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

Office of the Schools Division Superintendent

November 11, 2026

DIVISION MEMORANDUM
No. 957, s. 2026

BASIC TRAINING COURSES FOR ADMINISTRATIVE OFFICERS (AOs), PROJECT DEVELOPMENT OFFICERS (PDOs) AND SCHOOL ADMINISTRATORS

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

1. In reference to BSP Bohol Council Memorandum No. 38, s. 2026, all Administrative Officers (AOs), Project Development Officers (PDOs) and School Administrators are hereby encouraged to join the following Basic Training Courses on November 17-19, 2026 at Roxas Park Elementary School, Calma, Garcia-Hernandez, Bohol:

   i. Basic Training Course for Troop Leaders- for AOs/PDOs in the Elementary Schools

   ii. Basic Training Course for Leaders of Adults- for School Administrators/Heads/SICs

2. A registration fee of **Two Thousand Pesos** (P 2,000.00) will be charged to each participant for the cost of meals/snacks, and training materials. Registration, transportation, and other incidental expenses shall be charged to School MOOE or to any available school funds subject to its availability and the usual accounting & auditing rules and regulations.

3. For more details, kindly see attached BSP Council Memorandum.

4. For information, guidance and widest dissemination.

For the SDS:

WILFREDA D. BONGALOS PhD, CESO V
Schools Division Superintendent

JOHN ARIEL A. LAGURA PhD
Assistant Schools Division Superintendent

WDB/JAL/SGOD/MCC/jpp

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11/10/2026
Jaei,
For your action.
Thanks!

Boy Scouts of the Philippines
BOHOL COUNCIL
City of Tagbilaran

October 29, 2026

COUNCIL MEMORANDUM
No. 38 s. 2026

TO : Chairmen of the Municipal Scouting Committees, District Commissioners, District Field Commissioners, School Heads (Public and Private), BSP Coordinators, Unit Leaders and all concerned.

SUBJECT : **BASIC TRAINING COURSES FOR ADMINISTRATIVE OFFICERS (AOs), PROJECT DEVELOPMENT OFFICERS (PDOs) AND SCHOOL ADMINISTRATORS**

1. Announcing the conduct of the following Basic Training Courses on November17-19, 2026 at Roxas Park Elementary School, Calma, Garcia-Hernandez, Bohol:
   i. Basic Training Course for Troop Leaders – for AOs/PDOs in the Elementary
   ii. Basic Training Course for Leaders of Adults – for School Administrators/Heads/SICs

2. The courses aim to strengthen the Adults In Scouting and further improve the Scouting Program implementation in the province.

3. Each district is encouraged to send one (1) participant for each course.

4. Registration fee for the cost of meals/snacks, and training materials will be Two Thousand Pesos (P 2,000.00). Registration, transportation, and other incidental expenses can be charged to the MOOE, SEF, PTA Funds or to any available local/school funds subject to its availability and the usual accounting & auditing rules and regulations.

5. All participants will assemble at the venue at exactly 8:00 o'clock in the morning on the first day of the schedule mentioned above in adult leader's uniform or at least the wearing of the Adult neckerchief.

6. AOs and Adult Leaders/administrators involved in these courses as participants or Training Staff shall be on official business.

7. These will all be live-in trainings. Thus, all participants are advised to bring the following:
   a. Scouter's Uniform (Type A & B)
   b. extra t-shirts, personal belongings & toiletries
   c. beddings/mess kit
   d. individual dome tent with sleeping gears
   e. swimming attire
   f. First Aid Kit

8. For information, guidance, and widest dissemination.

HERMES T. ANGOY
Council Scout Executive

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

FAY C. LUAREZ EdD TM, CESO V
Schools Division Superintendent
DepEd Bohol Division

ATTY. EDGAR M. CHATTO
Council Chairman