



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

August 04, 2026

DIVISION MEMORANDUM

No. 315, s. 2026

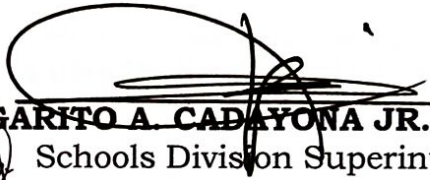
**2-DAY PATROL LEADERSHIP TRAINING FOR SENIOR
AND CADET GIRL SCOUTS**

TO : Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Public Schools District Supervisors/District In-Charge
Public and Private Secondary School Heads/Principals
GSP School Coordinators/Troop Leaders
All Others Concerned

1. Pursuant to the official communication received from the Girl Scouts of the Philippines (GSP) Calbayog City Council dated August 3, 2026, this Office announces the conduct of the **2-day Patrol Leadership Training** on **August 21 (Holiday) – 22 (Saturday), 2026** at the **GSP Conference Hall, Calbayog City**.
2. The training aims to acquaint participants with the basic essentials and functions of patrol leaders, train them on their key roles in scouting, and deepen their involvement in Scouting activities.
3. The Target Participants & Delegation are as follows:
 - **3 to 5 Senior Girl Scouts (Grades 7–10) and Cadet Girl Scouts (Grades 11–12)** per high school.
4. The participants shall follow the **Dress Code** below:
 - **Day 1 (August 21):** Official or Type A uniform with scarf (Opening Program).
 - **Day 2 (August 22):** White T-shirt with GSP logo, green shorts or black pants, and scarf.
5. A registration fee of **One Thousand Pesos (P1,000.00)** per participant will be collected by the GSP Council to cover two (2) days of lunch and four (4) snacks.

6. Registration fees and other incidental expenses relative to participation in this activity shall be chargeable against **school MOOE Funds or any local school funds**, subject to the usual accounting and auditing rules and regulations.
7. Enclosed herewith is the Training Matrix for your reference.
8. School heads are reminded to ensure proper coordination and secure **Parental Consent** for participating student-delegates.
9. Attendance shall be on Official Business. **Service Credits or Compensatory Overtime Credit (COC)** will be awarded to teacher and non-teaching personnel-participants providing services on weekends or holidays, as per DepED Order No. 67, series 1988, and CSC Memo Circular No. 09, series 1988.
10. Immediate and wide dissemination of this Memorandum is desired.




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

Enclosure: *As stated*

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

SGOD

SCOUTING

GSP



**GIRL SCOUTS OF THE PHILIPPINES
CALBAYOG CITY COUNCIL
CALBAYOG CITY**

August 3, 2026

**Executive Committee
Triennium 2024 - 2027**

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Council President**

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VP - Field**

**Dr. Esther L. Perez
VP - Fund Development**

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VP - Int'l Participation**

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**Ms. Lolita Y. Alera
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Commissioner on Administration**

**Jun-Nilou D. Dulfo
Commissioner on Administration**

**Ms. Lorna N. Genotiva
Commissioner on Program**

**Ms. Belinda S. Prudente
Commissioner on Training**

**Ms. Marlene D. Talana
Council Executive**

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

Dear Sir:

Greetings!

The Girl Scouts of the Philippines Calbayog City Council will conduct a **2-day PATROL LEADERSHIP TRAINING** on **August 21, 2026 Friday** (Ninoy Aquino Day) and **August 22, 2026 - Saturday**, at GSP Conference Hall, Calbayog City.

In this connection, we would like to request permission and we're inviting **3 - 5 Senior Girl Scouts (Grades 7 - 10)** and **Cadet Girl Scouts (Grades 11 - 12)** to attend the said training per High School.

Dress Code:

1st Day - Opening Program - Official or Type A uniform with scarf.

2nd Day - White T-shirt w/ logo - green shorts/black pants w/ scarf.

This training aims to train Patrol Leaders and members on their role as girl scouts and patrol leaders. They will be acquainted of the Basic Essentials and Functions of Patrol Leaders and as to be aware of the Scouting activities.

A registration fee of One Thousand Pesos per participant to cover for 2 days Lunch and 4 Snacks to be charged to school MOOE Fund or any School Local Fund subject for usual accounting & auditing rules & regulations.

Attached is a **Patrol Leadership Training Matrix**.

Thank you very much for your concern and support to Girl Scouts of the Philippines Calbayog City Council.

Sincerely,


MARLENE D. TALANA
Council Executive

NOTED:


ESTHER S. SANTIAÑEZ
Council President



**GIRL SCOUTS OF THE PHILIPPINES
CALBAYOG CITY COUNCIL
CALBAYOG CITY**

PATROL LEADERSHIP TRAINING MATRIX

**August 21 – 22, 2026
GSP Conference Hall**

DAY 1 - AUGUST 21 FRIDAY	DAY 2 - AUGUST 22 SATURDAY
MORNING 7:00 – 8:00 AM Arrival/settling Down Registration 8:00 – 9:00 AM Opening Ceremony 9:00 – 10:00 AM "Getting to know you" / Orientation 10:00 – 12:00 PM The Five Basic Essentials Role & Functions of Patrol Members Presentation by Patrol GSP Mission/Vision ESTHER S. SANTIAÑEZ <i>Credentialed Trainor</i> 12:00 – 1:00 PM LUNCH	MORNING 8:00 – 12:00 PM Outdoor Ceremonies Scout's Own – Belinda Prudente Indoor Ceremony – Lorna N. Genotiva Outdoor Ceremony – Jasmin Aresgo
AFTERNOON 1:00 – 2:00 PM Hand & Whistle Signal ADNHA P. TIMAGOS <i>Assistant Trainor</i> 2:00 – 5:00 PM The GS Program in the Out-of-doors Progressive Steps in the Out-of-doors	AFTERNOON 1:00 – 3:00 PM Campfire Ceremony & Program 3:00 – 5:00 PM Closing Ceremony Home Sweet Home

Prepared by:

LORNA N. GENOTIVA
Commissioner on Program

Recommending Approval:

BELINDA S. PRUDENTE
Commissioner on Training

Approved by:

ESTHER S. SANTIAÑEZ
Council President