



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

January 21, 2025

DIVISION MEMORANDUM

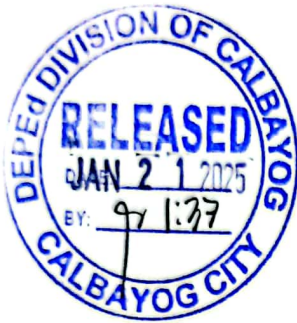
No. 045, s. 2025


**INVITATION TO ATTEND THE 2-DAY BASIC LEADERSHIP
TRAINING COURSE ORGANIZED BY THE CALBAYOG GIRL SCOUT
COUNCIL, CALBAYOG CITY**

TO : Assistant Schools Division Superintendent
Chief Education Supervisor (CID & SGOD)
District Advisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. As per letter received from the office of Calbayog Girl Scout Council dated January 14, 2025, this Office through the School Governance and Operations Division (SGOD) hereby invites and encourages all GSP Troop Leaders, Co-Leaders, School GSP Coordinators, and District Field Advisers to attend the Basic Leadership Training Course organized by the Calbayog Girl Scout Council on January 31-February 1, 2025 at 1:00PM at the GSP Hall, Calbayog City.
2. The activity aims to assist and capacitate all untrained registered troop leaders, co-leaders, GSP elementary/secondary coordinators, and district field advisers to improve their leadership effectiveness in the implementation of GSP programs and its thrusts.
3. Expected participants are the untrained GSP troop leaders, co-leaders, school GSP coordinators, district field advisers, and 10 slots per district, preferably teachers who are handling Junior Level (Gardes 4-6), Senior Level (Grades 7-10), Cadets (Gardes 11-12).
4. A registration fee amounting to One Thousand Five Hundred Pesos (Php1,500.00) shall be collected by the event organizer to cover 4 snacks, 2 lunch, training materials, and other miscellaneous expenses that is chargeable against School MOOE/Other Local Funds, subject to usual accounting and auditing rules and regulations.

5. All district supervisors are requested to submit the final list of participants to this Office through Mr. Oscar D. Billate, Jr., Division Scouting Focal Person and shall forward a copy of the same list to the Calbayog Girl Scout Office on or before January 27-28, 2025.
6. All interested participants shall secure approve **Travel Authorities** prior to the conduct of the said activity.
7. Immediate dissemination of and compliance with this Memorandum are earnestly desired.




MARGARITO A. CADAYONA JR. PhD, CESO VI
OIC-Schools Division Superintendent

Enclosure: *Letter from Calbayog GSP Council*

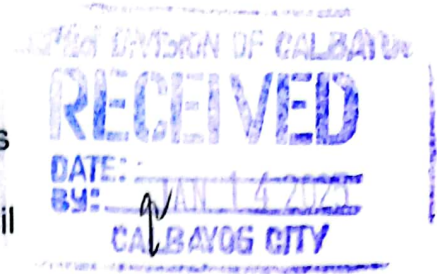
To be indicated in the **Perpetual Index Under** the following subjects:

SGOD

SCOUTING



Girl Scout of the Philippines
Visayas Region
Calbayog Girl Scout Council
Calbayog City



January 14, 2024

DR. MARGARITO A. CADAYONA JR., CESO VI
City Schools Division Superintendent
Office of the City Schools Division Superintendent
Calbayog City

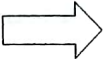
Sir:

A very Prosperous New Year!

The Girl Scouts of the Philippines Calbayog City Council will conduct a 2-day "BASIC LEADERSHIP TRAINING COURSE" on January 31 to February 1, 2025 (Friday & Saturday) at GSP Hall, Calbayog City.

Hereunder are other important details in connection of the said training.

1. PARTICIPANTS

- 1.1a. Troop Leaders & Co-Leaders  Who have NOT
b. School Coordinators Attended or undergone the
c. District Field Advisers Basic Training Course

1.2 10 Slots in every district:

- * Elementary – handling Junior Level – Grade 4-6
- * Secondary – handling Senior Level – Grades 7-10
- * SHS – handling Cadets – Grades 11-12

2. REGISTRATION Fee

* One Thousand Five Hundred Pesos (P 1,500.00) to cover 4 snacks, 2 lunch, training materials and other miscellaneous expenses is chargeable to MOOE/School Local Fund.

Requesting the members of the Training Team or facilitators to assist and facilitate as to their expertise in Scouting topics, to wit:

1. **Belinda S. Prudente – MT I – San Policarpo National High School**
2. **Virginia A. Millares – Principal – Tomaligues Integrated School**
3. **Barbara C. Relampago – Principal – Cagsalaosao Elementary School**
4. **Lorna N. Genotiva – T3 – Calbayog Pilot Central Elementary School**
5. **Jasmin A. Arisgo – MT I – Calbayog City National High School**

Districts Supervisors are requested to submit the list of Participants to the GSP Office on or before January 27-28, 2025.

Thank You very much for your unwavering support to GSP Calbayog City Council.

God Bless & Mabuhay!

Very truly yours,


MARLENE D. TALANA
Council Executive

NOTED:


ESTHER S. SANTIAÑEZ
Council President

APPROVED:

DR. MARGARITO A. CADAYONA JR., CESO VI
City Schools Division Superintendent
Office of the City Schools Division Superintendent



Girl Scout of the Philippines
 Visayas Region
 Calbayog Girl Scout Council
 Calbayog City

TRAINING MATRIX: BASIC LEADERSHIP TRAINING COURSE

PLACE OF TRAINING: GSP Conference Hall

DATE: January 31 – February 01, 2025

RATIONALE: To assist new/old untrained registered Troop Leaders, Co-Leaders, GSP Elem./Sec. Coordinators, District Field Advisers (DFA) in improving troop leadership effectiveness and to complementing the GSP program and its thrusts.

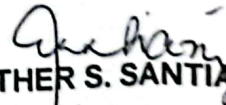
Date/Time	Sessions/Topics	Trainer/Facilitators
January 31, 2025 7:00 - 8:00 8:00 - 9:30	Registration -Opening Ceremony/Program -Orientation -Patrol System -Snacks	Registration In - Charge -Commission on Training -Commission on Program
10:00 - 12:00	Session 1 - Overview of Girl Guiding/ Girl Scouting Session 2 - Girl Scouting in the Philippines	ESTHER S. SANTIANEZ Chief Trainer ADNHA P. TIMAGOS Assisting Trainer BELINDA S. PRUDENTE Chairman Committee on Training VIRGINIA A. MILLARES Vice Chair Training Committee
1:00 - 2:00 2:00 - 3:00 3:00 - 5:00	Session 3 - The GS Program a. The GS Program b. GSP Five (5) Age Levels c. GSP Uniform for Girls d. 8 Point - Challenge e. Badgework f. GSP WAGGS & Special Program g. ICG h. Ceremonies	BELINDA S. PRUDENTE Chairman - Committee on Training LORNA N. GENOTIVA Chairman - Committee on Program JASMIN A. ARESGO Member - Training Committee

Date/Time	Sessions/Topics	Trainer/Facilitators
<p>February 1, 2025 7:30 - 8:00 8:00 - 10:00</p>	<p>Short Program Session 4 - Basic of Troop Management</p> <ul style="list-style-type: none"> a. Troop Management b. Troop Government c. Troop Financing d. Troop Equipment e. Troop Meetings 	<p>BARBARA C. RELAMPAGO Member - Training Committee VIRGINIA A. MILLARES Vice Chair - Training Committee</p>
<p>10:00 - 12:00</p> <p>NOON BREAK</p> <p>1:00 - 2:00</p> <p>2:00 - 3:00</p> <p>3:00 - 4:00</p>	<p>Session 5 - The Girl Scout Troop Leader</p> <ul style="list-style-type: none"> a. What is a Troop Leader? b. Roles and Responsibilities c. Duties d. How to organize and register a Troop? e. How to become an effective leader? f. Leadership Styles g. Learning opportunities and incentives for a GS Troop Leader h. Advanced Camping Courses i. Enrichment Courses j. Trainers Certification, Credentials and Diploma k. Specialist Trainer l. Awards and incentives m. GSP uniforms for Adult Members 	<p>ADNHA P. TIMAGOS Assisting Trainer</p> <p>JASMIN A. ARESGO Member - Training Committee</p> <p>BARBARA C. RELAMPAGO Member - Training Committee</p> <p>ESTHER S. SANTIANEZ Credentialed Trainer</p>
<p>4:00 - 5:00</p>	<p>CLOSING CEREMONY HOMEWARD BOUND</p>	

Prepared by:


BELINDA S. PRUDENTE
 Chairman - Committee on Training

Approved:


ESTHER S. SANTIANEZ
 Chief Trainer