



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

MAY 14 2025

**DIVISION LETTER**  
**No. 02, s. 2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

This Office informs all concerned the conduct of Outdoor Leadership Training Course for Administrators and Select SDO Personnel, SDO-Balanga City on May 18-21, 2025 at National Program and Training Center, Ating Tahanan, South Drive, Baguio City.

This also serves as the Travel Authority of the identified participants.

Attached is the letter from Ms. Divina V. Agxustin, Council Executive, for further details and inquiries.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 

*In compliance with DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public.*

  
CIB/ci28  
March 13, 2025



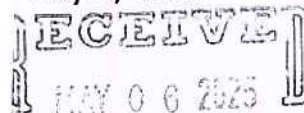
**GIRL SCOUTS OF THE PHILIPPINES**  
Central Luzon Region  
Bataan Girl Scout Council

SDO-Bataan City

**DR. CAROLINA S. VIOLETA**  
Schools Division Superintendent  
Kabukiran, Calaylayan, Abucay



May 5, 2025



Madam:

BY: 10:43

We are pleased to announce the conduct of Outdoor Leadership Training Course for Administrators and Select SDO Personnel, SDO – Balanga City on May 18-21, 2025, to be held at National Program and Training Center, Ating Tahanan, South Drive, Baguio City.

The objectives of this activity are:

- Equip Girl Scout administrators and Select SDO Personnel with the ability to effectively lead troops, manage teams, and oversee operations, including conflict resolution, delegation, time management, and strategic planning.
- Provide tools and frameworks for fostering diversity, equity, inclusion, and belonging within troops and council activities, ensuring that all members feel valued, supported, and empowered.
- Develop administrators' ability to guide leaders in safe and efficient outdoor cooking while encouraging appreciation and stewardship of the natural environment.
- Enable administrators to confidently plan and lead meaningful girl scout ceremonies that foster tradition and unity, while also demonstrating and teaching essential knots to ensure safety and functionality in scouting activities.

In this connection, may we request permission for the attendance of the following Council Trainers to the attend the said training to serve as Trainer on the above-mentioned date and venue.

Name	Position	School
1. Arcele F. Servera	Principal	Hermosa National HS
2. Ludivina S. Omania	Principal III	MNHS-Cabcaben
3. Imelda N. Martin	Principal	Bagumbayan ES, Pilar District
4. Ma.Lani M. Gamit	OIC-ASP	MNHS- Camaya
5. Amelyn R. Zulueta	OIC-ASP II/ HTII	Lamao NHS
6. Roma S. Dumandan	OIC-SHS ASP III	J.C. Payumo Mem. HS
7. Erlin B. Carag	HT III - Filipino	Lamao NHS



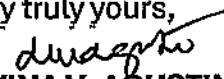
**GIRL SCOUTS OF THE PHILIPPINES**  
Central Luzon Region  
Bataan Girl Scout Council

Name	Position	School
8. Marise M. Barlis	HT III- Math	MNHS- Cabcaben
9. Mary Ann S. Aclado	Master Teacher	MNHS- Poblacion
10. Ruth Ann M. Verdera	Teacher II	MNHS- Cabcaben

Attached herewith – SDO – Balanga City Division Memorandum No. 220, Series 2025, Training Matrix and Training Team.

We sincerely hope that this request will merit your favorable consideration.

Thank you and God Bless.

Very truly yours,  
  
**DIVINA V. AGUSTIN**  
Council Executive





Republic of the Philippines  
**Department of Education**  
Region III – Central Luzon  
**SCHOOLS DIVISION OF BALANGA CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

No. 220, s. 2025



**OUTDOOR LEADERSHIP TRAINING COURSE FOR ADMINISTRATORS  
AND SELECT SDO PERSONNEL**

**To:** Division Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Girl Scout of the Philippines- Bataan Council is pleased to announce that they will conduct an Outdoor Leadership Training Course for Administrators and Select SDO Personnel in the Division of Balanga City at National Program and Training Center, Ating Tahanan, Baguio City on May 18-21, 2025.
2. The objectives of this activity are:
  - Equip Girl Scout Administrators and Select SDO Employee with the ability to effectively lead troops, manage teams, and oversee operations including conflict resolution, delegation and management and strategic planning;
  - Provide tools and frameworks for fostering diversity, equity, inclusion and belonging within troops and council activities, ensuring that all members feel valued, supported and empowered.
  - Develop administrators' and Select SDO Employees' ability to guide leaders in safe and efficient outdoor cooking while encouraging appreciation and stewardship of the natural environment; and
  - Enable administrators and Select SDO Employees confidently plan and lead meaningful girl scout ceremonies that foster tradition and unity while also demonstrating and teaching essential knots to ensure safety and functionality in scouting activities.
3. Participants to this are GSP Division Focal Person, Select SDO Personnel, all School Heads, Assistant Principals and Select Department Heads. The number of participants are listed below in Enclosure No.2. Each participant will be charged Ten Thousand Pesos (Php 10,000.00) to cover the cost of accommodation and meals [3 breakfast, 3 lunch, 4 dinner and 6 snacks starting from day 0 on May 18 up to day 4 on May 21] training materials, tour, girl scout uniform [cloth], jogging pants, event shirt and other administrative requirement of the course which will be charged to Division MOOE for SDO Employees, School MOOE for Administrators/SEF/ or other Local Funds subject to existing accounting and auditing rules and regulations.
4. All participants are requested to pay their registration fee to GSP Bataan Council on or before May 9 and look for Tita Divina V. Agustin, Council Executive.



Address: DFS Phase III, Talisay, Balanga City  
Email Address: balanga.city@deped.gov.ph  
Telephone No: (047) 935-0210





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5. Service credit will be granted to teachers who will attend the conduct of scouting activities which will fall on Saturdays, Sunday and Holidays as stipulated in DepEd Order No. 13 s. 2024 and Compensatory Time-Off [CTO] will be given to non-teaching personnel as per Civil Service Commission and Dept. of Budget and Management [DBM] Joint Circular no. 2 s. 2024 on Non- Monetary Remuneration for Overtime Service Rendered.
6. Participants are advised to go on their own way to and from said venue. They are expected to arrive at 10:00am on May 18, 2025 [Sunday] for registration, settling down and camp development and expected to leave on May 21, 2025 [Wednesday] in the afternoon.
7. The following are attached for information and guidance:  
Enclosure No. 1 – Training Matrix and Training Team  
Enclosure No. 2 – Number of participants  
Enclosure No. 3- GSP Bataan Council Memorandum No. 01 s. 2025
8. This Memorandum serves as travel authority.
9. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**ROLAND M. FRONDA, EdD, CESO V**  
Schools Division Superintendent



Ref. No. - 2025 \_\_\_\_\_  
C1/C2



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Enclosure 1 to the Division Memorandum No. \_\_\_\_\_, s. 2025

**TRAINING MATRIX**

TIME	Day 0 May 18, 2025	Day 1 May 19, 2025	Day 2 May 20, 2025	Day 3 May 21, 2025
AM	Arrival and settling down  Registration of Participants	Reville, Prayer, Physical fitness, colors, breakfast Presentation of Test Card/ Activity card  Opening Ceremony Module 1: Why go camping Module 2: Camping Policies and Standards	Reville, Prayer, Physical Fitness, colors, breakfast  Scout's own, Zumba  Module 6: Outdoor cooking, hiking, budgeting, presentation of output Module 7: Camp living, what to bring, layout, gadgetry, tent pitching	Reville, Prayer, Physical fitness, colors, breakfast  Zumba  Clearing house, Summing -up, Evaluation
PM	Orientation  Welcome Ceremony	Module 3: Patrol System Patrol Name Song and yell Updates Module 4: Basic Skills in the out-of-doors Knot tying, types of fire, trail signs, hand and whistle signals Module 5: Communications, letters and forms	Tour with a Twist of Challenge -Mansion -Diplomat -Mirador -Botanical -BenCab  Presentation of output/ interpretation of puzzle	Closing Ceremony  Home Sweet Home
Evening		Social Night Fashionable Pajama Party Presentation	Campfire Ceremony Presentation of Talents	



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**TRAINING TEAM:**

Ludivina S. Omania- Commissioner on Training  
Leonory O. Canare- Commissioner on Program

**RESOURCE SPEAKERS/ FACILITATORS**

Imelda N. Martin  
Arcele F. Servera  
Maris M. Barlis  
Amelyn R. Zulueta  
Mary Ann S. Aclado  
Marylyn Francisco

Ma. Lanie M. Gamit  
Roma S. Dumandan  
Erlin B. Carag  
Ruth Ann Verdera  
Divina V. Agustin



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