



Republic of the Philippines

Department of Education
Cordillera Administrative Region
Schools Division of Benguet

May 6, 2026

DIVISION MEMORANDUM

No. 163, s. 2026

DepEd-Benguet Division

MAY 06 2026

RELEASED

**CONDUCT OF ADVANCED TRAINING COURSE (ATC) FOR
TROOP LEADERS "WOOD BADGE"**

To: CID and SGOD Chiefs
Public Schools District Supervisors/Public Schools District In-charge
Elementary and Secondary School Heads
All Boy Scout Troop Leaders
All Others Concerned

1. In line with the thrust of the Boy Scouts of the Philippines in strengthening the Adults in Scouting (AIS) training, as reflected in the 2026 Performance Evaluation Scorecard (PES), Strategic Objective No. 04, "Enable Adults in Scouting (AIS) to be Competent Leaders of Scouts," this memorandum announces the conduct of the **Advanced Training Course for Troop Leaders (Wood Badge)**, to be hosted by BSP Benguet Council.

This shall be held at Kapangan National High School, Puspusok, Sagubo, Kapangan, Benguet on May 11-17, 2026.

The Application Change (ATC) is a second level training in the Adult Leaders training scheme of the Boy Scouts of the Philippines, focusing on personal development, leadership skills, and values formation. As reflected in its 2026 Performance Evaluation Scorecard (PES), Strategic Objective No. 04, "Enable Adult in Scouting (AIS)," this training aims to strengthen leadership competencies.

2. **Participants:** This training is **intended for all registered Adult Leaders who:**
 - 2.1. are registered members (Troop Leader) of the Boy Scouts of the Philippines;
 - 2.2. are graduates of the Basic Training Course for Troop Leaders;
 - 2.3. have completed the Safe from Harm Certifications (Phase 1 and 2); and
 - 2.4. are physically and medically fit to undergo the training, as certified by a physician.
3. **Objectives.** After the training, the participants are expected to:
 - a. Demonstrate the skills involved in training activities with prescribed methods and techniques in Scouting with an emphasis on outdoor life.
 - b. Display further enthusiasm and commitment to the aims and purpose of Scouting.
 - c. Identify and avail the opportunities for self-improvement.
4. **Registration Fee.** A registration fee of **Nine Thousand Five Hundred Pesos (₱9,500.00)** shall be charged per participant to cover expenses for meals, snacks, training materials, Wood Badge token, souvenir shirt, transportation (to and from the venue for staff and participants), training staff honoraria, and other program, logistical, and administrative requirements.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tavo Benguet





Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet


5. For detail on registration, payment deadlines and other details regarding the activity, please refer to the attached **BSP Regional Office Memorandum No. 07 s.2026**.
6. Participation in this activity is voluntary and at personal expense. Notwithstanding, this memo shall serve as **authority to travel on official time** for all volunteer and interested participants.
7. Immediate dissemination of this memorandum to all concerned is advised.

CARMEL F. MERIS
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

For the ASDS and OIC – OSDS:


LUCIO B. ALAWAS

Chief Education Supervisor, SGOD

CID/AMD/VAS/ACP




BOY SCOUTS OF THE PHILIPPINES

North Eastern Luzon Regional Coordination Office - No. 24 Governor Parks Road, Baguio City
(074) 246 0371
north.escouts@bpo.gov.ph
www.escouts.gov.ph

"Laging Hando"

20 April 2026

REGIONAL OFFICE MEMORANDUM No. 07 s.2026

TO : **COUNCIL SCOUT EXECUTIVES/ OFFICERS-IN-CHARGE**

SUBJECT : **CONDUCT OF ADVANCED TRAINING COURSE FOR TROOP LEADERS**

1. In line with the thrust of the Boy Scouts of the Philippines in strengthening the Adults in Scouting (AIS) trainings as reflected in its 2026 Performance Evaluation Scorecard (PES), Strategic Objective No. 04, "Enable Adults in Scouting (AIS) to be Competent Leaders of Scouts", this is to announce the conduct of the **ADVANCED TRAINING COURSE FOR TROOP LEADERS (WOOD BADGE)**, to be hosted by **BSP, Benguet Council**, with the following details:

Date : **11-17 MAY 2026**

Venue : **KAPANGAN NATIONAL HIGH SCHOOL
Puspook, Sagubo, Kapangan, Benguet**

2. The training course aims the participants to:
 - a) Demonstrate the skills involved in training activities with prescribed methods and techniques in Scouting with an emphasis on outdoor life.
 - b) Display further enthusiasm and commitment to the aims and purpose of Scouting.
 - c) Identify and avail the opportunities for self-improvement.
3. **Requirements and qualifications:**
 - Must be a registered member (Troop Leader) of the Boy Scouts of the Philippines.
 - Must be a graduate of the Basic Training Course for Troop Leaders.
 - Must complete the Safe from Harm Certificates (Phase 1 and 2).
 - Physically and medically fit to undergo the training as certified by the physician.
4. **Registration Fee:** A registration fee of **Nine Thousand Five Hundred Pesos (P 9,500.00)** shall be charged from each participant to cover the expenses of the host for meals, training materials, Wood Badge token, souvenir shirt, provision for transportation from the Council Office to the venue and vice-versa for the staff and participants, training staff honoraria, and other related program, logistical, and administrative necessities.
5. **Deadline for submission of the list of interested participants** will be on **27 April 2026** for the processing of the Course Recognition application to the National Office. Furthermore, **deadline for the payment of training registration fee** is on **4 May 2026** thru the host's Bank Account with details below:

Name of the Bank : **Development Bank of the Philippines**

Account Number : **000062565101**

Type of Account : **Current**

6. **Reporting Time:** Participants are required to be present at the venue one (1) day before the start of the training course with complete gears and needed requirements (*please refer to the attached checklist and Application to Attend*). Therefore, **all staff and participants are expected to be at the BSP, Benguet Council Office located at Km.5, Pico, La Trinidad, Benguet (at the back of the Trading Post) at exactly 9:30 A.M of 10 May 2026** as the chartered service vehicle will be utilized in going to the venue.

CHECKLIST OF GEARS, AND OTHER GUIDELINES FOR THE ADVANCED TRAINING COURSE

2 or 1 Set of Complete Type A Uniform (please refer to the Scout Shop Supplies in your Local Council)

- Shorts for Troop, Skirt for Kawan, Long Pants for Outfit, Long Pants and Skirt (for women) for LOA
- Complete with badges and strips
- Garter Tabs: Green for Troop, Yellow for Kawan, Red for Outfit, Violet for LOA
- BSP Belt and Buckle (Shined)
- Prescribed Black Shoes (Leather, with shoelace/4 holes, low cut, shined)
- Official Scouter Socks for those wearing short pants and skirt
- White Inside Shirt (bring extra, printed white shirts are allowed for Type B/C)
- Carabao Slide
- Scouter Neckerchief
- White Handkerchief

Tent & Extra Rain Fly (for each participant)

Flashlights

Basic Medicines

First Aid Kit (include off lotion)

Shoeshine Kit

Blanket or Malong

Sleeping Bag (optional)

Candles (optional)

Sewing Kit

Small Amount of Metal Polish (for buckle)

Toiletries (soap, towel, shampoo, tissues, etc.)

All Condition Gears:

- T-Shirts
- Extra Shorts
- Maong/Jogging Pants
- Rubber/Outdoor Shoes
- Jacket/Raincoat
- Bolo/Camping Knife
- Small Personal Water Container
- Compass (optional)
- Ropes (optional)
- Other gears which you may consider useful in outdoors
- Attires for Social (TBA)

Please come to the venue....

- in Neat Haircut & Shaved Moustache for Men
- with Fingernails & Toenails Cleaned, no Colored Nails for Women
- Physically Fit
- Ready
- Focused
- Determined

Important Documents:

- BSP Membership Card
- BTC Certificate
- Medical Certificate (Fit to undergo ATC)
- Safe From Harm Certificates (Phase 1 and 2)

Annex A. Participants to the ATC for Troop Leaders

Boy Scouts of the Philippines - Benguet Council

Title of Activity: ADVANCE TRAINING COURSE FOR TROOP LEADERS (ATC-TL)

Date: May 10-17, 2026

Venue: Kapangan National High School/ Puspusok, sagubo, kapangan, Benguet

PARTICIPANTS (APR JAMBO Page 2/4 pages)

<i>Name</i>	<i>Personnel</i>	<i>Position</i>	<i>Role</i>	<i>School</i>	<i>District</i>
1. ROBERTO A. PABLO JR.	Non-teaching	PSDS	Resource Speaker/ PMT	DepED District Office	Kapangan
2. EDITH MARY ANNE L. BULASAO	Non-teaching	SP-I	Resource Speaker/PMT	Balukas ES	La Trinidad
3. NELLY A. CARLING	Teaching	T-V	Resource Speaker/PMT	Lubas ES	La Trinidad
4. JOHNSON ABANCE	Non-teaching	T-III/TIC	Resource Speaker/ PMT	San Pascual ES	Tuba
5. JUVANI A. PARAN	Teaching	T-III	Resource Speaker/PMT	Toybongan ES	Tuba
6. CYNTHIA V. CALAVERA	Non-teaching	HT-III	Resource Speaker/PMT	Madaymen NHS	Kibungan
7. MARIA CATHERINE C. LADAO	Non-teaching	SP-I	PMT-Chairperson	Kapangan NHS	Kapangan
8. SOLIS L. RAMOS	Teaching	TV-2	PMT-Member	Kapangan NHS	Kapangan
9. GEMA S. LAOYAN	Teaching	T-IV	PMT/Member	Kapangan NHS	Kapangan
10. JULIE B. MARVIL	Teaching	T-III	PMT/Member	Kapangan NHS	Kapangan
11. MELISA P. DIGWATEN	Teaching	T-1	PMT/Member	Kapangan NHS	Kapangan
12. MACDONEL B. DELA VEGA	Teaching	T-1	PMT/Member	Kapangan NHS	Kapangan
13. RANDY C. ALBIN	Teaching	T-VI	PMT/member	Kapangan NHS	Kapangan
14. JESSIE C. GALIAN	Teaching	T-II	PMT/member	Kapangan NHS	Kapangan
15. DAVID B. APUGGAD	Teaching	T-II	PMT/member	Kapangan NHS	Kapangan
16. JIMSON B. MARVIL	Teaching	T-1	PMT/Member	Kapangan NHS	Kapangan
17. GRAIL J. PACATIW	Teaching	ADAS-II	PMT/Member	Kapangan NHS	Kapangan
18. INES K. BALIANG	Teaching	T-VI	PMT/Member	Kapangan NHS	Kapangan
19. JOYZEN P. SEWAG	Teaching	T-II	PMT/member	Kapangan NHS	Kapangan
20. GENEVA C. ARBISO	Teaching	T-II	PMT/member	Kapangan NHS	Kapangan
21. LAARNI F. MIGUEL	Teaching	T-III	PMT/Member	Kapangan NHS	Kapangan

Boy Scouts of the Philippines - Benguet Council

Title of Activity: **ADVANCE TRAINING COURSE FOR TROOP LEADERS (ATC-TL)**

Date: **May 10-17, 2026**

Venue: **Kapangan National High School/ Puspusok, Sagubo, Kapangan, Benguet**

PARTICIPANTS					
Name (First Name, Middle Initial, Last Name)	Personnel (Teaching/Non-teaching)	Position (e.g. Teacher I, Administrative Officer I)	Role (Resource Speaker, Chaparone, PMT member, etc.)	ATC-TL page 2	
				School (Write completely, no abbreviation)	District
22. ZAREEN BINAY-AN	Non-teaching	School Nurse-II	PMT/member		
23. NANCY F. CUPLANG	Non-teaching	Guidance Associate	PMT/Member	Kapangan National High School	Kapangan
24. MC. KINLEY P. AGTA	Teaching	T-IV	PMT/Member	Kapangan National High School	Kapangan
25. MELCHOR L. BOLAYO	Non-teaching	HT IV	PMT/Co-chair	Kapangan National High School	Kapangan
			PARTICIPANTS	Kapangan National High School	Kapangan
26. JOAN S. ANSIBEY	Teaching	T-1	Participant		
27. JOMAR G. LESINO	Teaching	T-III	Participant	Lubo Integrated School	Kibungan
28. GERTRUDE A. CALAS-BALONG	Teaching	T-I	Participant	Tawangan National High School	Kabayan
29. JOANNE S. BANASEN	Teaching	T-III	Participant	Eddet Elementary School	Kabayan
30. JESSIE BALAGSA	Non-teaching	TIC	Participant	Batan Elementary School	Kabayan
xxxxxnothing follows				Tawang Elementary School	Kapangan