



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

**Office of the Schools Division
Superintendent**

January 26, 2023

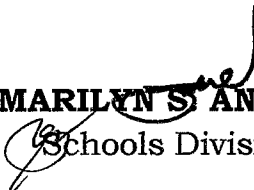
DIVISION MEMORANDUM
No. 021, s. 2023

**SCHEDULE OF GIRL SCOUTS OF THE PHILIPPINES (GSP)
SCHOOL CAMPORALS**

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 Schedule of GSP School Camping which will be on 4th or 1st Saturday and Sunday of February or March 2023 respectively . The settling down of the campers will be Friday at 5:00 o'clock in the afternoon.
2. The GSP School/ backyard camping aims to conduct an activity that will let the girl experience the outdoor activities, and camp ceremonies such as campfire, hiking, mountain climbing, first aid and boating skills.
3. Pupil/student-participants shall secure a parent-permit which will be submitted to the School-GSP focal person prior to the conduct of the said activity.
4. Registration, travelling and incidental expenses incurred in the conduct of this activity shall be chargeable to the school GSP funds and or voluntary contribution of the participants while travelling, per diem and other incidental expenses of the division/district monitoring team shall be charged to the school/division MOOE funds, subject to usual accounting and auditing rules and regulations.
5. Public Schools District Supervisors and School Administrators are advised to strictly follow the schedule specified therein in order to monitor the conduct of the said activity by the division personnel.

6. For more details, refer to the attached Camping policies prescribed by the GSP. Campers shall be strictly adhered to the issuance of GSP circular no. 9, s. 2023.
7. School administrator-participant shall be given Compensatory Time-off (CTO) for Non- teaching and Service credits for teacher-participants whose services rendered on the said activity during Saturday and Sunday in accordance with the existing Civil Service Commission (CSC) and/or DepEd issuances.
8. This Memorandum serves as **Authority to Travel** of the participants, district focal person and division personnel.
9. Immediate and wide dissemination of this Memorandum is desired.


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



GIRL SCOUTS OF THE PHILIPPINES
Cebu Council

Circular No. 9
Series 2022-2023

TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION SCOUTING COORDINATORS
DISTRICT COMMISSIONERS
PUBLIC & PRIVATE SCHOOL COMMISSIONERS (Elem. & Sec)
DISTRICT FIELD ADVISERS
PUBLIC & PRIVATE SCHOOL SCOUTING COORDINATORS (Elem. & Sec.)

RE : **New Normal Camping Policies, Standards and Procedures of the Girl Scouts of the Philippines (GSP)**

POLICIES

A Policy is an established course of action to be followed in recurring situations. It states what must be done.

Camping Policies are rules governing the conduct of camp operations.

Following are the Camping Policies prescribed by the GSP.

1. All Girl Scouts who go camping should create the least possible impact on the environment where the camping activities are being held. This is called **Minimum Impact Camping** and it should be observed to keep the environment with the least sign of use. It also means leaving little to no trace of one's presence after any outdoor activity.
2. The basic consideration should be the suitability of campsites/venues to the planned activities during the camp. Adequate facilities, resources, and supplies to support the camp must be provided and available to all campers.
3. The GSP Council concerned must issue a written approval of the camping activity being planned by the troop. Necessary permits from school to division level must be secured by camp organizers.
4. Separate camps for girls and for boys must be organized at all camping levels. Some joint events are allowed with adult supervision: Camp Ceremonies (opening, closing, campfire, scout's own), or parts of the camp program, such as hiking, mountain climbing, first aid, and boating are some examples.
5. Only qualified adult members can bring their girls to camp and run it. Below are the necessary qualifications:
 - a. For Troop Camps: Leaders of troop camps should have taken the Outdoor Leadership Course, preferably, they should be Campcraft Certificate holders
 - b. For School, District, and Council Camps: Leaders should be Campcraft, Camper's Permit or Camper's Licenseholders
 - c. For Regional and National Camps: the Camp Director should be at least a Camper's Permit Holder.

Note: Pre-camp training should be conducted for Regional/National/International Camps.

6. A Testing Camp for all Camping Qualification Certificates (Campcraft, Camper's Permit Camper's License, Star Holiday Permit) should be conducted with the approval of the Council. There should at least be two evaluators: a Credentialed/Diploma'd Trainer and a Camper's Permit or Camper's License Certificates holder.

7. The ratio of one (1) adult leader aged 21 and above, to every six (6) to eight (8) girls must be adhered to in any camping levels or outdoor activity.
8. Parents shall be furnished complete information about the camp that their daughters are attending and Parents' Consent Form must be secured. An Orientation Meeting should be conducted by the Council for parents or guardians of girls who will attend National and International Camps.
9. In all camping levels, each camper is required to have the following:
 - a. the necessary qualifications as stated in the circulars and memorandums;
 - b. the written consent of her parents/guardian to attend the camp;
 - c. the travel data form; and
 - d. a medical/health examination certified by a licensed physician allowing her to participate in the event and all its activities.
10. The health, safety, and security of the campers shall be the primary consideration in all camping levels. In case anyone shows symptoms of COVID 19, the individual/s should be taken to the Isolation Area of the camp to prevent transmission to the other campers. Appropriate medical assistance should be administered immediately.
11. There shall be no smoking, drinking, gambling, and other vices in camps.
12. Every Girl Scout must respect the different religious opinions and practices of its membership in planning and conducting activities in all camping levels.
13. The Girl Scout Promise and Law shall be the rule of conduct in all camping levels at all times.

STANDARDS

A Standard is a guide or measure established by GSP authorities and, as such, is a rule or principle that is used as a basis for judgment. Standards contain technical specifications as adopted by the GSP, which shall be used consistently as a rule, guideline, or definition.

Hereunder are the Camping Standards of the GSP.

- I. The Campsite or Facility should preferably be owned by GSP.

Use of recreational facilities such as resorts is recommended only for off-site camping activities to maximize the use of GSP campsites and facilities and facilitate outdoor skills development.

 1. The campsite should provide a maximum of privacy and should be located away from densely populated areas.
 2. It should be safe, secure, and free from possible internal and external danger, risk, harm, and threat.
 3. It should provide natural resources and necessary facilities that will make the Girl Scout's outdoor living experience more meaningful.
 4. There should be permanent, fixed, and firm shelters available for campers to be safely sheltered in case of inclement weather.
 5. All camps should have adequate areas for campers.

Troop Camp	- maximum 40 girls
District Camp	- maximum of 1000 girls
Council/Provincial Camp	- maximum of 2500 girls
Regional Camp	- maximum of 1,500 girls
National Camp	- maximum of 1,500 girls

The ratio of 1 adult to every 6-8 girls must be observed.
- II. The Building
 1. Building or other structures should be constructed in accordance with GSP building standards and regulations. Real Properties and Buildings Committees at all camping levels should submit an inspection report on the GSP camping facilities regarding the stability and usability of the buildings in their area of responsibility.

2. All electrical wiring and light fixtures should be properly installed and regularly maintained in good condition.
3. An Isolation Area should be available and separate from the Infirmary Room.
4. Hand Washing Stations should be available.

III. Health and Safety

1. The camp should meet the IATF MHPS standards and follow its rules.
2. Antigen/RT-PCR test should be made available.
3. Only fully vaccinated camp staff and campers should be allowed to join.
4. There should be toilets that meet sanitary standards and that are some distance away from food preparation areas. At least one seat should be provided for every 8-10 persons. Water for toilet use should be available.
5. Drinking water must be safe and previously tested by the Department of Health/Municipal Health Office or by a chemical laboratory. There should be periodic checkups of the water supply. Sources of drinking water must be hygienically and safely located.
6. The site should be kept clean at all times and drainage should be so located to ensure that water supply is not contaminated.
7. Health and safety measures should be considered in all activities.
8. All camps should provide fire extinguishers or other suitable firefighting equipment placed at strategic and accessible points.
9. A plan for emergency drills such as fire, earthquake, flash floods, and storms/typhoons should be set up and practiced by the campers and leaders preferably immediately after settling down.
10. Health supervision should include checkup of campers by a health care professional upon arrival in camp. Daily health checks and monitoring is a must. A medical staff on duty shall assess the health of campers and camp staff and give proper medical attention and/or referral to a nearby clinic or hospital.
11. In case of COVID-19 symptoms, serious illness, accident, or fatality, immediate notification should be given to parents and the local Council.
12. Garbage should be disposed of and sorted properly (biodegradable and non-biodegradable) by burying or packing out. Fly-tight covers should be provided for garbage cans.
13. Tents and beddings should be aired daily.

IV. Food and Food Service

1. Nutrition standards should be observed in camp all the time. Camp Menus should be well planned.
2. Meals should be served on time.
3. Fly-proof and dust-proof facilities should be provided for proper storage of food and eating utensils.
4. All dishes should be scraped, washed, rinsed, and sterilized by dunking in boiling water.
5. There should be a daily checkup of kitchen sanitation.

V. Equipment

1. Tents and other types of temporary shelters should provide enough sleeping space for every camper. Proper social distancing must be maintained; thus, individual tents are recommended.
2. All necessary camp equipment should be on hand. It should be given proper care and kept in good condition.

VI. Provisions for Emergency

1. The camp should have ready access to a telephone or other means of communication.
2. Transportation should be available at all times for use in case of emergency.

3. Arrangements should be made with the nearest clinic or hospital in case of emergency.
4. Provision should be made for all legally required insurance.

VII. The Camp Proper

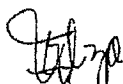
1. Allow for a progressive experience in the out-of-doors.
2. Emphasize the respect and love for living things. It is better to leave the flowers in the natural state so they can be enjoyed longer by more people.

PROCEDURES

A Procedure describes the manner in which an activity is to be carried out. Procedures are often kept consistently once they are established to maintain a general understanding of what should be done in various circumstances. The GSP has its own set of procedures when it comes to planning a camp.

Following are the Procedures established in planning a GSP camping activity.

1. Secure a written approval from the Council and Division Office in holding any type of camp.
2. Secure necessary permission from the owner (private or public) for the use of the campsite.
3. Check qualifications of campers before the start of camp.
4. Identify the leaders and staff who will manage the camp.
5. Check on the Program of Activities vis-à-vis the badges to be earned by the campers.
6. Prepare a budget for the camping activity.
7. Ensure a well-balanced menu.
8. Be sure that a health officer performs daily camp inspection.
9. Prepare the necessary equipment and supplies beforehand. Campers should be properly informed of the necessities they are supposed to bring with them.
10. Evaluate the camping activity before the break camp.
11. See that all pieces of equipment rented or borrowed are returned clean and in perfect condition as when they were rented or borrowed.
12. Make the head of each camp delegation accomplish and submit a Camp Clearance Form prior to exiting the campsite (e.g. borrowed items returned, areas left clean, all pits covered, all garbage properly disposed, all campers are well-groomed).
13. Report and replace or pay for all losses or breakages.
14. Keep accurate records as needed, such as health, financial, badge, or activity records and submit a written report not later than two (2) weeks after the camp to the Camp Director and Program Coordinator.



VENICE A. AUNZO
Council Executive



FE R. VILLEGAS, M.D.
Council President