

Republic of the Philippines

Department of Education

Region VII – Central Visayas Schools Division of CEBU PROVINCE

Office of the Schools Division Superintendent

May 16, 2022

DIVISION MEMORANDUM No. [24], s. 2022

GAD-BASED BSP WOOD BADGE TRAINING FOR LEADERS OF ADULTS FOR SELECTED SCHOOL AND DISTRICT FOCAL PERSONS"

To: Assistant Schools Division Superintendents Chiefs, CID AND SGOD Public Schools District Supervisors/OICs School Heads and Teachers All Others Concerned

- 1. This Office hereby announces the conduct of "GAD based BSP Wood Badge Training for Leaders of Adults for Selected School and District Focal Persons on May 23-28, 2022 at Logon NHS, Logon, Daanbatayan, Cebu.
- 2. The BSP Wood Badge Training aims to:
- 2.1. properly demonstrate the relevant knowledge, skills, attitudes and values in planning and facilitating skills and lead the scouting activities and programs;
- 2.2. orient the duties and responsibilities of school administration as an institutional leader;
- 2.3. help leaders of adults be better prepared of their respective roles in leading and giving support to the unit leaders and council program and conferences.
 - 2.4. facilitate school/district BSP scouting programs and activities.
- 4. All Division personnel participants are required to report to the training venue on May 22, 2022 (day Zero) at 2:00 PM for the preparation of training materials. School and district participants are required to the venue as early as 7:00 AM on May 23, 2022. First meal for participants is Breakfast on May 23, 2022 and the last meal for participants is PM snacks on the last day of the training.
- 5. All participants should be **fully vaccinated and shall bring their vaccination card** to the venue to be presented to the division nurse on duty before the start of the training proper. Trainers and participants are hereby advised to **observe strictly the IATF/Health standards and protocols like wearing of face masks and observance of social distancing at all times within the duration of the training.**



Address: IPHO Bldg., Sudlon, Lahug, Cebu City

Telephone Nos.: (032) 255-6405

Email Address: cebu.province@deped.gov.ph
Website: www.depedcebuprovince.ph

- 6. The Medical Section is hereby directed to assign atleast two (2) nurses to be at the venue to facilitate the implementation of health procotcols.
- 7. Registration, meals and snacks, and board and lodging of the trainers, participants, travelling expenses of division personnel, and other incidental expenses incurred shall be charged to Division GAD Funds, while the travelling expenses of participants shall be charged to school MOOE/PTA/SEF Funds, subject to the usual accounting and auditing rules and regulations.
- 8. Attached are the Training Course Syllabus, and List of Participants: Division Personnel, Selected BSP institutional head and district Focal Persons, Application form, Health and Medical Record, Checklist of Gears, Equipment, and Other Guidelines for Advance Training Course for Troop & Kawan Leaders.
- 9. The members of the Program Management Team and participants shall be given Compensatory Time-off (CTO) for Non- teaching and Service credits for teacher-participants whose services rendered on May 22, 2022 (Sunday) & May 28, 2022 (Saturday) in accordance with the existing Civil Service Commission (CSC) and/or DepEd issuances.
- 10. This Memorandum serves as **Authority to Travel** of the participants, trainers, support staff and members of the training team/management.

11. Immediate and wide dissemination of this Memorandum is desired.

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Schools Division Superintendend

GSM/SGOD/SDS/2021



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Republic of the Philippines Department of Education REGION VII — CENTRAL VISAYAS

Division of Cebu Province

BSP Leaders of Adults [LOA] / Woodbadge List of Participants

NO.	DISTRICTS	Lists of Participants
1	San Francisco	MARVIN MUANA
2	Tudela	RANNIE GELAGA
3	Рого	ZANDRO ZURITA
4	Consolacion 2	MAURICE ALCANTARA
5	Cordova	NINO ANTHONY DUGHO
6	Liloan	NILO CACANOG
7	Litouri	HIPOLITO PEGARIO
8	Compostela	BRIAN CHRISTIAN CARREON
9	Carmen	ALVIN TINCHAVEZ
10	Carrier	NOEL GELIG
11	Tabogon	JOJIE ORNOPIA
12	Borbon	ROLANDO NOVABOS
13	Daanbantayan 1	VIC MANZANO
14	Daanbantayan 2	PRUDENCIO ALABAN
15		ELVIE QUINATADCAN
16	Medellin	IVAN LEI NOYNAY
17	San Remegio 1	JERALD CEJAS
18		RONEL MANSUETO
19	San Remegio 2	CALIXTO TELACAS JR.
20	Balamban 1	ARNEL MANABAT
21	Balamban 2	JUSTINE ANNE GUNO
22	Asturias North	MYRNA BENDANILLO
23	Asturias South	NORIE GALO
24	Tuburan 1	RICHARD MILAN
25	Barili 1	ALLAN CABILETE
26	Barili 2	ANGELO BENOLIRAO
27	Aloguinsan	ARGIE MONTEMAYOR
28	Pinamungajan 1	ROMANO GRANDE Y CRUZ
29	Pinamungian 2	WEBSTER AURITA
30	Badian	ALLAN ANTECRISTO
31	Moalboal	JOHN VILLALON
32	Alcantara	WENCIE NINO VILLANUEVA
33	Ronda	ARGIE SABELLO
34	Dumanjug 2	ROMEO OPIAR
35	Santander	PEDRITO PORTALLO
36	Samboan	RENATO V. ROCAMORA
37	Ginatilan	ARTEMIO BALUNTANG
38	Malabuyoc	RHEA RIEZA CARDINES
39	Dalaguete 1	ARNEL BUSTAMANTE
40	Dalaguete 2	JACINTO LUMAYAG
41	Argao 1	ROEL MIER
42	Minglanilla 1	BERNARDO SIAROT
43	San Feranando 2	DARWIN MALOLOY-ON
44	Bantayan 2	ALBERT ARRANGUEZ
45		MELVILLE DELA PENA
46	Division Office	LORENZO DIZON
47	Division Office	FAYE LUAREZ
48	Division Office	RODERIC GOLES
49	Division Office	GERARDO MANTOS
50	Division Office	MARK ALQUIZOLA

Prepared:

MARK J. ALQUIZOLA PDO 1 - YFC

Assistant BSP Division Focal

Noted:

GERARDO S.MANTOS, EdD EPSVR - SGOD BSP Division Focal

ADVANCED TRAINING COURSE FOR LEADERS OF ADULTS SYLLABUS

FIRST DAY_	4	DATE	***************************************
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE
0600-0800 H		Arrivals, Registration, Assembly	
0800-0900 H	60	SMARTNESS & GOOD ORDER a. Importance of Smartness & Good Order b. The Scout/Scouters Uniform c. Unit Formations	Senior Patrol Leader
0900-1000 H	60	Challenge at the YokeTour of the CampFlag Up (outdoor)	Course Leader SPL Staff
1000-1015 H	15	Snacks	
1015-1045 H	30	Opening Ceremony (indoor)	ACL-Program
1045-1115 H	30	Camp & Course Routine	ACL-Administration
1115-1215 H	60	2. DEFINING COURSE OBJECTIVES a. Why Are We Here b. Course Objectives	Course Leader
1215-1345 H	90	Lunch Break	
1345-1430 H	45	Photo	ACL-Admin
1430-1530 H	60	3. SCOUTING FUNDAMENTALS a. What is Scouting	
	***	1) Aims, Purpose, Principles b. The Scout Method	
1530-1600 H	30	Snacks	
1600-1630 H	30	Continue: Scouting Fundamentals c. Religious Policy d. World Brotherhood	
1630-1800 H	90	4. CAMPCRAFT a. Importance of Campcraft b. Instructional Bases: - Camp Layout, Hygiene and	

^ ATC-LAs Syl	labus-l	Sanitation, Camp Gadgets First Day/page 2	
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE
		- Kitchen & Fire lays- Tools- Ropework	
800-1830 H	30	Draw Gears	
830-1900 H	30	Settle In	
900-2000 H	60	Dinner Break	*************************************
000-2200 H	120	5. DISCOVERING THE CHARACTERI OF THE GROUP - Who Am I	STICS
2200 H		End of Day Prayers/TLC	

SECOND DAY	Y	Da	DATE	
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE	
0600-0700 H	60	Rise & Shine, Wash Up, Breakfast		
0700-0800 H	60	Inspection (Team Assault)		
0800-0830 H	30	Flag Ceremony/Recognition	Senior Patrol Leader	
0830-0900 H	30	KID and KAB Scout Games (one per section)		
0900-1000 H	60	 6. LEADER OF ADULT SERVICES a. The Double Track Plan b. Fields of Service c. The Administrative Function d. The Program Function 		
1000-1030 H	15	Snacks		
1030-1115 H	45	7. THE BSP PROGRAMa. Five Sectional Programb. The Great Partnership		
1115-1200 H	45 a. Obje	8. THE KID SCOUT SECTION ectives b. Features		
1200-1330 H	90	Lunch Break		
1330-1415 H	45	9. THE KID SCOUT PARTY (refer to	script)	
1415-1500 H	45	10. THE KAB SCOUT SECTION a. Objectives b. Features		
1500-1700 H	120	11. KAWAN EXPEDITION & WATER For (with snacks) a. Importance of a Special Kawan b. Ingredients of a Good Kawan c. How to Conduct a Kawan Expect	Meetingan Expedition	
1700-1730 H	30	Preparation for KAB Campfire		
1730-1800 H	30	12. KAB SCOUT CAMPFIRE (Input) a. KAB Scout Campfire Songs b. How to Conduct a KAB Campfire		

ATC-LAs Syllabus-Second Day/page 2

TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE
1845-1900 H	15	Evaluation of KAB Campfire	
1900-2000 H	60	Dinner Break	
2000-2200 H	120	Fellowship Socials a. Mixers b. Games	
2200 H		End of Day Prayers/TLC	

THIRD DAY		DATE	DATE		
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE		
0600-0700 H	60	Rise & Shine, Wash Up, Breakfast			
0700-0800 H	60	Inspection (Team Assault)			
0800-0830 H	30	Flag Ceremony/Recognition	Senior Patrol Leader		
0830-0900 H	30	Boy Scouts Games			
0900-0945 H	45	13. THE BOY SCOUT SECTION a. Objectives b. Features - Membership - Outdoor Activities - Advancement - Organigram			
0945-1000 H	15	Snacks			
1000-1045 H	45	14. TRAINING BOYS THROUGH BOY LEADERS a. The Patrol System b. Patrol Features c. Training of Boy Leaders d. The Troop Leader's Council			
1045-1115 H	30	15. DEMONSTRATION OF THE TROOP LEADERS' COUNCIL (SPL-1, PLs-4, Treasurer, Scribe, Quartermaster) a. Planning of the Troop: - Activities - Projects - Services			
1115-1200 H	45	16. THE SENIOR SCOUT SECTION a. Objectives b. Features			
1200-1330 H	90	Lunch Break			
1330-1430 H 、	60	 17. THE TROOP/OUTFIT MEETING a. Importance of Troop/Outfit Meeting b. How to Conduct Troop/Outfit Meeting and When c. Responsibilities in Troop/Outfit Meeting 	tings 		

ATC-LAs Syllabus-Third Day/page 2

TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE
1430-1630 H	120	18. PIONEERING (with Snacks) a. Input: - What is Pioneering - Importance of Pioneering in Character Development b. Activity Bases (emphasize use of knots and lashing; where & when needed) - Suspended Flag Pole - Two Bamboo Swinging Bridge - Tripod Tower - Bushman's Bridge	
1630-1730 H	60	19. EXTENSION SCOUTINGa. Scouting for the handicappedb. Neighborhood Scouting	
1730-1800 H	30	Preparation for Guest Night	
1800-1900 H	60	GUEST NIGHT	
1900-1945 H	45	20. THE BOY SCOUT CAMPFIRE (Input) a. Features of a Boy Scout Campfire b. Kinds of Campfire c. Parts of a Campfire Program d. Difference Between a Boy Scout Campfire and a KAB Scout Campfire	
1945-2045 H	60	THE BOY SCOUT CAMPFIRE (Demonstration) - Yarn: BP and the Woobadge	
2045		End of Day Prayers/TLC	Senior Patrol Leader

FOURTH DAY	Y	DATE				
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE			
0600-0730 H		Rise & Shine, Wash Up, Breakfast				
0730-0800 H	30	Inspection (Counsellors inspect the Patrols simultaneously)				
0800-0830 H	30	Flag Ceremony/Recognition				
0830-1000 H	90	21. SENSE TRAINING a. Input: Importance of Sense Training In Scouting b. Bases: - Sight - Touch - Hearing - Smell - Taste				
1000-1030 H	30	Snacks				
1030-1115 H	45	22. THE ROVER SCOUT SECTION a. Objectives b. Features				
1115-1200 H 1200-1330 H	45 90	23. SCOUTING IN THE COMMUNITY				
1330-1530 H	120	24. OBSTACLE JOURNEY WITH COMMUNITY SERVICE a. Team Building b. Bases: - Pygmy Attack - Grounded Tunnel - Sunblindedness - Perfect Square				
1530-1630 H	60	S n a c k s /Rest & Recreation				
1630-1800 H	90	Community Service (Tree Planting)				
1800-1900 H	60	Dinner Break				

TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE
1900-2000 H	60	25. DEVELOPING FILIPINISM a. What is True Filipinism b. How to Inculcate Filipinism in Young People	
2000-2100 H	60	Song Singing a. Ode to BP b. Back to Gilwell c. Commitment Song d. A Place	
2100		End of Day Prayers/TLC	

FIFTH DAY_		DATE			
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE		
0600-0700 H		Rise & Shine, Wash Up, Breakfast			
0700-0800 H	30	Inspection (Patrol Leaders with Counsellors inspect other sites)			
0800-0830 H	30	Flag Ceremony/Recognition			
0830-0930 H	60	26. THE LEADER OF ADULTS – A PROGRAM SPECIALIST a. The Annual Charter Review b. Unit Visitation Tips c. Danger Signals			
0930-1000 H	30	27. THE LEADER OF ADULTS – AN EDUCATOR a. Educating more than Training b. Needs Analysis c. Counselling Adult Leaders d. Creating Training Opportunities			
1000-1015 H	15	Snacks			
1015-1045 H	30	CONTINUE: THE LEADER OF ADULTS - AN EDUCATOR			
1045-1130 H	45	28. THE DISTRICT ROUNDTABLE (Input) a. What is a Roundtable b. Ingredients of Effective Roundtables c. Parts of a Roundtable d. Responsibilities			
1130-1200 H	30	THE DISTRICT ROUNDTABLE (Demonstration)			
1200-1330 H	90	Lunch Break			
1330-1430 H	60	29. THE LEADER OF ADULTS – A PR MAN a. Relationships with the Movement b. Relationships with the Community c. Effective Public Relations – A Key to Generating Public Support for Scouting			

ATC-LAs Syllabus-Fifth Day/page 2

TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE
1430-1530 H	60	30. THE LEADER OF ADULTS – A MANAGER OF ADULT RESOURCE a. The BSP Adult Resources Policy b. The Adult Resources Function	CES
1530-1545 H	15	Snacks	
1545-1630 H	45	31. THE OUTDOOR PROGRAM a. The Importance of the Outdoor Program b. Kinds of Outdoor Activities c. Outdoor Policy of the BSP	
1630-1800 H	90	32. SPIRITUAL TRAINING HIKE a. Features: - Scout Law Trek - Insect/Bird Observation - Sketching a beautiful view - Identifying Edible and Medicinal Plants b. Reflection/Meditation	
1800-1930 H	90	Preparation for Testimonial Dinner	
1930-2030 H	60	Testimonial Dinner - Election of Permanent Leaders	
2030-2130 H	60	Testimonial Campfire	ACL-Program
2130 H		End of Day Prayers/TLC	- ton-

SIXTH DAY _		DATE		
TIME	MINS	SESSION TITLE/ACTIVITIES	IN-CHARGE	
0600-0700 H		Rise & Shine, Wash Up, Breakfast		
0700-0800 H	30	Inspection (Deliberate mistakes)		
0800-0830 H	30	Flag Ceremony/Recognition	****	
0830-0915 H	45	 33. ANNUAL PROGRAM PLANNING (Inputation a. Importance of Program Planning b. Parts of an Annual Program Plan 	ut)	
0915-1000 H	45	ANNUAL PROGRAM PLANNING (Project Work Group)		
1000-1015 H	15	Snacks		
1015-1145 H	45	Continue - Project Work Group		
1145-1115 H	30	Evaluation		
1115-1200 H	45	 34. THE BSP TRAINING SCHEME a. Unit Leaders Training Scheme b. Leaders of Adults Training Scheme c. Trainers Training Scheme 	ne	
1200-1330 H	90	Lunch Break	- And the second	
1330-1430 H	60	Course Summary a. Open Forum b. Course Evaluation c. Trail Ahead		
1430-1530 H	60	Closing Ceremony a. Final Trek of the Camp b. Formal Closing	Senior Patrol Leade ACL-Program Auld Lang Syne/Good	

HOME SWEET HOME

BOY SCOUTS OF THE PHILIPPINES National Office Manila

APPLICATION TO ATTEND

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

Title and Course	No.	Region		
Venue		Council		
	Date			
Name				
Name: (Surname)	(Given Name) (Midd	Nickname:		
Mailing Address:				
Date of Right	A	Cellphone No.		
Civil Status:	Age:	Place of Birth: Occupation:		
Business Address:	engion:	Occupation:		
Fay No	F_Mail:	Tel. No.		
Scouting Position:	L-Wall.	Unit & No.		
Registration Status: Expiry Date		Cert. No.		
Training Certificates received to	qualify you to attend this cou	irce.		
For ATC – Phase 3 Com	nletion or	1150.		
Training Assignment Cer	rtificate No.	Date issued:		
FOR CALL - WOOD Badg	e Cert. No.	Date issued:		
For CLT – Assistant Lea	der Trainers Cert. No.	Date issued:		
Date filed		Signature of Applicant		
	LOCAL COUNCIL OFFI	CE ACTION		
After ver the above-named	rification of the above inform Scouter to attend the aforem	nation, we hereby recommend the acceptance of nentioned course.		
	Recommending Acce	eptance:		
Endorsed:				
Deputy Council Scout (Commissioner for Training	Scout Executive/OIC		
	Date			
	REGIONAL OFFICE			
Verified:				
D				
By:		and.		
Date:	Appr	oved: Regional Scout Director		
	NATIONAL OFFICE	ACTION		
Processed:				
By: Date:	Notes	d:		
	. 10101	Director		
		Program & Adult Resources Dev't Division		

ADVANCED TRAINING COURSE (WOOD BADGE) FOR KAWAN AND TROOP LEADERS HEALTH AND MEDICAL RECORD

This health and medical record, including limitations indicated, is valid for participation in the Scouting Program for one year date of physician's examination subject to recertification in camp and when required for special events.

Please fill out completely

Have an authority to to			HEALTH HISTORY		
Have or subject to (ch		. —			
Fainting Spells	Palpita		Abdominal Pain	Nervousness Nervousness	Shortness of Breath
Headache Chest Pain	Convu		Frequent Cough	Easy Fatigue	Frequent Fever
Chest Pain	Others	:			
	Describe:				
Have or subject to trou	thia with (chack i	f unn).			
Eye, Ear, Nose, Ti		Hernia		Have had: (check	
Recurrent Diarrhe	·	Heart	Allergy	Mea:	sles
Hypertension	- ji		Lungs	Mum	ips
Diabetes		Kidney	Malaria Malaria	Chic	ken Pox
Diabetes		Whooping Coug	n		
Any condition now consis		-4:0			
Any condition now require Any restriction of activity	for medical mass	ation /			· · · · · · · · · · · · · · · · · · ·
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Diphthena			Others	Short or Oral)	
Tetanus Toxoid		······································	Others	·	
		-			
If applicant is under 21 y	ears of age:				
•					
In the event of illness or	injury occurring to	my son during i	his attendance at the	lamborge / Training	I do hereby consent to advance to
whatever medical or su	rgical diagnostic	procedure or tr	eatment is conside	red recessor in the	best judgement of the attending
physician and performed	by or under the s	unervision of a	member of the modi	cal staff furnishing mad	best judgement of the attending fical services. I understand that, in
the event of a serious illn	ess or injury, reas	onable efforts to	reach me will he at	car stan runnsning med Ismotod	acai services. I understand that, in
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		read in the train oc at	iompied.	
Signed:	0	ate:		Approved by:	
Applica	ant		***************************************	Approved by.	Parent or Guardian
					Faterit of Guardian
		MED	ICAL EXAMINATIO		
PHYSICAL FINDINGS Normal		Abnormal		Explanation if abnor	mal
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Diphtheria	1				
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Camping & Hi Recommendations and Signed: Examir	iking //or restrictions (i	Wate	r Sports	Cor	cally fit to participate in: mpetitive Sports and License No.

Checklist of Gears, Equipment, and Other Guidelines for The Advance Training Course for Troop & Kawan Leaders

(Please Take Note of the Highlighted items)

Two sets of **Complete** Type A Uniform (please refer to the Scout Shop Supplies)

- Shorts
- Complete with badges and strips
- Garter Tabs: Green for Troop & Yellow for Kawan
- BSP Belt and Buckle (Shined)
- Prescribed Shoes (Leather, with shoelace/4 holes, low cut, shined)
- Official Scouter Socks
- White Inside Shirt (bring extra. printed white shirts are allowed)
- Carabao Slide
- Scouter Neckerchief
- White Handkerchief

Tent & Extra Rain Fly (for each participant)

Flashlights

Lighter/Match

Medicines

First Aid Kit (Include off lotion)

Shoeshine Kit

Blanket or Malong

Sleeping Bag (optional)

Candles (optional)

Sewing Kit

Small Amount of Metal Polish (for buckle)

Toiletries (soap, towel, shampoo, tissues, etc.)

All Condition Gears

- T-Shirts
- Extra Shorts
- Maong/Jogging Pants
- Rubber/Outdoor Shoes
- Jacket
- Raincoat
- Small Water Container
- Bolo (optional)
- Camping Knife or Swiss Knife (optional)
- Compass (optional)
- 2 meters pencil size knot tying rope
- Other gears which you may consider useful on outdoors

Current BSP Membership Card with Attached Picture

2 Pieces 1x1 ID Picture Casual or Formal wear (for Socials)

Reference Manuals

- Troop Leaders Manual for ATC-TL
- Kawan Leaders Manual for ATC-KL
- Knots and Lashings booklet (optional)
- Map or Compass Reading Booklet (optional)
- Reference materials which you may consider useful