



Republic of the Philippines  
Department of Education  
REGION VIII  
SCHOOLS DIVISION OF BAYBAY CITY

Office of the Schools Division Superintendent

August 19, 2026

DIVISION MEMORANDUM

No. 651, s. 2026

**A THREE-DAY BSP BASIC TRAINING COURSE (BTC)  
FOR UNIT LEADERS AND LEADERS OF ADULT**

To: This Division  
Cluster Heads  
Secondary & Elementary School Heads (Public & Private)  
BSP Unit Leaders & Leaders of Adult  
All Others Concerned

- Relative to the BSP Leyte Council Memorandum No. 35, s. 2026, re: **A Three-Day Basic Training Course (BTC) for Unit Leaders and Leaders of Adult** to be conducted on **August 21-23, 2026**, at **Alangalang National High School, Alangalang, Leyte**.
- The participants are advised to secure **Travel Authority**, strictly observe the task-on-time policy, and must arrive at the training venue at 7:00 AM on Day 1 with the registration fee, and shall bring the necessary things as specified in the attached memorandum.
- Participants to this activity are entitled to avail service credit or Compensatory Overtime Credit (COC) subject to existing guidelines on service credit and overtime compensation.
- The registration, transportation, and other incidental expenses shall be charged against school MOOE/PTA/Local Funds, subject to their availability and the usual accounting and auditing rules and regulations.
- For other details in the conduct of the said activity, refer to the attached Council Memorandum, and shall coordinate closely with the Division BSP Focal relative to the participation in the said activity.
- Immediate and wide dissemination of this memorandum are desired.

**MANUEL P. ALBAÑO PhD, CESO V**  
Schools Division Superintendent

Reference: As stated

Enclosures: none

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

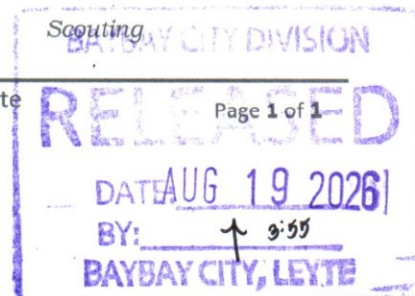
Activities

Courses

Leader



Diversion Road, Brgy. Gaas, Baybay City, Leyte  
(53) 563-7615  
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ISO 9001:2015 Certified





Boy Scouts of the Philippines  
Eastern Visayas Region  
**LEYTE COUNCIL**  
M.H del Pilar St., Tacloban City  
[bspleytecouncil@gmail.com](mailto:bspleytecouncil@gmail.com)

28 July 2026

**COUNCIL MEMORANDUM No. 35**  
Series of 2026

**TO:** SCOUTING COMMISSIONERS, SECONDARY SCHOOL HEADS, (BOTH PUBLIC AND PRIVATE SCHOOLS), STATE COLLEGES AND UNIVERSITIES, SCOUTING COORDINATORS, WOOD BADGE HOLDERS, UNIT LEADERS, VOLUNTEERS AND FRIENDS IN SCOUTING

**SUBJECT: A THREE- DAY BASIC TRAINING COURSE (BTC) FOR UNIT LEADERS AND LEADERS OF ADULT**

1. Republic Act No. 7278 is an Act to create a public corporation to be known as the Boy Scouts of the Philippines (BSP) and it recognizes the vital role of the Filipino Youth in nation-building.
2. Similarly, the DepED Order No. 76, s. 2012, contemplates the Revitalizing of the Scouting Movement in Schools.
3. In this connection, this office in partnership with the DepED Schools Division of Leyte announces the conduct of Basic Training Course for Kawan Leaders (KL), Troop Leaders (TL), Outfit Advisors (OA) and Leaders of Adults (LoA). The details of the schedule of these courses are as follows:

- A. **Basic Training Course for Kawan Leaders** (Kinder to Grade 3 Teachers)
- B. **Basic Training Course for Troop Leaders** (Grade 4 to Grade 6 & SSTs)
- C. **Basic Training Course for Outfit Advisors** (Grade 7 to Grade 12 Teachers)
- D. **Basic Training Course for Leaders of Adults** (OICs, TICs, Department Heads, School and District Heads, Barangay/PTA Officials & other Stakeholders)

Date : **21 - 23 AUGUST 2026**

Venue : **ALANGALANG NATIONAL HIGH SCHOOL,  
ALANGALANG, LEYTE**

4. The objectives of these training courses are the following:
  - To enhance the competences and skills of the Unit Leaders and Leaders of Adults in support of the Curriculum Implementation of the Education Department;
  - To strengthen the capabilities of Unit Leaders and Leaders of Adults in performing their great roles and responsibilities in molding the character of the beneficiaries of the scout movement;
  - To strengthen the positive attitudes, skills and knowledge of Scouters; and
  - To facilitate smooth execution/ conduct of scouting activities in different Schools of Leyte Division, where applying the standards in developing the young boys and the youth.
5. **A REGISTRATION FEE of TWO THOUSAND FIVE HUNDRED PESOS ONLY (PHP2,500.00)** shall be charge to each participant to cover the cost of meals, materials/supplies, and other administrative expenses. Transportation,



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accommodation and other incidental expenses are chargeable against SEF/Local Funds MOOE/ Scouting Fund to its availability and the usual accounting and auditing rules and regulations. **Deadline of registration fee shall be on August 19, 2026 to BSP Leyte Council Cashier.** For check payment please pay to BSP- Leyte Council with the following details:

**LAND BANK OF THE PHILIPPINES (LBP)**

**ACCOUNT NAME : BSP LEYTE COUNCIL**  
**ACCOUNT NUMBER : 5872 1121 64**

6. The non-refundable but transferable Registration Fee shall be paid to the BSP–Leyte Council.
7. A photocopy or scanned copy of the official receipt shall be submitted through the BSP–Leyte Council Messenger account, with a caption indicating the **name of the sender, school, district, and Scout Name.**
8. Participants are advised to strictly observe the task-on-time policy and must arrive at the training venue at 7:00 AM on Day 1. Participants, members of the Training Team, Administrative Staff, and Support Staff shall be granted the corresponding service credits or compensatory time-off for August 22 - 23, 2026, subject to the submission of the required documents to the Division Office.
9. Participants shall wear white T-shirts, long pants, rubber shoes, and the prescribed adult neckerchief (old rose) with the official carabao slide. They shall also bring their own sleeping gear, toiletries, prescribed medications/vitamins, and other personal necessities, and should be prepared for the evening sessions.
10. Participants are encouraged to bring their own tents and set them up in the designated camping area within the plaza or grounds of the host school. However, they may also opt to stay in the classrooms designated by the host school, subject to availability and the approval of the Training Director.
11. All participants are required to complete the **Safe from Harm Essential Learnings** course and submit the required information through the following link prior to the training: **Safe from Harm Essential Learnings:** <https://learn.scout.org/resource/sfh-1-safe-harm-essential-learnings>  
Completion of the course is mandatory as part of the Boy Scouts of the Philippines' commitment to ensuring a safe, secure, and protective environment for all Scouts, adult leaders, and volunteers.  
(**Note:** All participants are required to print their **Safe from Harm Essential Learnings Certificate of Completion** and submit it to the **Boy Scouts of the Philippines – Leyte Council** as part of the documentary requirements for the training.)
12. The list of members of the Training Teams and the Support Staff is hereto attached.
13. For confirmation of attendance, kindly comply the REPLY SLIP and send to BSP Leyte Council FB messenger.



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14. For proper guidance, coordination and compliance.

  
**MA. ROSARIO C. AVESTRUZ WBH**  
Council Scout Executive

  
**MANUEL P. ALBAÑO PhD, CESO V, WBH**  
Schools Division Superintendent  
Deputy Council Scout Commissioner

  
**FRANCES ANNE B. PETILLA WBH**  
Council Chairperson

## REPLY SLIP

- ☐ Yes, I/we will attend and will send \_\_\_\_ (no. of participants) School/ District:
- ☐ No, I/we cannot attend.

\_\_\_\_\_  
**Printed Name & Signature of District Head/ BSP Coordinator**  
Date: \_\_\_\_\_