



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

**DIVISION MEMORANDUM**

09 JAN 2026

No. 013 s. 2026

**REGIONAL TRAINING SCHOOL (RTS) 2026**

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

1. In reference to the attached approved request letter from the GSP Ilocos Norte-Laoag Council, the Regional Training School (RTS) 2026 is offering a series of courses for adult leaders to further develop their leadership competencies and skills in scouting.

2. Hereunder are the recommended qualified adult leaders to attend the following courses to be conducted at Ating Tahanan National Program and Training Center, South Drive, Baguio City on the dates indicated:

A. TRAINING FOR TRAINERS' COURSE (January 29-February 1, 2026)

- Melody V. Aguinaldo – Maipalig-Quiom ES
- Chris Madel D. Mendoza – Hilario Valdez Memorial ES

B. QUARTERMASTERS' COURSE (January 29-31, 2026)

- Maria Theresa Brenda B. Tagudin – B. Macadaeg Memorial ES

3. Participants shall be on Official Business, inclusive of their travel dates. Service Credits shall be granted pursuant to the provisions of DepEd Order No. 013, s. 2024. Please bring two (2) copies of Form 48.

4. Travel expenses and Training fee (to cover meals, accommodation, and training materials) shall be borne by the council.

5. This memo will serve as an official travel order. Please be guided by the details provided in the attached letter.

6. For information and guidance.

**ANSELMO R. ALUDINO**  
Schools Division Superintendent

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Encl.: As Stated  
Reference: None  
To be included in the Perpetual Index  
Under the following subjects:

GSP SCOUTING TRAINING  
CID-OZC/DM-2026 GSP-RTS  
/6002/January 8, 2026

By the Authority of the SDS:

**ARNEL S. BANDIOLA**  
Assistant Schools Division Superintendent



DepEd Batac City



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# GIRL SCOUTS OF THE PHILIPPINES

Northern Luzon Region  
Ilocos Norte - Laoag Council

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January 7, 2026

**MR. ANSELMO R. ALUDINO**

Schools Division Superintendent  
Schools Division of the City of Batac

Sir:

Warm greetings in the spirit of Girl Scouting!

We are pleased to inform your good office that the Regional Training School (RTS) 2026 will open its doors to Adult Leaders who aspire to further develop their leadership competencies and strengthen their commitment to service in the Girl Scout Movement. The following courses will be conducted simultaneously at the Ating Tahanan National Program and Training Center, South Drive, Baguio City:

### I. TRAINING FOR TRAINER'S COURSE

January 29 – February 1, 2026

Participants:

1. Ms. Melody V. Aguinaldo
2. Ms. Chris Madel D. Mendoza

- Maipalig-Quiom ES  
-H. Valdez Memorial ES

### II. QUARTERMASTER'S COURSE

January 29 -31, 2026

Participant:

1. Ms. Maria Theresa Brenda B. Tagudin

- B. Macadaeg Memorial ES

In this regard, we respectfully request permission for the above-mentioned qualified Troop Leaders to attend the said training. Please be informed that the Council shall shoulder the registration fee and travel expenses of the participants.

Further, we humbly request that they be allowed to attend the activity on official business, inclusive of their authorized travel dates with the grant of corresponding service credits in accordance with existing rules and regulations.

Thank you very much for your continued support to the Girl Scout Movement. May this partnership continue to inspire leadership and service among our educators. More power and God bless.

Very truly yours,

NOBELLA S. RUIZ  
Council Executive

Noted:

ATTY. CORAZON J. RUIZ-ABAD  
Council President

APPROVED:

ANSELMO R. ALUDINO, CESO VI  
Schools Division Superintendent