



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

September 8, 2025

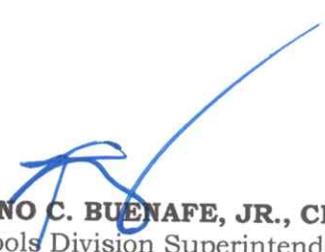
DIVISION MEMORANDUM

No. 464, s. 2025

BASIC TRAINING COURSE FOR UNIT LEADERS

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

1. Attached is the Council Information Circular No. 20, s. 2025 dated September 4, 2025 from The Boy Scouts of The Philippines – Aklan Council which is self-explanatory.
2. Expenses relative to this activity shall be charged to the SMOOE/local funds or other sources subject to availability of funds and to accounting and auditing rules and regulations.
3. Entitled to the *Service Credits* are the personnel of Department of Education-Division of Aklan who will attend the said meeting in accordance with **DepEd Order No. 53, 2003** entitled: "Updated Guidelines on the Grant of Vacation Service Credits to Teachers" and *Compensatory Time Off (CTO)* as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 02, s. 2004 on Non-Teaching Monetary Remuneration for Overtime Service Rendered.
4. Full support, cooperation, and immediate dissemination of this Memorandum are desired.


FELICIANO C. BUENAFE, JR., CESO VI
 Schools Division Superintendent MA

Encl.: As Stated

Reference:

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

LEARNERS

PERSONNEL

SCOUTING

ACCS



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



BOY SCOUTS OF THE PHILIPPINES

AKLAN COUNCIL

Kalibo, Aklan

Email: bspaklancouncil@gmail.com

Tel No.: 268-4621

September 4, 2025

COUNCIL INFORMATION CIRCULAR

Number 20 s. 2025

TO: BSP Executive Board Members
Municipal/District Chairpersons
District Scouting Commissioners (Supervisors)
Institutional Head
District Field Scout Commissioners
Unit Leaders

SUBJECT: BASIC TRAINING COURSE FOR UNIT LEADERS

1. The Boy Scouts of the Philippines, Aklan Council, is pleased to announced the conduct of the **BASIC TRAINING COURSES** for the following:
 - a. **Kawan Leaders** - prospective leaders for **KID/KAB Scouts, 4-9 yrs. old;**
 - b. **Troop Leaders** - prospective leaders for **BOY Scouts, 9-12 yrs. old; and**
 - c. **Outfit Advisors** - prospective leaders for **SENIOR Scouts, 13-19 yrs. old.**
2. **DATE: September 26-28, 2025**, participants are requested to report promptly at the training venue on September 26, 2025 at 8:00 o'clock in the morning for registration, Opening program will start at 9:00 o'clock in the morning.
3. **VENUE: Kalibo Pilot Elementary School**
Kalibo, Aklan
4. **Training objectives are:**
 - a. to train Scout Leaders its responsibilities in the Unit/Institution;
 - b. to equip with necessary scouting skills to share to members in the Units/Institution and the Community;
 - c. to discuss fully the aims, principles and methods of Scouting; and
 - d. to demonstrate the skills involved in the activities through the use of Prescribed Methods and Techniques in Scouting.
5. **The Basic Information about the training are as follows:**
 - a. **Participants:** School Teachers
 - I. Kawan – Kinder to Grade III Teachers
 - II. Troop – Grade IV to Grade VI Teachers
 - III. Outfit – Secondary School Teachers*Parents, School Alumni, former Scouts,
*Professionals Community Leaders who are interested in leading/guiding young people at least 21 years old
 - b. **Course fee:** Three Thousand Five Hundred Pesos (P 3,500.00) to cover food, billeting, training materials and other administrative expenses.
 - c. **What to bring:**

Type "A" Uniform	Casual Clothing
Sleeping gears	Sports Wear
Dome Tent (optional)	Attire for Socials
White T-shirts and long pants	Personal Belongings & toiletries
Black Shoes with Shoelace	



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6. The Registration Fee of Three Thousand Five Hundred Pesos (P 3,500.00) and other allowable expenses relative to attendance to this activity may be charged against the School MOOE or other sources subject to availability of funds and to accounting and auditing rules and regulations. Participants from private schools may make arrangements with their respective school administrations.
7. Registration fee may be paid in cash or in check directly at BSP HQ, F. Quimpo St. Pob., Kalibo, Aklan or deposit to our Philippine Veterans Bank Kalibo Branch Account Name: Boy Scouts of the Philippines – Aklan Council Account # **0061000010**.
8. You may register online via Google Form through this link <https://forms.gle/tegiPf8sAR2Ngct99>.
9. For more details, please visit BSP, Aklan Council HQ or contact (036) 268-4621 / 09358245129 (TM) / 09380125507 (TnT & Smart).
10. Full support, cooperation and immediate dissemination of this memorandum are desired.


JAY E. TEJADA
Council Chairman