



Republic of the Philippines  
**Department of Education**

REGION I  
SCHOOLS DIVISION OF THE CITY OF BATAC

**DIVISION MEMORANDUM**

No. **562** s. 2025

**28 AUG 2025**

**PARTICIPATION TO THE BASIC TRAINING COURSE FOR UNIT LEADERS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Unit and Section Heads  
Elementary School Heads  
Secondary School Heads  
All Others Concerned

1. Pursuant to Council Office Memorandum No. 07, s. 2025, the Boy Scouts of the Philippines (BSP) - Ilocos Norte-Laoag City Council will conduct the Basic Training Course for Unit Leaders on August 29-31, 2025 in the City of Batac National High School Poblacion.

2. The aim of the training is to enable adults in scouting to become competent leaders of scouts. The Schools Division of the City of Batac (SDCB) supports the said activity with the aim of producing competent adult leaders in the division.

3. Participants to the said training are grouped accordingly:

Training Program	Participants
BTC for Kawan Leaders	Male and Female Grades 1-3 Teachers School Head and non-teaching employee in elementary schools
BTC for Troop Leaders	Male and Female Grades 4-6 Teachers School Head and non-teaching employee in elementary schools
BTC for Outfit Advisors	Male and Female Junior and Senior High School Teachers School Head and non-teaching employee in secondary schools and Schools Division Office

4. A registration fee of one thousand seven hundred pesos (Php 1, 700.00) will be charged from each participant to cover expenses for meals of participants and staff (from lunch of August 29 until lunch of August 31, 2025), adult neckerchief, carabao slide, training supplies, and other administrative expenses.

5. All attendees are advised to bring their own sleeping bags/mats and bedding, white t-shirt, smart casual and preferably rubber shoes and other personal belongings.

6. Participants are advised to be at the venue at 8:00 in the morning of August 29, 2025. The opening program promptly starts at 9:00am.

7. This Memorandum serves as the Official Authority to Travel of the identified and registered participants.

8. Expenses in line with the participation in the activity may be charged against local and scouting funds subject to its availability and approval.

9. Service Credits and Compensatory Time-Off (CTO) equivalent to two (2) days shall be granted to teachers and non-teaching personnel who will participate in the activity subject to existing guidelines on the grant of service credits and Compensatory Time-off.

10. Attached herein is the List of Participants and Council Office Memorandum No. 07, s. 2025 for further reference.

11. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: Council Office Memorandum No. 07, s. 2025  
To be included in the Perpetual Index  
Under the following subject:

ACTIVITIES

SCOUTING

TRAINING

CID/GBL/Attendance to the BTC  
2510916/5202/ August 27, 2025

## Enclosure 1. List of Participants

BTC for Kawan Leaders	1. Battulayan, Shiela Grace
	2. Bitanga, Mary Charlaiane B.
	3. Cabansag, Tibelda Alarise M.
	4. Fuente, Marife M.
	5. Ibbay, Roselily Anne R.
	6. Pagdilao, Jenny Rose T.
	7. Pingkian, Joss Rhea A.
	8. Repolyo, Mely E.
	9. Ronduen, Kevin Patrick P.
	10. De la Cruz, Fritz Gerald
BTC for Troop Leaders	11. Alegar, Kristine Joyce Z.
	12. Barruga, Jonel B.
	13. Bodino, Shirley Marilou A.
	14. Calderon, Joe Marvin T.
	15. Delos Santos, Aileen Grace A.
	16. Juan, Laurence T.
	17. Ortal, Jasen Kyle S.
	18. Quiocho, Leianne R.
	19. Ramos, Ryan C.
	20. Remigio, April May
	21. Sagsagat, DJ Ann A.
	22. Tabuli, Florence Mae L.
	23. Taclan, Darrelle Joy M.
	24. Tapat, Lynniele Marie S.
	25. Bagaoisan, Florante
BTC for Outfit Advisors	26. Ancheta, Madeleine G.
	27. Bautista, Mikko A.
	28. Bonifacio, Gideon B.
	29. Cabanatan, Randolph Brian A.
	30. Duldulao, Pepsi P.
	31. Gabion, Fhrance Bamboo G.
	32. Hibaya, Zindie Mae C.
	33. Manayan, Joshua S.
	34. Matutino, Froilan C.
	35. Paguyo, Ma. Abigail T.
	36. Pingao, Rodolfo G.
	37. Ruadap, Jhen Abigail O.
	38. Tacmo, Chester M.
	39. Vicente, Donald O.
	40. Aglipay, Fevilyn G.
Discussant Counsellors	41. Yate, Edzencion P.
	42. Lampitoc, Gladys B.
	43. Bandiola, Arnel S.
	44. Aludino, Anselmo R.
Support Staff	45. Agcaoili, Eliza
	46. Aguinaldo, Kerr Nel
	47. Bautista, Steve John
	48. Lampitoc, Jayson
	49. Dela Rosa, Gerwin
	50. Batucal, John Frederick
	51. Mangoba, Judith Ivy
	52. Gonzales, Elsie A.
	53. Jagto, Jedidiah
	54. Teachers and nurses of the City of Batac National High School Poblacion





Boy Scout of the Philippines  
Ilocos Region

**ILOCOS NORTE-LAOAG CITY COUNCIL**

Barangay 10 Bonifacio St., Laoag City, Ilocos Norte, Philippines  
Email :scouts.bspnlc@gmail.com



21 July 2025

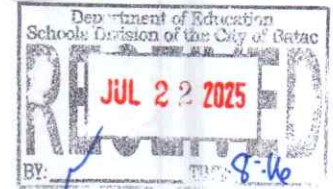
**COUNCIL OFFICE MEMORANDUM**

No. 07

s. 2025

To: **ALL SCHOOL BSP COORDINATORS  
ALL OTHER CONCERNED**

Subject: **BASIC TRAINING COURSE FOR UNIT LEADERS**



1. We are pleased to announce the conduct of the Basic Training Course for Unit Leaders with the following details:

Venue: City of Batac National High School Poblacion

Date: August 29-31, 2025

Participants: BTC for KAWAN LEADERS – Male & Female Grade 1-3 Teachers  
BTC for TROOP LEADERS – Male & Female Grade 4-6 Teachers  
BTC for OUTFIT ADVISOR -Male & Female Junior & Senior High School Teacher

Registration Fee: One Thousand Six Hundred Pesos (P 1,700.00) to cover meals of participants & staff (from lunch of 29 August until lunch of 31 August 2025) adult neckerchief, carabao slide, training supplies, and other administrative expenses.

2. Things to Bring: Participants are hereby advised to bring their own sleeping bags/mats and their own beddings, white t-shirt, smart casual and preferably rubber shoes and other personal belongings.
3. Registration and Deadline. Interested Participants can access the online registration via this link <https://forms.gle/yLKpW1qc5dNyKJSN6>. A non-refundable but transferrable Registration Fee must be paid to the council office on or before 22 August 2025 to give time to prepare the much needed logistical needs.
4. Opening program will promptly starts at 9:00 AM of 29<sup>th</sup> day of August. All participants are requested to report at the training venue at 8:00 in the morning for registrations.
5. For further inquiries and assistance, you may contact Ms. Princess Alelou C. Leano (09171676998) and Charmane Joy T. Paclibon (09518895444)
6. Widest dissemination of the Memorandum is hereby enjoined.

**PRINCESS ALELOU C. LEANO**  
Council Scout Executive

Approved:

**ANSELMO R. ALUDINO**

Regional Commissioner Community Based Scouting  
Schools Division Superintendent  
Division of Batac City