



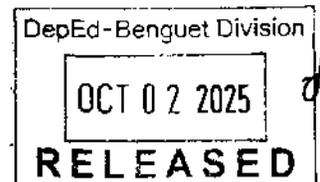
Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

01 October 2025

DIVISION MEMORANDUM
No. 440 s. 2025

PROVINCIAL GIRL AND BOY SCOUT OFFICIALS FOR A DAY (SOFAD) 2025

To: Curriculum Implementation Division
Schools Governance and Operations Division
Concerned PSDSs/PSDIs
Concerned School Heads
All Others Concerned



1. The Schools Division Office of Benguet, in partnership with the Girl Scouts and the Boy Scouts of the Philippines – Benguet Councils, will be conducting the annual **SCOUT OFFICIALS FOR A DAY** program. Below is the schedule of activities:

October 10, 2025 (Friday) – Screening Process
October 11, 2025 (Saturday) – Seminar/Resolution Preparation/Socialization
October 12, 2025 (Sunday) – Worship/Final Output of Resolutions/Rehearsals
October 13, 2025 (Monday) – Assumption of Office

2. Through this, Girl and Boy Scouts will experience public service as they assume leadership roles for a day in various government offices such as the Benguet Provincial government, Benguet State University, Department of Education – SDO Benguet and other national line agencies. This activity aims to develop the self-esteem and empower the I-Benguet learners to become better Scouts and citizens.

3. In compliance with DepEd Order No. 9, s. 2005, titled “Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith”, school heads shall ensure that regular classes are conducted during the scheduled activity dates. Moreover, learner-participants shall be provided with appropriate alternative activities to help them catch up on missed lessons and tasks.

4. For the SOFAD Implementing Guidelines, attached is a copy of the GSP CHQ Circular No. 9 for reference.

5. Troop/Adult Leaders (teaching and non-teaching personnel) are entitled to claim Vacation Service Credits provided that the required documents are accomplished and submitted within one (1) month after the completion of the activity as stipulated in DepEd Order No. 13, s. 2024. Additionally, the certified list of Adult/Troop Leaders who participated shall be submitted by the Girl Scouts and the Boy Scouts of the Philippines – Benguet Councils to the Schools Division of Benguet.



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





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

6. This memorandum shall serve as the travel authority for all participants on official business.
7. For more information, please contact the GSP Council Executive, Ms. Dorris S. Lacaman via e-mail at gspbenguet@yahoo.com or through 0907-032-6395.
8. For dissemination and compliance.

Digitally signed by ESTELA P.
LEON-CARIÑO EdD, CESO III
Date: 2025.10.02 09:43:41
+08'00'

ESTELA P. LEON-CARIÑO EdD, CESO III
Regional Director and **AIU**
Concurrent Officer in-Charge
Office of the Schools Division Superintendent

EPLC/SGOD/LBA/yf



**GIRL SCOUTS OF THE PHILIPPINES
BOY SCOUTS OF THE PHILIPPINES
BENGUET COUNCILS**

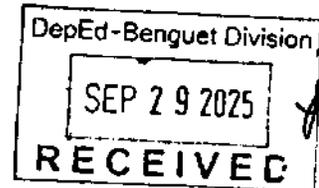


GSP CHQ Circular No. 9
Series 2025

**TO : SECONDARY COMMISSIONERS (PRINCIPALS/INSTITUTIONAL HEADS)
SCHOOL COORDINATORS, PROGRAM MONITORS, GS TROOP LEADERS
AND BS OUTFIT ADVISORS.**

DATE : September 25, 2025

RE : PROVINCIAL GIRL AND BOY SCOUT OFFICIALS FOR A DAY (SOFAD) 2025



The annual **SCOUT OFFICIALS FOR A DAY** event, conducted by the Girl Scouts and the Boy Scouts of the Philippines – Benguet Council is set on October 10 to 13, 2025.

This activity will give our Girl and Boy Scouts the opportunity to experience public service as they assume leadership roles for a day in the Benguet Provincial government, national line agencies and the Benguet State University. It is expected that this exposure will develop their self-esteem and empower them to be better Scouts and citizens.

The details and schedule of activities are as follows:

FRIDAY, OCTOBER 10, 2025 - SELECTION AND SCREENING PROCESS/PREPARATION OF RESOLUTIONS
- Written (Essay Writing); Interview

Venue: GSP Benguet Council Headquarters, Km.5, La Trinidad, Benguet

Time: 8:00 o'clock in the morning to 12:00 o'clock noon

Attire: Girls: GS Official Uniform (skirt & blouse) with complete pins & sash with badges earned, prescribed scarf, black belt, cap, black closed shoes (no socks).

Boys: Type "A" - Official Uniform (Long brown khaki pants, polo shirt with complete patches, sash, neckerchief with slide, black leather shoes)

SATURDAY, OCTOBER 11, 2025 - SEMINAR/ADVOCACIES /SOCIALIZATION

Venue: GSP Benguet Council Headquarters /Benguet Provincial Capitol/Benguet State University

Time: 8:00 o'clock in the morning to 6:30 o'clock in the evening

Attire: Girls: GS logo t-shirt, jeans (except ripped or tattered pants/short pants), scarf, GS cap

Boys: Type "B" Uniform

SUNDAY, OCTOBER 12, 2025 - WORSHIP/FINAL OUTPUT OF RESOLUTIONS/REHEARSAL

Venue: GSP Benguet Council Headquarters/Benguet Provincial Capitol

Time: 8:00 o'clock in the morning to 5:00 o'clock in the afternoon

Attire: Smart Casual

MONDAY, OCTOBER 13, 2025 - OATH TAKING AND TURN-OVER CEREMONIES

Venue: Ben Palispis Hall, Benguet Provincial Capitol

Time: 7:00 o'clock in the morning (assembly time)

Attire: Girls: GS Official Uniform (Skirt & Blouse) with complete pins & sash with badges earned, prescribed scarf, black belt, cap, black closed shoes (no socks).

Boys: Type "A" - Official Uniform (long brown khaki pants, polo shirt with complete patches, sash, neckerchief with slide, black leather shoes).

SOFAD IMPLEMENTING GUIDELINES

A. SPONSORING SCHOOL

1. Sponsoring School is enjoined to conduct their school SOFAD Screening to select their participant/s:

3. Troop Leaders/Outfit Advisors who will chaperone their participant/s **must** assist in the scheduled activities and serve as counselors. A Certificate of Recognition will be given only to those who stayed for the whole duration of the activities.
4. Confirmation and accomplished Information Sheet together with one (2x2) ID picture must reach the GSP/BSP Council Office on or before **October 8, 2025**.
NOTE: No application shall be accepted after the deadline.

B. QUALIFICATIONS

1. Must be in **GRADES 9 to 12**. Scouts who already experienced being Scout Officials for a Day in Benguet Province are disqualified. This is to give every Girl/Boy Scout an opportunity to be a Scout Official.
2. Must have been an active Senior/Cadet GS Scout; BSP Senior Scout for at least two (2) consecutive years prior to school year 2025-2026; must have been a patrol leader and must have undergone Scouting activities for at least two (2) consecutive years.
3. Must be a registered Girl/Boy Scout as of **October 6, 2025**. A copy of the Scout Membership Card shall be attached to the Information Sheet.
4. Must have good leadership and communication skills.
5. Pursuant to policies on joint Boy and Girl activities, **Roverettes** or Girl Scouts who are at the same time **Roverettes** are disqualified from SOFAD.
6. Must have complete prescribed Girl/Boy Scout Official Uniforms.
7. Allocation per school must be strictly followed. For additional queries regarding the allocation of participants from each sponsoring school please contact these numbers: **GSP Office: 09070326395** **BSP Office: 09303076130**

C. CRITERIA FOR ALLOCATION OF PARTICIPANTS

1. Membership Performance

- a. Sponsoring School must have at least one unit of registered Senior/Cadet Scouts. Each unit must have at least a minimum of twenty-four (24) and a maximum of thirty-two (32) members.

2. Scouting Activities

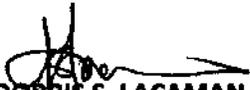
- a. Sponsoring School must have consistently conducted troop/district-based activities for at least two (2) years and accomplished Badgework Reports.
- b. Participation for at least two years in Council Activities, particularly in Provincial Camps and Council Leadership Trainings.
- c. Participation in Troop, District/Inter-troop, Regional and/or National Scouting events for the last two (2) years.
- d. Participation and involvement in Regional and National Scouting activities.

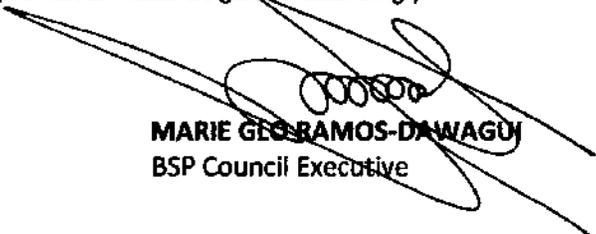
A. REQUIREMENTS :

1. All applicants **must** shoulder their transportation costs (from point of origin and back), accommodation and food for the duration of the activity.
2. Applicants must present a duly signed Parents' Consent and Waiver.
3. SOFAD Information Sheet must be properly filled up and submitted to the GSP/BSP Council office on or before **October 8, 2025**.
4. Purchase orders for uniforms, t-shirts, badges, patches, pins, and other uniform paraphernalia shall be done **a week before the SOFAD activity** to avoid customer congestion at the Council Equipment Service since there is no staff to accommodate customers all at once (for GSP).
5. Participating Scouts shall adhere to the guidelines for uniformity, equality and successful implementation of the SOFAD activity.
 - * Lunch & snacks of the SOFAD participants will be provided by the Benguet provincial government during SOFAD Activities only.
 - * Meals, snacks, transportation and other expenses incurred by the participants relative to this activity may be charged to local funds subject to accounting rules and regulations in auditing.

It is requested that participating Troop Leaders/Outfit Advisors will be granted service credits.

Widest dissemination of this circular to all concerned is much appreciated. Please be guided accordingly.


DORRIS S. LACAMAN
GSP Council Executive


MARIE GEORAMOS-DAWAGU
BSP Council Executive

Approved:

ESTELA P. LEON-CARIÑO, EdD., CESO III
Regional Director and Concurrent Officer-In-Charge
Office of the Schools Division Superintendent and



GIRL SCOUTS OF THE PHILIPPINES
Northern Luzon Region
Benguet Girl Scout Council

Vision

Girls and young women who are progressive, dynamic, proactive, patriotic, and God - loving.

Mission

To help girls and young women realize the ideals of womanhood and prepare themselves for their responsibilities in the home, the nation, and the world community.

**COUNCIL BOARD OFFICERS
Triennium 2024 - 2027**

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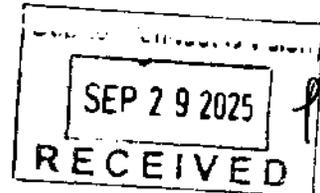
VIRGINIA B. SALIO-AN
Commissioner on Program

LORETA W. SARO
Commissioner on Training

DORRIS S. LACAMAN
Council Executive

September 29, 2025

ESTELA P. LEON-CARIÑO
Regional Director and
Concurrent Officer-In-Charge
Office of the Schools Division Superintendent
Schools Division Office of Benguet
Wangal, La Trinidad, Benguet



Madam:

Scouting Greetings!

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This activity will give our Girl and Boy Scouts the opportunity to experience public service as they assume leadership roles for a day in the Benguet Provincial government, national line agencies and the Benguet State University. It is expected that this exposure will develop their self esteem and empower them to be better Scouts and citizens.

The details and schedule of activities are as follows:

- Friday, October 10, 2025 - Screening Process
- Saturday, October 11, 2025 - Seminar/Resolution Preparation/Socialization
- Sunday, October 12, 2025 - Worship/Final Output of Resolutions/Rehearsals
- Monday, October 13, 2025 - Assumption of Office

On Monday, October 13, 2025, we would expect you or your authorized representative to attend the Oath Taking and Turnover Ceremonies at 8:00 o'clock in the morning at the Ben Palspis Hall, Benguet Provincial Capitol, La Trinidad, Benguet as you would be conferring the badge of authority on the Girl Scout or Boy Scout assuming your position.

We would be grateful if we could receive a reply through our e-mail address or thru text messages at this number: Mobile No. **09070326395** Email: gspbenguet@yahoo.com

Thank you very much for your unwavering support to the Scouting Movement. God Bless!

Very truly yours,

DORRIS S. LACAMAN
Council Executive