



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 464, s.2025

CONDUCT OF BASIC TRAINING COURSE FOR KAWAN AND TROOP LEADERS 2025

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 Local Council Office Memorandum No. 09 s. 2025 titled Conduct of Basic Training Course for Kawan and Troop Leaders 2025, this office encourages teaching and non-teaching personnel to participation in the basic training course. The course will be held at the Cabugao Integrated School, Cabugao, Ilocos Sur on September 19 to 21, 2025 at 6:00 am.
2. The objectives of the activity is to equip adult leaders with essential knowledge, skills, and competencies to effectively implement scouting programs.
3. Expected participant to the training course are all teachers, teaching and non-teaching personnel from both public and private schools without or in need of refreshing in Basic Training Course.
4. Participation of teachers is voluntary only in compliance with DepEd Order No. 9 s., 2005 Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith and policy on off-campus activities stated in the DepEd Order No. 66, 2017.
5. Deadline of submission of participation for is on September 12,2025 accessible via the official Google Form: <https://bit.ly/BTCKawan-Troop2025ISC>.
6. Enclosed to this memorandum is the the Boys Scouts of the Philippines Ilocos Sur Local Council Office Memorandum No. 09 s. 2025.
7. Widest dissemination of this memorandum is desired.

VILMA D. EDA, CESO V
 Schools Division Superintendent

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

SCOUTING ACTIVITIES
 SGOD/ YFD/ SDF

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.depedviganacity.com

Your Feedback is important to us. Visit this link bit.ly/SDOViganCityCSM





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



July 11, 2025

LOCAL COUNCIL OFFICE MEMORANDUM
NO. 09 s. 2025

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

Attention: Council Commissioners & Deputy Commissioner
Institutional Scouting Representatives
Division, District & Institutional Scouting
Coordinators
Unit Leaders
Public and Private Schools
All Others Concerned

SUBJECT: **CONDUCT OF BASIC TRAINING COURSE FOR KAWAN AND TROOP LEADERS 2025**

1. The Ilocos Sur Council, Boy Scouts of the Philippines (BSP), is pleased to announce the conduct of the Basic Training Course (BTC) for Kawan Leaders and Troop Leaders on September 19 to 21, 2025, to be held at Cabugao Integrated School, Cabugao, Ilocos Sur. This sectional course aims to equip adult leaders with the essential knowledge, skills, and competencies to effectively implement the Scouting Program in their respective units.
2. **ARRIVAL AND REGISTRATION.** All participants are expected to arrive at the venue on September 19, 2025, between 6:00 AM to 7:00 AM, for registration. The Opening Ceremony will follow immediately after. Early arrival is encouraged to allow participants to rest and prepare for the training.
3. **PARTICIPANTS.** The training course is open to all teachers, teaching and non-teaching of both private and public schools who have not yet taken, attended or are in need of refreshing for Basic Training Course for **KAWAN LEADERS and TROOP LEADERS**. KAWAN Scouting is the sectional program for scouts who are in Grades 1 to 3/ Key Stage 1 and Boy Scouting is the sectional program for scouts who are in Grades 4 to 6/ Key Stage 2.
4. **REGISTRATION AND REGISTRATION FEE.** The registration fee shall be ₱1, 800.00 per attendee and shall be used to defray expenses during the conduct of the training such as but not limited to:
 - a. Adult Leader's Neckerchief and Slide
 - b. Meals & Snacks for both trainees and training staffs
 - c. Supplies and training materials
 - d. Administration, other related technical and logistical expenses
 - e. Miscellaneous expenses
 - f. Membership and Registration as Adult Leader through the Local Council

5. **DEADLINE.** For submission of the participation form is September 12, 2025, via the official Google Form: <https://bit.ly/BTCKawan-Troop2025ISC> . A scanned copy of the ₱800.00 pre-registration deposit slip must also be uploaded.

Deposit must be made to:

Land Bank of the Philippines Account No.: 0402-008911

Account Name: Boy Scouts of the Philippines IS Council

Note: The ₱800.00 reservation fee is non-refundable but transferable to another participant. Should the minimum number of 32 participants not be met, the course may be rescheduled or cancelled, and the reservation fees shall be returned.

6. POINTS OF CONTACTS.

- Sctr. Mark Angelo P. Norberte, LT, Council Program Commissioner
FB: Mark Angelo Norberte
Contact Number: 09173202427
- Sctr. Carlos C. Vargas, ALT, Council Training Commissioner
FB: Carlos Carbonel Vargas
Contact Number: 09285526987

7. **ATTIRE.** Participants must be in their casual attire in pants and must wear their neckerchief and slide during the course of the training (included in the registration fee and shall be provided during the training).
8. **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 \(https://bit.ly/DBM-DILG-JC-01-2020\)](https://bit.ly/DBM-DILG_Joint_Circular_no.1_S.2020).
9. The approval, endorsement, and widest dissemination of this memorandum by the Schools Division Superintendent is respectfully sought.



EDWIN T. VIERNES

Council Scout Executive
Ilocos Sur Council