



Republic of the Philippines  
**Department of Education**  
Region VII – Central Visayas  
Schools Division of CEBU PROVINCE

**Office of the Schools Division  
Superintendent**

July 4, 2022

DIVISION MEMORANDUM  
No. 187, s. 2022

**BSP BASIC TRAINING COURSE FOR SCHOOL ADMINISTRATORS"**

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 **"Three -day Live out GAD - based BSP Basic Training Course for School Administrators** of Bantayan Island, San Remigio 1& 2, and Medellin districts on **July 20-22, 2022** at Santa Fe Central School, Santa Fe, Cebu. Only participants from San Remigio 1 & 2, and Medellin districts to be housed at Santa Fe Central School with a maximum of 4 persons per room.
2. The BSP Basic Training Course aims to:
  - 2.1. capacitate the schools on the scouting programs and activities.
  - 2.2. orient the duties and responsibilities of school administration as an institutional leader;
  - 2.3. equip the basic knowledge and skills on the different Youth Programs; and
  - 2.4. facilitate school/district BSP scouting programs and activities.
5. All Division personnel participants are required to report to the training venue on **day Zero at 2:00 PM( July 19, 2022)** for the preparation of training materials. School Administrator -participants are required to the venue as early as 7:00 AM on the day 1. First meal for participants is breakfast and the last meal for participants is PM snacks on the last day of the training. Proxy or teacher- representative will not be allowed.
6. 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.**
7. The Medical Section is hereby directed to assign atleast two (2) nurses to be at the venue to facilitate the implementation of health protocols.



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8. 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.

9. All administrator-participants are required to register as active member of BSP Cebu Council upon registration as participant of this Basic Training Course.

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.

  
**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent 

GSM/SGOD/SDS/2021



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