



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF THE CITY OF BATAC

26 AUG 2025

DIVISION MEMORANDUM

No. 555 s. 2025

**GIRL/BOY SCOUT ORIENTATION AND LEADERSHIP COURSE FOR
NON-TEACHING PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
All Public and Private School Heads
All School Girl Scout Coordinators
All Others Concerned

1. In reference to the communication from the Girl Scouts of the Philippines (GSP) Ilocos Norte-Laoag Council, the Girl/Boy Scout Orientation and Leadership Course for Non-Teaching Personnel will be conducted on September 4, 2025 (Thursday), from 8:00 a.m. to 12:00 n.n. at CBNHS Poblacion and 1:00 p.m. to 8:00 p.m. at the SDO Conference Hall.
2. The course aims to equip participants with the necessary knowledge and skills to effectively manage and administer the Scouting Program within their respective areas.
3. Participants shall be the non-teaching personnel of the Schools Division of the City of Batac. (please see attached)
4. Appropriate administrative measures must be undertaken to ensure the continuity of office operations, since the activity falls on a regular working day.
5. Service Credits and Compensatory Time Off (CTO) shall be granted to teaching and non-teaching personnel who will participate and serve in the activity, pursuant to the provisions of DepEd Order No. 013, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2004. Please bring two (2) copies of Form 48.
6. A registration fee of Php 450.00 per participant shall be collected to cover training handouts, program materials, two (2) meals, two (2) snacks, and accommodation. Expenses may be charged against the school Maintenance and Other Operating Expenses (MOOE) or any available local funds, subject to the usual accounting and auditing rules and regulations.
7. Trainers concerned are requested to attend and serve on official time.
8. This memo will serve as an official travel order. Please be guided by the details provided in the attached letter.
9. For information and guidance.


ANSELMO R. ALUDINO
Schools Division Superintendent

Encl.: None

Reference: Letter from Ilocos Norte-Laoag GS Council

To be included in the Perpetual Index

Under the following subjects:

ORIENTATION SCOUTING

CID-OZC/DM-Girl/Boy Scout Orientation & Leadership Course for NTP
2512382/5196/August 19, 2024

Attachment 1.

LIST OF PARTICIPANTS
(Public Schools)

No.	Name of Personnel	School/Office
Trainees		
1.	Carmelo F. Bautista	Dariwdiw ES, Nagbacalan ES
2.	Deonabel L. Baptista	Baoa East ES, Camandingan ES
3.	Melpha L. Tabunan	Sumader ES, Parangopong ES
4.	Jayvie B. Suilen	Tabug ES, Quiling ES
5.	Rich Sheena Mae M. Pascua	PQ Pimentel ES, Magnuang ES
6.	Jean Marie M. Vicente	CBNHS Rayuray, Rayuray ES
7.	Kristel Jhoy M. Arcega	Baligat ES, Bil-loca ES, GARSHS
8.	Jojo H. Bonot	CBNHS Payao, MQES
9.	Rocelle Grace S. Pitiquen	San Mateo ES, CMVNHS
10.	Agnes A. Bicera	B. Macadaeg MES, NCES
11.	Diane M. De Guzman	HVMES
12.	Erika Mae R. Calautit	HVMES
13.	Army S. Ramos	FEMSHS
14.	Charlene Christelle Malubay	FEMSH
15.	Mark Khey P. German	BNHS
16.	Maria Cecilia A. Sangalang	BNHS
17.	Evelyn G. Cabuntasan	BNHS
18.	Rojanie J. Sacubo	BNHS
19.	Lauraine Kier B. Panluceno	MMMES, FEMSHS
20.	Ralph Jayson T. Sonico	CAMES
21.	Genedyn I. Paraoan	CAMES
22.	Leonelda A. Callorina	CAMES
23.	Haydee B. Aguibitin	Colo-Mabaleng ES, Payao ES
24.	Matson Jun T. Piniera	CuMaPit ES, Biningan ES
25.	Janinah Grace C. Morota	Baoa ES, ALS
26.	Jodhel L. Penera	SDO
27.	Renalyn A. Rodrigo	SDO
28.	Maricel N. Sonico	SDO
29.	Claire Jasmin P. Cacatian	SDO
30.	Maribel A. Tutaan	SDO
31.	Mark Lester B. Gudoy	SDO
32.	Marinel T. Saguiguit	CBNHS Poblacion
33.	Nida Q. Calacal	CBNHS Poblacion
34.	Noraliza R. Bombarda	CBNHS Poblacion
35.	Mike D. Pagdilao	CBNHS Poblacion
36.	Genevieve D. Ramel	CBNHS Poblacion
37.	Shielda Mae Blancaflor	CBNHS Poblacion
38.	Lorilai U. Luzod	MMMES
39.	Charlene R. Domingo	MMMES
40.	Donald Q. Vicente	GARSHS
41.	Rovijoy R. Baldonado	CBNHS Payao
42.	Myla Nikka D. Paino	CMVNHS

Attachment 2.

TRAINING TEAM	
Anselmo R. Aludino (Overall Team Leader)	
Girl Scout Team	Boy Scout Team
Opresinia Z. Castillo	Arnel S. Bandiola
Jollibelle C. Franada	Jhon Rey D. Ortal
Geraldine O. Lao-at	Gladys B. Lampitoc
Christie C. Patricio	Jocelyn L. Aribuabo
Ma. Angelica R. Laurio	Connie Marie Angelie Mae P. Balignasay
Jovelle L. Raguindin	Gracialyne L. Austria
May-Ann A. Rupisan	Edzencion P. Yate
Jenelyn B. Asuncion	Gerwin M. dela Rosa
Pepsi P. Duldulao	Jayson C. Lampitoc

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MISS CLAIRE IVY S. SOR

GIRL REPRESENTATIVES:

Cadet Sgt. HERA KRISHNA M. RAHON
Cadet Sgt. AISLYN KEITH A. BARTOLOME

August 12, 2025

Mr. Anselmo R. Aludino
Schools Division Superintendent
DepEd - City Schools Division of Batac

Dear Supt. Aludino,

This year, the Council is offering the **Girl/Boy Scout Orientation and Leadership Course for Non-Teaching Personnel** by the Council Training Team for the Division of City of Batac on **September 4 2025 to be held at the SDO Conference Hall Schools Division of the City of Batac.**

This course aims to equip participants with the knowledge and skills to effectively manage and administer the Scouting program within their respective area...

Target Participants	Registration Fee	Things to Bring
Non-Teaching Personnel	Php 450.00 - to cover training handouts, program materials, 2 meals, 2 snacks & accommodation	- writing notebook - handkerchief

...please confirm participation to the Council Training School 2025 through Ms. Ruiz (cp# 09193109648) FIVE days before the training.

Participants, trainers and support staff shall be entitled to *service credits* in accordance with **DO 13, s. 2024 for teachers and CSC-DBM Joint Circular No. 2, s. 2024 for non teaching personnel.**

Further, requesting permission for Council Trainers concerned to attend said course on official time. (please see attached)

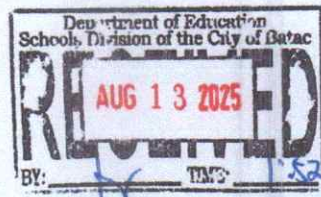
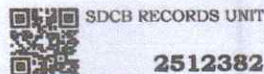
Thank you for your sustained support to the movement. God bless.

Very truly yours,

DR. LEONILA C. AGBAYANI
Commissioner on Training

Noted:

ATTY. CORAZON J. RUIZ-ABAD
Council President



APPROVED:

ANSELMO R. ALUDINO, CESO VI
Schools Division Superintendent