



2510-2011

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

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 83, s.2025

CONDUCT OF BASIC TRAINING COURSE FOR OUTFIT ADVISORS

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

1. This is reference to the Boys Scouts of the Philippines Ilocos Sur Council Local Council Office Memorandum No. 15, s. 2025 titled Conduct of Basic Training Course for Outfit Advisors. The said training will be held at Ilocos Sur National High School, Vigan, Ilocos Sur (Tentative venue) on November 28-30, 2025.
2. Target participants are all teaching and non-teaching personnel from both public and private schools who have not yet taken, attended or in need of refresher course in Basic Training Course for Outfit Advisors.
3. Enclosed is the Boys Scouts of the Philippines Ilocos Sur Council Local Council Office Memorandum No. 15, s. 2025 for reference.
4. Interested participants are requested to participation form at https://bit.ly/BTC-OA-2025_REGISTRATION_FORM together with the pre-registration deposit of Php 800.00 not later than November 21, 2025.
5. For inquiries, please contact Sctr. Mark Angelo P. Norberte and Sctr. Carlos C. Vargas, Council Program Commissioners at 0917-320-2427 and 0928-552-6987 respectively.
6. Widest dissemination of this memorandum is desired.



VILMA D. EDA, CESO V
Schools Division Superintendent

2570-2011

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY

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BY: 14/69



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



October 20, 2025

**LOCAL COUNCIL OFFICE MEMORANDUM
NO. 15 s. 2025**

**FOR: Council Commissioners & Deputy Commissioner
Institutional Scouting Representatives
Division, District & Institutional Scouting Coordinators
Outfit Advisor Public and Private Schools
All Others Concerned**

**SUBJECT: CONDUCT OF BASIC TRAINING COURSE FOR OUTFIT
ADVISORS**

1. The Ilocos Sur Council, Boy Scouts of the Philippines (BSP), is pleased to announce the conduct of the Basic Training Course (BTC) for Outfit Advisors on November 28–30, 2025, to be held at Ilocos Sur National High School, Vigan City, Ilocos Sur (tentative venue). 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 November 28, 2025, between 6:00 a.m. and 7:00 a.m. for registration. The Opening Ceremony will immediately follow. Early arrival is encouraged to allow participants to rest and prepare for the training.
3. **PARTICIPANTS.** The training course is open to all teaching and non-teaching personnel from both public and private schools who have not yet taken, attended, or are in need of refreshing their Basic Training Course for Outfit Advisors. An Outfit Advisor is the duly designated adult leader or teacher responsible for guiding and supervising a Senior Scout the Scouting section for youth aged 13 to 17 years old. The Outfit Advisor serves as the mentor, trainer, and moral guide of the Senior Scouts, ensuring that the Scouting program is effectively implemented in line with BSP policies, aims, and ideals.

4. **REGISTRATION FEE.** The registration fee shall be ₱1,800.00 per participant 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 and snacks for both trainees and training staff (from lunch of November 28, 2025, to afternoon snack of November 30, 2025)
- c. Supplies and training materials
- d. Administrative, technical, and logistical expenses
- e. Miscellaneous expenses

5. **DEADLINE FOR SUBMISSION.** Submission of the participation form is on or before November 21, 2025, via the official Google Form: https://bit.ly/BTC-OA-2025_REGISTRATION_FORM. A scanned copy of the ₱800.00 pre-registration deposit slip must also be uploaded.

Deposit Details:

Land Bank of the Philippines

Account Name: Boy Scouts of the Philippines – Ilocos Sur Council

Account No.: 0402-008911

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 CONTACT.**

- Sctr. Mark Angelo P. Norberte, LT, Council Program Commissioner
FB: Mark Angelo Norberte
Contact No.: 0917-320-2427

- Sctr. Carlos C. Vargas, ALT, Council Training Commissioner
FB: Carlos Carbonel Vargas
Contact No.: 0928-552-6987

7. **ATTIRE.** Participants must be in casual attire with pants and must wear their neckerchief and slide during the course of the training (included in the registration fee and provided during the training).

8. **SERVICE CREDITS AND EXPENSES.** Participation in this training course is hereby appealed to be on official business, and participants may 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, or SEF, subject to availability and the usual prescribed accounting and auditing rules and regulations, and at the

discretion of the authorizing bodies, per DepEd-DBM-DILG Joint Circular No. 1, s. 2020 (<https://bit.ly/DDD-JC-01-2020>).

9. The approval, endorsement, and widest dissemination of this memorandum by the Schools Division Superintendent is respectfully sought.

EDWIN T. VIERNES

Council Scout Executive

Boy Scouts of the Philippines – Ilocos Sur Council

Noted by:

DR. DIOCESAR S. SUERO

Council Chairperson

Approved by:

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