



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

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **012**, s. 2024

**January 8, 2024**

**COURSE FOR MANAGERS OF LEARNING (CML)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Teaching and Non-Teaching Personnel  
All Others Concerned

1. This Office hereby disseminates Regional Memorandum No. 022, s. 2024 dated January 5, 2024 titled "**COURSE FOR MANAGERS OF LEARNING (CML)**". This will be conducted on January 25-30, 2024, at Dongon National High School, Barangay Dongon, Maasin City.
2. CML is the first stage in a 2-stage progressive scheme of training trainers. It is a 6-day course focusing on the role of the trainer as manager of learning, facilitator, instructor, and counselor.
3. All expenses incurred by the participants shall be charged against the local funds/MOOE/SEF, subject to its availability and the usual accounting and auditing procedures.
4. Please see attached communication for details.
5. Immediate dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD CESO V**  
Schools Division Superintendent

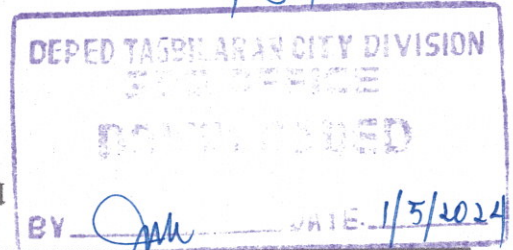
WDB/EQA/SGOD/MCC/rdo



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director


REGIONAL MEMORANDUM

No. **022**, s. 2024

**COURSE FOR MANAGERS OF LEARNING (CML)**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. Attached is a Regional Memorandum #24 s. 2023 from the Acting Regional Scout Director, **SALVIO B. QUICHO**, Boy Scouts of the Philippines, Eastern Visayas Region, re **Course for Managers of Learning** on January 25 – 30, 2024 at Dongon National High School, Barangay Dongon, Maasin City.
2. In this connection, all SDOs, Council Executives and Officer-in-Charge are encouraged to support the said activity.
3. All expenses incurred by the participants shall be charged against the local funds/MOOE/SEF, subject to its availability and the usual accounting and auditing procedures.
4. Immediate dissemination of this Memorandum is desired.

  
**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STI/FYA/FTAD/MLB/epv



Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
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Republic of the Philippines  
**Boy Scouts of the Philippines**  
Eastern Visayas Region  
Capitol Hills Scout Camp  
6000 Cebu City  
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Facebook: [www.facebook.com/BSPEasternVisayas](https://www.facebook.com/BSPEasternVisayas)  
Website: [www.scouts.org.ph](http://www.scouts.org.ph)  
Telephone Number: (032) 255 5996

27 December 2023

**REGIONAL MEMORANDUM**

No. 24 s. 2023

To : All Council Scout Executives and Officers-in-Charge


SUBJECT: **COURSE FOR MANAGERS OF LEARNING (CML)**

1. This is to announce the conduct of Course for Managers of Learning of Eastern Visayas Region, BSP, details of which are as follows:

**a) COURSE FOR MANAGERS OF LEARNING**

Date : January 25-30, 2024  
Venue : Dongon National High School  
Barangay Dongon, Maasin City

2. Course Description: CML is the first stage in a 2-stage progressive scheme of training trainers; a 6-day course focusing on the role of the trainer as manager of learning, facilitator, instructor and counselor.
3. Participants must be a Wood Badge Holder (with Wood Badge Parchment Certificate) for at least 24 months, currently registered with the BSP, physically fit as evidenced by a duly accomplished Physical Examination Form.
4. The Course fee per participant is **EIGHT THOUSAND PESOS ONLY** (Php8,000.00) which will cover meals and snacks, handouts, Souvenir items, training materials/supplies and other administrative expenses. (Dinner will be served a day before the start of the Course).
5. In our desire to provide each participant the materials due him/her, all Council Scout Executives are hereby requested to submit the Application to Attend together with the **reservation fee of Three Thousand Pesos (P3,000.00)** for early purchase of materials on or before January 20, 2024. For reservation fee must paid directly to the host council, with the following details:  
  
Account Name: **BSP Southern Leyte Council**  
Account No. : **Land Bank Account No. 0941-1071-84**  
Branch : **Maasin City**
6. The registration fee, transportation and other incidental expenses on this travel shall be chargeable against scouting funds/local funds/MOOE/SEF, subject to its availability and the usual accounting and auditing rules and regulations.
7. For more details and queries please contact CSE Christopher F. Roa at CP No. 09178780103 or contact EVR Regional Office at Tel No. (032) 255-5996 or via email [easternvisayas.bsp@gmail.com](mailto:easternvisayas.bsp@gmail.com).

  
**SALVIO B. QUICHO**  
Acting Regional Scout Director

Encl: Application to Attend  
What to bring:

BOY SCOUTS OF THE PHILIPPINES  
National Office  
Manila

APPLICATION TO ATTEND

ADVANCED TRAINING COURSE (ATC)  
COURSE FOR MANAGERS OF LEARNING (CML)  
COURSE FOR MANAGERS OF TRAINING (CMT)

Title and Course No.	Date	Venue
Host: National/Region/Council		
Name: _____		Nickname: _____
(Surname)	(Given Name)	(Middle Name)
Mailing Address: _____		
E-mail: _____	CP _____	Tel # _____ Fax # _____
Date of Birth: _____	Age _____	Place of Birth: _____
Civil Status: _____	Religion: _____	Occupation: _____
Business Address: _____		
Scouting Position: _____		Unit & No _____
Registration Status	Expiry Date _____	Cert. No. _____
Training Certificates received to qualify you to attend this course:		
For ATC: Phase 3 Completion or Training Assignment Cert. No. _____ Date issued: _____		
For CML: Wood Badge Cert. _____ Date issued: _____		
For CMT: Assistant Leader Trainer Cert. No. _____ Date issued: _____		
Date filed _____		Signature of Applicant _____

LOCAL COUNCIL OFFICE ACTION

After verification of the above information, we hereby recommend the acceptance of the above-named Scouter to attend the aforementioned course

Recommending Acceptance:

Endorsed:

Deputy Council Scout Commissioner for Training

Scout Executive/OIC

Date \_\_\_\_\_

REGIONAL OFFICE ACTION

Verified:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Regional Scout Director

NATIONAL OFFICE ACTION

Processed:

By: \_\_\_\_\_

Date: \_\_\_\_\_

Noted: \_\_\_\_\_

Director

Program & Adult Resources Development

### **CML CHECKLIST OF THINGS TO BRING**

- Current BSP Membership Card
- Two (2) pcs. recent 1 x 1 ID picture (Type "A" Uniform)
- Two (2) sets of Type "A" Uniform
  - a. Male – Type A Polo and Long Pants
  - b. Female – Type A Polo and Skirt with Flap and Stockings
- Sports wear / activity shorts
- White T-shirts for Type "B" Uniform
- Attire for Socials
- Personal gears (toiletries, medicines, etc.)
- Reference materials for BTC (Sectional)
- Extra clothing
- Materials for Learner's Market