



Republic of the Philippines  
Department of Education  
REGION VI – WESTERN VISAYAS  
**SCHOOLS DIVISION OF AKLAN**

August 4, 2025

**DIVISION MEMORANDUM**

No. **393**, s. 2025

**BASIC TRAINING COURSE (BTC)**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors, Principals In-Charge of the District  
Head Teacher In-Charge of the District  
Senior/Education Program Specialists  
Heads of Public and Private Elementary/Secondary Schools and  
Integrated Schools  
All Others Concerned

1. Please find attached Council Circular No. 8, s. 2025, dated July 29, 2025, titled "Basic Training Course (BTC)," scheduled for August 15–17, 2025, at Gen. F. Castillo Memorial School, Mabilo, Kalibo, Aklan. The details of this event are included for your reference.
2. This event will adhere to the no disruption of class policy.
3. Troop Leaders participating in this activity are entitled to service credits where applicable, in accordance with DepEd Order No. 53, s. 2003, titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers."
4. Expenses incurred by participants shall be charged against Local Funds, School MOOE, or SEF, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this memorandum is requested.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL T. RAPIZ**

Chief Education Supervisor  
Schools Governance and Operation Division  
In-Charge of the Division

Encl.: As stated

Reference: Council Circular No. 8 s. 2025

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

**CAMPING**

**LEARNERS**

**SCOUTING**

NSATM/



Población, Numancia, Aklan  
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)  
Website: <http://www.depedaklan.org>  
Email Address: [aklan.1958@deped.gov.ph](mailto:aklan.1958@deped.gov.ph)



GIRL SCOUTS OF THE PHILIPPINES

Aklan Girl Scout Council  
Capitol Site, Kalibo, Aklan

Mobile Number: 0920-493-2884, Email Address: [aklancouncil@yahoo.com](mailto:aklancouncil@yahoo.com)

**Council Circular No. 8**

Series of 2025

**To** : Public Schools District Supervisor  
Public and Private Secondary and Integrated School Heads, GSP District  
Field Advisers (DFA), Secondary School Coordinators (SSC) and New  
Teachers and Troop Leaders (for Twinkler, Star Scout, Junior, Senior &  
Cadet Age Levels)  
All Other Concerned

**Re** : BASIC TRAINING COURSE (BTC) 2025

**Date** : July 29, 2025

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Greetings! The Girl Scouts of the Philippines – Aklan Girl Scout Council is happy to announce the schedule for the **BASIC TRAINING COURSE (BTC)**, on August 15-17, 2025 at Gen. F. Castillo Memorial School, Mabilo, Kalibo, Aklan.

Please take note of the details:

**Event** : **Basic Training Course (BTC)**

**Date& Venue** : **August 15-17, 2025**  
Gen. F. Castillo Memorial School, Mabilo, Kalibo, Aklan.

**Training Fee** : **Php 2,300.00 per participant**  
(to cover food, accommodation, training materials & kit,  
training team, token, transportation and other training  
miscellaneous expenses)

**First meal is dinner on August 15, 2025 and last meal is afternoon snacks on August 17, 2025.**

<b>Arrival &amp; Settling Down</b>	- August 15, 2025 (4:00 PM)
<b>Opening Program</b>	- August 15, 2025 (6:00 PM)
<b>Closing Program</b>	- August 17, 2025 (1:00 PM)

**Qualifications:**

- Must be a registered Adult Leader as of August 2024.
- New or Old Troop Leaders who had not attended any Basic Training Course
- Must be physically fit and healthy
- 

**\*\*\*Note: ALL newly hired teachers are required to register prior to attending the training.**

**Things to Bring:**

- GSP Official Uniform
- Alternate Uniform
- GSP Black/Green Polo Shirt or any Fun T-shirt
- Closed Black Shoes
- Sunday/ Casual Dress
- GSP Jogging Pants/physical fitness outfit
- Rubber Shoes, slippers
- Sit-upon (optional)
- Sleeping garments
- Adult Information Sheet
- Toiletries
- Flashlight, first aid kit
- Personal medicines
- Writing materials, reference
- Scrapbook and Art Materials
- Water Container
- Umbrella/Raincoat/Cap
- Bedrolls/Sleeping Bag
- Insect repellent

Further, **Mrs. Helen M. Deguma**, a Diploma'd Trainer from the Iloilo Girl Scout Council and a member of the Regional and National Training Team, will serve as the Chief Trainer. She will be joined by Mrs. Glenda Lyn G. Ignacio, Commissioner on Training of Aklan Girl Scout Council; Mrs. Virginia B. Cuarentas, Ms. Marivic N. Villaruel, Mrs. Hidelyn M. Regalado; Mrs. Joy D. Repiedad, and Mrs. Jennifer D. Rentillo, who will serve as the Assisting Trainers and Ms. Lyn Q. Nepomuceno and Ms. Vanezs Joy C. Bitoon will serve as Training Staff attached.


***Expenses incurred by the participants shall be charged against Local Funds/School MOOE's/SEF subject to the usual accounting and auditing rules and procedures.*** Adult Leaders who will participate in the said activity are entitled to Service Credits where they apply in accordance with Deped Order No. 53, 2003 entitled "*Updated Guidelines on the Grant of Vacation Service Credits to Teachers*".

Attached also are the following: Information Sheet, Matrix and Attendance Sheet.

We look forward to a 100% attendance and usual active participation of the different Districts in the Province of Aklan.

Thank you for your continued support to the Scouting movement of Aklan.

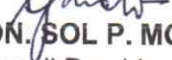
Sincerely,

  
**FERDIELYN M. ABAYON**  
Council Executive

Noted:

  
**GLENDA LYN G. IGNACIO**  
Commissioner on Training

  
**ATTY CHRISTINE C. DELA CRUZ**  
Vice President for Field

  
**HON. SOL P. MOLO**  
Council President



GIRL SCOUTS OF THE PHILIPPINES  
BASIC TRAINING COURSE FOR TROOP LEADERS

Day 1 (August 15, 2025 - Friday)		Day 2 (August 16, 2025 – Saturday)		Day 3 (August 17, 2025 - Sunday)	
		6:00 - 7:00	Physical Fitness	6:00 - 7:00	Physical Fitness
		7:00 - 8:00	Breakfast	7:00 - 8:00	Breakfast
		8:00 -10:00	History of Scouting, Vision and Mission, Aims and Ideals, Promise and Law	8:00 -9:00	Hand & Whistle Signals
				9:00 – 10:00	Ceremonies: Color; Indoor & Outdoor
		10:00-10:30	H e a l t h	B r e a k	
		10:30-12:00	The Girl Scout Program: 5 Age Level, 4 Signposts, 5Basic Essentials, 8 Point Challenge Unique Features of Girl Scouting	10:30-12:00	Scouts' Own, Campfire Investiture
		12:00- 1:00	L u n c h		
		1:00 - 3:00	The Troop Leader, How to Organize A Troop Requirements for Membership Troop Management, Troop Meeting Patrol System, Badgework	1:00 - 2:00  2:00 - 3:00	Summing up, Clearing House
		3:00 - 3:30	H e a l t h	B r e a k	
4:00 – 6:00	Arrival/Settling Down	3:30 - 5:00	The Outdoor Program Progressive Steps in Out-of-Doors Knot-tying & Lashing	3:30	Closing Program
6:00 - 7:00	Opening Program	5:00 - 6:00	B r e a k		
7:00 - 8:00	Supper	6:00 - 7:00	S u p p e r		
8:00 - 11:00	Acquaintance Night	7:00 - 9:00	Campfire		

## HEALTH EXAMINATION FORM

Address \_\_\_\_\_

## Details of above or additional information \_\_\_\_\_

Suggestions from Parent/Guardian

\_\_\_\_\_ : in case of Surgical Emergency  
 \_\_\_\_\_ : I hereby give permission to the physician  
 \_\_\_\_\_ : selected by the camp director to hospitalize,  
 \_\_\_\_\_ : secure prior treatment for, and to order  
 \_\_\_\_\_ : injection, anesthesia or surgery for my  
 \_\_\_\_\_ : daughter as named above.  
 \_\_\_\_\_ :  
 \_\_\_\_\_ : Signature \_\_\_\_\_  
 \_\_\_\_\_ : Date \_\_\_\_\_

PHYSICAL EXAMINATION - to be filled out by licensed physician  
Code V - Satisfactory  
X - Not Satisfactory (explain)

Height	_____	Blood Pressure	_____	Circulatory System	_____	Blood Analysis	_____
Weight	_____			Urinalysis	_____		
Eyes	_____			Loco-motor System	_____		
Eye glasses	_____			Nervous System	_____		
Ears	_____			Skin	_____		
Nose	_____			Allergy - Please specify	_____		
Throat	_____						
Teeth	_____						
Heart	_____			General Appraisal	_____		
Lungs	_____			Menstrual History	_____		
Abdomen	_____						
	Genitalia	_____					
	Kernia	_____					

Recommendations and restrictions (diet, medicine, swimming, diving, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Immunizations:

D.P.T Series	_____	Booster	_____	Date	_____	Tetanus Booster	_____	Date	_____
Typhoid Series	_____	Booster	_____	Date	_____	(if requires by camp)			
Small Pox	_____			Date	_____				

\_\_\_\_\_  
Examining Physician

Telephone \_\_\_\_\_ Address \_\_\_\_\_

Date \_\_\_\_\_

Girl Scouts of the Philippines  
National Headquarters  
Manila

Troop No. \_\_\_\_\_  
☐ Girl  
☐ Adult

Council: \_\_\_\_\_  
Region: \_\_\_\_\_  
Course: \_\_\_\_\_

**INFORMATION SHEET**

Name (Please Print) \_\_\_\_\_  
Last First M.I. Nickname

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ Civil Status \_\_\_\_\_  
Month Day Year

Home Address \_\_\_\_\_  
Telephone Number

Business Address \_\_\_\_\_  
Telephone Number

E-Mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_

Educational Attainment \_\_\_\_\_

Present Occupation \_\_\_\_\_

Person to Contact in Case of Emergency \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address \_\_\_\_\_

Present position/s in Girl Scouting \_\_\_\_\_

1. Volunteer Activities/Involvements in GSP and Other Organizations. (Please check)

	Year
<input type="checkbox"/> Girl Scout	_____
<input type="checkbox"/> Troop Leader	_____
<input type="radio"/> Twinkler	<input type="radio"/> Junior
<input type="radio"/> Star	<input type="radio"/> Senior
<input type="radio"/> Cadet	
<input type="checkbox"/> Trainer	_____
<input type="checkbox"/> Council Board Member	_____
<input type="checkbox"/> Standing Committee Member	_____
<input type="checkbox"/> District Field Adviser	_____
<input type="checkbox"/> District Committee Member	_____
<input type="checkbox"/> Barangay Girl Scout Committee Member	_____
<input type="checkbox"/> Other (Please specify)	_____
_____	_____
_____	_____

2. Girl Scouting Training Courses Taken. (Please check)

	Year Taken		Year Taken
<input type="checkbox"/> Orientation to Girl Scouting	_____	Quartermasters' Course	_____
Basic Course	_____	Star Holiday Course	_____
Specialization Course	_____	Training for Trainers	_____
Outdoor Course	_____	Trainers Update	_____
Troop Leadership Course	_____	GS Office Management	_____
Badgework Workshop	_____	Council Administration	_____
Campers Permit Course	_____	_____	_____
Camp Management Course	_____	_____	_____

3. Qualification/Credentials earned. (Please check)

	Year Earned		
Campcraft	_____	QM Certificate	_____
Camper's Permit	_____	Trainer's Credentials	_____
Camper's License	_____	Specialist Trainer	_____
Star Holiday Permit	_____	Trainer's Diploma	_____

4. Place/Year of Last Attendance at NTS \_\_\_\_\_  
Place Year

5. Scholarships/Awards Received in Girl Scouting/Others \_\_\_\_\_  
Year

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Special Interests \_\_\_\_\_  
 \_\_\_\_\_

7. Special Abilities/Skills \_\_\_\_\_

8. Food Prohibition/Restriction \_\_\_\_\_

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



GIRL SCOUTS OF THE PHILIPPINES  
Aklan GS Council;

BASIC TRAINING COURSE FOR TROOP LEADERS  
August 15-17, 2025

LIST OF PARTICIPANTS

Name	Address/School	Position in Girl Scout	No. of Years

Submitted by:

\_\_\_\_\_  
Name & Signature of GSP DFA/Coordinator

Approved by:

\_\_\_\_\_  
Name & Signature of PSDS/School Head