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

29 September 2026

DIVISION MEMORANDUM
No. 571 s. 2026

GIRL SCOUT OF THE PHILIPPINES (GSP) MEMBERSHIP CAMPAIGN

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

1. DepEd Memorandum No. 041, s. 2024 authorized voluntary collections for Girl Scouts registration starting September, but on VOLUNTARY BASIS for the Council's Membership Campaign.

2. In line with this, please find attached authorized voluntary contributions and the new membership registration method for guidance and reference.

3, Compliance and wide dissemination of this memorandum is desired.

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

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SEP 29 2026

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GIRL SCOUTS OF THE PHILIPPINES
Central Luzon Region
Pampanga Girl Scout Council

September 24, 2026

Schools District Supervisors
Institutional Heads of Public/Private
Elementary and Secondary Schools

Dear Sir/Mam:

Greetings from the Pampanga Girl Scout Council!

As we start the new School Year 2026 – 2027, the **Girl Scouts of the Philippines – Pampanga Council** once again seek for your utmost support to its programs and membership campaign. As per the DepEd Order that the authorized voluntary collections may be collected starting on the second month (September), but only on **VOLUNTARY BASIS**, we therefore appeal to your support to the Council's Membership Campaign.

HEREUNDER are the following GSP authorized voluntary contributions:

- **P 60.00 - registration fee of girls as members**
- **P 50.00 - registration fee of troop leaders & co – leaders**
- **P50.00 - registration fee of Barangay and District Committee member**
- **P50.00 - Associate Members (Schools Heads, PSDS, other adult volunteers)**
- **P 10.00 - troop registration fee**
- **P10.00 - sustaining membership fee of every enrolled boy and girl (voluntary)**

2. For the **Sustaining Membership fee/Roll of P10.00** the following is the breakdown:

	Council	District (GS programs)	School (GS programs)	Total
District	P7.00	1.00	2.00	10.00
HS (Public)	P7.00		3.00	10.00
Private	P7.00		3.00	10.00

In line with **DepEd Order No. 009, s.2026,** implementing the **Three-Term School Calendar,** and in support of the Department's commitment to protect instructional time and that teachers are on time on task, the Council will be implementing a **new membership registration method;** to minimize the time and work for our leaders. Attached is the step-by-step procedure. If there are other queries, you may coordinate directly to the **GSP Council Executive, Ms. Hiza H. Malonzo through HP# 0998-266-4648.**

Thank you very much for your usual cooperation and support specifically for the prompt remittance of said fees to the GSP Council.

Respectfully yours,

Lolita L. Molano, PhD.
Council President

Hiza H. Malonzo
Council Executive

Recommending Approval:

Dorotea D. Soliman
Education Program Specialist II
School Governance Operations Division
GSP Division Coordinator

Arceli S. Lopez, PhD.
Chief, School Governance Operations Division
Division of Pampanga
GSP Vice President for Field

Approved by:

Romeo M. Alip, PhD, CESO V
Schools Division Superintendent
GSP Commissioner on Administration
Division of Pampanga

GSP MEMBERSHIP STEP-BY-STEP PROCEDURE

1. Open the Google form
   *Click the registration link provided by the Council
   https://docs.google.com/spreadsheets/d/10YxO58hkEh6s2AuyFvQnQmj8s36VmqdCfxYsJPVZuNE/edit?usp=sharing
   * Sign in to your Google account if prompted.

2. Read the instructions
   *Fill up the information at the beginning of the form before proceeding

3. Enter the personal Information of Troop Leaders and Girls.
   ***Fill in the required details such as: Full name, Birthday, Grade level and Beneficiaries (all are required)**

4. Choose the appropriate Membership Category and Age Level
   *** Indicate if the members are new or renewing**
   *** Indicate the age level; Pre – elementary (Twinklers), Grades 1 – 3 (Star Scouts), Grades 4-6 (Junior GS) Grades 7 – 10 (Senior GS), Grades 11-12 (Cadet GS); each age levels have a minimum of 8 members and maximum of 18 (Twinklers), 40 (Star, Junior, Senior and Cadet) per registration forms. Each troop shall have at least 1 or 2 Troop Leaders, and each troop should not have the same troop leaders.**

5. Once all required data were filled – up (**please make sure to follow groupings and maximum number of members per age level**), kindly submit by **District folder (to be done by the District Field Advisers)**, and by **Cluster Folder for the secondary school (to be done by the Cluster Coordinators)** and to be submitted through the Council Executive's Email address, malonzohiza700@gmail.com for checking and processing, if all requirements were met, the Council Executive will send you the total amount of registration fees, followed by the issuing of the receipts and IDs, once fees are complete, the amount will be collected by the council staff from the District/Cluster Coordinators and hand – over the receipts and IDs.

Through this new membership procedure, both Council Staffs, GS Coordinators and Troop leaders will minimize their time in the GS membership registration.

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