony if any and distributes the same to the campers and staff.
8. Conducts brief rehearsal of the activity/Special Events in any activity when needed.
9. Attends camp meeting.
10. Performs other job as delegated by the camp director.

POSITION : PROGRAM COORDINATOR ON ACTIVITIES  
 ISSUED TO : LORNA M. BUENDIA  
 RESPONSIBLE TO : CAMP DIRECTOR

**SPECIFIC DUTIES**

1. Maintains high morale among staff and campers and sets example in attitude and good behaviour.
2. Facilitates in the implementation of daily program in coordination with the program consultants.
3. Ensures punctuality in general camp schedule.
4. Provides alternate activities if the need arises and taps potential leaders in camp as consultants when necessary.
5. Checks the output of the campers and collect the badge work reports from adult chaperons.
6. Checks the sub-camp participation in the different choice activity.
7. Takes charge in the distribution of program materials to the campers and sees to it that the needs of the consultants/facilitators are attended to.
8. Assist the sub-camp PCs in the consolidation of Evaluation Sheets of campers
9. Attends camp meeting.
10. Performs other job as delegated by the camp director.

POSITION : BUSINESS MANAGER  
 ISSUED TO : PAULINA MIÑAO  
 RESPONSIBLE TO : CAMP DIRECTOR

OVER-ALL DUTY: Is responsible for the financial aspects of the First mayor Ignacio W. Zubiri Encampment

**SPECIFIC DUTIES**

1. Maintains high morale among staff and campers and sets example in attitude and good behaviour.
2. Assist the camp Director in the business management in the camp.
3. Supervises the purchase of supplies in the camp.
4. Attends to all camp/requisition and/or purchase orders.
5. Takes direct responsibility over camp property, equipment and facilities.
  1. Attends to proper recording for the valuables and monies of all campers and staff.
  2. Keeps directory of camper and staff.
  3. Submits financial reports after the camp.  
Attends camp meeting.
  4. Performs other job as delegated by the camp director.
  5. Handles the finance in camp and sees to it that expenses are supported with corresponding receipts.
  6. Assist the camp Director in the business management in the camp.
  7. Supervises the purchase of supplies in the camp.
  8. Attends to all camp/requisition and/or purchase orders.
  9. Takes direct responsibility over camp property, equipment and facilities.
  10. Attends to proper recording for the valuables and monies of all campers and staff.
  11. Keeps directory of camper and staff.
  12. Submits financial reports after the camp.
  13. Attends camp meeting.
  14. Performs other job as delegated by the camp director.

POSITION : QUARTERMASTER  
 ISSUED TO : ARIEL BELISARIO  
 RESPONSIBLE TO : CAMP DIRECTOR

OVER-ALL DUTY Is responsible for the general supervision, management and coordination of food needs of the staff and guests.

**SPECIFIC DUTIES**

1. Sees to the preparation of the menu, guide and cooking methods for use of campers in camp.
2. Implement camp menu, checks camp kitchen and monitors that food care is up to camp standards.

3. Arranges purchase of food requirements for the staff and guests.
4. Sees that food supplies are properly stored and left-over's are utilized.
5. Supervises proper accounting and reporting of camp food supply.
6. Sees to it that food expenses are kept within the budget.
7. Sees to it that the kitchen and eating areas are clean and orderly.
8. attends to camp staff meeting
9. Submits report at the end of the camp to camp director.
10. Sees to the smooth turn-over pf extra food supplies to the camp director.
11. Performs other job as delegated by the camp director.

POSITION : CAMP HOSTESS  
 ISSUED TO ; ROSIE SALUPADO  
 RESPONSIBLE TO :CAMP DIRECTOR

OVER-ALL DUTY :Is responsible for the general accommodation, arrangement for consultants, staff and official visitors

**SPECIFIC DUTIES**

1. Welcome delegates/guests/visitors and sees to their needs and comforts.
2. Supervises food provision for consultants, visitors and security guards.
3. Sees to the aesthetic and comfortable aspects of dorms/guest rooms for resource persons and guests.
4. Prepares leis and corsages for guests/visitors as needed.
5. Keeps a directory of campers and is responsible for the guest book.
6. Prepares the scrapbooks and takes care of collecting sub-camp logbook.
7. Provides adequate information in the information center.
8. Attends camp meeting.
9. Performs other job as delegated by the camp director.

POSITION : HEALTH AND SAFETY OFFICER  
 ISSUED TO : **NANCY L. DEQUITO**  
 RESPONSIBLE TO : CAMP DIRECTOR

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OVER-ALL DUTY : Is responsible for the Safety of the campers and staff.

**SPECIFIC DUTIES**

1. Conduct check-up of girls upon arrival.
2. Makes regular inspection of patrol site, toilet and bath and garbage disposal area.
3. Takes charge of the camp infirmary and sees to it that medicine is available at all times
4. Attends to every sickness in camp, keeps records as such.
5. Looks after the health both the campers and staff.
6. Makes daily report on camp health situation.
7. Supervises maintenance of camp sanitation and elsewhere to ensure that
  - Sanitary standards are adhered to.
  - Garbage are collected regularly.
8. Attends camp meeting.
9. Performs other job as delegated by the camp director.

POSITION : PEACE AND SECURITY OFFICERS  
 ISSUED TO : **LANY V. LUNSAYAN**  
 RESPONSIBLE TO : CAMP DIRECTOR

OVER-ALL DUTY : Is responsible for the over-all safety and security of the encampment

1. Sees that area is rounded up accordingly by designated individuals /persons day and night.
2. Sees that camp is kept off limits to the public on specified dates.
3. Takes charge of the welfare and other needs of peace, security and safety personnel on duty.
4. Sets good example in general behavior and maintains high morale among staff and campers.
5. Does other job as maybe request by the camp director.
6. Ensures safety of campers through arrangements for security measures.
7. Sees that area is rounded up accordingly by designated individuals/persons day and night.

8. Sees that camp is kept off limits to the public on specified dates.
9. Takes charge of the welfare and other needs of peace, security and safety personnel on duty.
10. Sets good example in general behavior and maintains high morale among staff and campers.
11. Does other job as maybe requested by the camp director.

POSITION : SUB-CAMP DIRECTORS  
 ISSUED TO : VENUS GLUNOGO/VERGIL BATERIZA/  
 ARLENE GANTALAO  
 RESPONSIBLE TO : CAMP DIRECTOR

**DUTIES**

1. Prepares and implement the lay-out of the sub-camp campsites and establishes procedures of settling down.
2. Supervises the sub-camp settling down.
3. Prepares and implement the lay-out of the sub-camp campsites and establishes procedures of settling down.
4. Supervises all sub-camp activities and relates activities to the over-all camp program
5. Coordinates the sub camp activities and relates activities to over-all camp program.
6. Guides and supervises the sub- camp staff and campers.
7. Presides the sub-camp C.O.H. meeting and prepares agenda for this purpose.
8. Supervises the sub-camp break.
9. Represents the sub-camp in all meeting and keeps a record thereof.
10. Keeps and maintain the morale of the sub- camp staff high

POSITION :SUB-CAMP PROGRAM DIRECTORS  
 ISSUED TO : Teresita Dagpin/Vanessa Mirafuentes/Nelfa Niño  
 RESPONSIBLE TO : SUB -CAMP DIRECTOR

**DUTIES**

1. Organizes activities according to over-all camp program
2. Implements activities as directed
3. Sets up the sub-camp attendance at all program events.

4. Keeps camper's daily evaluation record.
5. Facilitates in the implementation of daily program in coordination with the program consultants.
6. Ensures punctuality in general camp schedule.
7. Provides alternate activities if the need arises and taps potential leaders in camp as consultants when necessary.
8. Checks the output of the campers and collect the badge work reports from adult chaperons.
9. Checks the sub-camp participation in the different choice activity.
10. Does other duties as delegated by sub-camp director.

<b>DAILY SCHEDULE</b>		
<b>A.M</b>		
5:00	-	<b>REVEILLE</b>
		<b>Prayer/Physical Fitness</b>
5:30	-	<b>Kapers/Breakfast</b>
7:30	-	<b>Colors</b>
8:00	-	<b>Activities</b>
11:00	-	<b>Kapers</b>
12:00	-	<b>Lunch</b>
<b>P.M.</b>		
1:00	-	<b>Rest Hour/Court of Honor</b>
1:30	-	<b>Activities</b>
5:30	-	<b>Kapers/Staff Meeting</b>
7:00	-	<b>Supper/kapers</b>
8:00	-	<b>Evening Activities</b>
10:00	-	<b>TAPS</b>

## DRESS CODE

DAYS	ACTIVITIES	GIRLS	ADULTS/STAFF
<b>Day 1</b> <b>Oct. 27</b>	<b>Rehearsal</b> <b>Mass/Religious Service</b>  <b>Friendship Night</b>	<b>Official Uniform</b>  <b>Jeans</b>	<b>Official Uniform</b>  <b>Jeans &amp; Fun Shirt</b>
<b>DAY 2</b> <b>Oct. 28</b>	<b>Opening Ceremony</b>  <b>P.M. Activities</b>  <b>Night Activity</b> <b>(campfire)</b>	<b>Official Uniform</b>  <b>Camp</b> <b>Uniform</b>  <b>According to presentation</b>	<b>Official Uniform</b>  <b>Any GS T-shirt and Jeans/pants</b>
<b>Day 3</b> <b>Oct. 29</b>	<b>Scouts Own</b> <b>Physical Fitness</b>  <b>Activities</b>  <b>Night w/ the Band</b>	<b>Official Uniform</b> <b>Jogging Pants</b>  <b>Camp Uniform</b>  <b>Jeans Attire</b>	<b>Official Uniform</b> <b>Jogging Pants</b>  <b>Adult Polo Green &amp; White/Jeans</b>  <b>Jeans,</b> <b>checkered blouse/Polo</b>



**2<sup>ND</sup> IGNACCIO W. ZUBIRI GSP ENCAAMPMENT**

DAY TO DAY ACTIVITY

	October 27 Day 1	October 28 Day 2	October 29 Day 3	October 30 Day 4	
5:00		Reveille	Reveille	Reveille	
5:00-5:30	<b>ARRIVAL AND SETTLING DOWN</b>	Physical Fitness	Scouts Own Physical Fitness	Community Service Tree Planting Land Scape	
5:30-6:00		Cleaning			
6:00-7:00		KAPERS/BREAKFAST	KAPERS/BREAKFAST	KAPERS/BREAKFAST	
7:00-7:30		COLORS	COLORS	COLORS	
7:30-8:00		Preparation/Activity	Sub-camp Agnes *cooking w/o utensils *arts n Craft	Sub-camp Elsa *cooking w/o utensils *arts n Craft	
8:00-9:00		<b>OPENING PROGRAM</b>	Sub-camp Elsa *sign Language *Basic Arnis *GAMES *Dance Clinic	Sub-Camp Lolita *sign Language *Basic Arnis *Dance Clinic	
9:00-10:00			<b>STARS SCOUT PRESENTATION</b>	Sub-Camp Lolita *Life savings *Body Painting *Basic Swimming *First Aid	Sub-camp Agnes *Life savings *Body Painting *Basic Swimming *First Aid
10:00-11:00				LUNCH	LUNCH
11:00-12:00			LUNCH	LUNCH	LUNCH
12:00-1:00			<b>MOB DANCE CONTEST (Senior Scouts) Dancercise Competition (Junior Scouts)</b>	Sub-Camp Lolita *cooking w/o utensils *arts n Craft	<b>CLOSING PROGRAM BREAK CAMP HOME SWEET HOME</b>
1:00-2:00	EUCCHARISTIC CELEBRATION	Sub-camp Agnes *sign Language *Basic Arnis *GAMES *Dance Clinic			
2:00-3:00	<b>Orientation (By Sub-camp)</b>	Sub-camp Elsa *Life savings *Body Painting *Basic Swimming *First Aid			
3:00-4:00		KAPERS/DINNER	KAPERS/DINNER	KAPERS/DINNER	
4:00-5:00		KAPERS/DINNER	KAPERS/DINNER		
5:00-6:00		KAPERS/DINNER	KAPERS/DINNER		
6:00-7:30	KAPERS/DINNER	KAPERS/DINNER	KAPERS/DINNER		
7:30-10:00	FRIENSHIP NIGHT	CAMPFIRE	GIRLS WITH THE BAND		
10:00	TAPS	TAPS	TAPS	TAPS	