



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

25 -488

12 November 2025

DIVISION MEMORANDUM

No. 538 s. 2025

**ATTENDANCE AND PARTICIPATION TO THE BASIC LEADERSHIP COURSE
AND AGE LEVEL (SPECIALIZATION) COURSE**

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

1. The Girl Scouts of the Philippines (GSP) through the Benguet Girl Scout Council in partnership with SDO-Benguet will be conducting the Basic Leadership Course and Age Level (Specialization) Course on **November 14-16, 2025**, at **Baley Ni Girl Scout, Council Headquarters, Km. 5, La Trinidad, Benguet**.
2. The activity aims to equip new and prospective adult leaders with the necessary basic knowledge, skills and attitudes that will help them organize and guide Girl Scout troops in the schools they are presently based or will be assigned. Also, through this training, the adult leaders will be capacitated with the necessary skills in planning and carrying out meaningful troop programs according to the age level of the Junior/Senior/Cadet Scouts, and based from their individual levels of specialization.
3. The list of teaching and non-teaching personnel who are participants for the training are specified in Enclosure 1 of this memorandum. The travel expenses of the participants shall be shouldered personally including their camp accommodations, materials, certificates, souvenirs, and other camp incidental expenses which will be covered by their registration fee (paid personally).
4. Participation in this training shall be subject to the non-disruption of classes policy outlined in DepEd Order No. 9, s. 2005, titled "Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith".
5. School heads of participating teachers shall ensure that their classes are handled during the training dates.
6. The participants (permanent) for the activities on November 15 & 16 (half day), 2025, 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.



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ITANAP
Inang Bayan, Akompong Bayan, Bayan ng Akompong, Bayan ng Bayan





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7. This memorandum shall serve as the travel authority for all identified participants on official business.
8. For more information, attached is a copy of the CHQ Circular No. 10. Also, for further details, please contact the GSP Council Executive, Ms. Dorris S. Lacaman via e-mail at gspbenguet@yahoo.com or through 0907-032-6395.
9. For dissemination and compliance.


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



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Enclosure 1. to SDO Memorandum No. _____, s. 2025

LIST OF PARTICIPANTS

	Name	Position	School	District
1	Remedios B. Lamsis	School Principal I	Benguet SPED Center	La Trinidad
2	Meriam B. Mapile	School Principal I	Palali Elementary School	Sablan
3	Jessie A. Gibson	Teacher III	Tuba Central School	Tuba
4	Lydia P. Bisaya	Head Teacher III	Kawal Elementary School	Bokod
5	Melinda S. Esteban	Master Teacher III	Loo National High School	Buguias
6	Adelina P. Liwayan	Teacher III	Loo National High School	Buguias
7	Shyma May T. Mabli	Teacher III	Cordillera Regional Science High School	La Trinidad
8	Joan C. Canonizado	Teacher III	Nangalisan Elementary School	Tuba
9	Rosario P. Natividad Baldo	Teacher II	Puguis Elementary School	La Trinidad
10	Divina R. Fermin	Master Teacher I	Celo Haight Elementary School	Atok
11	Nerissa P. Pol-oc	Teacher III	Bekes Pol-oc Primary School	Atok
12	Sofhia O. Eniaca	Teacher III	Ja'pa Elementary School	Atok
13	Vangie L. Quiyan	Teacher I	Camp 30 Elementary School	Atok
14	Mayclaire R. Lumawig	Teacher I	Balanse Arenos Elementary School	Atok
15	Francisca D. Labi	Teacher I	Dalmacio Miguel Elementary School	Atok
16	Marjorie K. Abellera	Teacher I	Dalmacio Miguel Elementary School	Atok
17	Jeanelyn B. Laruan	Teacher I	Inuman Primary School	Atok
18	Diane Febone A. Macalo		Lepanto National High School	Mankayan
19	Cheryl A. Baguista		Lepanto National High School	Mankayan
20	Lorna B. Lee		Gov. Bado Dangwa Agro-Industrial School	Kapangan



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21	Jessica D. Tamale		Gov. Bado Dangwa Agro-Industrial School	Kapangan
22	Genelita E. Bagayao	Teacher II	Mankayan National High School	Mankayan
23	Ines K. Baliang	Teacher III	Kapangan National High School	Kapangan
24	Junelee G. Baygan	Teacher I	Payeo Primary School	Mankayan
25	Christine Bulie		Bulalacao National High School	Mankayan
26	Gremalou Gabin	Teacher I	Kamora National High School	Kabayan
27	Ksharoda O. Decoran	Teacher I	James Calabias Elementary School	Kabayan
28	Freda U. Alacdis	Teacher III	Tawangan Lusod NHS	Kabayan
29	Revelita T. Bayas	Teacher III	Kabayan Barrio School	Kabayan
30	Lenirose J. Cawaing		Kamora National High School	Kabayan
31	Lyka G. Selmo	Teacher III	Ambangeg National High School	Bokod
32	KC Roselyn D. Ricardo	Teacher III	Ambangeg National High School	Bokod
33	Marjori A. Dumanop	Teacher I	Ambangeg National High School	Bokod
34	Ma. Rosario W. Pelayan	Teacher I	Ambangeg National High School	Bokod
35	Giselle P. Botioay	Teacher I	Ambangeg National High School	Bokod
36	Jessica S. Beray	Teacher I	Ambangeg National High School	Bokod
37	Rosenia G. Tanglod	Teacher III	Sagubo Elementary School	Kapangan
38	Sheila P. Gorio	Teacher II	Balakbak Elementary School	Kapangan
39	Angelita Selmo	Teacher III	Gadang Integrated School	Kapangan
40	Jovane P. Bolayo	Teacher I	Gadang Integrated School	Kapangan
41	Jessa Mae T. Fianza	Teacher I	Gadang Integrated School	Kapangan
42	Marisa B. Albidas	Teacher I	Bedbed National High School	Mankayan
43	Jareth G. Pal-iwen	Teacher I	Bedbed National High School	Mankayan
44	Mary Grace B. Paasa	Teacher III	Tublay National Trade High School	Tublay
45	Andrea La-o	Teacher I	Balili Elementary School	La Trinidad



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46	Loriza Elwas	Teacher III	Balili Elementary School	La Trinidad
47	Hilda Anaban	Teacher I	Balili Elementary School	La Trinidad
48	Gloria Pelico	Teacher III	Pico Elementary School	La Trinidad
49	Jennylyn Semenio	Teacher III	Pico Elementary School	La Trinidad
50	Jade Olapen		Talingguroy Elementary School	La Trinidad
51	Marcela Cabay		Wangal Integrated School	La Trinidad
52	Fe M. Balong-anzey	Teacher II	Balili Elementary School	Mankayan
53	Nezimar A. Guilanda	PSB	Balili Elementary School	Mankayan
54	Grace P. Tacio	Teacher I	Dagdag Primary School	Mankayan
55	Janice P. Pasule	Teacher III	Suyoc Elementary School	Mankayan
56	Florencia B. Pasdillo	Teacher III	Suyoc Elementary School	Mankayan
57	Rhealyn O. Patangan	PSB	Balili Elementary School	Mankayan



DepEd - Benguet Division
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CHQ Circular No. 10
Series 2025

TO : District and School Commissioners (School Heads & Principals)
District Field Advisers/School Coordinators
School Program Monitors & Troop Leaders

DATE : November 5, 2025

RE : 2025 COUNCIL TRAINING SCHOOL FOR ADULTS

The Girl Scouts of the Philippines, Benguet Council Training School will be conducting series of training events for new and prospective adult leaders with the best learning opportunities to acquire competence not only for personal advancement, but more importantly for their crucial role in the realization of the Organization's vision and mission. All training events will be held at the Council Headquarters for the month of November.

1. BASIC LEADERSHIP COURSE AND AGE LEVEL (SPECIALIZATION) COURSE

The course aims to equip prospective and new troop leaders with necessary basic knowledge skills and attitudes that will help them organize and guide the Girl Scout troops in the schools they are presently based and/ or will be assigned/employed in the future; and to equip potential teachers with skills in the management of her troop in order that she can stimulate members in planning and carrying out meaningful troop program which is relevant and responsive to the time and to understand the different age level and how to carry out their respective level of specialization.

Dates : **November 14 - 16, 2025**

Venue : Baley Ni Girl Scout, Council Headquarters, Km. 5, La Trinidad

Training Fee : **Php 1000.00** per participant to cover (5) meals, two (2) snacks, handbook, certificate and other administrative expenses

Type of Training : Stay-in/stay-out

Things to bring : Writing Materials
Personal effects & toiletries
Beddings: blanket

	DAY 1 - FRIDAY, NOVEMBER 14	DAY 2 - SATURDAY, NOVEMBER 15	DAY 3 - SUNDAY, NOVEMBER 16
MORNING		<p>VISION & MISSION</p> <p>THE GIRL SCOUT PROMISE AND LAW</p> <p>GSP POLICIES & STANDARDS</p> <p>GSP ORGANIZATIONAL STRUCTURE</p> <p>UNIFORMS</p> <p>FIVE (5) BASIC ESSENTIALS</p> <p>THE PROGRAM FRAMEWORK</p> <p>THE AGE LEVEL PROGRAM FRAMEWORK</p>	<p>RECRUITMENT STRATEGIES</p> <ul style="list-style-type: none"> - Barangay Committee - Co-leader - Girls <p>REGISTRATION</p> <ul style="list-style-type: none"> - Fees - Forms - Form Filling <p>ISSUES & CONCERNS</p> <p>OPPORTUNITIES BEYOND TROOP LEADERSHIP</p> <p>CLOSING CEREMONY</p>
AFTERNOON	<p>5:00 o'clock in the afternoon.</p> <p>ARRIVAL/REGISTRATION</p> <p>ORIENTATION</p> <p>PATROL SYSTEM/PATROL ORGANIZATION</p>	<p>THE 8 - POINT CHALLENGE</p> <p>BADGES & BADGEWORK IN THE AGE LEVEL</p> <p>CEREMONIES IN THE AGE LEVEL</p> <p>THE OUTDOOR PROGRAM</p> <p>ALL ABOUT THE WORLD ASSOCIATION OF GIRL GUIDES AND GIRL SCOUTS (WAGGGS)</p>	<p>CLEARING HOUSE</p> <p>CLOSING CEREMONY</p>

EVENING	<p>SCOUTING: HOW IT BEGAN</p> <p>HISTORY OF SCOUTING</p> <p>GSP POLICIES</p> <p>GSP PROGRAM</p> <p>SONGS GS LOVES TO SING</p>	<p>TROOP MANAGEMENT</p> <ul style="list-style-type: none"> - Troop Government - Troop Financing - Troop Records/Reports - Troop Resources <p>TROOP MEETING</p> <p>TROOP LEADER'S NOTEBOOK</p> <p>INVESTITURE CEREMONY FOR NEW TROOP LEADERS</p>	
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