



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID – 2025 – 0587

To : Assistant Schools Division Superintendent  
Chief ES, Curriculum Implementation Division (CID)  
Chief ES, Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary and Secondary School Heads/Principals  
Secondary School BSP Coordinators  
All concerned

Subject : **ATTENDANCE TO THE BSP COURSE FOR MANAGERS OF LEARNING**

Date : September 22, 2025

In reference to the attached Memorandum from the Boy Scouts of the Philippines Davao del Norte Council, signed by Sctr. Elaine B. Cayacay, Officer-in-Charge, dated 16 September 2025, please be informed of the scheduled Course for Managers of Learning on September 22 to 27, 2025 to be held at Camp Malagos, Calinan, Davao City. Participants in this activity are the following:

1. Israel Ranain, WBH----Don Manuel Javellana Memorial High School
2. Macario D. Montiel, WBH---Panabo City Senior High School
3. Marielle Joy P. Candolita, WBH---Panabo City Senior High School
4. Louie M. Marcos, WBH-----Kasilak Elementary School

School heads are directed to assign teachers to take charge of the assigned classes of teachers who will participate in the conference in compliance with DepEd Order no. 09, s. 2005, "No Disruption of Classes Policy".

Granting of Service Credits/Compensatory Overtime Credits (COC) to teachers and school heads for the services rendered during the dates that fall on Holiday, Saturday and Sunday in line with their participation in this activity subject to the existing CSC and CSC-DBM Joint Circular No. 2, s. 2004 or non-monetary remuneration for the overtime services rendered.

Travel and other incidental expenses related to the participation of this activity shall be charged to local funds/ PTA/ BSP funds subject to the usual accounting and auditing rules and regulations.

Immediate dissemination of this memorandum is desired.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

**RELEASED**

 **SEP 22 2025**



Schools Division of Panabo City  
City Hall Compound, Panabo City  
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Email: panabocity.division@deped.gov.ph

**RECORDS SECTION-SCHOOLS DIVISION OF PANABO CITY**  
DepEd Panabo  
Empowering Champions in Education  
through Journeying, Learning and Fostering commitment in  
providing quality education, MATATAG for all.



# Boy Scouts of the Philippines

## DAVAO DEL NORTE COUNCIL

8100 Mankilam, Tagum City

16 September 2025

### MEMORANDUM

No. 23, s., 2025

**T O :** All Chairmen of Municipal/City Scouting Committees, District Scout Commissioners (all ranks), Principals of both Public/Private Schools, District Field Scout Commissioners and Adult Leaders

**SUBJECT :** **COURSE FOR MANAGERS OF LEARNING**

1. We are pleased to announce that the National Office, Boy Scouts of the Philippines through the Eastern Mindanao Region has finally set to conduct the Course for Managers of Learning on September 22-27, 2025 at Camp Malagos, Calinan, Davao City.
2. Attached Regional Memorandum No. 48, s., 2025 for the details of the Training Course for your information and guidance.
3. Anent to this, DepEd Order No. 76, s., 2012 reiterates DECS Memorandum No.143 s., 1997 provides that Service Credits shall be granted for all Adult Leaders in attendance in all Scouting activities.
4. Please give this matter your preferential attention and consideration.

Attached list of qualified participants to attend the Course for Managers of Learning.

A handwritten signature in black ink, appearing to read 'ELAINE B. CAYACAY'.

**ELAINE B. CAYACAY**  
Officer In-charge

A handwritten signature in black ink, appearing to read 'JINKY B. FIRMAN'.

**JINKY B. FIRMAN, CESO VI**  
Schools Division Superintendent  
Division of Panabo City  
Deputy Council Commissioner



**Boy Scouts of the Philippines**  
**DAVAO DEL NORTE COUNCIL**  
8100 Mankilam, Tagum City

16 September 2025

**LIST OF QUALIFIED PARTICIPANTS FOR COURSE OF MANAGERS  
OF LEARNING (CML)**

1. Sct. Leader Israel Ranain, WBH	- Don Manuel Javellana Mem. NHS, Panabo City
2. Sct. Leader Macario D. Montiel, WBH	- Panabo City Senior High School, Panabo City
3. Sct. Leader Marielle Joy P. Candolita, WBH	- Panabo City Senior High School Panabo City
4. Sct. Leader Louie M. Marcos, WBH	- Kasilak Elementary School, Panabo City

**ELAINE B. CAYACAY**  
Officer In-charge



# BOY SCOUTS OF THE PHILIPPINES

181 Natividad Almeda Lopez St. Ermita, Manila  
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[www.scouts.gov.ph](http://www.scouts.gov.ph)

"Laging Handa"

## NATIONAL OFFICE MEMORANDUM

No. series of 2025

**TO : REGIONAL YOUTH DEVELOPMENT OFFICERS  
COUNCIL SCOUT EXECUTIVES/ OFFICERS-IN-CHARGE  
ALL OTHERS CONCERNED**

**SUBJECT : TRAINING STAFF AND PARTICIPANTS TO THE COURSE  
FOR MANAGERS OF LEARNING (CML) BATCH 4**

1. Relative to the BSP National Office Memorandum No. 48, s. 2025, **Conduct of Course for Managers of Learning** in different venues and dates, this Office announces the Training Staff and Participants to the CML Batch 4 to be held at the **BSP Camp Malagos, Baguio District, Calinan, Davao City** on **September 22 – 27, 2025**, as indicated in the enclosure.
2. They are expected to be at the training venue on September 21, 2025 at 5:00 in the afternoon onwards for course preliminaries and orientation.
3. Further, they are advised to bring the following:
  - a. Proof of Payment
  - b. Safe from Harm Certificates (Phase 1 and 2)
  - c. Scout Uniform (Type A) for ceremonies and teaching demonstration
  - d. Casual Attire for training sessions
  - e. Portable Wi-fi Connection/ Personal Hotspot
  - f. Extension Cord/ Power Strip
  - g. Personal Health Kit, Medications, Toiletries and Towels
4. However, following a request from the Regional Office, the registration fee for this CML has been reduced from ₱8,000.00 (as per BSP NO Memo 48, s. 2025) to ₱6,000.00.
5. All training staff are reminded to strictly adhere to the National Training Policy guidelines to ensure the highest standards of training delivery. They are advised to be at the training venue on September 21, 2025, for preparatory work. Staff from the BSP National and Regional Offices and designated TWG members are entitled to Compensatory Overtime Credit (COC) for their required services during the weekend (Saturday and Sunday).
6. Should you have further queries, you may refer them directly to Mr. Michael O. Pantaleon, YDO IV, Adults in Scouting, Field Operations Division through his email address: [mopantaleon@scouts.gov.ph](mailto:mopantaleon@scouts.gov.ph).
7. For information, proper guidance and dissemination.

  
**CEDRICK G. TRAIN**  
Acting Secretary General



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16 MAY 2025

## NATIONAL OFFICE MEMORANDUM No. 48 series of 2025



**TO : REGIONAL YOUTH DEVELOPMENT OFFICERS  
COUNCIL SCOUT EXECUTIVES AND OFFICERS IN-CHARGE  
ALL OTHERS CONCERNED**

**SUBJECT : CONDUCT OF COURSE FOR MANAGERS OF LEARNING**

1. In line with the National Training Policy, the National Office will conduct the **Course for Managers of Learning (CML)** on the following dates and venues:

Batch	Dates	Venues	Target attendees
1	May 27 – June 1, 2025	Makiling, Los Baños, Laguna	NCR
2	June 4 – 9, 2025	Makiling, Los Baños, Laguna	Luzon
3	July 15 – 20, 2025	Naval, Biliran	Visayas
4	September 22–27, 2025	Camp Bulatukan, North Cotabato	Mindanao
5	October 23–28, 2025	Makiling, Los Baños, Laguna	Luzon

2. This course aims to equip Scout Leaders with advanced competencies in designing and delivering adult-centered training programs that align with BSP's commitment to inclusivity, innovation, and leadership excellence.
3. The Course for Managers of Learning is open to prospective members of the National Training Team. They must be a Wood Badge holder (with Wood Badge Parchment Certificate) for at least 24 months; has shown capabilities to instruct, manage adult learning; possesses an attitude of a team player; and has been fully endorsed by the Local Council and Regional Coordination Office.
4. All interested and qualified participants are enjoined to register thru this link: [bit.ly/CMLregistration](http://bit.ly/CMLregistration) until the indicated dates:

Batch	Due Dates of Registration
1	May 23, 2025
2	May 23, 2025
3	June 23, 2025
4	August 23, 2025
5	August 23, 2025

5. A maximum of 40 participants per batch on a first registered, first served basis will be accommodated. Accepted participants will be notified thru their official email address.

*[Signature]*

6. Once verified and accepted, they will be charged of a non-refundable registration fee amounting to **Php8,000.00** to cover training materials, accommodations and meals for the duration of the training, certificates, and logistical support. Account details will be provided in the confirmation email.
7. Participants are advised to bring the following:
  - a. Proof of Payment
  - b. Safe From Harm Certificates (Phase 1 & 2)
  - c. Scout Uniform (Type A): Mandatory for opening/ closing ceremonies and teaching demonstration
  - d. Casual Attire: For training sessions.
  - e. Portable Wi-Fi Connection/Personal Hotspot: To ensure uninterrupted access to digital resources.
  - f. Extension Cord/Power Strip: For charging devices during sessions.
  - g. Personal Health Kit, Medications, Toiletries and Towels: Basic first-aid supplies, prescriptions, and hygiene essentials.
  - g. Reference Materials:
    - BSP Training Manuals or handbooks.
    - Notes/tools relevant to adult learning or gender-responsive practices.
8. Should you have further queries, you may refer them directly to Michael O. Pantaleon – YDO IV, Field Operations Division, through email address: [mopantaleon@scouts.gov.ph](mailto:mopantaleon@scouts.gov.ph).
9. For information, guidance and wide dissemination.



**KIM ROBERT C. DE LEON**  
Director IV (Secretary General)