



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

**DIVISION MEMORANDUM**

No. 605 s. 2025

12 SEP 2025

**GIRL SCOUT PATROL LEADERS' COURSE 2025**

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

1. In line with DepEd Order No. 86, s. 2012, re Revitalizing Girl Scouting in Schools Nationwide, the Schools Division of the City of Batac in partner with the GSP Ilocos Norte-Laoag Council, shall conduct a live-in Patrol Leaders' Course (PLC) for Junior, Senior, and Cadet Scouts on September 26-27, 2025 at Mariano Marcos Memorial Elementary School.
2. Participants shall be registered Junior, Senior, and Cadet Girl Scouts who have already engaged in school-based scouting activities. They must be potential Patrol Leaders who have **not** attended any Patrol Leaders Course within the last two (2) years (2023 and 2024). Participants shall be accompanied by their respective teacher/troop leaders. Please see attached breakdown of participants.
3. All DepEd personnel who will render service during weekends and holidays, in accordance with the provisions of DepEd Order No. 013, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2004, shall be entitled to Service Credits and Compensatory Time Off (CTO). Kindly bring two (2) copies of Form 48.
4. A registration fee of PhP 650.00 per pax shall be collected to cover expenses for handbook, program materials, 2 meals, 3 snacks and accommodation. Expenses may be charged against the Special Education Fund (SEF), Maintenance and Other Operating Expenses (MOOE), or any other available local funds, subject to the usual accounting and auditing rules and regulations.
5. Council Trainers concerned are requested to attend on official time.
6. Attached are Training Team, Staffing, Things to Bring, General Schedule, Parental Consent, and Breakdown of Participants.
7. This memo will serve as an official travel order. Details of the activity are enclosed for reference.
8. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

Encl.: As stated  
Reference: DepEd Order 86, s. 2012  
To be included in the Perpetual Index  
Under the following subjects:

GIRL SCOUTS      PROGRAM      TRAINING

CID-OZC/DM GS PL Course 2025  
2513499/5208/September 4, 2025

### Enclosure 1. **TRAINING TEAM**

Opresinia Z. Castillo	Chief Trainer
Jolibelle C. Franada	Assisting Trainer
Geraldine O. Lao-at	Assisting Trainer
Christie C. Patricio	Assisting Trainer
Ma. Angelica R. Laurio	Assisting Trainer
May-Ann A. Rupisan	Assisting Trainer
Jovelle L. Raguindin	Assisting Trainer

### Enclosure 2. **STAFFING**

Lorelye F. Batucal	Coordinator
Imelda C. Adalem, Jonabel R. Quilit, Myra A. Libed	Guiders-in-Charge
Nobella Ruiz & Christian Javier	Business Managers
Julie A. Saguiguit, Edalaine U. Duyor, Christopher A. Marzan	Quarter Master

### Enclosure 3. **THINGS TO BRING**

#### **By Individual Girl**

- ✓ Duly signed parental consent
- ✓ Bedroll & beddings
- ✓ GSP uniform or white shirt with logo paired with black pants (Incase no GS logo shirt; white shirt or with print will do but should wear the **age level scarf**)
- ✓ **Denim** outfit for the socials night
- ✓ Personal effects
- ✓ Packed AM snacks & lunch for Day 1
- ✓ Art & Writing materials, pair of scissors, 1 colored cartolina, 1 manila paper
- ✓ Materials for "sit-upon" (2 pcs. Empty rice sack 25kg, old news paper)
- ✓ Flash light
- ✓ Training Fee: Php 700.00 (to cover 2 meals, 3 snacks, handbook, program materials and accommodation)

#### **By School/Patrol**

Sleeping Tent (good for 4-6 pax)	Cutting Tools
2 pcs tree branch (letter Y); 1 meter long	5 pcs rono/bikal (1 meter long)
10 pcs bamboo slabs ( 2 feet long, 1 inch width)	Cotton rope/string (5 meters long)

Enclosure 4. **GENERAL SCHEDULE**

DAY 1			
TIME	ACTIVITIES	TIME	ACTIVITIES
7:30 - 8:30	Arrival/Registration Setling down	3:46 - 5:00	Sessions
8:31 - 9:00	Opening Ceremonies	5:01 - 5:30	Retreat, COH
9:01 - 10:00	Sessions	5:31 - 6:00	Kapers
10:01 - 10:15	Health break	6:01 - 7:00	Dinner
10:16 - 12:00	Sessions	7:01 - 7:30	Wash-up/Free time
12:01 - 1:00	Lunch Break	7:31 - 9:00	Evening activity
1:01 - 3:30	Sessions	9:01	TAPS
3:31 - 3:45	Health break		
DAY 2			
TIME	ACTIVITIES	TIME	ACTIVITIES
5:30 - 6:00	Rise and Shine, Hataw	9:46 - 10:00	Health break
6:01 - 7:30	Kapers, Breakfast	10:01 - 12:00	Sessions



**PARENTAL CONSENT**

This is to certify that I have given full consent and permission for my daughter \_\_\_\_\_ to participate in the **Patrol Leader's Course** on September 26-27, 2025, at Mariano Marcos Memorial Elementary School, City of Batac, Ilocos Norte.

Print Name and Signature of Parent/Guardian \_\_\_\_\_  
Date: \_\_\_\_\_

This is to certify that the application of \_\_\_\_\_  
to join the **Patrol Leader's Course** on September 26-27, 2025, at Mariano Marcos  
Memorial Elementary School, City of Batac, Ilocos Norte is duly approved.

Print Name and Signature of Troop Leader  
Date:

Print Name and Signature of School Commissioner  
Date:

Enclosure 6. **BREAKDOWN OF PARTICIPANTS**

Schools with Registered Girl Scouts	Junior	Senior	Cadet
Baay ES	4		
Baligat ES	2		
Baoa East ES	2		
Baoa ES	2		
Benigno Macadaeg Mem. ES	2		
Bil-loca ES	2		
Biningan ES	2		
Camandingan ES	2		
CAMES, Special Education Center	6		
Colo-Mabaleng Elementary School	2		
Cumcumraas-Manggaddi-Pitpitac ES	2		
Dariwdiw ES	2		
Hilario Valdez Mem. Elem. School	6		
Magnuang ES	2		
Maipalig-Quiom ES	2		
Mariano Marcos Memorial ES	6		
Nagbacalan ES	2		
Naguirangan-Capacuan ES	2		
P. Q. Pimentel ES	2		
Parangopong ES	2		
Payao Elementary School	2		
Quiling Elementary School	2		
Rayuray Elementary School	2		
San Mateo ES	2		
Sumader ES	2		
Tabug ES	2		
BNHS		4	2
CBNHS Payao		2	2
CBNHS Poblacion		8	0
CBNHS Rayuray		4	0
CMVNHS		4	2
FEMSHS			8
GARSHS			8
Batac Junior College, Inc.	2	2	2
Graceland Saviour's Institution, Inc.	2	2	
<b>Total by Age Level</b>	<b>70</b>	<b>26</b>	<b>24</b>
<b>Grand Total</b>	<b>120</b>		



# GIRL SCOUTS OF THE PHILIPPINES

Northern Luzon Region  
Ilocos Norte - Laoag Council



SDCB RECORDS UNIT

2513499

## COUNCIL BOARD Triennium 2024-2027

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Council President ATTY. CORAZON J. RUIZ-ABAD  
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VP for Fund Dev't MRS. VIRALUZ S. RAGUINDIN  
VP for Int'l Part'n DR. LIGAYA SOLEDAD T. MIGUEL  
Council Secretary MRS. CHRISTY ANN M. RAHON  
Asst. Secretary MISS VICTORIA M. LADIA  
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Cmsr. on Training DR. LEONILA C. AGBAYANI

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ACTING BSP CHAIRMAN  
HON. WINDELL D. CHUA

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Laoag City SUPT. JOANN A. CORPUZ  
City of Batac SUPT. ANSELMO R. ALUDINO

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MRS. CHRISTY ANN M. RAHON  
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MRS. MIRASOL D. ROSETE  
MRS. EMILIAFLOR A. LIVED  
MRS. VIRALUZ S. RAGUINDIN  
MRS. SHIRLEY T. APOSTOL  
MRS. LYDIA J. AQUINO  
MRS. HELEN F. TAGUINOD

### SECTORAL REPRESENTATIVES

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East Zone MRS. MELANIE P. SAGUID  
North Zone MRS. LAIRVEE G. ESPERITU  
South Zone MRS. LORNA C. ABUY

#### TROOP LEADER REPRESENTATIVES:

Central Zone MRS. JOSEPHINE GLORIA S. TUDLONG  
East Zone MRS. SOLEDAD J. GABRIEL  
North Zone MRS. NUERALYN A. CERIA  
South Zone MRS. CHRISTIE C. PATRICIO

#### YOUNG ADULT REPRESENTATIVES:

MISS MYJOY CRYSTAL F. CORPUZ  
MISS CLAIRE IVY S. SOR

#### GIRL REPRESENTATIVES:

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

September 3, 2025

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

Dear Supt. Aludino,

The Council is offering **Patrol Leaders' Course** for Junior Scouts (Grades IV-VI), Senior Scouts (Junior HS) and Cadet Scouts (Senior HS). This training is designed to equip the Patrol Leaders of the knowledge, skills and experiences for better and more effective camping programs.

This is therefore to request permission for registered girls (Patrol Leader/Patrol Second) to be accompanied by their respective Adult Leaders. Council Trainers concerned are requested to serve during the said Course on official time to be held on **September 26, 2025 (8:00 a.m.) to September 27, 2025 (12:00 noon)** at the Mariano Marcos Memorial Elementary School, Batac, Ilocos Norte.

#### Things to bring:

##### Individual -

1. Parent's Consent
2. Training fee - Php650.00 (to cover handbook, handouts, program materials, 2 meals & 3 snacks, accommodation)
3. GSP uniform
4. Bedroll & bedding
5. writing and art materials - colored papers (assorted colors) crayons or colored pens, glue/paste, 1-pair scissor
6. packed lunch and a.m. snack
7. personal effects
8. denim outfit for socials night

##### Per school/patrol -

1. Sleeping tent
2. 10 pcs bamboo slabs
3. 2 pcs tree branch (letter Y); 1 meter long
4. cotton rope/string (5 meters long)
5. 5 pcs rono/bikal (1 meter long)

#### Trainers:

Jollibelle C. Franada Geraldine O. Lao-at May-Ann A. Rupisan  
Christie C. Patricio Ma. Angelica R. Laurio Jovelle L. Raguindin  
Opresinia Zablan-Castillo - Chief Trainer

Thank you for your sustained support to youth development. God bless.

Very truly yours,

*[Signature]*

DR. LEONILA C. AGBAYANI  
Commissioner on Training

Noted:

*[Signature]*

ATTY. CORAZON J. RUIZ-ABAD  
Council President

APPROVED:

ANSELMO R. ALUDINO, CESO VI  
Schools Division Superintendent