



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

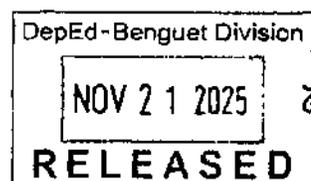
19 November 2025

**DIVISION MEMORANDUM**

No. ~~563~~ s. 2025

**ATTENDANCE AND PARTICIPATION TO THE OUTDOOR LEADERSHIP COURSE**

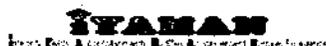
To: Curriculum Implementation Division  
Schools Governance and Operations Division  
Concerned PSDSs/PSDIs  
Concerned School Heads  
All Others Concerned



1. The Girl Scouts of the Philippines (GSP) through the Benguet Girl Scout Council in partnership with SDO-Benguet will be conducting the Outdoor Leadership Course on **November 21-23, 2025, at Baley Ni Girl Scout, Council Headquarters, Km. 5, La Trinidad, Benguet.**
2. The activity aims to equip troop leaders with basic camping skills that will help them organize and guide the Girl Scout troops under their supervision. After the training, the troop leaders will be evaluated for their CAMPCRAFT Certification.
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 employees) for the activities on November 22 & 23 (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.



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





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

---

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 (Enclosure 2). Also, for further details, please contact the GSP Council Executive, Ms. Dorris S. Lacaman via e-mail at [gspbenguet@yahoo.com](mailto:gspbenguet@yahoo.com) or through 0907-032-6395.
9. For dissemination and compliance.

Digitally signed by  
ESTELA P. LEON-  
CARIÑO EdD, CESO III  
Date: 2025.11.21  
15:17:55 +08'00'

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



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

Enclosure 1. to SDO Memorandum No. 563, s. 2025

**LIST OF PARTICIPANTS**

	<b>Name</b>	<b>School</b>	<b>District</b>
1	Remedios B. Lamsis	Benguet SPED Center	La Trinidad
2	Meriam B. Mapile	Palali Elementary School	Sablan
3	Jessie A. Gibson	Tuba Central School	Tuba
4	Shyma Mae T. Mabli	Cordillera Regional Science HS	La Trinidad
5	Joan C. Canonizado	Nangalisan Elementary School	Tuba
6	Marjorie K. Abellera	Dalmacio Miguel Primary School	Atok
7	Jeanelyn B. Laruan	Inuman Primary School	Atok
8	Francisca D. Labi	Dalmacio Miguel Primary School	Atok
9	Felicitas O. Pangdew	Topdac Elementary School	Atok
10	Mary Gladys G. Catalino	Boslang Elementary School	Atok
11	Judelyn S. Vicente	Boslang Elementary School	Atok
12	Janet F. Mingat	Naguey Elementary School	Atok
13	Vivian Tengican	Adoyunan Elementary School	Atok
14	Rolyn J. Simsim	Inuman Elementary School	Atok
15	Nerissa P. Pol-oc	Bekes Pol-oc Primary School	Atok
16	Sofhia O. Eniaca	Ja'pa Elementary School	Atok
17	Mayclaire R. Lumawig	Balansi Arenos Elementary School	Atok
18	Lyka G. Selmo	Ambangeg National HS	Bokod
19	KC Roselyn D. Ricardo	Ambangeg National HS	Bokod
20	Marjori A. Dumanop	Ambangeg National HS	Bokod
21	Ma. Rosario W. Pelayan	Ambangeg National HS	Bokod
22	Giselle P. Botioay	Ambangeg National HS	Bokod
23	Jessica S. Beray	Ambangeg National HS	Bokod
24	Daiseryl P. Aniban	Engay Willei Bay-an ES	Buguias
25	Dionesia B. Piaga	Gatawa C. Dontogan IS	Buguias
26	Janice P. Lino	Gatawa C. Dontogan IS	Buguias
27	Rodelyn P. Lachica	Damaso Elementary School	Itogon II
28	Gracelyn Joy B. Benando	Ballay Integrated School	Kabayan
29	Gremalou Gabin	Kamora National High School	Kabayan



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

30	Ksharoda O. Decoran	James Calabias Elementary School	Kabayan
31	Freda U. Alacdes	Tawangan Lusod Nayional High School	Kabayan
32	Revelita T. Bayas	Kabayan Barrio School	Kabayan
33	Lenirose J. Cawaing	Kamora National High School	Kabayan
34	Jemma D. Wakat	Tawangan Lusod National High School	Kabayan
35	Nena P. Dimot	Tawangan Lusod National High School	Kabayan
36	Edna P. Bugtong	Gaswiling Integrated School	Kapangan
37	Gigi P. Puyao	Kaliwaga Elementary School	Kapangan
38	Bening T. Gabino	Gaswiling Integrated School	Kapangan
39	Angelita D. Selmo	Gadang Integrated School	Kapangan
40	Jovane P. Bolayo	Gadang Integrated School	Kapangan
41	Margie C. Besic	Taba-ao Integrated School	Kapangan
42	Sheila G. Peyao	Balakbak Elementary School	Kapangan
43	Jerlie Balaodan	Kibungan National High School	Kibungan
44	Gloria A. Pelico	Pico Elementary School	La Trinidad
45	Jennylyn Semenio	Pico Elementary School	La Trinidad
46	Hilda O. Anaban	Balili Elementary School	La Trinidad
47	Loriza Elwas	Balili Elementary School	La Trinidad
48	Marilyn C. Corton	Balili Elementary School	La Trinidad
49	Genelita G. Bagayao	Mankayan National High School	Mankayan
50	Christine E. Buli-e	Bulalacao National High School	Mankayan
51	Grace P. Tacio	Dagadag Primary School	Mankayan
52	Fe M. Balong-angey	Balili Elementary School	Mankayan
53	Nezimar A. Guilanda	Balili Elementary School	Mankayan
54	Rhealyn O. Patangan	Balili Elementary School	Mankayan
55	Junelee G. Baygan	Paayeo Primary School	Mankayan



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

56	Daphny T. Esero	Sablan Central School	Sablan
57	Sherrilyn T. Camhit	Sablan Central School	Sablan
58	Pearl J. Kiw-an	Talete Multi-Grade School	Sablan
59	Brenda M. Sally	Bayabs Multi-Grade School	Sablan
60	Mervic P. Bonggick	Deccan Elementary School	Buguias
61	Jovy Claire L. Lizardo	Antopac Lusong Primary School	Buguias



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

**Enclosure 2. to SDO Memorandum No. 503, s. 2025**

**Training Details from CHQ Circular No. 10**

**2. OUTDOOR LEADERSHIP COURSE**

This course equip the leaders with basic camping skills to enable her girls to do camping and other outdoor activities. After this course, the leader is evaluated for her CAMPCRAFT CERTIFICATE by managing a troop camp for her girls.

Date : **November 21-23, 2025**

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

Training Fee : **P 750.00** per participant to cover (4) meals, two (2) snacks, handbook, certificate and other administrative expenses

Participants : **Troop Leaders/Adult leaders who have taken the Basic Leadership Course & Age level (Specialization) Course.**

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

	<b>DAY 1 - FRIDAY, NOVEMBER 21</b>	<b>DAY 2 - SATURDAY, NOVEMBER 22</b>	<b>DAY 3 - SUNDAY, NOVEMBER 23</b>
<b>MORNING</b>		<b>PLANNING FOR A TROOP CAMP</b> Type Forms Schedule <b>CAMP ACTIVITIES</b> <b>FOOD IN CAMP</b> <b>CAMP FINANCING</b>	<b>COMPLETION OF COURSE REQUIREMENTS</b> <b>CLEARING HOUSE</b> Scout's Own <b>CLOSING CEREMONY</b>
<b>AFTERNOON</b>	5:00 o'clock in the afternoon. <b>ARRIVAL/REGISTRATION</b> <b>ORIENTATION</b> PATROL SYSTEM/PATROL ORGANIZATION	<b>BUDGET PREPARATION</b> CAMP LAY – OUT GADGET MAKING <b>CEREMONIES IN CAMP</b>	
<b>EVENING</b>	<b>WHY GO CAMPING?</b> - Objectives - Camping Standards <b>EIGHT (8) BASIC SKILLS IN THE OUT-OF DOORS</b>	<b>CAMP FIRE</b> <b>SONGS AND GAMES</b> <b>SCOUT'S OWN</b>	