



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

17 July 2025

DIVISION MEMORANDUM

No. 471 s. 2025

**2025 DIVISION ORIENTATION ON CHILDREN'S RIGHTS CUM
BASIC TRAINING COURSE (BTC) FOR KAWAN
LEADERS, TROOP LEADERS AND OUTFIT ADVISORS**

**TO: Asst. Schools Division Superintendent
Chief Education Supervisors (CID & SGOD)
PSDSs & PICDs
Elementary and Secondary School Heads
District BSP Coordinators
Secondary School BSP Coordinators
SDO Personnel
This Division**

1. In line with DepEd Order No. 40 s. 2012 entitled "DepEd Child Protection Policy" and In compliance with the provision set forth under DepEd Order No. 76, s. 2012 entitled "Guidelines on Revitalizing Boy Scouting in School Nationwide," specifically on paragraph 3.4 - Strengthening Quality Scouting Program, we are pleased to announce that the Department of Education (DepEd) Dapitan City Division in coordination with the ZANDIDAP Council, will conduct a Division Orientation on Children's Rights cum Basic Training Course (BTC) for Kawan/Troop Leaders and Outfit Advisor on August 8-10, 2025 (Friday, Saturday and Sunday respectively) at Dapitan City National High School, Dapitan City.
2. The activity aims to provide opportunities for untrained personnel to enhance their skills in scouting activities, make plans for self-development in order to strengthen their ability to perform their responsibility as Scout Leader, organize, register, and make operational working group.
3. The participants of the activity are untrained teachers, Administrative Staff and PDO's.
4. This orientation and training shall be conducted in preparation for the upcoming BSP activities in the School, District, Division, Regional, and National levels.
5. In compliance to Time on Task Policy, principals, school heads and TLC's are hereby directed to ensure that classes of participants will be attended properly.
6. Registration fee, incidental and other miscellaneous expenses related hereto are chargeable against local funds/program support funds related to youth formation



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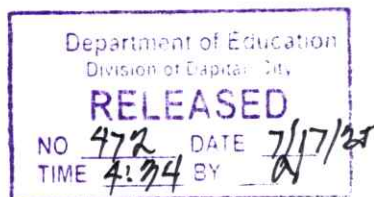
programs or MOOE funds subject to its availability and to the usual COA accounting and auditing rules and regulations.

7. The participants in the BTC shall be entitled to two (2) days service credits and subject to the provision stipulated under DepEd Order No. 13, s. 2024, (Revised Guidelines on the Grant of Vacation Service Credits for Teachers). Likewise, non-teaching personnel shall be provided with Compensatory Time Off (CTO) per CSC and DBM Joint Circular No. 2 s. 2004.

8. Attached is the council memorandum in relation to the conduct of the BSP training Course.

9. For information, guidance and widest dissemination.

JAY S. MONTEALTO, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent





July 14, 2025

COUNCIL OFFICE MEMORANDUM

Number 05, s. 2025

**TO : ALL DISTRICT SCOUTING COMMITTEE CHAIRMEN
DISTRICT SCOUTING COMMISSIONERS
DISTRICT SCOUTING COORDINATORS
INSTITUTIONAL HEADS
INSTITUTIONAL BSP COORDINATORS (Elementary/Secondary)
ALL OTHER CONCERNED**

**SUBJECT : BASIC TRAINING COURSES FOR KAWAN LEADERS, TROOP LEADERS
AND OUTFIT ADVISORS FOR DAPITAN CITY DIVISION**

1. With the provision set forth under DepEd Order No. 76, s. 2012 entitled: "Guidelines on Revitalizing Boy Scouting in Schools Nationwide", specifically on paragraph 3.4 – strengthening quality scouting program and in collaboration with the Boy Scouts of the Philippines, Zamboanga del Norte – Dipolog – Dapitan City Council do hereby approved by the Council Executive Board and its meeting held last June 27, 2025 for the conduct of **BASIC TRAINING COURSES FOR KAWAN LEADERS, TROOP LEADERS AND OUTFIT ADVISORS** on August 01 – 03, 2025 (the venue will be determine).

2. Details of the training are as follows:

- **AIMS AND PURPOSE:**

The Primary objective of the **Basic Training** Course is to cultivate proficient Unit Leaders, specifically the Kawan Leaders, Troop Leaders and Outfit Advisors, equipped with the knowledge and skills essential for effective engagement with both youth and adults within the Scouting Framework.

The specific aims of this training program are as follows:

- a. To instil in Unit Leaders a comprehensive understanding of the historical background, fundamental principles, organizational structures, **and** philosophy of Scouting.
 - b. To develop Unit Leaders' awareness of the unique needs of young people within the specific environment in which both leader and young people operate.
 - c. To equip Unit Leader with the capability to apply the Scout Method and Scouting skills effectively, tailored to address the diverse needs and aspirations of young people across various age groups with the Boy (Grade 1 – 6) & Senior Scouting Section (1st – 4th year student).
3. The participant will be charged **One Thousand Five Hundred Pesos Only (Php 1, 500.00)** to cover for three (3) days meals and snacks, training materials, supplies, and other incidental expenses related to the training. The registration fee may be charged against MOOE, Local Funds, Local School Board Fund or any agencies that can sponsor and subject for proper auditing rules, regulations and By – Laws, as outlined in DepEd – DBM – DILG Joint Circular No. 01, series of 2020.
 4. Teachers participants shall receive Service Credits during Saturdays, Sundays and holidays subject to the provision stipulated under DECS Memorandum No. 143, s. 1997. Likewise, School Heads and non-teaching personnel shall be provided with compensatory Overtime Credit (COC) per CSC and DBM Joint Circular No. 02, s. 2004.

This is a three (3) days live – in outdoor training therefore the participants are strictly encouraged to bring their own tent, toiletries, personal things, etc..

5. The Opening Ceremony will promptly start at 13:00 o'clock in the afternoon on the first day of the schedule training.