



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

Office of the Schools Division Superintendent

August 29, 2023

DIVISION MEMORANDUM

No. 356 s. 2023

**GIRL SCOUTS OF THE PHILIPPINES (GSP) BASIC COURSE TRAINING  
FOR TROOP LEADERS (Batch 4)**

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 **GSP Basic Course Training for Troop Leaders**. The dates and venues of the aforesaid activity are specified below.

<b>Date</b>	<b>Venue</b>	<b>Participating Districts</b>
September 29-October 1, 2023	Pinamungajan NHS, Pinamungajan, Cebu	Aloguinsan, Pinamungajan 1 & 2 Districts
October 6-8, 2023	Carmen NHS, Carmen, Cebu	Compostela, Carmen & Catmon Districts
October 13-15, 2023	Sibonga CES, Sibonga, Cebu	Sibonga, Argao 1 & 2 Districts
October 20-22, 2023	Sangat NHS, Sagay, San Fernando, Cebu	Minglanilla 1 & 2, San Fernando 1 & 2 Districts

2. The GSP Basic Course Training aims to:

- 2.1. capacitate the schools on the scouting programs and activities;
- 2.2. orient the duties and responsibilities of troop leaders ;
- 2.3. equip the basic knowledge and skills on Scouting Program ; and
- 2.4. facilitate school/district GSP scouting programs and activities.

3. The participants are the GSP troop leaders from all ages/levels :Twinklers, Stars, Juniors, Seniors and Cadets.

4. PMT members are required to report to the training venue on day 1 at 2:00 p.m. for the preparation of training materials. (See attached list of PMT members)

Address: PMT Bldg., Sudlon, Lahug, Cebu City  
Telephone No. (032) 255-6405  
Email Address: cebu.province@deped.gov.ph  
Website: www.depedcebuprovince.ph

5. The teacher-participants are required to report the venue @ 5:00 p.m. on day 1 and its opening program. Participants are required to bring their own beddings, foods for meals and snacks.
6. The Medical Section is hereby directed to assign at least two nurses to be at the venue to facilitate the implementation of health protocols.
7. All PSDSs and school administrators are enjoined to disseminate the information and monitor to ensure 100% participation of the troop leaders in your respective school/district in the aforesaid activities. Sessions for day 1 and day 2 will last until 9.30 p.m. **GSP District Field Advisors (DFA) are responsible to update the submitted list of participants per age level, at least/ minimum of 3 participants per elementary school and at least/minimum 2 participants per secondary school. Furthermore, all PSDSs are instructed to ensure that no classes shall be disrupted due to the participation of the teachers in the activity.**
8. Registration fee of six hundred fifty pesos (Php 650.00) per participant, travelling and other incidental expenses incurred by the participants shall be charged to School MOOE/SEF/PTA Funds, while travelling, per diem and other incidental expenses of the PMT/Division personnel shall be charged to School/Division MOOE/GAD Funds, subject to the usual accounting and auditing rules and regulations.
9. All participants are required to register as active members of GSP Cebu Council upon registration as participants of this Basic Course Training. Attached is the list of facilitators.
10. The PMT/Division/participants shall be given two (2) days Compensatory Time-off (CTO) for Non- Teaching and Service Credits for Teaching personnel whose services rendered on Saturday and Saturday in accordance with the existing Civil Service Commission (CSC) and/or DepEd issuances
11. This Memorandum serves as **Authority to Travel** of the participants, trainers, support staff and members of the training team/management.
12. Immediate and wide dissemination of this Memorandum is desired.


  
**SENEN PRISCILO P. PAULIN, CESO V**  
Schools Division Superintendent

GSM/SGOD/SDS/2022

### List of PMT/Facilitators

- |                           |                          |
|---------------------------|--------------------------|
| 1. Ms. Marlie Buatro      | - Carmen District        |
| 2. Ms Venus Pepito        | - Consolacion District 1 |
| 3. Ms Jennifer Ceniza     | - Carmen District        |
| 4. Ms. Melisa Bondad      | - Asturias District 1    |
| 5. Ms Jennifer Empinado   | - Argao District         |
| 6. Ms. Jovelyn A. Monleon | - Borbon District        |

Prepared :

  
**GERARDO S. MANTOS, EdD**  
EPSvr/Division Focal Person