

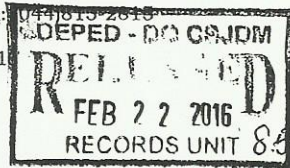


Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



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February 16, 2016



**DIVISION MEMORANDUM**

No. 28 s. 2016

**TO :** ALL INSTITUTIONAL HEADS OF PRIVATE AND PUBLIC SCHOOLS AND FIELD SCOUT COMMISSIONERS (BSP COORDINATORS), INSTITUTIONAL BSP COORDINATORS AND OUTFIT ADVISORS

**SUBJECT:** **BASIC TRAINING COURSES** for the following sections:

- ✓ LANGKAY LEADERS ( Kinder Teachers)
- ✓ KAWAN LEADERS (Grades I to III Teachers)
- ✓ TROOP LEADERS (Grades IV to VI Teachers)
- ✓ OUTFIT ADVISORS (Secondary Teachers)
- ✓ LEADERS OF ADULT (Principals, Head Teachers, OIC, TIC & Administrators)

1. This Office is pleased to announce that the Bulacan Council, BSP in partnership with Department of Education, City Division of San Jose del Monte, will conduct the **BASIC TRAINING COURSES FOR KAWAN LEADERS, TROOP LEADERS, OUTFIT ADVISORS and LEADERS OF ADULT** on the following dates:  
 Basic Training Course LL, KL, TL, OA & LOA : March 18-20, 2016  
 Venue : Bagong Buhay B Elementary School
2. Participants to these courses are untrained Unit Leaders or prospective Unit Leaders coming from Scout units in private & public schools.
3. Participants will be charged a minimal amount of Php 1,800.00 registration fee (may be charged against local school funds, if available) to defray the cost of food ( including dinner 17<sup>th</sup> of March until lunch of 20 March ), 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
  - d. Smart Casual Attire for socialization night.
5. The courses are live-in training courses; nobody will be allowed to leave the venue.
6. *All LL, KL, TL & OA participants must be in the training venue at or before 5 o'clock in the afternoon of Thursday, March 17<sup>th</sup> for Registration, Opening Ceremonies and Orientation while the LEADERS OF ADULT Basic training Course participants must be at the training venue at or before 7 o'clock in the morning of Friday, March 18, 2016.*
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 the participants and returned to this office (ATTENTION: Urcesio A. Sepe), on or before Tuesday, February 23, 2016.
8. For wide dissemination.

*GHPascual*  
**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)

\_\_\_\_\_ Outfit Leader(s) \_\_\_\_\_ Leaders of Adult

School Head Signature over Printed Name \_\_\_\_\_ Date: \_\_\_\_\_