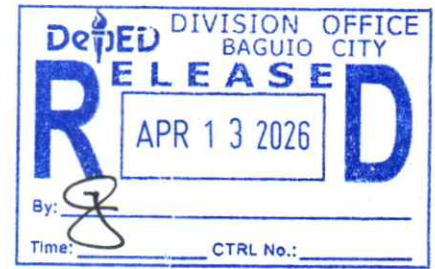




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



**ADVISORY NO. 024,2026**

**“BOY SCOUTS OF THE PHILIPPINES, BAGUIO CITY COUNCIL  
BASIC TRAINING COURSE (BTC)”**

April 13, 2026

In compliance with DepEd Order No. 8, s. 2013  
this advisory is issued not for endorsement per DO 28, s. 2001  
but only for the information of DepEd Officials, personnel, staff, as well as the  
concerned public. (visit [www.deped.gov.ph](http://www.deped.gov.ph))

In line with the request of invitation and permission of the Boy Scouts of the  
Philippines, Baguio City Council on the conduct of the **Basic Training Course (BTC)** for  
66 students of the St. Louis University (SLU) – School of Teacher Education (STELA) on  
**April 22-24, 2026.**

Relative to this, Scout Leaders to serve in the Council training, viz:

MR. NIXON C. ELAHE – Public Schools District Supervisor  
MS. LILIBETH B. BALUTOC – School head  
MR. DANILO P. GAYAO – School Head  
MR. JACKSON T. CAYAOS – School Head  
MR. VALERIANO B. ACCAD – School Head  
MR. JERRY D. WALSIYEN – School Head  
MR. JORDAN O. NIWANE – Assistance School Head  
MR. ERWIN A. CABASAN - Assistance School Head  
MR. PATRICIO K. CHAP-AS – Head Teacher  
MR. DEAN MARVIN CARREON – Head Teacher  
MR. CRISTOPHER DANGLOSE – School Head

Enclosed are the details for your reference and information. Participation and  
expenses on the said activity is personal and voluntary and shall be subjected to the  
“non-disruption of classes” policy stipulated in DepEd Order No. 9, s. 2005, titled  
“Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance  
Therewith”.

For information and guidance.



**Boy Scouts of the Philippines**  
 NORTHEASTERN LUZON REGIONAL COORDINATING OFFICE  
 BAGUIO CITY COUNCIL  
 28 Governor Pack Road  
 Baguio City, Benguet 2600 Philippines  
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08 April 2026

**SORAYA T. FACULO, Ph.D., CESO V**  
 Schools Division Superintendent  
 Office of the Schools Division Superintendent  
 Department of Education - Cordillera Administrative Region  
 Schools Division Office - Baguio City  
 Baguio City



Dear Madam,

The Boy Scouts of the Philippines, Baguio City Council will conduct a Basic Training Course for 66 students of the St. Louis University (SLU) - School of Teacher Education (STELA) on April 22 - 24, 2026.

The Basic Training Course (BTC) is a sectional course aimed at equipping the participants with more clearer insights and deeper understanding of Scouting's aims and purposes; knowledge and skills necessary to operate a Scout unit.

In this regard, may we request permission for the following Administrators/Scout Leaders to serve in this Council training, viz:

- |                         |   |   |
|-------------------------|---|---|
| Mr. NIXON C. ELAHE      | - | Public Schools District Supervisor                              |
| Ms. LILIBETH B. BALUTOC | - | School Head, Adiwang Integrated School                          |
| Mr. DANILO P. GAYAO     | - | School Head, Pines City National High School                    |
| Mr. JACKSON T. CAYAOS   | - | School Head, Baguio Central School                              |
| Mr. VALERIANO B. ACCAD  | - | School Head, Loakan Elementary School                           |
| Mr. JERRY D. WALSIYEN   | - | School Head, Laurel Elementary School                           |
| Mr. JORDAN O. NIWANE    | - | Assistant School Head, Baguio Central School                    |
| Mr. ERWIN A. CABASAN    | - | Assistant School Head, Baguio City National Science High School |
| Mr. PATRICIO K. CHAP-AS | - | Head Teacher, Pinget National High School                       |
| Mr. DEAN MARVIN CARREON | - | Head Teacher, Baguio City High School                           |
| Mr. CRISTOPHER DANGLOSE | - | School Head, Lindawan Nat'l High School                         |

Attached herewith is the Training Course Syllabus for your reference.

We look forward to your favorable response. Thank you in advance.

Very truly yours,

  
 RAMON E. JACINTO  
 Council Scout Executive

**BASIC TRAINING COURSE FOR TROOP LEADERS  
COURSE SYLLABUS**

First Day: WEDNESDAY

Date: APRIL 22, 2026

<b>TIME</b>	<b>MINUTES</b>	<b>SESSION / ACTIVITY</b>	<b>IN-CHARGE</b>
07:00 - 08:00	60	Arrival of Participants & Registration	
08:00 - 08:45	45	<b>OPENING CEREMONIES</b> <ul style="list-style-type: none"> <li>• At the Flag area</li> <li>• At the Session Hall</li> <li>• Photo Session</li> </ul>	<u>ACL - PROGRAM/STAFF</u>
08:45 - 09:15	30	1. <b>COURSE ORGANIZATION &amp; ROUTINE</b> <ul style="list-style-type: none"> <li>• Groupings - Age, Council, Gender</li> <li>• Norms of the Course</li> <li>• Course Routine</li> <li>• Course Requirements</li> </ul>	<u>ACL - ADMINISTRATION</u>
09:15 - 10:00	45	2. <b>SMARTNESS AND GOOD ORDER</b> <ul style="list-style-type: none"> <li>• Patrol &amp; Troop Formation</li> <li>• Field Gestures &amp; Hand Signals</li> <li>• Uniform, Badges &amp; Insignias</li> </ul>	<u>PATRICIO K. CHAP-AS</u>
10:00 - 10:15	15	MORNING SNACKS	
10:15 - 11:00	45	3. <b>DEFINING COURSE OBJECTIVES</b> <ul style="list-style-type: none"> <li>• Objectives by the Participants</li> <li>• Course Objectives by BSP</li> </ul>	<u>LILYBETH B. BALUTO</u>
11:00 - 12:00	60	4. <b>HISTORY OF SCOUTING</b> <ul style="list-style-type: none"> <li>• BP and Events that lead to the Foundation of Scouting</li> <li>• Life &amp; Work of BP</li> <li>• Scouting in the Philippines</li> </ul>	<u>THOMAS MILANES</u>
12:00 - 01:00	60	LUNCH BREAK	
01:00 - 02:00	60	5. <b>FUNDAMENTALS OF SCOUTING</b> <ul style="list-style-type: none"> <li>• Definition of the scout Movement</li> <li>• Aims and Purpose of Scouting</li> <li>• Principles of Scouting</li> <li>• The Scout Method</li> <li>• World Brotherhood</li> <li>• Religious Policy</li> </ul>	<u>ERWIN CABASAN</u>
02:00 - 03:00	60	6. <b>WOSM AND THE BSP STRUCTURE</b> <ul style="list-style-type: none"> <li>• Vision and Mission of WOSM, APR &amp; BSP</li> <li>• Structure of WOSM, APR &amp; BSP</li> <li>• BSP Key-3 Officials</li> <li>• The Double Track Plan</li> <li>• Great Partnership</li> </ul>	<u>NIXON C. ELAHE/ BRENDA M. CARINO</u>

TIME	MINUTES	SESSION / ACTIVITY	IN-CHARGE
		<p>8. <b>ACTIVITIES IN BOY SCOUTING</b></p> <p>a. <b>Activities Related to Scout Advancement</b></p> <ul style="list-style-type: none"> <li>• Membership</li> <li>• Tenderfoot</li> <li>• Second Class</li> <li>• First Class</li> </ul> <p>b. <b>WOSM Better World framework Programme</b></p> <ul style="list-style-type: none"> <li>• Messengers of Peace</li> <li>• World Scout Environment Programme</li> <li>• Scouts Go Solar</li> </ul>	<p><u>VALERIANO ACCAD/ MATTHEW L. BAYANG</u></p>
04:45 - 06:15	30	<p>9. <b>INTRODUCTION TO THE LIFE CYCLE OF ADULTS IN SCOUTING (AIS)</b></p> <ul style="list-style-type: none"> <li>• Phase 1: Acquisition &amp; Engaging AIS</li> <li>• Phase 2: Training, Support AIS &amp; Development</li> <li>• Phase 3: Managing AIS, Decision for the Future</li> </ul>	<p><u>JORDAN NIWANE</u></p>
		<p>10. <b>THE TROOP LEADER'S JOB</b></p> <p>a. Troop Leader's Responsibilities to:</p> <ul style="list-style-type: none"> <li>- The Sponsoring Institution</li> <li>- Parents and Guardians</li> <li>- The boy Scouts of the Philippines</li> <li>- The Boy Scouts and the troop</li> <li>- Self – Development</li> </ul>	<p><u>JODAN NIWANE</u></p>
06:15 - 07:00	45	<p>11. <b>UNDERSTANDING THE BOY WE SERVE</b></p> <ul style="list-style-type: none"> <li>• Needs, Wants, Interests of Boys</li> <li>• Characteristics of Boys</li> <li>• How Scouting Meet these Needs</li> </ul>	<p><u>HELEN DANIGOS</u></p>
		<p>12. <b>VALUES &amp; SPIRITUAL DEVELOPMENT IN BOY SCOUTING</b></p> <ul style="list-style-type: none"> <li>• Integrating Values &amp; Spiritual Training in Boy Scouting Activities</li> </ul>	<p><u>HELEN DANIGOS</u></p>
07:00 - 07:45	45	<p>13. <b>KEEPING SCOUTS SAFE FROM HARM</b></p> <ul style="list-style-type: none"> <li>• BSP Child Protection Policy</li> <li>• Approach to Safe Scouting</li> </ul>	<p><u>DEAN MARVIN CARREON</u></p>
07:45 - 08:15	30	<p>14. <b>IDEALS IN BOY SCOUTING</b></p> <ul style="list-style-type: none"> <li>• Scout Oath and Law Scout Motto and Slogan</li> <li>• Scout Sign, salute &amp; Handshake</li> <li>• Scout Badge</li> </ul>	<p><u>ERWIN CABASAN</u></p>
		<p><b>END OF DAY / REFLECTIONS / PRAYERS</b></p>	

TIME	MINUTES	SESSION / ACTIVITY	IN-CHARGE
		<b>16. YOUTH PROGRAM AND THE BSP SCOUTING FAMILY</b> <ul style="list-style-type: none"> <li>• Definition of the Youth Programme</li> <li>• Youth Programme Policy</li> <li>• Youth Involvement Policy</li> <li>• Overview of the BSP Scouting family</li> </ul>	<u>RACHEL GOMUAD</u>
10:00 - 10:15		MORNING SNACKS	
10:15 - 11:00	45	<b>17. THE PATROL SYSTEM</b> <ul style="list-style-type: none"> <li>• Patrol Features</li> <li>• How Patrol system works</li> <li>• Functions of Patrol Members</li> </ul>	<u>JOSEPH CALOSCOS</u>
11:00 - 12:00	60	<b>18. SONGS AND GAMES FOR BOY SCOUTS</b>	<u>STAFF</u>
12:00-01:00	60	LUNCH BREAK	
01:00 - 03:00	120	<b>19. TEACHING SCOUT SKILLS (BASE METHOD)</b> <ul style="list-style-type: none"> <li>✓ Flag Code &amp; Flag Folding</li> <li>✓ Basic Knots</li> <li>✓ Bandaging</li> <li>✓ Trail Signs</li> <li>✓ Compass Reading</li> </ul>	<u>MIKEABOC/EPHRAIM PINAS</u> <u>GERRY BAUCAN</u> <u>JORDAN NIWANE/CARTHER B.</u> <u>CRIS DANGLOSE/MARK BASATAN</u> <u>THOMAS MILANES</u>
03:00 - 03:15		AFTERNOON SNACKS	
03:15 - 04:15 The BSP Outdoor Policy	60	<b>20. THE OUTDOOR PROGRAM</b> <ul style="list-style-type: none"> <li>• Types of Outdoor Activities for Boy Scouts</li> <li>• Planning for a Troop Outdoor Activity</li> <li>• Sample of Troop Outdoor Program</li> </ul>	<u>JERRY WALSIYEN</u>
04:15 - 06:00	105	<b>21. ANNUAL TROOP PROGRAM PLANNING</b> <ul style="list-style-type: none"> <li>• Purpose of the Annual Troop Plan</li> <li>• Parts of the Annual Troop Plan</li> <li>• Steps in Planning for Annual Troop Plan</li> <li>• Planning of Troop Outdoor Activity</li> </ul>	<u>DANILO GAYAO</u>
		<b>22. TROOP ORGANIZATION AND ADMINISTRATION</b> <ul style="list-style-type: none"> <li>• Patrol and Troop Equipment</li> <li>• Troop Records and Reports</li> <li>• Troop Budget and Finance</li> </ul>	<u>DANILO GAYAO</u>
06:00 - 07:00	60	<b>23. CEREMONIES IN BOY SCOUTING</b> <ul style="list-style-type: none"> <li>• Importance of Ceremonies in Scouting</li> <li>• Types of Ceremonies in Scouting</li> <li>• Planning a Troop Ceremony</li> </ul>	<u>SUNSHINE MALATEO</u>
07:00 - 09:00	120	<b>24. THE TROOP CAMPFIRE</b>	<u>PATRICIO CHAP-AS/</u> <u>DOMMEL ICHARAS</u>

**THIRD DAY**    **FRIDAY**

Date: **APRIL 24, 2026**

<b>TIME</b>	<b>MINUTES</b>	<b>SESSION / ACTIVITY</b>	<b>IN-CHARGE</b>
07:30 - 08:30	60	ROLL CALL / INSPECTION / FLAG CEREMONY	
08:30 - 09:00	30	BOY SCOUT GAMES	<u>STAFF</u>
09:00 - 10:00	60	25. <b>PATROL AND TROOP MEETINGS</b> <ul style="list-style-type: none"><li>• Objectives of Patrol &amp; Troop Meetings</li><li>• Parts of the Patrol &amp; Troop Meetings</li><li>• Tips in Facilitating Successful Meetings</li><li>• Troop Leaders Council</li></ul>	<u>LILYBETH BALUTO</u>
10:00 - 10:15		MORNING SNACKS	
10:15 - 11:00	30	26. <b>COURSE SUMMARY</b> <ul style="list-style-type: none"><li>• Clearing House / Open Forum</li><li>• Course Evaluation</li><li>• B.I.L.A.O. Essentials of Scouting</li></ul> <p>Trail Ahead</p>	<u>STAFF</u>  <u>RAMON JACINTO</u>
11:00 - 12:00		27. <b>CLOSING CEREMONIES</b> <ul style="list-style-type: none"><li>• At the Session Hall</li><li>• At the Flag Area</li></ul>	<u>STAFF</u>
12:00		HOME SWEET HOME	