



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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 672, s.2025

**ENDORSEMENT OF BSP NATIONAL OFFICE MEMORANDUM NO. 72, S. 2025 -
2025 NATIONAL COASTAL CLEAN-UP DRIVE**

To: Assistant Schools Division Superintendent
Chief Education Supervisor (SGOD & CID)
School Head - ISNHS
All Others Concerned

1. In reference to the Boy Scouts of the Philippines Ilocos Sur Council Office Memorandum No. 14, s. 2025 titled, Endorsement of BSP National office Memorandum No. 72, s. 2025 - 2025 National Coastal Clean-Up Drive, the nationwide clean-up drive will be conducted on September 20, 2025.
2. The aim of the activity is to:
 - Raise awareness on marine and coastal conservation;
 - Instill discipline and responsibility in proper waste management; and
 - Promoted stewardship and love for Mother Earth among the youth.
3. In this regard, all BSP School Coordinators are enjoined to mobilize scouts, leaders, teachers, and community partners to join hands in this noble cause.
4. Scout and Scout Leaders must wear their handkerchief during the conduct of 2025 International Coastal Clean-up Day.
5. Community Service Report (Strategic Measure 1) must be submitted to the BSP-ISC or emailed at bspilocosurcouncil@gmail.com not later than October 3, 2025.
6. Enclosed is the BSP National Office Memorandum No. 67 & 72, s. 2025 and BSP Ilocos Sur Council Office Memorandum No. 14, s. 2025.
7. Teaching and non-teaching participants shall be entitled of service credit and compensatory overtime credits respectively, pursuant to DepEd Order 13, s. 2024 titled, Revised Guidelines on the Grant of Vacation Service Credits for Teachers & CSC-DBM Joint Circular No. 02 s. 2015 titled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.
8. Widest dissemination of this memorandum is desired.

[Signature]
VILMA D. EDA, CESO V
Schools Division Superintendent

Encls.: As stated

Reference: As stated

To be indicated in the Perpetual Index

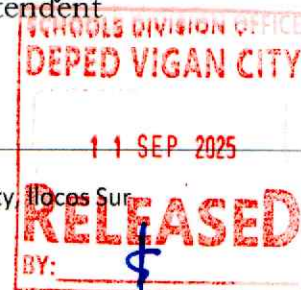
Under the following subjects:

SCOUTING

COASTAL CLEAN-UP DRIVE

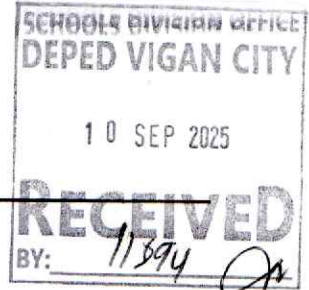


📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur
☎ (077) 722-20-23 / (077) 632-05-33
✉ vigan.city@dep.gov.ph
🌐 www.depedvigancity.com





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



September 03, 2025

COUNCIL OFFICE MEMORANDUM
NO. 14 S. 2025

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

SUBJECT : Endorsement of BSP National Office Memorandum No. 72, s. 2025 – 2025 National Coastal Clean-Up Drive

1. The Boy Scouts of the Philippines has always been at the forefront of protecting and preserving the environment. In this light, we respectfully endorse **BSP National Office Memorandum No. 72, s. 2025**, calling for the observance of the **2025 National Coastal Clean-Up Drive** in line with the **International Coastal Clean-Up Day** on **20 September 2025**.
2. This nationwide movement is not only about cleaning our shores—it is about **igniting responsibility, inspiring volunteerism, and empowering young people to become defenders of nature**. All **Scouting Units of the BSP Ilocos Sur Council** are therefore enjoined to take an active role by organizing meaningful coastal clean-up activities within their respective areas.
3. In this regard, the support of the **Department of Education – Division Office of Ilocos Sur** is earnestly sought. Through the **BSP School Coordinators**, we encourage the mobilization of Scouts, Leaders, teachers, and community partners to join hands in this noble cause. Together, let us:
 - **Raise awareness** on marine and coastal conservation;
 - **Instill discipline** and responsibility in proper waste management;
 - **Promote stewardship** and love for Mother Earth among the youth.
4. For reference, a copy of **National Office Memorandum No. 72, s. 2025** is attached herewith.
5. Attached here also the **National Office Memorandum No. 67 series of 2025 for the Guidelines in Submission of Community Service Report (Strategic Measure 1)** and also must be submitted to the Boy Scouts of the Philippines –

Ilocos Sur Council or emailed to bspilocossurcouncil@gmail.com on or before **October 03, 2025**.

6. Scouts and Scout Leaders must wear their **neckerchiefs** during the conduct of the **2025 International Coastal Clean-Up Day** activities, especially for documentation purposes.
7. The Council Office also requests that all DepEd school teachers who will participate be granted corresponding **service credits**, while non-teaching personnel may be given **compensatory time-off (CTO)** in accordance with the provisions of **DepEd Order No. 76, s. 2012**.
8. For queries and concerns regarding this activity, you may contact **Mr. Edwin T. Viernes, Council Scout Executive** at 0951-893-2096 or visit the BSP Ilocos Sur Council Headquarters, cor. V. Salcedo-Delos Reyes St., Barangay V, Vigan City.
9. Let us remember that every piece of trash we remove is a step toward cleaner seas, healthier communities, and a brighter future for the next generation. With your steadfast support and cooperation, this endeavor will truly make waves of change in our fight for a sustainable environment.



EDWIN T. VIERNES

Council Scout Executive

Boy Scouts of the Philippines – Ilocos Sur Council

Noted by:



DR. DIOCESAR S. SUERO

Council Chairperson

Approved by:

VILMA D. EDA, CESO V

School Division Superintendent

Vigan City Division

Vigan City, Ilocos Sur



BOY SCOUTS OF THE PHILIPPINES

181 Natividad Almeda Lopez St. Ermita, Manila
(632) 8527 8317 to 19
bsp@scouts.gov.ph
www.scouts.gov.ph

"Laging Handa"

AUG 12 2025

NATIONAL OFFICE MEMORANDUM

No. 67 series of 2025

**TO : NATIONAL OFFICE STAFF
REGIONAL YOUTH DEVELOPMENT OFFICERS
COUNCIL SCOUT EXECUTIVES AND OFFICERS-IN-CHARGE**

**SUBJECT : GUIDELINES IN SUBMISSION OF COMMUNITY SERVICE
REPORT (STRATEGIC MEASURE 1)**



- 1.0. In line with GCG Memorandum Circular No. 2023-01 on the Performance Evaluation System (PES) for the GOCC Sector, and as part of our continued efforts to enhance operational efficiency and uphold the highest standards of service delivery, we would like to remind all concerned personnel of the established guidelines for the online submission of community service reports. Strict adherence to these procedures is crucial for accurate monitoring, timely reporting, and effective evaluation of the impact of programs within the community.
- 2.0. Below is a detailed list of the guidelines for submitting accomplishment reports. Compliance with these procedures ensures proper documentation in accordance with CGC Compliance Standards and promotes accurate, consistent reporting across all units.

2.0.a. A complete accomplishment report shall contain the following:

Type of Report	Content
1. BSP Community Service Activity Report Template	Short narrative report detailing the community service activity, including project title, the date of implementation, participants, and key outcomes. You may download the template through: https://tinyurl.com/SM1-FORMS

2. Documentation	Photographic Evidence during various phases of the activity.
3. Attendance Sheet	Complete record of participants present in the activity.

2.0.b. Submission shall be made electronically through Google Form (<https://forms.gle/oENeTpeikaCmgTsx9>) to facilitate faster consolidation and better record keeping.

2.0.c. For quarterly submissions, the **deadline for each quarter will be every 15th day following the end of the quarter.** Submissions received after this cut-off will not be included in the consolidated report for that period.

3.0. For inquiries you may contact the CPSMO thru **Mrs. Norielyn M. Juala, Planning Officer I** or via email at nmjuala@scouts.gov.ph and cpsmo@scouts.gov.ph

4.0. For your information and strict compliance.


EMILIO B. AQUINO
 National President



BOY SCOUTS OF THE PHILIPPINES

National Office, Manila

"Scouts Go Green Project"

COUNCIL

TREE PLANTING ACTIVITY REPORT FORM



Date when the activity was conducted:

Venue:

Brief Description of the Venue:

Number of Scouts, Scout Leaders Participated:

Number of Trees Planted:

Types of trees planted:

☐ Beach / Mangrove Trees

☐ Forest Trees

☐ Fruit Trees

☐ Malunggay Trees

Brief Narrative Account of the Activity:

**Note: Please upload this form along with the Attendance sheet, Photo Documentation, etc. on the Google Form Link: <https://forms.gle/oENeTpeikaCmgTxx9> or scan the QR Code.*



Prepared and submitted by:

Approved by:



BOY SCOUTS OF THE PHILIPPINES

181 Natividad Almeda Lopez St. Ermita, Manila

(632) 8527 8317 to 19

bsp@scouts.gov.ph

www.scouts.gov.ph

"Laging Handa"

Community Service Activity Report

Division/Office: _____

Project Title :

Location :

Project Proponent :

Date Implemented : From:

To:

Number of Employees Participated:

(Male) _____ (Female) _____

Source of Funds/Budget:

Total Budget:

Expected Beneficiaries:

Number of Expected Beneficiaries:

Expected Outcome of the Project:



*Note: Please upload this form along with the Attendance sheet, Photo Documentation, etc. on the Google Form Link: <https://forms.gle/oFNeTpeikaCmgTsx9> or scan the QR Code.

Prepared and submitted by:

Approved by:

***DATA PRIVACY DISCLAIMER:** All information we collect shall be kept private and confidential by the BSP and shall be used solely for legal purposes as mandated by the Data Privacy Act and other relevant laws. Information that are matters of public interest, however, may be disclosed to the public subject to applicable laws, rules, and regulations.



BOY SCOUTS OF THE PHILIPPINES

181 Natividad Almeda Lopez St. Ermita, Manila
(632) 8527 8317 to 19
bsp@scouts.gov.ph
www.scouts.gov.ph

"Laging Handa"

AUG 28 2025

NATIONAL OFFICE MEMORANDUM
NO. 72 series of 2025

TO : REGIONAL YOUTH DEVELOPMENT OFFICERS
COUNCIL SCOUT EXECUTIVES/OFFICERS-IN-CHARGE
ALL CONCERNED

SUBJECT : 2025 INTERNATIONAL COASTAL CLEANUP



1. In celebration of the **2025 International Coastal Cleanup**, the SM Cares, has partnered with the Boy Scouts of the Philippines. The 2025 International Coastal Cleanup underscores our unwavering commitment to creating impact to our environment. This initiative promotes a waste free future not just in Manila Bay but in the whole country.
2. In line with this, we encourage our Regional Coordination Offices, Local Councils and Scouting units nationwide to extend full support and cooperation to conduct the 2025 International Coastal Clean-Up on September 20, 2025.
3. To ensure proper documentation and monitoring, please submit a report of your activity, including high-quality photos and videos, to the National Office using the QR code provided below. The photos and videos submitted will be featured on our official social media platforms. All attendees are required to include the following hashtags in their social media posts: #2025InternationalCoastalCleanup
#ScoutsPH #ScoutsProtectOurOceans #ScoutsActForTheCoast
4. For coordination and other concerns regarding the activities, you may reach the BSP National Office – Public Relations Unit through their email address at prco@scouts.gov.ph.
5. For information, guidance and wide dissemination.




CEDRICK G. TRAIN
Acting Secretary General