



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

**Office of the Schools Division
Superintendent**

May 05, 2025

DIVISION MEMORANDUM
No. 255, s. 2025

BASIC TRAINING COURSES

To: Chief, CID and SGOD
All Public and Private Elementary and Secondary School Heads
BSP School Coordinators
All Others Concerned

1. Pursuant to BSP-Bohol Council Memorandum No.16, s. 2025 dated April 21, 2025, this office announces the conduct of the **Basic Training Courses** on **May 20-22, 2025** at **Roxas Park Elementary School, Calma, Garcia-Hernandez, Bohol**.

- i. BTC for Leaders of Adults (LOA)- School Administrators/In-charge
- ii. BTC for Troop Leaders (TL)- Grades 4-6 teachers
- iii. BTC for Kawan Leaders (KL)- Grades 1-3 teachers
- iv. BTC for Outfit Advisors (OA)- Grades 7-10 teachers

2. A registration fee of **One Thousand Eight Hundred Pesos** (P 1,800.00) per participant will be collected for the cost of meals/snacks (from AM snacks on May 20 until PM snacks of May 22,2025), training materials, documentation, and other administrative expenses. Registration, transportation and other incidental expenses related to participation can be charged to the school MOOE or other available fund sources subject to the usual accounting and auditing rules and regulations.

3. Teaching and non-teaching participants shall be granted with service credits/ Compensatory Time Off (CTO), whichever is applicable, in accordance with the existing rules and regulations.

4. For more details, please see attached Council Memorandum from BSP-Bohol Council.

5. For information and widest dissemination.

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent 

WDB/JAL/SGOD/MCC/jpp



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph




April 21, 2025

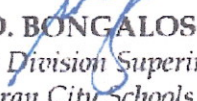
COUNCIL MEMORANDUM
No. 16 s. 2025


TO : All District Commissioners, District Field Commissioners, School Heads/Principals/OICs, Unit Leaders and all concerned

SUBJECT : **BASIC TRAINING COURSES**

1. Announcing the conduct of the following Basic Training Courses (BTC) on May 20-22, 2025 at Roxas Park Elementary School, Calma, Garcia-Hernandez, Bohol:
 - i. BYC for Leaders of Adults (LOA) (School Administrators/In-Charge)
 - ii. BTC for Troop Leaders (TL) (Grades 4-6 teachers)
 - iii. BTC for Kawan Leaders (KL) (Grades 1-3 teachers)
 - iv. BTC for Outfit Advisors (OA) (Grades 7-10 teachers)
2. The courses aim to improve and intensify the Scouting Program implementation in the province and contribute in the development of the young Boholanos.
3. Qualified to participate are all duly registered and physically fit School Administrators (BTC LOA), Grades 1-3 teachers (BTC KL), Grades 4-6 teachers (BTC TL), and Grades 7-10 teachers (BTC OA).
4. A registration fee of One Thousand Eight Hundred Pesos (P 1,800.00) per participant will be collected for the cost of meals/snacks (from AM snacks on May 20 until PM snacks of May 22, 2025), training materials, documentation, and other administrative expenses. Registration, transportation and other related expenses of participants can be charge to the MOOE, SEF, School/District Scouting Funds or to any other available local school funds subject to its availability and in accordance with the existing auditing and accounting guidelines.
5. Participating Administrators & teachers and other scouters serving as training staff shall be entitled to service credits/Compensatory Time Off (CTO)/Compensatory Overtime Credit (COC) in accordance with the existing guidelines.
6. All participants must report at the venue in scouter's uniform at 8:00 o'clock in the morning of May 20, 2025 for registration and opening program.
7. For information, guidance, and widest dissemination.


HERMES T. ANGOY
Council Scout Executive


WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent
Tagbilaran City Schools Division


FAY C. LUAREZ EdD, DTM, CESO VI
Schools Division Superintendent
Bohol Schools Division

ATTY. EDGAR M. CHATTO
Council Chairman