



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

July 23, 2026

**DIVISION MEMORANDUM**

No. 408 s. 2026

**LEADERS' ORIENTATION FOR DISTRICT FIELD ADVISERS  
AND SECONDARY SCHOOL COORDINATORS**

To: 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/Private Elementary, Secondary and Integrated Schools  
All Others Concerned

1. Attached is the Council Circular No. 07, s. 2026 from the Girl Scouts of the Philippines – Aklan Council dated July 22, 2026, regarding the conduct of Leaders' Orientation for District Field Advisers and Secondary School Coordinators, which is self-explanatory.
2. Pursuant to **DepEd Order No. 9, s. 2026**, *Guidelines on the Implementation of the Three-Term School Calendar in Basic Education*, the No Disruption of Classes Policy must be observed.
3. Teachers/Adult Leaders of participants are entitled to Service Credits for their services rendered during weekends and holidays but not to exceed 30 days per year in accordance with DO No. 13, s. 2024 titled "Revised Guidelines on the Grant of Vacation Service Credits for Teachers. On the other hand, Non-Teaching personnel shall be granted with Compensatory Overtime Credits (COC) for their services rendered during weekends and holidays as per Civil Service Commissions (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
4. Travel and other expenses incurred of all participants relative to this activity may be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Full support, cooperation and immediate dissemination of this memorandum is required.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**MICHAEL T. RAPIZ**  
Chief Education Supervisor,  
School Governance and Operations Division  
*In-Charge of the Division*

Encl.: As Stated  
Reference: GSP Aklan Council Circular No. 07, s. 2026  
To be indicated in the Perpetual Index  
Under the following subjects:

**LEADERS**

**PERSONNEL**

**SCOUTING**

ACCS



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**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. 7**

Series of 2026

**To** : Public Schools District Supervisor  
Public and Private Secondary and Integrated School Heads  
All Other Concerned

**Re** : **LEADER'S ORIENTATION FOR DISTRICT FIELD ADVISERS AND  
SECONDARY SCHOOL COORDINATORS**

**Date** : July 22, 2026

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Good day!

Please be informed that the **GIRL SCOUTS OF THE PHILIPPINES – AKLAN GS COUNCIL**, will be conducting a **LEADER'S MEETING ORIENTATION FOR DFA & SSC** on August 1, 2026 (Saturday), 8:30 am onwards at GSP Headquarters, Capitol Site, Kalibo, Aklan.

**Objective:**

- To orient DFA and SSC members on their roles and responsibilities.
- To discuss important updates, plans, and upcoming activities.
- To strengthen coordination, teamwork, and commitment among leaders.

**Reminders:**

- Participants are advised to wear GSP black t-shirt and pants
- Bring writing materials
- 2 sets of DTR
- Snacks will be provided

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.

Troop 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"

We look forward to a 100% attendance to this event.

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

  
**FERDIELYN M. ABAYON**  
Council Executive

Noted:

  
**ATTY. CHRISTINE C. DELA CRUZ**  
1<sup>st</sup> Vice President for Field

  
**HON. SOL PANAGSAGAN-MOLO**  
Council President