



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



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August 16, 2016



**DIVISION MEMORANDUM**

No. 141 s. 2016

TO : **Public Schools District Supervisors  
 Public Elementary & Secondary School Heads  
 Private Institutional Heads  
 BSP Training Teams**

SUBJECT: **CREW AND PATROL LEADER TRAINING FOR GRADE 4-6 AND JUNIOR HIGH SCHOOL**

1. This Office is pleased to announce that the Boy Scout of the Philippines, Division of San Jose del Monte in partnership with BSP Bulacan Council, will conduct the live in **CREW AND PATROL LEADER TRAINING** on August 26-28, 2016 at Bagong Buhay F Elementary School.
2. Participants of three (3) per school to these courses are untrained Patrol Leaders or prospective Patrol Leaders coming from Scout Units in private & public schools.
3. Participants will be charged a minimal amount of Php 500 registration fee (may be charged against local school funds, if available) to defray the cost of food, hand-outs, training souvenir/supplies/materials, and other incidental expenses relative to the training course.
4. All participants should bring the following items for their personal use while in training:
  - a. At least one complete Type "A" Scout Uniform with black leather shoes for formal ceremonies and activities, if available.
  - b. Type "B" and "C" wears, rubber shoes, extra clothes, shorts or long pants, slippers and toiletries.
  - c. Sleeping gears: Folding bed/mattress, blankets, plates, glass, spoon, fork & mugs
  - d. Smart Casual Attire for socialization night
5. The matrix of activities is attached in Enclosure no. 1
6. **All Training Teams must be at the training venue before 1 o'clock in the afternoon of Friday, August 26<sup>th</sup> for Registration, Opening Ceremonies and Orientation meeting, while participants are expected before 3:00 pm on the same date.**
7. In order to accommodate and provide participants a sure slot for this event (e.g. reservation for their living quarters/rooms and catering estimates) an INFORMATION SHEET together with the Return Slip is attached to be accomplished by and returned to this Office (ATTENTION: Urcesio A. Sepe), on or before Friday, August 19, 2016.
8. For wide dissemination.

  
**GERMELINA H. PASCUAL CESO V**  
 Schools Division Superintendent

**RETURN SLIP**

School : \_\_\_\_\_

We are sending the following number of trainees to attend this training course(s)  
 \_\_\_\_\_ Troop Leader(s) \_\_\_\_\_ Kawan Leader(s)  
 \_\_\_\_\_ Patrol Leader(s) \_\_\_\_\_ Crew leader(s)

\_\_\_\_\_  
 School Head Signature Over Printed Name

Date: \_\_\_\_\_

**CREW AND PATROL LEADER TRAINING**

Venue: Bagong Buhay F Elementary School  
Aug 26 – 28

**COMMITTEES**

GERMELINA H. PASCUAL, CESO V  
Overall Chair

MARIA CARMEN P. CUENCO, Ed.D.  
Program Manager

BERNADETTE B. ROSAROSO  
Co-Program Mangager

URCESIO A. SEPE  
BSP IN-CHARGE

| <b>RESOURCE SPEAKERS</b>   |   |  |
|--|---|--|
| Sctr. Geraline Novo 2BH<br>THE SENIOR SCOUT CAMPFIRE             | SCL Sctr. Ariel E. Manalo, 2BH<br>HOMEBOUND                         | Maila Garcia/Alexis Rivera/<br>Jeremias<br>Inspection team |
| Sctr. Michael Davis, 2BH<br>SMARTNESS AND GOOD ORDER             | Joel Guidote<br>Teaching Scout Skills<br>Course Orientation Routine | Pilar Prospero<br>Campfire                                 |
| Sctr. Riza Olfindo, 2BH<br>THE OUTDOOR PROGRAM                   | Edwin Junio<br>Intra game   | Rommel Surio<br>Patrol Meeting                             |
| Sctr. Edisa G. Bamuya, 2BH<br>DEFINING COURSE OBJECTIVE          | Jojo Baito<br>Smartness and Good Order                              | Silvia de Lumen<br>Campfire with yarn                      |
| Sctr. Brenda Escabal, 2BH<br>CEREMONIES IN SENIOR SCOUTING       | Noel Burce<br>Knowing yourself and Others                           | Yolanda Fuentebella<br>Leadership and Human Relation       |
| Sctr. Marvin Gumayas<br>KEEPING SCOUTS SAFE FROM HARM            | Ma. Heidei M. Tabor<br>Patrol Activities                            | Ma.Carmina Nierva<br>Patrol Activities                     |
| Sctr. Maila Valencia, 2BH<br>PROGRESSIVE SCHEME AND BADGE SYSTEM | Jocelyn Cabalguinto<br>Scout Advancement                            | Frederico baquiran<br>Patrol Features                      |
| Renato Bacodio<br>Project Patrol Spirit                          | Leo Leoncio<br>Scout Ideals   |  |

| <b>REGISTRATION, DECORATION AND DEMOLITION</b> |                                    |                          |
|--|------------------------------------|--------------------------|
| Ricky Paquing<br>CHAIRMAN                      | Michelle O. Macadangdang<br>MEMBER | Lucy B. Alonzo<br>MEMBER |
| Leo Leoncio<br>MEMBER                          | Maila Garcia<br>MEMBER             | Alexis Rivera<br>MEMBER  |

| <b>MESS</b>                           |                                 |                               |
|---------------------------------------|---------------------------------|-------------------------------|
| Pilar Prospero (Gumaok)<br>CHAIRWOMAN | Jerry Junio (Kaypian)<br>MEMBER | Norwin Bueque (BBG)<br>MEMBER |
| Donald Nacario BBE<br>MEMBER          | Vanesa R. Jarden<br>Member      | Jeremias<br>Member            |

| <b>TECHNICAL AND SUPPORT STAFF</b> |                     |                    |
|------------------------------------|---------------------|--------------------|
| Manuel T. Caliboso                 | Manuel P. Dela Cruz | Conrado O. Abraham |

PATROL LEADER TRAINING FOR GRADES 4 – 6  
 Bagong Buhay F Elementary School  
 Sapang Palay, City of San Jose del Monte, Bulacan  
 August 26-28, 2016

ELEMENTARY

COURSE A – CHAIRMAN: EDWIN JUNIO

| TIME          | MINUTES | DAY 1<br>Friday                               | DAY 2<br>Saturday   | DAY 3<br>Sunday                         |
|---------------|---------|---|---|---|
| 5:00 - 6:30   | 90      |   | Wake up/Wash up/Warm up, Clean up                               | Wake up/Wash up/Warm up, Clean up       |
| 6:30 - 7:30   | 60      |   | Breakfast   | Breakfast                               |
| 7:30 - 8:15   | 45      |   | Inspection/Prayer/Flag raising ceremony                         | Inspection/Prayer/Flag raising ceremony |
| 8:15 - 10:00  | 105     |   | Games: Competitive games, Intra-patrol games<br>Designing games | Troop Meeting                           |
| 10:00 - 10:15 | 15      |   | Break/STA   | Break                                   |
| 10:15 - 12:15 | 120     |   | Teaching Scout Skills   | Scout Advancement                       |
| 12:15 - 2:00  | 105     |   | LUNCH   | LUNCH                                   |
| 2:00 - 3:30   | 90      |   | Patrol Activities   | Leadership And Human Relation           |
| 3:30 - 4:00   | 30      | Arrival, Settle in, Registration<br>(BBF E/S) | Break   | Closing Ceremonies                      |
| 4:00 - 5:00   | 60      | Opening Ceremony                              | Patrol Organization/Patrol Features                             |   |
| 5:00 - 6:00   | 60      | Dinner (Packed)                               | Patrol Meeting  |   |
| 6:00 - 6:30   | 30      | Course Orientation Routine                    | Flag down: Project/Patrol spirit                                |   |
| 6:30 - 7:30   | 60      | Smartness and Good Order                      | Dinner  |   |
| 7:30 - 9:00   | 90      | Knowing Yourself and others                   | Campfire: Yarn/Scout Ideals                                     |   |
| 9:00          |         | TAPS  | TAPS  |   |

**AUGUST 26, 2016 (FRIDAY )**

**SECONDARY**

| TIME          | MIN | SESSION / ACTIVITY              | IN - CHARGE  |
|---------------|-----|---------------------------------|--|
| 1700 - 1745 H | 45  | OPENING CEREMONIES              | <b>AC - PROGRAM</b><br>Sctr. Geraline Novo, 2BH        |
| 1745 - 1845 H | 60  | <b>DINNER BREAK</b>             | Sctr. Michael Davis, 2BH                               |
| 1845 - 1915 H | 30  | COURSE ORGANIZATION AND ROUTINE | <b>AC - ADMINISTRATION</b><br>Sctr. Riza Olfindo , 2BH |
| 1915 - 1945 H | 30  | SMARTNESS AND GOOD ORDER        | <b>Senior Crew Leader</b><br>Sctr. Michael Davis, 2BH  |
| 1945 - 2015 H | 30  | DEFINING COURSE OBJECTIVE       | <b>Chairman</b><br>Sctr. Edisa G.Bamuya, 2BH           |
| 2015 - 2100 H | 45  | HISTORY OF SCOUTING             | Sctr. Brenda Escabal, 2BH                              |
| 2100-2145     | 45  | IDEALS IN SENIOR SCOUTING       | Sctr.Marvin Gumayas                                    |
| 2145-2245     | 60  | FUNDAMENTALS OF SCOUTING        | Sctr.Maila Valencia, 2BH                               |

**AUGUST 27,2016 (SATURDAY )**

| TIME          | MIN | SESSION / ACTIVITY                          | IN - CHARGE               |
|---------------|-----|---|---------------------------|
| 0600 - 0700 H | 60  | WAKE -UP / WASH UP/ PHYS.FITNESS/ BREAKFAST | Senior Crew Leader        |
| 0700 - 0730 H | 30  | ROLL CALL / INSPECTION/ FLAG CEREMONY       | STAFF MANAGEMENT          |
| 0730 - 0800 H | 30  | SENIOR SCOUTS GAME                          | STAFF MANAGEMENT          |
| 0800-1000 H   | 120 | TEACHING SENIOR SCOUT SKILLS                | <b>DISCUSSANTS</b>        |
|               |     | a. Base 1 : Flag Code and Flag Folding      | Sctr. Michael Davis, 2BH  |
|               |     | b. Base 2 : Basic Knots /Lashing            | Sctr.Marvin Gumayas       |
|               |     | c. Base 3 : Bandaging                       | Sctr. Riza Olfindo , 2BH  |
|               |     | d. Base 4: Trail Signs                      | Sctr. Brenda Escabal, 2BH |
|               |     | e. Base 5 : Compass Reading                 | Sctr. Geraline Novo, 2BH  |
| 1000-1015 H   | 15  | <b>MORNING SNACKS</b>                       | Sctr. Michael Davis, 2BH  |
| 1015-1100 H   | 45  | THE SENIOR SCOUTING PROGRAM                 | Sctr. Edisa G.Bamuya, 2BH |
| 1100-1200 H   | 60  | PROGRESSIVE SCHEME AND BADGE SYSTEM         | Sctr.Maila Valencia, 2BH  |
| 1200 - 1300 H | 60  | <b>LUNCH BREAK</b>                          | Sctr. Michael Davis, 2BH  |
| 1300-1345 H   | 45  | ACTIVITIES IN SENIOR SCOUTING               | Sctr.Maila Valencia, 2BH  |
| 1345-1445     | 60  | THE OUTDOOR PROGRAM                         | Sctr. Riza Olfindo , 2BH  |
| 1300 - 1400 H | 60  | CEREMONIES IN SENIOR SCOUTING               | Sctr. Brenda Escabal, 2BH |
| 1400 - 1500 H | 60  | THE SENIOR SCOUT CAMPFIRE                   | Sctr. Geraline Novo, 2BH  |
| 1500 - 1515 H | 15  | <b>AFTERNOON SNACKS</b>                     | Sctr. Michael Davis, 2BH  |
| 1515 - 1615 H | 60  | KEEPING SCOUTS SAFE FROM HARM               | Sctr.Marvin Gumayas       |
| 1615 - 1715 H | 60  | CREW AND OUTFIT MEETINGS                    | Sctr.Maila Valencia, 2BH  |
| 1715 - 1800 H | 45  | ANNUAL OUTFIT PROGRAM PLANNING              | Sctr. Riza Olfindo , 2BH  |
| 1800 - 1900 H | 60  | <b>DINNER BREAK</b>                         | Sctr. Michael Davis, 2BH  |
| 1900 - 2000 H | 60  | Preparation and CAMPFIRE PROPER             | STAFF MANAGEMENT /        |
| 2000 - 2100 H | 60  |   | Participants              |

**AUGUST 28, 2016 ( SUNDAY )**

| TIME          | MIN | SESSION / ACTIVITY                          | IN - CHARGE                                  |
|---------------|-----|---|--|
| 0600 - 0700 H | 60  | WAKE -UP / WASH UP/ PHYS.FITNESS/ BREAKFAST | Senior Crew Leader                           |
| 0700 - 0730 H | 30  | ROLL CALL / INSPECTION/ FLAG CEREMONY       | STAFF MANAGEMENT                             |
| 0730 - 0800 H | 30  | SENIOR SCOUTS GAME                          | STAFF MANAGEMENT                             |
| 0800 - 0845 H | 45  | OUTFIT ORGANIZATION AND ADMINISTRATION      | Sctr. Geraline Novo, 2BH                     |
| 0845 - 0930 H | 45  | THE SENIOR CREW LEADER'S JOB                |  |
| 0930 - 1030 H | 60  | TRAINING SUMMARY                            | <b>CHAIRMAN</b><br>Sctr. Edisa G.Bamuya, 2BH |
| 1030-1130 H   | 60  | CLOSING CEREMONY                            | <b>CHAIRMAN</b><br>Sctr. Edisa G.Bamuya, 2BH |
| 1130 - 1200 H | 30  | <b>LUNCH / HOMEBOUND</b>                    | SCL Sctr. Ariel E. Manalo, 2BH               |