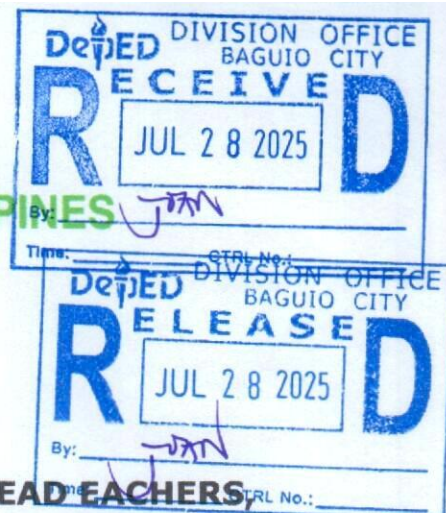




GIRL SCOUTS OF THE PHILIPPINES

**Northern Luzon Region
Baguio Girl Scout Council**



**CHQ CIRCULAR No. 31
Series of 2025**

**TO : DISTRICT SUPERVISORS, PRINCIPALS, HEAD TEACHERS,
GSP DISTRICT FIELD ADVISERS, GSP SCHOOL
COORDINATORS AND TROOP LEADERS**

**RE : AGE LEVEL TROOP LEADERS PROGRAM WORKSHOP
DATE: July 22, 2025**

In line with the continuing commitment of the Girl Scouts of the Philippines to strengthen the capacity and effectiveness of troop leaders in delivering quality Girl Scouting experiences, the GSP-Baguio City Council is pleased to announce the conduct of the Age Level Troop Leaders Program Workshop details as follows:

**August 2, 2025,
9:00am to 3pm**

**For Twinkler and
Star Scouts Troop Leaders
Troop Leaders**

**August 9, 2025,
9:00am to 3pm**

**For Junior, Senior and
Cadet Troop Leaders**

Venue: GSP Baguio Council Multi-Function Hall

**Confirmation and submitting the TL's Biodata will be on
or before July 28, 2025**

This workshop is designed to equip new and current troop leaders with the necessary knowledge, skills, and attitudes to effectively manage and guide their troops in accordance with the GSP's mission and program standards.

The topics to be covered are as follows:

1. Membership Orientation and Program Framework
 - Overview of the GSP Program Framework
 - Proper filling out of the GSP Membership Form
 - Importance of accurate membership records
 - The Benefits of Girl Scouting Membership
2. Required Trainings for Troop Leaders and Girls
 - Recommended trainings for troop leaders and adult members
 - Training opportunities for girls

- Roles and responsibilities of Troop Leaders, Co-Leaders, School and Barangay Committees, and District Committees

3. Planning, Implementing, and Reporting Girl Scout Activities

- Step-by-step guide to planning and executing Girl Scout activities
- Proper documentation and submission of activity reports
- Guidelines for accomplishing the Badge Work Form
- Leadership development opportunities for girls and adults
- Awards and Recognitions
- Community engagement and service

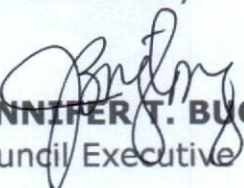
All concerned are encouraged to disseminate this information to their respective fellow troop leaders and ensure their active participation in the said workshop. Further details regarding the venue, registration procedures, and requirements will be communicated by the local council office.

Service Credit/Compensatory Overtime Credit will be given to the Troop Leaders and Other Adult Leaders who will participate in the said seminar.

Should you have further queries, you may contact the GSP Baguio Council telephone/mobile nos. (074) 442-20296 and 09278234795 / 09625199591 or message at the GSP Baguio Council FB messenger. The Council is open on weekdays from 8:00 a.m. to 5:00 p.m. or send email to gspbaguio.2096@gmail.com

Thank you for your continued support and cooperation.

Transmitted by


JENNIFER T. BUGTONG
Council Executive

Public Elementary and Secondary School Heads
Private Elementary and Secondary Schools
Heads/Administrators
GSP District Field Advisers
GSP School Coordinators and Troop Leaders

For information and guidance.


SORAYA T. FACULO, PhD., CESO VI
Schools Division Superintendent/
Council Commissioner on Admin

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**GIRL SCOUTS OF THE PHILIPPINES
NORTHERN LUZON REGION**

TROOP LEADER'S BIO-DATA

1. Name (Printed) _____

2. Place of Birth _____

3. Date of Birth _____ 5. Council: **BAGUIO CITY** 6. Region: **NL**

4. Civil Status: _____

7. Name of Office _____

Office Address _____

Tel/Cell/Fax/E-mail _____

Home Address _____

Tel/Cell/Fax/E-mail _____

8. Highest Educational Attainment _____

9. Scholarships/Grants/Awards Earned _____

10. Present Occupation _____

11. Present Position in Girl Scouting _____

12. Person to contact in case of emergency _____

Relationship _____ Tel/Cell/Fax _____

Address _____

13. Camp Experiences: (use extra sheet if needed)

POSITION	KIND OF CAMP			DATE	NO. OF DAYS IN CAMP
	Local	Regional	National		

14. Girl Scouting Courses Taken (please check)

Year Taken

☐ Orientation to Girl Scouting _____

☐ Basic Course _____

☐ Specialization Course _____

☐ Outdoor Leadership Course _____

☐ Troop Leadership Course _____

☐ Camper's Permit Course _____

☐ Training for Trainers _____

☐ Others (specify) Camp Management Course _____

15. Camping Qualification (please check)

☐ Campcraft

☐ Camper's Permit

☐ Others (specify) Camp Management Course

16. Interests/Hobbies/Talents/Skills _____

17. Suggested training needed to improve my skills and knowledge as a Troop Leader:

Date

Signature