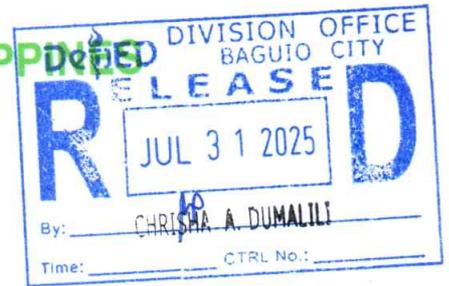




**GIRL SCOUTS OF THE PHILIPPINES**

Northern Luzon Region  
Baguio Girl Scout Council



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

**TO : DISTRICT SUPERVISORS, PRINCIPALS, HEAD EACHERS,  
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](mailto: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