



Republic of the Philippines
Department of Education
 REGION I
 SCHOOLS DIVISION OF VIGAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 267, s.2025

**2025 ILOCOS REGION UNIT LEADERS TRAINING SCHEME & TRAINERS
 TRAINING SCHEME**

To: Assistant Schools Division Superintendent
 Chief Education Supervisor (SGOD & CID)
 Public and Private Secondary School Heads
 All Others Concerned

1. In reference to the Boys Scouts of the Philippines Ilocos Sur Council Office Memorandum No. 07 s. 2025 titled Endorsement of the Regional Office Memorandum No. 6, s. 2025 on the Conduct of the 2025 Ilocos Region Unit Leaders and Trainers Training Scheme, this office announces the conduct of scouting courses below:

- Advanced Training Course for Troop Leaders
- Advanced Training Course for Outfit Advisors
- Advanced Training Course for Kawan Leaders
- Course for Managers of Learning

2. Participation of teachers is voluntary only in compliance with DepEd Order No. 9, s. 2025 titled Amendment to DepEd Order 9, s. 2024.

3. Enclosed to this memorandum is the Boys Scouts of the Philippines Council Office Memorandum No. 07, s. 2025 and Regional Office Memorandum No. 6 s. 2025 for reference.

4. Attention is invited to Paragraph 1 of Regional Office Memorandum No. 6 s. 2025 for the training course, date, venue, registration fee, uniform and other participation details.

5. For further inquiries please contact Mr. Edwin Viernes, Officer-in-Charge, Council Scout Executive at 0951-893-2096.

6. Widest dissemination of this memorandum is desired.

Encl: As stated
 Ref: As stated
 To be indicated in the Perpetual Index
 under the following subject:

SCOUTING
 ACTIVITIES
 SGOD/ YFD/ SDF



VILMA D. EDA, CESO V
 Schools Division Superintendent



Address: Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
 Telephone No: (077) 722-20-23 / (077) 632-05-33
 Email Address: vigan.city@deped.gov.ph
 Website: www.depedvigancity.com

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Boy Scouts of the Philippines
Ilocos Sur Council
 Cor. V. Salcedo-Delos Reyes St. Barangay V
 Vigan City, Ilocos Sur, Philippines 2700



SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

08 MAY 2025

RECEIVED
 BY: 5399 / 6

May 7, 2025

COUNCIL OFFICE MEMORANDUM
NO. 07 s. 2025

FOR: VILMA D. EDA, CESO V
 School Division Superintendent
 Vigan City Division
 Vigan City, Ilocos Sur

For: Council Commissioners & Deputy Commissioner
 Institutional Heads and Representatives
 Division, District and High School Coordinators
 Public and Private Schools
 All Others Concerned

SUBJECT: Endorsement of Regional Office Memorandum No. 6, s. 2025 on the Conduct of the 2025 Ilocos Region Unit Leaders and Trainers Training Scheme

1. This Office respectfully endorses **Regional Office Memorandum No. 6, s. 2025** issued by the **Boy Scouts of the Philippines – Ilocos Region**, relative to the conduct of the **2025 Ilocos Region Unit Leaders Training Scheme and Trainers Training Scheme**. The said memorandum outlines the schedules, venues, registration fees, and specific requirements for the following training programs:
 - o **Advanced Training Course for Troop Leaders**
 - o **Advanced Training Course for Outfit Advisors**
 - o **Advanced Training Course for Kawan Leaders**
 - o **Course for Managers of Learning**
2. The training programs aim to enhance the competencies of scout leaders and trainers in the Ilocos Region and are open to qualified and interested personnel. Details on reporting times, uniform requirements, and submission of participation forms are provided in the attached memorandum.
3. In line with **DepEd Unnumbered Memorandum dated April 14, 2025**, participants who signify interest in attending any of the above-mentioned training courses are advised to coordinate with their respective School Heads regarding their intent to avail of their declared 30-day vacation leave for the duration of the training.
4. **SERVICE CREDITS AND EXPENSES.** Participation in this training course is appealing to be on an OFFICIAL BUSINESS, and participants be granted service credits subject to the existing guidelines of their institutions. Registration Fees and other

related expenses may be charged against local funds, MOOE, and SEF subject to its availability and the usual prescribed accounting and auditing rules and regulations and discretion of authorizing bodies. [DepEd-DBM-DILG Joint Circular no. 1 S. 2020 \(https://bit.ly/DDD-JC-01-2020\)](https://bit.ly/DDD-JC-01-2020).

5. Attendance to the training shall be on **official business** subject to the condition that the delivery of essential teaching and learning services will not be disrupted. Participation shall also be subject to the approval of the immediate head of office.
6. Immediate and wide dissemination of this memorandum is enjoined.

For your guidance and appropriate action.

A handwritten signature in black ink, consisting of a stylized 'E' followed by a horizontal line and a small flourish.

EDWIN T. VIERNES
OIC - Council Scout Executive



2 May 2025

REGIONAL OFFICE MEMORANDUM

No. 6

s. 2025

To: **ALL COUNCIL SCOUT EXECUTIVES, OFFICERS-IN-CHARGE
REGIONAL & COUNCIL TRAINING COMMISSIONERS**

Subject: **2025 ILOCOS REGION UNIT LEADERS TRAINING SCHEME &
TRAINERS TRAINING SCHEME**

1. In line with the conduct of the 2025 Ilocos Region Unit Leaders Training Course & Trainers Training Course, we are pleased to announce the conduct of the following Unit Leaders Training Scheme and Trainers Training Scheme:

1.a **ADVANCED TRAINING COURSE FOR TROOP LEADERS**

Date: 26 May – 1 June 2025
Venue: Suyo, Ilocos Sur
Registration Fee: Seven Thousand Five Hundred Pesos (P 7,500.00)
To cover meals (from dinner of 24 May lunch of 1 June 2025), Woodbadge Tokens, Training Supplies & Equipments, Staff Honorarium, and other administrative expenses.
Reporting Time: 25 May 2025 @ 1500hrs
Uniform: Polo/Blouse w/ Short Pants (female w/ flap), Green Garter Tabs, Black Shoes w/ Lace, Stockings
Deadline for Submission of Participation Form shall be on 20 May 2025 through submission to the Ilocos Region email address irco@scouts.gov.ph including copy of the preregistration deposit slip to the host council in the amount of three thousand five hundred pesos (P 3,500.00)

1.b **ADVANCED TRAINING COURSE FOR OUTFIT ADVISORS**

Date: 25 May – 1 June 2025
Venue: Suyo, Ilocos Sur
Registration Fee: Seven Thousand Five Hundred Pesos (P 7,500.00)
To cover meals (from dinner of 24 May lunch of 1 June 2025), Woodbadge Tokens, Training Supplies & Equipment, Staff Honorarium, and other administrative expenses.
Reporting Time: 24 May 2025 @ 1500hrs
Uniform: Polo/Blouse with Long Pants (female with/ flap), black shoes with lace,
Deadline for Submission of Participation Form shall be on 20 May 2025 through submission to the Ilocos Region email address irco@scouts.gov.ph, including a copy of the preregistration deposit slip to the host council for three thousand five hundred pesos (P 3,500.00)

1.c **ADVANCED TRAINING COURSE FOR KAWAN LEADERS**

Date: 3 – 8 June 2025
Venue: Farmville Resort, Aringay, La Union
Registration Fee: Seven Thousand Five Hundred Pesos (P 7,500.00)

To cover meals (from dinner of 2 June to lunch of 8 June 2025), Training Venue Daily Entrance Fee, Woodbadge Tokens, Training Supplies & Equipment, Staff Honorarium, and other administrative expenses.

Reporting Time: 2 June 2025 at 1500hrs
Uniform: Blouse & skirt with flap (female), Polo and shorts (male), black shoes with lace, stockings with yellow garter tabs
Deadline for Submission of Participation Form shall be on 25 May 2025 through submission to the Ilocos Region email address irco@scouts.gov.ph, including a copy of preregistration deposit slip to the host council in the amount of three thousand five hundred pesos (P 3,500.00)

1.d **COURSE FOR MANAGERS OF LEARNING**

Date: 3 – 8 June 2025
Venue: Speaker Eugenio Perez National Agricultural School, San Carlos City, Pangasinan
Registration Fee: Seven Thousand Five Hundred Pesos (P 7,500.00)

To cover meals (from dinner on 24 May to lunch of 1 June 2025), Training Supplies & Equipment, Staff Honorarium, and other administrative expenses.

Reporting Time: 2 June 2025 at 1500hrs
Uniform: Kawan Leaders shall wear blouse and skirt with stockings and yellow garter tabs; Troop Leaders shall wear Polo/Blouse with shorts and green garter tabs; Outfit Advisors shall wear Polo/Blouse with long pants; black shoes with lace.

Deadline for Submission of Participation Form shall be on 25 May 2025 through submission to the Ilocos Region email address irco@scouts.gov.ph, including a copy of the preregistration deposit slip to the host council in the amount of three thousand five hundred pesos (P 3,500.00)

2. Trainers who are in the process of completing the requirements for the issuance of their honorable charge as Leader Trainers or in taking the Course for Managers of Training are given priority to serve; however, in case their local council fails to send the required number of quota for participation, the slots will be given to the other councils. These trainers are requested to recruit participants to ensure their assistance in the training courses.
3. Payment/deposit made is non-refundable but transferable to other unit leaders. Should we fail to complement the required 32 participants (better management the course) in a course, it is only the time that we will return the reservation fee.

4. As embodied in DepEd Unnumbered Memorandum dated 14 April 2025, all participants who signified participation in these training courses of Advanced Training Courses shall coordinate with their respective school heads on their desire to avail their declared 30-day vacation leave.
5. Council Scout Executives are enjoined to assist their participants in seeking support for the payment of their registration from their local government using the joint DBM, DepEd and DILG Joint Memorandum No. 1 & 2 series 2020 and DILG Memorandum No. 11 series 2018.
6. Other matters relevant to the conduct of these training courses will be issued from time to time.
7. All concerned are enjoined to disseminate and give attention to this memorandum to especially those who failed to complement the number of qualified staff in the conduct of their unit leaders basic training courses.



IMELDA S. SAMSON

Youth Development Officer V/
Regional Scout Director