
	Department of Education Region III <b>DIVISION OF CITY SCHOOLS</b> Angeles City Jesus Street, Pulungbulu, Angeles City		Document Code: SDO-QF-OSDS-SDS-003  Revision: 00  Effectivity date: 10/31/2018
	<b>DIVISION MEMORANDUM</b>		Name of Office: <b>OSDS - SDS</b>

RELEASED

October 10, 2019

**DIVISION MEMORANDUM**

No. 392, s. 2019

OCT 10 2019

By DepEd Angeles City

**CHANGE OF DATES OF THE SEMINAR WORKSHOP ON REGIONAL TRAINING SCHOOL (RTS) OF THE GIRL SCOUTS OF THE PHILIPPINES**

To: Heads of Public Elementary and Secondary Schools  
All Others Concerned

1. With reference to the attached letter of Angelita A. Manalili, Regional Executive Director, Girl Scouts of the Philippines, Central Luzon Region, please be informed that the Regional Training School (RTS) which is originally scheduled on October 3-6, 2019 at Central Regional Program and Training Center, Bamban, Tarlac, will be re-scheduled on December 12-15, 2019.
2. On the other hand, the 2<sup>nd</sup> leg of the PTS will push through on October 22-25, 2019 at Ating Tahanan National Program and Training Center, Baguio City.
3. Other provisions in the previous regional issuance remain in effect.
4. Also attached is CLR Circular No. 7, s. 2019 for the details of the RTS.
5. Wide dissemination of this Memorandum is desired.

**LEILANI S. CUNANAN, CESO V**  
Schools Division Superintendent

lv/chiefsod

CN 2019-392

**"SMILES BRIGHT, SERVES RIGHT"**



**GIRL SCOUTS OF THE PHILIPPINES**  
Central Luzon Region

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Triennium 2018 - 2021

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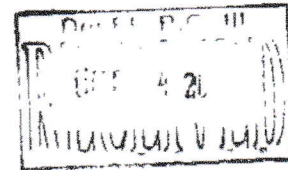
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October 2, 2019

**NICOLAS T. CAPULONG**  
Officer-In-Charge  
Department of Education, Region III  
Maimpis, City of San Fernando  
Pampanga



Dear **Sir Capulong**:

Greetings!

We are very sorry to inform you that due to conflict of schedule the 1<sup>st</sup> leg of REGIONAL TRAINING SCHOOL which is originally scheduled on October 3-6, 2019 at Central Luzon Regional Program and Training Center, Bamban Tarlac will be re-scheduled on December 12-15, 2019.

On the other hand, 2<sup>nd</sup> leg of the RTS will be pushed through on October 22-25, 2019 at Ating Tahanan National Program and Training Center, Baguio City.

To make this possible, we are again appealing for your kind approval for the participation of our leaders from Region III Councils namely: Angeles City, Aurora, Bataan, Cabanatuan City, Nueva Ecija, Olongapo City, Pampanga, Tarlac and Zambales.

May we further request for a Circular Letter endorsing our training? Attached is the GSP CLR Circular #7 s.2019 and worksheet for complete information.

We pray that you will give this plea your most-favorable response if only for the sake of our main concern, the GIRLS.

Thank you very much Sir and we wish you all the blessings.

Very truly yours,

**ANGELITA A. MANALILI**  
Regional Executive Director





**GIRL SCOUTS OF THE PHILIPPINES**  
Central Luzon Region

CLR CIRCULAR NO. 7

Series of 2019

TO : COUNCIL EXECUTIVES AND OFFICER IN-CHARGE  
FROM : REGIONAL EXECUTIVE DIRECTOR  
RE : REGIONAL TRAINING SCHOOL  
DATE : SEPTEMBER 10, 2019

The **REGIONAL TRAINING SCHOOL** is once again opening its door to all Girl Scouts and Leaders who yearn to develop their leadership skills and grow in service for the Movement. It will be held in two batches.

	Date	Courses	Venue
1	<b>First leg</b> October 3-6, 2019	Camper's Permit PL Camp Permit and Testing	Central Luzon Regional Program and Training Center, Bamban, Tarlac
	October 3-4, 2019	District Field Advisers Workshop	
2	<b>Second leg</b> October 22-25, 2019	Training for Trainers Camp Management	Ating Tahanan National Program and Training Center, Baguio City
	October 22-24, 2019	Finance Management	

\*Expected Time of Arrival/Settling Down is 8:00 a.m., Opening Ceremony will start at 10:00 a.m.

Details of the training are as follow:

**FIRST LEG**

**1. Camper's Permit Course**

*Objective* : To equip them with skills and knowledge necessary in the running and participating in camps

*Qualification* : Troop Leader who have taken the Leadership Course Permit Course

*Event Fee* : P2, 700.00 which covers food, accommodation, materials and souvenirs

**2. PL Camp Permit Course**

*Objective* : To prepare the Patrol Leaders to bring their Patrol members to camp by equipping them with skills

*Qualification* : Senior or Cadet Patrol Leaders

*Event Fee* : P2, 500.00 which covers food, accommodation, materials and souvenirs

**PL Camp Permit Testing**

*Objective* : In order for the PL be tested and earn a Patrol Leaders Camp Permit Certificate

*Qualification* : Members of the Patrol Leaders (at least 6 members)

*Event Fee* : P1, 200.00 which covers food, accommodation, materials and souvenirs

**3. District Field Advisers Workshop**

*Objective* : Give opportunity for the acquisition of knowledge and skills related to their job in the organization

*Qualification* : District Field Advisers

*Event Fee* : P2,000 which covers food, accommodation, training materials, and souvenirs



## SECOND LEG

### 4. Training for Trainers Course

- Objective* : To increase the number of credentialed trainers and to replace inactive Trainers  
*Qualification* : Troop Leader who have at least Camp craft Certificate Holder  
*Event Fee* : P5, 500.00 which covers food, accommodation Trainers Resource Folder (P500.00), materials and souvenirs

### 5. Camp Management Course

- Objective* : To realize the council commitment of one Campers License per year of the triennium  
*Qualification* : Troop Leader who have earned their Camp craft and must have taken the Campers Permit Course  
*Event Fee* : P5, 000.00 which covers food, accommodation, training materials, and souvenirs

### 6. Finance Management Course

- Objective* : Intends to update the participants whose jobs are finance-related and directly involved in the council operations  
*Qualification* : Each Council is expected to send **three (3) participants** from among the following  
Council Officers: Council President, Vice President for Fund Development, Treasurers or Assistant Treasurers, Auditors, Committee Chairpersons of Finance, National Equipment Service, Council Executives, Cashiers or Bookkeepers  
*Event Fee* : P4, 500 which covers food, accommodation, training materials, and souvenirs

### THINGS TO BRING:

Official Uniform	Personal Medicines
Alternate Uniform	Slippers
Black Shoes (close)	Toiletries
Rubber Shoes	Camera – Optional
Tent, Bedroll & eating utensils ( <i>for Campers Permit, PL Camp Permit &amp; Testing</i> )	
Bamboos for PL Testing ( <i>inform the CLRO for orders</i> )	
Laptop and flash drives ( <i>for second leg courses</i> )	

The list of confirmed participants with their accomplished Application form and Parent's Consent (for girl) must be submitted to the Central Luzon Regional Office through email at [gsp\\_clro@yahoo.com](mailto:gsp_clro@yahoo.com) on or before September 20, 2019. We encourage and pray that all councils will participate in this noteworthy event.

  
ANGELITA A. MANALILI



**GIRL SCOUTS OF THE PHILIPPINES**  
Central Luzon Region

**TRAINING FOR TRAINERS COURSE**

October 22-25, 2019

**W O R K S H E E T**

**I. Rationale:**

Training plays significant role in the development of the human resource of the organization and in the effective delivery of the Girl Scout program, hence the need to continuously develop a corps of trainers. This Training for Trainers Course will prepare prospective trainers to handle training programs.

**II. Course Objectives:**

By the end of the course, the participants are expected to:

1. identify and reflect the qualities, qualifications and responsibilities to the effective delivery of the Girl Scout program as a trainer;
2. explain the principles in adult learning and how a trainer can apply these to her advantage in facilitating learning among adults; and
3. enhance skills in the choice and use of appropriate methods, strategies and visual aids for an effective training delivery.

**III. Target Participant**

Adult leaders who have met the following pre-requisites:

- Basic Course, Age Level Specialization Course, Outdoor Leadership Course
- Campcraft Certificate

**IV. Course Content:**

***Module 1: THE ADULT LEARNING PROCESS -***

- Deals with the laws and principles of how adults learn best and its importance for an effective presentation

***Module 2: THE GIRL SCOUT TRAINER-***

- Focuses on what it takes to be a Girl Scout Trainer-the required skills and qualifications, as well as the roles and responsibilities that come with the task.

***Module 3: THE TRAINING –LEARNING PROCESS-***

- Presents the principles of the Girl Scout training, the training process- planning, implementing and evaluating as well as writing objectives and designing a course.

***Module 4: EFFECTIVE TRAINING DELIVERY-***

- Covers choice and use appropriate training methods & techniques as well as preparation and use of visuals aids for effective training delivery.



**Module 5: PREPARING A TRAINING SESSION-**

- Discuss designing a training guide and actual preparation for a session given topic applying the learning in the previous session.

**Module 6: ADULT DEVELOPMENT OPPURTUNITIES-**

- Know the various development opportunities and incentives, and how they can avail of them.

**PRACTICE SESSION**

- Gives opportunity for each participant to carry out prepared session on topic.

**V. Methodology:**

- |                              |                |
|------------------------------|----------------|
| Experiential learning        | Demonstration  |
| Discussion                   | Workshop       |
| PowerPoint Presentation      | Group Dynamics |
| Other methods as appropriate |                |

**VI. Recognition**

The standard GSP training certificate for 40 training hours will be given to each participant upon completion of the course.



**WELCOME!**

Have Fun Learning Together...



**GIRL SCOUTS OF THE PHILIPPINES**  
Central Luzon Region

**CAMP MANAGEMENT COURSE**

October 22-25, 2019

**WORKSHEET**

**I. Rationale:**

The **Girl Scouts of the Philippines** provides program for girls which are *meaningful, productive and enjoyable* that leads to the development of a well-rounded individual. One of these programs is *camping*. Camping is a dream of every Girl Scout looks forward to and even fantasizes about.

Camp Leaders are well advised to make camping both fun and fruitful. It is said that camping is the laboratory of Girl Scouts, where one becomes part of the process of being one with nature.

**II. Course Objectives:**

By the end of the course, the participants are expected to:

1. Demonstrated an in-depth comprehension of the basics of Girl Scouting (WAGGGS/GSP) and its implication to her job as camp managers.
2. Show one's preparedness as camp managers/camp leaders in managing a camping event.
3. Plan and organize and manage a camp for 2000 to 250 girls for 5 days, according to standards.

**III. Target Participant**

Troop Leaders, who have taken the Outdoor Leadership Training Course and Camper's Permit Course, preferably have earned these credentials.

**IV. Course Content:**

***Module 1: BREEZING THROUGH –***

- These integrated topics emphasize the Basics of Scouting. This will refresh the participants on their knowledge and understanding of Girl Guiding/Girl Scouting (WAGGGS/GSP) its mission, vision program and ways of work. All these are important in carrying their job as Camp Managers.

***A Camping We Will Go***

- Progression in the out of doors and basic camping skills will be discusses.

***Camp Ethics***

***Camp Policies, Standards and Procedures***

- A very thorough and updated discussion of camp policies, standards and Procedures will greatly help prospective camp leaders in their job. Testimonials, Visual Presentations and Verbal Encounters will give credence to the topic.

***Classification of Camps***

- This topic will focus on the different types of camp, its classification according to: administration, site, duration, and program.

***Module 2: CAMP ORGANIZATIONAL STRUCTURE-***

- This topic will focus on the Camp Organizational (Selection and Formation) of Camp Working Committees and Camp Staff, their Job Description, Responsibilities will be discussed to assure of smooth flow of Camp Management.

***Module 3: CAMP LAYOUT AND MAINTENANCE –***

- To ensure that campers will enjoy the outdoor activity, a thorough discussion and presentation of the campsite with minimum environmental impact will be done.



**Module 4: CAMP PROGRAM-**

- Goals, purposes and the Why's of Camping will be the main focus of this module. It will discuss the general and specific objectives of Camping, the theme, the logo and the camping event.

This module will guide the prospective camp managers in planning relevant, enjoyable activities relevant to the GSP Ways of Work and attainment of WAGGGS-GSP Mission. This includes the day-to-day activities, general schedule, opening/closing program, evening activities, special events and kapers.

**Module 5: FOOD IN CAMP-**

- The saying "A well fed Camp is a happy Camp" will be the main guideline in preparing the menu of the camp. This session will also include menu planning food storage and food distribution.

**Module 6: CAMP BUDGET-**

- This module will prepare the prospective Camp Managers in preparing the Camp Budget, taking considerations of the food, program, campsite and other concerns. This will also include the presentation of camp forms, records and other camp services.

**Module 7: CAMP SANITATION-**

- This module covers the different factors to be considered in maintaining health and sanitation in camp. These are: 1. Water Supply, 2. Personal Cleanliness, 3. Dishwashing in Camp, 4. Water Waste Disposal, and 5. Garbage Disposal. Likewise, different gadgets for each concern shall be made available by the campers in order to come up with a healthy and problem-free camp living.

**Module 8: CAMP KAPERS-**

- Camp KAPERS is GSP's most effective way of doing the many tasks in camp. While KAPERS was made operational, the conduct of activities in camp will be very satisfactorily carried out.

**Module 9: CAMP FORMS/ MANUALS/GUIDES/RULES-**

**V. Methodology:**

Songs and Games	Base Method	Use of Visual Aids
Demonstration	Learning Shoppe	Interview
Brain Storming	Discussion	4a's
Experiential Learning		

**VI. Recognition**

The standard GSP training certificate will be given to each participant upon completion of the course.



**WELCOME!**

Have Fun Learning Together...