



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF PAMPANGA

04 June 2024

DIVISION MEMORANDUM

No. **340** s. 2024

**GIRL SCOUTS OF THE PHILIPPINES (GSP) BASIC TRAINING
COURSE FOR ADMINISTRATORS**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
Division GSP Coordinator
All Others Concerned

1. The Girl Scouts of the Philippines (GSP), Pampanga Council will conduct a three-day **BASIC TRAINING COURSE for ADMINISTRATORS** on **June 25 – 27, 2024**, venue to be announced.
2. The participants of the activity are the Schools Division Superintendent, Assistant Schools Division Superintendents, Chief Education Supervisors, Elementary & Secondary School Heads, 20 representatives & zonal managers from the Private Schools, GSP Pampanga Council executives, officers and members and Division GSP Coordinator.
3. The objectives of the activity are:
 - a. To acquire a deeper understanding of the World Association of Girl Guides and Girl Scouts (WAGGGS) and GSP Mission, Vision, program, organizational structure and ways of work;
 - b. To strengthen the trust and belief of the participants to the organization that will yield to a stronger movement;
 - c. To formulate ways and means to institute sound partnership between the participants and the council; and
 - d. To acquire knowledge on basic camping and outdoor skills.
4. The registration fee of P3,900.00 for each participant, which will include the meals, materials, handouts and other administrative expenses may be charged to School MOOE, local funds and other resources subject to the usual accounting and auditing procedures. An official receipt will be issued by the council. **Preregistration** will be on **June 20, 2024**, at the SDO Pampanga Planning Section is requested to give the Council ample time to prepare.



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5. Participants are expected to arrive at the designated venue at 8:30 in the morning, 1st meal to be served will be AM snacks.
6. As part of the preparation, all participants must accomplish the shared **Excel Workbook, on or before June 10, 2024** for the list of participants and size of t-shirts using this link: <https://rb.gy/o1sg0h>.
7. For inquiries, please feel free to call or text our Council Executive, Ms. Hiza H. Malonzo, through telephone number 09982664648 or GSP Division Coordinator Dorotea D. Soliman at 09173262596.
8. Compliance and wide dissemination of this memorandum is earnestly desired.

ROMEO M. ALIP, PhD, CESO V
Schools Division Superintendent

