



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

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**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
MLA-2023- 179

TO : **CONCEPCION I. GALLENTES  
CORAZON H. SAMUYA  
MARIA RACHEL S. OMASAS  
VICTOR TESORERO III  
VIRGILIO TUPOS JR.  
LORNA LUMAYOG  
CLARISA FE P. TUPOS  
RACHEL AUTENTICO**

FROM : **WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent *WB*  
Office of the Schools Division Superintendent

SUBJECT : **GSP-BASIC COURSE TRAINING FOR TROOP/CO-LEADERS**

DATE : November 9, 2023

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1. In reference to GSP Council Circular No.19 titled **"ADDENDUM TO COUNCIL CIRCULAR NO.13, SERIES 2023 RE OURDOOR LEADERSHIP COURSE AND BASIC COURSE"**, this Office hereby announces the conduct of **GSP-Basic Course Training for Troop/Co-Leaders** on November 10-12, 2023 at Tagbilaran City Central Elementary School, M. Torralba Street, Tagbilaran City.
2. The participants of this activity are the untrained Troop/Co-Leaders.
3. Teachers and Non-Teaching personnel who are involved in this activity shall be entitled to service credits pursuant to DO 53, c. 2003 titled **"Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC & DBM No. 2, s. 2024"**.
4. Please read attached communication for details.
5. Immediate dissemination of, and compliance with, this Memorandum is desired.

RECEIVED

Received by: \_\_\_\_\_  
Date: Oct 7 2023  
Time: \_\_\_\_\_

**COUNCIL CIRCULAR NO. 19  
Series of 2023**

**TO : PUBLIC SCHOOLS DISTRICT SUPERVISORS, CENTRAL/SCHOOL PRINCIPALS, HEAD TEACHERS, DISTRICT COMMITTEES, BARANGAY COMMITTEES, DISTRICT FIELD ADVISERS, AND TROOP LEADERS FOR ELEMENTARY AND SECONDARY PUBLIC AND PRIVATE SCHOOLS ALL MUNICIPALITIES, AND TAGBILARAN CITY**

**SUBJECT : ADDENDUM TO COUNCIL CIRCULAR NO. 13, SERIES 2023 RE OUTDOOR LEADERSHIP COURSE, AND BASIC COURSE**

**DATE : OCTOBER 6, 2023**

This is an addendum to approved Council Circular No. 13, Series 2023 dated August 10 re Council Training School for the Fiscal Year July 2023 - June 2024 specifically about the Outdoor Leadership Course on November 3-5, 2023; and Basic Course (for Tagbilaran City) on November 10-12, 2023. Hereunder are the pertinent details.

**A. OUTDOOR LEADERSHIP COURSE**

<b>COURSE</b>	<b>OUTDOOR LEADERSHIP COURSE</b>
Date	November 3-5, 2023
Venue	Candijay National High School, Candijay
Target Participants	Registered Troop Leaders, and Co-Leaders (of any Age Level Specialization) who have taken the Basic Course, and Age Level Specialization Course (face-to-face or digital training)
Registration Fee	Two Thousand Eight Hundred Pesos (P 2,800.00) per participant
Arrival/Departure	Participants should only leave/depart from their schools/districts after classes at 5:00 pm on Friday, November 3.  Participants are expected to be at the venue on the evening of Friday, November 3 for the Arrival, Registration, Settling Down, and Orientation.
Meals & Snacks	First meal/snack - Dinner on November 3, Friday Last meal/snack - PM Snack on November 5, Sunday



# GIRL SCOUTS OF THE PHILIPPINES

Visayas Region  
Bohol Girl Scout Council

Things to Bring	<p>Required GSP Uniforms:</p> <ul style="list-style-type: none"> <li>• Official Business Uniform (with GSP Adult Scarf and Pins) and closed black leather/office shoes (<i>not rubber shoes, not sandals</i>)</li> <li>• Alternate Uniform (white embroidered blouse, dark green pants and vest) and closed black leather/office shoes (<i>not rubber shoes, not sandals</i>)</li> <li>• Adult Polo Shirt (white/green or black), Fun or Event T-Shirts</li> <li>• GS Jogging Pants or any Physical Fitness Outfit, Rubber Shoes</li> </ul> <ul style="list-style-type: none"> <li>• Sleeping items: dome tent, bedroll/sleeping bag, beddings, blanket</li> <li>• Sleeping garments, toiletries, and other personal effects</li> <li>• Flashlight, whistle, sit-upon</li> </ul> <p>All participants are required to wear the proper Girl Scout uniforms during the training.</p>
Deadline of Confirmation	<p>Attached is the Reply Slip which the Council expects to receive on or before October 20, 2023 through the District Field Advisers or through email <a href="mailto:gspboholcouncil@gmail.com">gspboholcouncil@gmail.com</a> or FB Page: <a href="#">GSP BOHOL COUNCIL</a></p>

## B. BASIC COURSE

<b>COURSE</b>	<b>BASIC COURSE</b> (For Troop/Co-Leaders from Tagbilaran City)
Date	November 10-12, 2023
Venue	Tagbilaran City Central Elementary School, Tagbilaran City
Target Participants	Registered Troop Leaders, and Co-Leaders (face-to-face or digital training)
Registration Fee	Two Thousand Five Hundred Pesos (P 2,500.00) per participant
Arrival/Departure	<p>Participants should only leave/depart from their schools/districts after classes at 5:00 pm on Friday, November 10.</p> <p>Participants are expected to be at the venue on the evening of November 10 (Friday) for the Arrival, Registration, Settling Down, and Orientation.</p>
Meals & Snacks	<p>First meal/snack - Dinner on November 10 (Friday)</p> <p>Last meal/snack - PM Snack on November 12 (Sunday)</p>



## GIRL SCOUTS OF THE PHILIPPINES

Visayas Region  
Bohol Girl Scout Council

Things to Bring	<p>Required GSP Uniforms:</p> <ul style="list-style-type: none"><li>• Official Business Uniform (with GSP Adult Scarf and Pins) and closed black leather/office shoes (<i>not rubber shoes, not sandals</i>)</li><li>• Alternate Uniform (white embroidered blouse, dark green pants and vest) and closed black leather/office shoes (<i>not rubber shoes, not sandals</i>)</li><li>• Adult Polo Shirt (white/green or black), Fun or Event T-Shirts</li><li>• GS Jogging Pants or any Physical Fitness Outfit, Rubber Shoes</li><li>• Sleeping garments, toiletries, and other personal effects</li><li>• Sleeping materials: bedroll/sleeping bag, beddings, blanket</li><li>• Flashlight, whistle, sit-upon</li></ul> <p>All participants are required to wear the proper Girl Scout uniforms during the training.</p>
Deadline of Confirmation	<p>Attached is a Reply Slip which the Council expects to receive on or before October 26, 2023 through the District Field Advisers or through email <a href="mailto:gspboholcouncil@gmail.com">gspboholcouncil@gmail.com</a> or FB Page: <a href="#">GSP BOHOL COUNCIL</a></p>

### Residential Training

The course is a residential/live-in training, thus, all participants must stay at the venue for the whole training duration. No one is allowed to go home for the night. There will be early morning activities/ceremonies, and evening activities/ceremonies.

### Training Schedule

- Day 1, Friday
  - Evening - Arrival, Registration, Settling Down, Orientation
  - Dinner
- Day 2, Saturday (Activity will start at 6:00 am)
  - Morning - Orientation, Course Overview, and Opening Ceremonies, Sessions
  - Afternoon & Evening - Sessions, and Evening Activity
- Day 3, Sunday (Activity will start at 5:00 am)
  - Morning - Early Morning Activity, Sessions
  - Afternoon - Sessions, Wrap Up/Evaluation, and Closing Ceremonies



## GIRL SCOUTS OF THE PHILIPPINES

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### Registration Fee

To cover expenses for food (meals & snacks), training kit and materials, and other training expenses.

The registration fee, and transportation expenses can be charged to the Division/School Maintenance and Other Operating Expenses (MOOE), Special Education Fund (SEF), District Share of SMFC tickets, and other sources of funds subject to the usual accounting and auditing rules and regulations.

### Service Credit/Compensatory Overtime Credit (COC)

Participants are entitled to a Service Credit or a Compensatory Overtime Credit (COC), whichever is applicable.

Please be guided accordingly. Widest dissemination is highly appreciated.

Thank you for your continued support to the Girl Scouting Movement!

**PRISCILLA MOONYEEN P. MONTAÑEZ**  
Council Executive

**ANNE MARIQUIT D. OPPUS, PhD**  
Council President

**WILFREDA D. BONGALOS, PhD, CESO V**  
Schools Division Superintendent  
DeEd Tagbilaran City Division  
GS Council Commissioner for Administration

**EVANGEL M. LUMINARIAS, PhD, CESO V**  
Schools Division Superintendent  
DeEd Bohol Division  
GS Council Commissioner for Administration



**REPLY SLIP**

**COURSE :** \_\_\_\_\_  
**DISTRICT:** \_\_\_\_\_

PARTICIPANT (Full Name)	SCHOOL	DATE OF BASIC COURSE TAKEN	DATE OF AGE LEVEL COURSE TAKEN	CONTACT NO.	DATE REGISTERED

Submitted by: \_\_\_\_\_  
 \_\_\_\_\_  
 Signature over Printed Name \_\_\_\_\_  
 \_\_\_\_\_  
 Date