



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

12 Nov 2025

DIVISION MEMORANDUM

SGOD-2025-241

CONDUCT OF BASIC TRAINING COURSES FOR TROOP LEADERS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Schools District Supervisors
School heads
All Others Concerned

1. The Boy Scouts of the Philippines – Sarangani Council will conduct a Basic Training Course for Troop Leaders on November 20-22, 2025, at Kiogam Central Elementary School, Brgy. Ilaya, Glan, Sarangani Province.
2. This activity, with the theme, “Be Prepared: Scouts for Peace and Sustainable Development”, aims to:
 - a. train leaders on how to organize scout units and activities;
 - b. guide adult leaders in planning activities necessary for the effective development of the character of their Boy Scouts, enabling them to be responsible, disciplined, and self-reliant citizens in the institution and in their respective troops, homes, and communities; and
 - c. make plans for self-development in order to strengthen their capabilities in performing their responsibilities as Troop Leaders.
3. Participants in this training are male and female teachers who have not undergone any Basic Training in Scouting and who are physically fit to perform physical fitness activities (see enclosed list). For safety reasons, pregnant women are discouraged from participating in this activity.
4. A registration fee of One Thousand Five Hundred Pesos (P1,500.00) shall be collected from each participant to defray expenses for meals, BSP adult neckerchief and carabao slide, training materials, certificates, annual national membership, and other administrative expenses. Participants are required to pay the amount in cash, which is at their personal expense.
5. It is advised that each participant shall bring his/her own bedding, raincoat, flashlight, first aid kit, eating utensils and other personal belongings to be used in the training.
6. As a BSP training policy, this activity is strictly live-in. The registration of participants will start at 10:00 o'clock in the morning and the opening ceremony will start at 1:00 o'clock in the afternoon of day 1. The first meal (dinner) will be served in day 1.
7. Participants of this activity shall be entitled by a One (1) day service credit for teaching personnel and CTO for non-teaching personnel.



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

8. Travel and other incidental expenses shall be charged against school/ local funds subject to usual accounting and auditing procedures and regulations.
9. Attached is the list of participants and Training staff. In the event that a teacher is interested to join the training, it is open to all qualified teachers.
10. Wide dissemination of this memorandum is desired.
11. For further inquiries please contact Araceli J. Dinopol, email add araceli.dinopol001@deped.gov.ph

RUTH L. ESTACIO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: N o n e

To be indicated in the Perpetual Index
under the following subjects:

PROGRAMS

Adriano A. Daligdig/SGOD/MLA – conduct of basic training courses for troop leaders
1151/November 12, 2025



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

(Enclosure to DM ,2025)

CONDUCT OF BASIC TRAINING COURSES FOR TROOP LEADERS

Kiogam Central Elementary School, Glan, Sarangani Province
November 20-22, 2025

LIST OF PARTICIPANTS:

NO	NAME	SCHOOL
1.	RIO L. DURON	
2.	RENE A. ALICER	
3.	RODELIO E. UYCO	
4.	JOHN BERT EDULZA	
5.	KENT JAMES CABALUNA	
6.	RYAN PALMA	
7.	EUGENE P. PEJANA	
8.	JOVELYN P. TABANAO	
9.	MCDONALD MELENDREZ	
10.	GLEENY ENCABO	
11.	ALFIE LAPIS	
12.	JEKLENN M. QUIROBIN	
13.	ALBERT ALBOLERAS	
14.	REGIE SADAYA	
15.	LAWRENCE BARCELONA	
16.	JOEL BENEMERITO	
17.	PHIL ANTHONY M. SUAN	
18.	NORBELITO TATAMANG	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

19.	JOJO BLATANG	
20.	GERVIN MELENDREZ	
21.	RANDY ALCAYA	
22.	GLENN SAYA-ANG	
23.	REZEL LOU V. MORENO	
24.	JANDY M. CLEMENTE	
25.	WILLY ANDOY	
26.	PAQUITO Q. QUIJANO	
27.	HONEY GRACE LABIS	
28.	MARK ANTHONY DUENAS	
29.	DONALD S. CANTERO	
30.	PINKY G. TANAP	
31.	JOMAR CANE	
32.	JOCELYN PONCARDAS	
33.	JAY GHEM ASOTILLA	
34.	CHERRY ANN PATIGAYON	
35.	MARISA M. YARDLEY	
36.	GERALD LAUGLAUG	
37.	HARIES MACATIMBOL	
38.	MEVIL M. MEJARES	
39.	LYNCH JUN DONDRIANO	
40.		



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

TRAINING STAFF AND SUPPORT STAFF:

1. Jinalyn G. Bello, CMT
2. Andres D. Mataganas, CMT
3. Araceli J. Dinopol, ALT
4. Raymund C. Vigafria, ALT
5. Rohayda Y. Ubpon, ALT
6. Shellah Marie D. Briones, CML
7. Nilo V. Delizo, WBH
8. Jorge Lumampao, WBH
9. Noria D. Cabal, WBH
10. Charlotte P. Dimaudtang, WBH
11. Nica Quiatchon, WBH
12. Naizar Juanday, WBH
13. William Antonio Isias Buenaluz, WBH
14. Ruby Atiga
15. Daniel G. Barcelona Jr.
16. Pamila W. Herasta
17. Angel Kaye Gregorio
18. Julie Mae Moskito



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

ACTIVITY MATRIX

DAY 1 (November 20, 2025)

TIME	Sessions/Activity	In-Charge
10:00 AM- 12:00 NN	Arrival Registration	
12:01 PM- 12:59 PM	Lunch Break	
01:00 PM - 01:30 PM	Opening Program	
01:31 PM - 2:30 PM	Smartness and Good Order	Sct. William Antonio Isias A. Buenaluz, WBH
02:31 PM – 03:30 PM	Defining Course Objective	Sct. Andres D. Mataganas, CMT
03:30 PM – 05:00 PM	Fundamentals of Scouting	Sct. Araceli J. Dinopol, ALT
05:00 PM – 06:00 PM	History of Scouting	Sct. Rohayda Y. Ubpon, ALT
06:00 PM – 07:30 PM	Fellowship Dinner	
07:30 PM – 08:30 PM	Scout Ideals	Sct. Charlotte Dimaudtang, WBH
08:31 PM – 09:00 PM	TAPS	

Day 2 (November 21, 2025)

TIME	Sessions/Activity	In-Charge
06:00 AM- 08:00 NN	Wash-up/ Breakfast	
08:01 PM- 08:30 PM	Flag Ceremony	
08:31 PM - 09:30 PM	Games	All Training Team
09:31 PM - 11:00 PM	Values & Spiritual Development in Boy Scouting	Sct. Rohayda Y. Ubpon, ALT
11:01 PM – 12:00 PM	The Boy Scout Program	Sct. Jinalyn G. Bello, CMT
12:01 PM – 01:00 PM	Lunch Break	
01:01 PM – 02:00 PM	Introduction to the Life Cycle of Adults in Scouting (AIS)	Sct. Andres D. Mataganas, CMT
02:01 PM – 03:30 PM	Ceremonies in Scouting	Sct. Shella Marie D. Briones, CML



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

03:31 PM – 05:00 PM	Troop Leaders Job	Sct. Nilo V. Delizo, WBH
05:00 PM – 06:30 PM	Songs and Games for Boy Scouts	Sct. Naizar Juanday, WBH
06:30 PM – 07:00 PM	Dinner	
07:00 PM – 09:00 PM	Campfire	All Training Team
09:00 PM – 10:00 PM	TAPS	

Day 3 (November 22, 2025)

TIME	Sessions/Activity	In-Charge
06:00 AM- 08:00 NN	Wash-up/ Breakfast	
08:01 PM- 08:30 PM	Flag Ceremony	
08:31 PM - 09:30 PM	Games	All Training Team
09:31 PM - 11:00 PM	Troop Administration	Sct. Rohayda Y. Ubpon, ALT
11:01 PM – 12:00 PM	Outdoor Program	Sct. Ruby Atiga, WBH
12:01 PM – 01:00 PM	Lunch Break	
01:01 PM – 03:00 PM	Cont. of Program Planning	All Training Team
03:01 PM – 03:30 PM	Evaluation/ Open Forum	Sct. Jinalyn G. Bello, CMT/ Training Team
03:31 PM – 04:00 PM	Closing Program/ Awarding of Certificates	Training Team
04:01 PM – 05:00 PM	Home Sweet Home	



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION
SCHOOLS DIVISION OF SARANGANI

BUDGETARY REQUIREMENTS

A. Registration Fee	1,500.00	
• Meals and snacks	350.00	(3 days)
• Neckerchief	200.00	
• Wooden carabao slide	100.00	
• National Membership Fee	60.00	
• Training Materials	<u>90.00</u>	
Total:	Php 1,500.00	

BREAK DOWN OF EXPENSES:

Expected Participants:	39 x 1,500.00	Php	58,500.00
Meals and Snacks	39 x 300.00 x 3 Days -----		35,100.00
Neckerchief and Carabao Slide	39 x 300.00 -----		11,700.00
Training Materials	39 x 150.00 -----		5,850.00
National BSP Membership Fee	39 x 60.00 -----		2,340.00
Contingency Funds	39 x 90.00 -----		<u>3,510.00</u>
		Php	58,500.00