



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

March 03, 2025

DIVISION MEMORANDUM

No. 171 s. 2025

BASIC TRAINING COURSE FOR UNIT LEADERS

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office through the School Governance and Operations Division (SGOD) hereby disseminates the BSP Pampanga Council Office Memorandum No. 2 s. 2025, announcing the following training schedules for the year 2025.

• **Kawan Leaders**

Participants : Female Grades 1-3 Kawan Scout Leaders
Date : 21-23 March 2025
Venue : San Juan Nepomuceno Elementary School, Guagua

• **Troop Leaders**

Participants : Grades 4-6 Troop Scout Leaders
Date : 21-23 March 2025
Venue : San Juan Nepomuceno Elementary School, Guagua

• **Outfit Advisors (Secondary Scout Leaders)**

Participants : Secondary Scout Leaders (Outfit Advisors)
Date : 14-16 March 2025
Venue : San Matias High School, Sto. Tomas

• **Rover Circle Leaders**

Participants : SHS or College Teachers / Rover Circle Leaders
Date : 14-16 March 2025
Venue : San Matias High School, Sto. Tomas

Page 1 of 2



Address: High School Blvd., Brgy. Lourdes, City of San Fernando (P)
Telephone No.: (045) 435-2728; (045) 435-7404
Email Address: pampanga@deped.gov.ph
Website: www.depedpampanga.ph

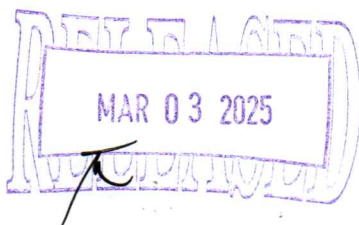


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2. This training is a live-in-3-day course to be participated in by prospective Unit Leaders. It aims to orient, update, and train scouters to be well-rounded individuals with exemplary character worthy of emulation who are true role models and advocates of the Scout Oath and Law.
3. A registration fee of **Three Thousand Pesos** per course which will cover meals/snacks, certificates, materials and other incidental expenses chargeable against MOOE, LSB, PTA Funds or any available local/school funds subject to the availability and the usual accounting and auditing rules and regulations.
4. Participating teachers / administrators and scouters serving as Training Staff in these trainings are entitled to service credits and Compensatory Time – Off (CTO).
5. Other details relative to the conduct of this activity are stipulated in the BSP - Pampanga Council Office Memorandum No. 2 s.2025.
6. Registration through the <https://tinyurl.com/BTCPampanga>
7. For information, guidance and dissemination.


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

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BOY SCOUTS OF THE PHILIPPINES

PAMPANGA COUNCIL

SA NGALAN NG AKING DANGAL...



3 February 2025

COUNCIL OFFICE MEMORANDUM

Number **2**, series of **2025**

TO : **SCHOOLS DIVISION SUPERINTENDENTS
INSTITUTIONAL HEADS / SCHOOL HEADS
SCOUTING COORDINATORS
TROOP LEADERS / KAWAN LEADERS
All Others Concerned**

SUBJECT : **BASIC TRAINING COURSE FOR UNIT LEADERS**

1. The **Boy Scouts of the Philippines - Pampanga Council** is pleased to announce the conduct of the **BASIC TRAINING COURSE FOR UNIT LEADERS** with the following general details:

- **BASIC TRAINING COURSE FOR KAWAN LEADERS**

Participants : **Female Grades 1-3 Teachers / Kawan Leaders**
Date : **21-23 March 2025**
Venue : **San Juan Nepomuceno Elementary School, Guagua**
Training Fee : **Php 3,000.00**

- **BASIC TRAINING COURSE FOR TROOP LEADERS**

Participants : **Grades 4-6 Teachers / Troop Leaders**
Date : **21-23 March 2025**
Venue : **San Juan Nepomuceno Elementary School, Guagua**
Training Fee : **Php 3,000.00**

- **BASIC TRAINING COURSE FOR OUTFIT ADVISORS**

Participants : **High School Teachers / Outfit Advisors**
Date : **14-16 March 2025**
Venue : **San Matias National High School, Sto. Tomas**
Training Fee : **Php 3,000.00**

- **BASIC TRAINING COURSE FOR ROVER CIRCLE LEADERS**

Participants : **SHS or College Teachers / Rover Circle Leaders**
Date : **14-16 March 2025**
Venue : **San Matias National High School, Sto. Tomas**
Training Fee : **Php 3,000.00**

2. **Background and Purpose.** The Basic Training Course for Unit Leaders is a **3-day live-in training** of the Boy Scouts of the Philippines designed to equip Unit Leaders with the knowledge and skills needed to effectively work with both young people and other Adults in Scouting in terms of youth program delivery. With the revised BSP Unit Leader's Training Scheme, Unit Leader Training Courses aim to develop the following among Unit Leaders:

- a. An understanding of the historical background, fundamental principles, organizational structures, and spirit of Scouting; and
 - b. An understanding of the needs of young people within the specific environment in which the leader and young people will be working:
 - The ability to use the Scout Method and the skills of Scouting to meet the needs and aspirations of young people adapted to various age groups for the KID, KAB, Boy, Senior, and Rover Scouting sections;
 - The ability to apply the team system and enabling youth involvement and youth empowerment through learning by doing and symbolic framework;
 - The personal leadership skills to work positively and constructively with young people and other adults; and
 - The personal management skills to plan for, implement, administer, and evaluate the Sectional Youth Program that will contribute to the personal growth of young people to play a constructive role in the society.
3. **Participants.** The general qualifications for the participants are as follows:
- a. Must be currently registered
 - b. Must be currently handling a Unit as Unit Leaders or Assistant Unit Leaders
 - c. Must be physically fit as certified by a licensed physician
 - d. Must be of good moral character
4. **Training Fee.** The Training Fee shall cover the administrative and operational expenses which include but are not limited to training materials, meals and snacks (starting AM snack of first day until lunch of last day of training), and utilities. Payment of the Training Fee should be settled on or before the said deadline and **ON-SITE REGISTRATION IS NOT ALLOWED**. The Training Fee is **NON-REFUNDABLE but transferable**.

The training fee can be charged against School's Maintenance and Other Operating Expenses (MOOE) or other available school/local funds subject to its availability and the usual accounting and auditing rules and regulations.

5. **Pre-Registration.** To determine the expected number of participants of the training, interested leaders are requested to fill-up the pre-registration form:

<https://tinyurl.com/BTCPampanga>

Deadline of pre-registration and payment is on:

- For Kawan and Troop Leaders: **14 March 2025, 1200 H**
- Outfit Advisors and Rover Circle Leaders: **7 March 2025, 1200 H**

Please remit your training fees through:

Bank / Branch : **China Bank Savings / City of San Fernando**
 Account Name : **BOY SCOUTS OF THE PHILIPPINES PAMPANGA COUNCIL**
 Account No. : **6084 0001 9957**


6. **Personal Provisions.** Participants are requested to bring the following:
- White shirts and jeans
 - Rubber shoes
 - Sleeping essentials
 - Toiletries
 - Personal medicines and first aid kit

7. **Reporting Time. Course Staff** should report on or before **0700 H** and confirmed **participants** are advised to be at the venue no later than **0730 H on the first day of the training** for a staff meeting and orientation and briefing, respectively. **The opening ceremony shall commence at 0800 H.**
8. For any clarifications or inquiries, please contact the Pampanga Council, Boy Scouts of the Philippines through email at bsppampangacouncil@gmail.com or the Council Scout Executive, **Mrs. Alicia P. De Leon**, through phone at **0905 663 7992**.
9. For information, guidance, widest dissemination and appropriate action.


ALICIA P. DE LEON
Council Scout Executive
BSP Pampanga Council


RODERICO B. CAYANAN
Division BSP Coordinator
DepEd Pampanga

Approved by:


ROMEO M. ALIP, Ph.D. CESO V
Schools Division Superintendent
DepEd Pampanga

