



2507-2197

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

DIVISION MEMORANDUM

No. 404, s.2025

BASIC COURSE FOR TROOP LEADERS

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Ilocos Sur Council Circular No. 12, s. 2025 of the Girl Scouts of the Philippines (GSP), and in line with its commitment to train and retrain adult leaders at the elementary and high school levels, the Basic Course for Troop Leaders will be conducted on August 1-3, 2025, at the GSP Headquarters, Ilocos Sur.
2. This training aims to equip teacher-participants with the essential knowledge and skills necessary for effective troop leadership and management. Teacher-participants must be prospective troop leaders in their respective schools.
3. Take note of the following important guidelines:
 - a. The number of participants per school is limited based on the allocation list (attached herewith).
 - b. Pre-registration is required through this link:
<http://bit.ly/BasicCourseForTroopLeadersRegistration>
 - c. The deadline for registration is on or before July 30, 2025 (12:00 NN).
 - d. To encourage broader participation, any unclaimed slots as of the deadline will be opened to other interested and qualified participants.
4. All identified registered participants and trainers listed below are hereby authorized to attend on official time and shall be granted service credit, subject to the usual accounting and auditing rules and regulations.

A. List of Participants during the Basic Course for Troop Leaders

Participants	Elementary	Name	School
	1	Marlyn Alegre	MES
	2	Vicky Arizabal	MES
	3	Mary Louie Montano	PIS
Participants	Secondary	Name	School
	1	Jamaica Lazarte	VNHSW
	2	Diana Chan Caoile	ISNHS
	3	Noreen Dominica Ballerta	VNHSE



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

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





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

B. List of Trainers during the Basic Course for Troop Leaders

Trainers	Name	School
1	Jennifer Emerita Rabang	ISNHS
2	Nenita Tabaniag	BPES

- Attached is the approved Council Circular No. 12 for reference.
- Immediate and widest dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent





GIRL SCOUTS OF THE PHILIPPINES
Northern Luzon Region
Ilocos Sur Council



Council Circular No. 12
Series of 2025

TO : DIVISION GS COORDINATORS
DISTRICT COMMISSIONERS
INSTITUTIONAL COMMISSIONERS
FIELD ADVISERS (ELEMENTARY & HIGH SCHOOL)

FROM: COUNCIL PRESIDENT

RE : **BASIC COURSE FOR TROOP LEADERS**

DATE : July 28, 2025

In line with the Girl Scouts of the Philippines' commitment to the training and retraining of adult leaders, the Ilocos Sur Girl Scout Council will be conducting a **Basic Course for troop leaders from elementary and high school levels**. This training aims to equip participants with essential knowledge and skills for effective troop management and leadership.

Below are the details of the scheduled training:

DATE:	August 1-3, 2025 (Friday – Sunday)
TIME:	Arrival: 5:00 PM (August 1) Departure: 5:00 PM (August 3)
VENUE:	GSP Headquarters, Vigan City
TARGET PARTICIPANTS:	Teachers who will be prospective troop leaders
THINGS TO BRING:	<ul style="list-style-type: none"> • School and GS Uniform with black shoes • Personal effects • Set of beddings • Writing & Art Materials • Sit-Upon

Please note that the number of participants is limited to the allocation per school found in the attached list. Pre-registration is required via the following link: <http://bit.ly/BasicCourseForTroopLeadersRegistration>. Please register on or before **August 30, 2025 at 12:00 NN**. To expand our reach and encourage broader participation, the **registration fee is free of charge**. If a district or school does not have a representative as indicated in the allocation list within the set deadline, the remaining slots will be opened to others.

In this regard, we respectfully request that both registered participants and trainers listed below be allowed to attend the training on official time and be granted service:

List of Trainers during the Basic Course for Troop Leaders		
NO.	Name	District/School
1	Ms. Jennifer Emerita Rabang	Ilocos Sur National High School
2	Ms. Nenita Tabaniag	Vigan I

This circular also serves as the official travel order of the participants.

Your continued support and favorable action will significantly contribute to the successful attainment of the Council's goals.



EVA MARIE S. MEDINA
Council President

Approved:



VILMA D. EDA, CESO V

Schools Division Superintendent
& GS Commissioner on Administration





GIRLS SCOUTS OF THE PHILIPPINES
Northern Luzon Region
Ilocos Sur Council

ALLOCATION PER DISTRICT/SCHOOL

SDO- ILOCOS SUR	
District/School	No. of Participants
Sinait	3
Cabugao	3
San Juan	3
Magsingal	2
Sto. Domingo-San Ildefonso	2
Bantay	2
San Vicente	1
Sta. Catalina	1
Caoayan	2
Santa	1
Narvacan North	1
Narvacan South	1
Nagbukel	1
Sta. Maria	2
Burgos	2
San Esteban	2
Santiago	2
Banayoyo-Lidlidda	1
San Emilio	1
Sta. Lucia	3
Sta. Cruz	1
Suyo	1
Tagudin	1
Galimuyod-Del Pilar-Sigay	1
Salcedo	1
Alilem	1
Sugpon	1
Quirino	1
Cervantes	1
Binacud Integrated School	1
Sinait National High School	2
Cabugao National High School	2
Sisim National High School	1
Lipit National High School	1
Cabugao Integrated School	1



GIRLS SCOUTS OF THE PHILIPPINES
Northern Luzon Region
Ilocos Sur Council

ALLOCATION PER DISTRICT/SCHOOL

San Juan National High School	1
Nagsuputan National High School	1
Solotsolot National High School	2
Magsingal National High School	1
Patong Integrated School	1
Lussoc National High School	1
Bantay National High School	1
Tay-ac National High School	1
San Vicente Integrated School	1
Pangada-Cabaroan Integrated School	1
Mabilbila Integrated School	1
Narvacan National Central High School	1
Nagbukel National High School	1
Sta. Maria National High School	1
San Esteban National High School	1
Santiago National High School	1
Tagudin National High School	1
Cabugao Institute	1
San Juan Institute	1
St. Joseph Institute	1
Dan-ar Integrated School (Santiago)	2
Burgos National High School	1
Total:	77



GIRLS SCOUTS OF THE PHILIPPINES
Northern Luzon Region
Ilocos Sur Council

ALLOCATION PER DISTRICT/SCHOOL

SDO- VIGAN CITY		
District/School	No. of Participants (Elementary)	No. of Participants (High School)
Vigan I	1	1
Vigan II	1	1
Vigan III	1	1
Total:	3	3

SDO- CANDON CITY	
District/School	No. of Participants
Candon I	2
Candon II	2
Candon National High School	2
Total:	6

STATE UNIVERSITIES AND COLLEGES		
District/School	No. of Participants (Elementary)	No. of Participants (High School)
Ilocos Sur Community College	1	1
University of Northern Philippines	1	1
Total:	2	2

PRIVATE SCHOOLS (ELEM/HS)		
District/School	No. of Participants (Elementary)	No. of Participants (High School)
St. Thomas Aquinas Learning Center of Vigan City, Inc.	1	
Divine Word College of Vigan	1	1
St. Paul College of Ilocos Sur	1	1
Jenefa Scholastica	1	1
Great Heights Learning Center, Inc.	1	1
Total:	5	4

BASIC COURSE TRAINING

1-3 AUGUST 2025
GSP COUNCIL HEADQUARTERS, VIGAN CITY

TIME	FIRST DAY AUGUST 2 (FRIDAY)	SECOND DAY AUGUST 3 (SATURDAY)	THIRD DAY AUGUST 4 (SUNDAY)
6:30 AM		PRAYER-COLORS-INSPECTION	PRAYER-COLORS-INSPECTION
8:00 AM - 9:00 AM		HISTORY OF SCOUTING MS. BLESSIE HERAÑA	CEREMONIES MS. MARIVIC FILARCA & MS. EVELYN ALARCA
9:00 AM - 10:00 AM		ORGANIZATIONAL STRUCTURE MS. LEILANI R. SARMIENTO GSP POLICIES & STANDARDS MS. BLESSIE S. HERAÑA	<ul style="list-style-type: none"> • COLORS • CAMPFIRE • INVESTITURE • SCOUT'S OWN • ESCODA DAY • THINKING DAY • TROOP BIRTHDAY • MOVING-ON MS. MARIVIC FILARCA
10:00 AM - 10:15 AM		BREAK	
10:15 AM - 12:00 PM		THE FIVE BASIC ESSENTIALS <ul style="list-style-type: none"> <li style="width: 50%;">• PROMISE & LAW MS. JENNIFER EMERITA R. RABANG <li style="width: 50%;">• BADGEWORK MS. ESTRELLITA SIRUNO <li style="width: 50%;">• PATROL SYSTEM MS. MARILYN VILLALUN <li style="width: 50%;">• INTERNATIONAL PROGRAM MS. EVELYN T. ALARCA 	
12:00 PM		LUNCH BREAK	LUNCH BREAK
1:30 PM - 2:30 PM		OUTDOOR PROGRAM <ul style="list-style-type: none"> • PROGRESSIVE STEPS IN THE OUT-OF-DOORS • BASIC CAMPING SKILLS DR. CECILIA SALDUA	THE GIRLS SCOUT TROOP LEADER TRAINING AND SCHEME AWARD SCHEME MS. ELIZA SUMALBAG
2:30 PM - 3:30 PM		THE FIVE BASIC ESSENTIALS <ul style="list-style-type: none"> <li style="width: 50%;">• 4 SIGNPOSTS DR. ELIZA SUMALBAG <li style="width: 50%;">• 5 PROGRAMS AGE LEVELS & FRAMEWORK MS. JENNIFER EMERITA R. RABANG 	RECORDS AND REPORTS MS. MARILYN VILLALUN
3:45 PM - 4:45 PM	ARRIVAL REGISTRATION SETTLING DOWN	TROOP MANAGEMENT <ul style="list-style-type: none"> <li style="width: 50%;">• GIRL-LEADER PLANNING MS. ELIZA SUMALBAG <li style="width: 50%;">• TROOP MEETING MS. MARILYN VILLALUN <li style="width: 50%;">• FINANCING MS. NENITA TABUNIAG <li style="width: 50%;">• LEADERSHIP IN SCOUTING MS. BLESSIE S. HERAÑA 	SUMMING-UP CLOSING CEREMONIES MS. ESTRELLITA SIRUNO
4:45 PM - 5:00 PM	BREAK	BREAK	CHIEF TRAINER MS. ESTRELLITA SIRUNO CO-TRAINERS DR. ELIZA H. SUMALBAG DR. CECILIA SALDUA MS. BLESSIE S. HERANA MS. EVELYN ALARCA ASSISTING TRAINERS MS. MARILYN VILLALUN MS. MARIVIC FILARCA MS. NENITA TABUNIAG MS. JENNIFER EMERITA RABANG MS. LEILANIE R. SARMIENTO
5:00 PM - 6:00 PM	OPENING CEREMONY ORIENTATION	HOW TO ORGANIZE AND MANAGE A TROOP? DR. ELIZA H. SUMALBAG	
6:00 PM - 7:00 PM	WHY GIRL SCOUTING? <ul style="list-style-type: none"> • WAGGGS • GSP AIMS AND IDEALS VISION & MISSION MS. ESTRELLITA SIRUNO		
8:00 PM - 9:00 PM	GETTING TO KNOW CAMPFIRE	FILIPINIANA CAMPFIRE	