



Republic of the Philippines  
**Department of Education**  
REGION III – CENTRAL LUZON  
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

18 August 2025

**SCHOOLS DIVISION MEMORANDUM**

No. 256, s. 2025

**BASIC TRAINING COURSES FOR UNIT LEADERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Public and Private Elementary and Secondary Schoolheads  
All Others Concern

1. We are pleased to announce the conduct of Basic Training Courses for Kawan Leaders (Grades I to III male and female teachers), Troop Leaders (Grades IV to VI male and female teachers), and Outfit Advisors (JHS and SHS male and female teachers) on September 12-14, 2025 at BSP Palayan Camp, Palayan City, Nueva Ecija.
2. The objectives of the training are the following:
  - a. an In-depth understanding of the historical background, fundamental principles, methods, policies, organizational structures, and rules of the Boy Scouts of the Philippines; and
  - b. a thorough understanding of the needs, wants, interests and aspirations of Adults in Scouting (AIS).
3. All participants must meet and possess the following:
  - a. registered member of the Boy Scouts of the Philippines, and
  - b. physically fit as certified by the physician
4. There will be a registration fee of Php. 2,500.00 that will cover meals/ snacks, training materials/ equipment, program materials, and operation expenses during training which shall be charged against the school MOOE subject to usual accounting and auditing rules and regulations.
5. Participants are expected to report to the venue on September 12, 2025 at 7:00 a.m. for the preliminary activities.
6. Schoolheads shall ensure that the participants have relievers to take charge of their classes on September 12, 2025.



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7. Confirmation of participants will be until August 29, 2025 through the Schools Division BSP Coordinator.
8. For inquiries, please contact Mr. Augusto A. Mateo (09695080320), Schools Division BSP Coordinator.
9. Immediate and wide dissemination of this Memorandum is desired.

**JOHANNA N. GERVACIO PhD, CESO V**  
Schools Division Superintendent



Encl: as stated  
Reference:

To be indicated in the Perpetual Index  
under the following subjects:

*BSP*

012/ AAM (Basic Training Course for Units Leaders)



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