



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

September 11, 2025

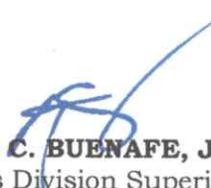
**DIVISION MEMORANDUM**

No. 492, s. 2025

**BASIC TRAINING COURSE FOR UNIT LEADERS AND BASIC TRAINING COURSE FOR LEADERS OF ADULTS**

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 a letter from The Boy Scouts of The Philippines – Aklan Council dated September 10, 2025, which is self-explanatory.
2. Travel and other relevant expenses of the participants are chargeable against school MOOE and local funds subject to the usual 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

Encl.: As Stated

Reference:

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

**LEADERS**

**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. (036) 268-4621

September 10, 2025

**FELICIANO C. BUENAFE, JR., CESO VI**

Schools Division Superintendent

Division of Aklan

Numancia; Aklan

**S I R:**

Pursuant to DepEd Division Memorandum No. 464 and No. 443, s. 2025: **Basic Training Course for Unit Leaders and Basic Training Course for Leaders of Adults**, we would like to request from your good office to allow the Teachers/Scouters of your Division listed below to serve as Resource Speakers and Staffs on September 26-28, 2025 to wit:

**Basic Training Course for Kawan Leaders**

	<b>NAME</b>	<b>DISTRICT</b>
Course Leader	LEILA L. PAMATI-AN	DIVISION OFFICE
SPL/SCL	MARVIE I. NAVIDA	MADALAG
Scribe	MERLA B. ZABALA	NEW WASHINGTON
SPL/SCL	FRENSEL JAN R. CASTRO	BANGA
	JOSEFINA N. TAPAR	BANGA
	ANTONETTE G. FERRER	KALIBO I
	CONNIE A. NAGRAMA	LIBACAO
	MARVIE I. NAVIDA	MADALAG
	NIÑALYN M. MAGDALUYO	MALAY
	AMELITA NACABU-AN	MALINAO
	RHODORA L. BESA	NEW WASHINGTON
	AICA JHOANA MAE Y. YANGA	TANGALAN
Support Staff	JADE I. ZANTE	BANGA

**Basic Training Course for Troop Leaders**

	<b>NAME</b>	<b>DISTRICT</b>
Asst. CL-Program	RONEL C. FLAVIANO	BATAN
Scribe	JUZALLIE S. SICO	BATAN
SPL/SCL	MARVIN M. ROTULO	LEZO
Discussants/Counsellors	FRANCIS D. FAMOSO	ALTAVAS
	DOVEN L. RAMPOLA	BANGA
	JENZEN Z. RUBI	BANGA
	NORLY V. REONTOY	BANGA
	JOSEPH D. RENTILLO	BATAN
	JEXER O. REYES	NABAS
	JOHN MARIE DELA TORRE	NABAS
	CARLO L. TROPA	NUMANCIA
	REMEGIO I. VILLANUEVA	NUMANCIA
Support Staffs	GLENN N. ANDRADE	BATAN
	NORLYN C. PASCUAL	BATAN



**Basic Training Course for Outfit Advisors**

	NAME	DISTRICT
Course Leader	MARTH S. TROPA	DIVISION OFFICE
Asst. CL-Admin	REGINALD C. VENANCIO	BATAN
Asst. CL-Program	L B. MORALES	KALIBO II
Scribe	GANILYN C. NADURA	BALETE
SPL/SCL	ZMARK FLORENCE R. VILLARUEL	BATAN
Discussants/Counsellors	AILYN R. ROPA	BANGA
	JOSELITO I. VILLONES	BANGA
	CHRISALDY T. URQUIOLA	BALETE
	ALDEN JADE A. BAYLOSIS	KALIBO I
	DELLA D. FERMAN	KALIBO I
	BLAS T. TORDECILLAS	MAKATO
	GARRY G. MAGDALUYO	MAKATO
	MADelyn V. RASGO	NUMANCIA
Support Staffs	HIPOLITO SABALA JR.	BATAN
	ELMERSON H. FRANCISCO	BATAN

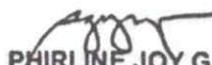
**Basic Training Course for Leaders of Adults**

	NAME	DISTRICT
Course Leader	LOUIE B. ZOROLLA	BATAN & MALINAO
Asst. CL-Admin	ALLAN T. RELLOTO	KALIBO I
Asst. CL-Program	REYNALDO I. CELIS	MADALAG
Scribe	RAYMON JEFFRED I. ILETO	MALINAO
SPL/SCL	REX B. MANARES	BANGA
Discussants/Counsellors	CHARLIE I. URETA	DIVISION OFFICE
	REGGIE A. BAROT	IBAJAY WEST
	JEROME N. BAYLON	MAKATO
	JOLLY A. CABANGON	NABAS
	CLARISSA B. RECIBE	NEW WASHINGTON
Support Staffs	ELMAR JOHN R. GUMBAN	BANGA

\*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.

Thank you so much for your support to the Scouting Movement.

Very truly yours,

  
**PHIRLINE JOY G. YAP**  
 Officer-in-Charge

APPROVED.

  
**FELICIANO C. BUENAFE, JR., CESO VI**  
 Schools Division Superintendent  
 Division of Aklan