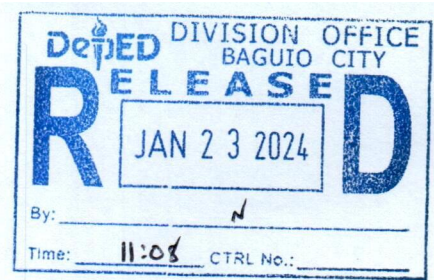




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
SCHOOLS DIVISION OF BAGUIO CITY



January 23, 2024

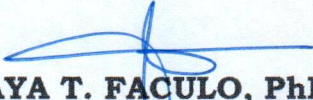
**DIVISION MEMORANDUM**

No. 047-2024

**BOYSCOUT BASIC TRAINING COURSE**

To: Chief Education Supervisor  
Public Schools District Supervisors  
Education Program Supervisors  
School Heads/School Principals  
All concerned Teachers

1. The Boy Scouts of the Philippines (BSoP), Baguio City Council will conduct a Basic Training Course (BTC) for 97 graduating students of St. Louis University on **January 26-28, 2024**.
2. Hence, School Heads or Teachers who were requested to serve in the council training are excused only in the specific time they are required to render their service during the training. (please see attached matrix)
3. Dissemination of this Memorandum is desired.

  
**SORAYA T. FACULO, PhD, CESO VI**  
OIC-Schools Division Superintendent



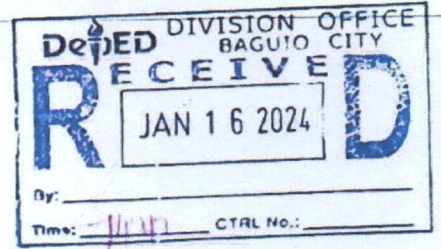


# Boy Scouts of the Philippines

## BAGUIO CITY COUNCIL

28 Governor Pack Road  
Baguio City, Benguet 2600 Philippines  
e-mail: [boyscoutsbaguio@gmail.com](mailto:boyscoutsbaguio@gmail.com)

Tel. No. (074) 246 - 6874 / 0916 286 4250 / 0928 997 8005 / 09396557077



15 January 2024

**SORAYA T. FACULO, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
Department of Education - Cordillera Administrative Region  
Schools Division Office - Baguio City  
Baguio City

Dear Madam,

Scouting Greetings !

The Boy Scouts of the Philippines (BSOP), Baguio City Council will conduct a Basic Training Course (BTC) for 97 graduating students of St. Louis University - School of Teacher Education and Liberal Arts (STELA) on January 26 - 28, 2024.

This Basic Training Course (BTC) is a sectional course aimed at equipping the participants with the rudiments of managing a Scout unit.

In this regard, may we request permission for the following School Heads/Teachers to be excused from their classes and be allowed to serve in this Council training, viz:

- |                          |   |  |
|--------------------------|---|--|
| Mr. NIXON C. ELAHE       | - | Public Schools District Supervisor             |
| Mr. DANILO P. GAYAO      | - | Principal, Pines City National High School     |
| Mrs. LILIBETH B. BALUTOC | - | Principal, Fort del Pilar National High School |
| Mr. JACKSON T. CAYAOS    | - | Principal, Baguio Central School               |
| Mr. PHILIP B. SAGALLA    | - | Principal, Pinget Elementary School            |
| Mr. JERRY D. WALSIYEN    | - | Principal, Happy Hollow Elementary School      |
| Mr. VALERIANO B. ACCAD   | - | Principal, Loakan Elementary School            |
| Mr. MICHAEL C. ABOC      | - | Pines City National High School                |
| Mrs. LOLITA KAG-ARENG    | - | Fort del Pilar National High School            |
| Ms. BEARENCE YANGYANG    | - | Fort del Pilar National High School            |
| Mr. SALVADOR CANYAS      | - | Fort del Pilar National High School            |
| Mr. MATTHEW L BAYANG     | - | Mabini Elementary School                       |
| Mr. THOMAS M. MILANES    | - | Roxas National High School                     |
| SUNSHINE MALATEO         | - | Pinget National High School                    |
| PATRICIO CHAP-AS         | - | Pinget National High School                    |
| DEAN MARVIN CARREON      | - | Baguio City National High School               |
| ERWIN SHIM FONITE        | - | Baguio City National High School               |
| JOSEPH CALOSCOS          | - | Baguio City National High School               |
| ROMMEL IGHARAS           | - | Baguio City National High School               |
| SALVATORE DOGAONG        | - | Baguio City National High School               |
| EPHRAIM PINAS            | - | Baguio City National High School               |
| JORDAN O. NIWANE         | - | Dominican Mirador Elemenetary School           |



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
SCHOOLS DIVISION OF BAGUIO CITY

January 18, 2024

**TO: CHIEF EDUCATION SUPERVISORS  
PUBLIC ELEMENTARY & SECONDARY SCHOOL HEADS  
ALL OTHERS CONCERNED**

For information, guidance, and appropriate action.

**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC - Office of the Schools Division Superintendent



# Boy Scouts of the Philippines

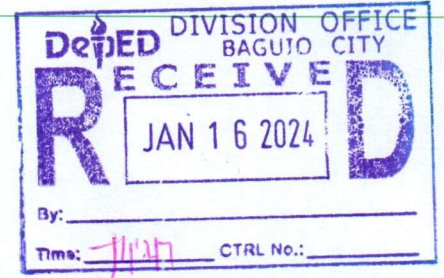
## BAGUIO CITY COUNCIL

28 Governor Pack Road  
Baguio City, Benguet 2600 Philippines  
e-mail: [boyscoutsbaguio@gmail.com](mailto:boyscoutsbaguio@gmail.com)

Tel. No. (074) 246 - 6874 / 0916 286 4250 / 0928 997 8005 / 09396557077

15 January 2024

**SORAYA T. FACULO, Ph.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent  
Department of Education - Cordillera Administrative Region  
Schools Division Office - Baguio City  
Baguio City



Dear **Madam**,

Scouting Greetings !

The Boy Scouts of the Philippines (BSOP), Baguio City Council will conduct a Basic Training Course (BTC) for **97** graduating students of St. Louis University - School of Teacher Education and Liberal Arts (STELA) on **January 26 - 28, 2024**.

This Basic Training Course (BTC) is a sectional course aimed at equipping the participants with the rudiments of managing a Scout unit.

In this regard, may we request permission for the following School Heads/Teachers to be excused from their classes and be allowed to serve in this Council training, viz:

- |                         |   |  |
|-------------------------|---|--|
| Mr. NIXON C. ELAHE      | - | Public Schools District Supervisor             |
| Mr. DANILO P. GAYAO     | - | Principal, Pines City National High School     |
| Mrs. LILIBETH B. BALUTO | - | Principal, Fort del Pilar National High School |
| Mr. JACKSON T. CAYAOS   | - | Principal, Baguio Central School               |
| Mr. PHILIP B. SAGALLA   | - | Principal, Pinget Elementary School            |
| Mr. JERRY D. WALSIYEN   | - | Principal, Happy Hollow Elementary School      |
| Mr. VALERIANO B. ACCAD  | - | Principal, Loakan Elementary School            |
| Mr. MICHAEL C. ABOC     | - | Pines City National High School                |
| Mrs. LOLITA KAG-ARENG   | - | Fort del Pilar National High School            |
| Ms. BEARENCE YANGYANG   | - | Fort del Pilar National High School            |
| Mr. SALVADOR CANYAS     | - | Fort del Pilar National High School            |
| Mr. MATTHEW L. BAYANG   | - | Mabini Elementary School                       |
| Mr. THOMAS M. MILANES   | - | Roxas National High School                     |
| SUNSHINE MALATEO        | - | Pinget National High School                    |
| PATRICIO CHAP-AS        | - | Pinget National High School                    |
| DEAN MARVIN CARREON     | - | Baguio City National High School               |
| ERWIN SHIM FONITE       | - | Baguio City National High School               |
| JOSEPH CALOSCOS         | - | Baguio City National High School               |
| ROMMEL IGHARAS          | - | Baguio City National High School               |
| SALVATORE DOGAONG       | - | Baguio City National High School               |
| EPHRAIM PINAS           | - | Baguio City National High School               |
| JORDAN O. NIWANE        | - | Dominican Mirador Elementary School            |

We hope the merit of this request will mean your approval.

Thank you and God bless.

Very truly yours,

RAMON E. JACINTO  
Council Scout Executive

Member:

SCOUTING IS DRUG FREE  
World Organization of the Scout Movement (WOSM)

**BOY SCOUTS OF THE PHILIPPINES**  
**NATIONAL OFFICE**  
**MANILA**

**Basic Training Course for Troop Leaders**  
 2015 Revised Course Syllabus

First Day: Friday

Date: January 26, 2024

TIME	MIN.	SESSION / ACTIVITY	IN-CHARGE
0700-0800 H	60	Arrival of the Participants and Registration	Council Staff/ACL Admin
0800-0845 H	45	<b>OPENING CEREMONIES</b> a. At the Flag Area b. At the Session Hall c. Photo Session	<b>ACL - PROGRAM</b>
0845-0915 H	30	<b>COURSE ORGANIZATION AND ROUTINE</b> a. Groupings - Age, Council, Gender b. Norms of the Course c. Course Routine d. Course Requirements	<b>ACL - ADMINISTRATION</b>
0915-1000 H	45	<b>SMARTNESS AND GOOD ORDER</b> a. Patrol & Troop Formation b. Field Gestures & Hand Signals c. Uniform, Badges and Insignias	<b>SENIOR PATROL LEADER</b>
1000-1015 H	15	MORNING SNACKS	Senior Patrol Leader
1015-1100 H	45	<b>DEFINING COURSE OBJECTIVES</b> a. Objectives by the Participants b. Course Objectives by BSP	<b>COURSE LEADER</b>
1100-1200 H	60	<b>HISTORY OF SCOUTING</b> a. BP and Events that lead to the Foundation of Scouting b. Life & Works of BP c. Scouting in the Philippines	<u>BRENDA C.</u>
1200-1300 H	60	LUNCH BREAK	Senior Patrol Leader
1300-1400 H	60	<b>FUNDAMENTALS OF SCOUTING</b> a. Definition of the Scout Movement b. Aims and Purpose of Scouting c. Vision and Mission of WOSM, APR & BSP d. Principles of Scouting e. The Scout Method f. World Brotherhood g. Religious Policy	<u>LOLITA K.</u>
1400-1500 H	60	<b>WOSM AND THE BSP STRUCTURE</b> a. Structure of WOSM, APR & BSP b. BSP Key-3 Officials c. The Double Track Plan d. Great Partnership	<u>SUNSHINE M.</u>

1500-1515 H	15	AFTERNOON SNACKS	Senior Patrol Leader
1515-1615 H	60	<b>INTRODUCTION TO THE LIFE CYCLE OF ADULTS IN SCOUTING (AIS)</b> a. Phase 1: Acquisition & Engaging AIS b. Phase 2: Training, Support AIS & Development c. Phase 3: Managing AIS, Decision for the Future	<u>BRENDA C.</u>
1615-1715 H	60	<b>YOUTH PROGRAM AND THE BSP SCOUTING FAMILY</b> a. Definition of the Youth Programme b. Youth Programme Policy c. Youth Involvement Policy d. Overview of the BSP Scouting Family	<u>JACKSON C.</u>
1715-1800 H	45	<b>UNDERSTANDING THE BOY WE SERVE</b> a. Needs, Wants, Interests of Boys b. Characteristics of Boys c. How Scouting meet these Needs	<u>JACKSON C.</u>
1800-1900 H	60	DINNER BREAK	Senior Patrol Leader
1900-2000 H	60	<b>THE BOY SCOUT PROGRAM</b> a. Background and Rationale b. Educational Aim & Objectives c. Program Features	<u>BEARENCE Y.</u>
2000-2045 H	45	<b>IDEALS IN BOY SCOUTING</b> a. Scout Oath & Law b. Scout Motto and Slogan c. Scout Sign, Salute & Handshake d. Scout Badge	<u>MICHAEL A.</u>
2045-2130 H	45	<b>VALUES &amp; SPIRITUAL DEVELOPMENT IN BOY SCOUTING</b> a. Integrating Values & Spirituality in Boy Scouting activities	<u>SALVADOR C.</u>
2130-2200 H	30	End of Day Reflections / Prayers / TAPS	Senior Patrol Leader

Second Day: Saturday

Date: January 27, 2024

TIME	MIN.	SESSION / ACTIVITY	IN-CHARGE
0600-0700 H	60	WAKE-UP / WASH-UP / PHYSICAL FITNESS BREAKFAST	Senior Patrol Leader
0700-0730 H	30	ROLL CALL / INSPECTION / FLAG CEREMONY	<u>STAFF</u>
0730-0800 H	30	BOY SCOUT GAMES	<u>STAFF</u>
0800-0900 H	60	<b>THE PATROL SYSTEM</b> a. Patrol Features b. How Patrol System Works c. Functions of Patrol Members	<u>JORDAN N.</u>

0900-1000 H 60	<b>SONGS AND GAMES FOR BOY SCOUTS</b> a. Songs & Games as Spirit Builders b. Types of Songs & Games for Boy Scouts	<u>ROMMEL I JOSEPH C.,</u> <u>DEAN C, SHIM F.</u>
1000-1015 H 15	<b>MORNING SNACKS</b>	Senior Patrol Leader
1015-1200 H 105	<b>PROGRESSIVE SCHEME AND THE BADGE SYSTEM</b> a. Principles of Scout Advancement b. The Badge System c. The Merit Badge Counseling Process d. The Board of Review e. Troop Court of Honor	<u>MATTHEW B.</u>
1200-1300 H 60	<b>LUNCH BREAK</b>	Senior Patrol Leader
1300-1500 H 120	<b>TEACHING SCOUT SKILLS</b> a. Base 1: Flag Code & Flag Folding b. Base 2: Basic Knots c. Base 3: Bandaging d. Base 4: Trail Signs e. Base 5: Compass Reading	<del>MIKE A. EPHRAIM P.</del> <del>DEAN ROMMEL JOSEPH</del> <del>JORDAN SALVA D/ BEARENCE</del> <del>SHIM F./ JAYSON D.</del> <del>THOMAS M/ LORITA K.</del>
1500-1515 H 15	<b>AFTERNOON SNACKS</b>	Senior Patrol Leader
1515-1600 H 45	<b>ACTIVITIES IN BOY SCOUTING</b> a. Activities Related to Scout Advancement i. Membership ii. Tenderfoot iii. Second Class iv. First Class	<u>MATTHEW B.</u>
1600-1700 H 60	<b>THE OUTDOOR PROGRAM</b> a. The BSP Outdoor Policy b. Types of Outdoor Activities for Boy Scouts c. Planning for a Troop Outdoor Activity d. Sample of Troop Outdoor Program	<u>JERRY W.</u>
1700-1800 H 60	<b>CEREMONIES IN BOY SCOUTING</b> a. Importance of Ceremonies in Scouting b. Types of Ceremonies in Boy Scouting c. Planning a Troop Ceremony	<u>VAL A.</u>
1800-1900 H 60	<b>DINNER BREAK</b>	Senior Patrol Leader
1900-2000 H 60	<b>THE TROOP CAMPFIRE</b> a. Demo: Troop Campfire b. Processing: Troop Campfire	<u>VAL A/ PATRICIO C.</u>
2000-2130 H 90	<b>KEEPING SCOUTS SAFE FROM HARM</b> a. Review of the Rights of the Child b. BSP Child Protection Policy c. Approach to Safe Scouting	<u>THOMAS M.</u>
2130-2200 H 30	<b>End of Day Reflections / Prayers / TAPS</b>	Senior Patrol Leader

Third Day: Sunday

Date: January 28, 2024

TIME	MIN.	SESSION / ACTIVITY	IN-CHARGE
0600-0700 H	60	WAKE-UP / WASH-UP / PHYSICAL FITNESS BREAKFAST	Senior Patrol Leader
0700-0730 H	30	ROLL CALL / INSPECTION / FLAG CEREMONY	<u>STAFF</u>
0730-0800 H	30	BOY SCOUT GAMES	<u>STAFF</u>
<b>0800-0945 H</b>	<b>105</b>	<b>PATROL AND TROOP MEETINGS</b> a. Objectives of Patrol & Troop Meetings b. Parts of the Patrol & Troop Meetings c. Tips in Facilitating Successful Meetings d. Troop Leader's Council	<u>NIXON</u>
0945-1000 H	15	MORNING SNACKS	Senior Patrol Leader
<b>1000-1200 H</b>	<b>120</b>	<b>ANNUAL TROOP PROGRAM PLANNING</b> a. Purpose of the Annual Troop Plan b. Parts of the Annual Troop Plan c. Steps in Planning for Annual Troop Plan	<u>DANNY G.</u>
1200-1300 H	60	LUNCH BREAK	Senior Patrol Leader
<b>1300-1400 H</b>	<b>60</b>	<b>TROOP ORGANIZATION AND ADMINISTRATION</b> a. Patrol and Troop Equipment b. Troop Records and Reports c. Troop Budget and Finance	<u>DANNY G.</u>
<b>1400-1500 H</b>	<b>60</b>	<b>THE TROOP LEADER'S JOB</b> a. Troop Leader's Responsibilities to: i. The Sponsoring Institution ii. Parents and Guardians iii. The Boy Scouts of the Philippines iv. The Boy Scouts and the Troop v. Self Development	<u>PHILIP S.</u>
1500-1515 H	15	AFTERNOON SNACKS	Senior Patrol Leader
<b>1515-1615 H</b>	<b>60</b>	<b>COURSE SUMMARY</b> a. Clearing House / Open Forum b. Course Evaluation c. B.I.L.A.O. Essentials of Scouting d. Trail Ahead	<b>COURSE LEADER</b>
<b>1615-1700 H</b>	<b>45</b>	<b>CLOSING CEREMONIES</b> a. At the Session Hall b. At the Flag Area	<b>ACL - PROGRAM</b>
1700 H		HOME SWEET HOME	