



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**Schools Division of Tabuk City**



Office of the Schools Division Superintendent

October 12, 2023

**Division Memorandum**

No. 410, s. 2023

TO: Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 District Field GSP Coordinators/Advisers for Elementary  
 And Secondary Levels  
 All others concerned

**PARTICIPATION TO THE “2023-2024 Council Training School (CTS)”**

- In line with the 2023-2024 Goals on Training and Retraining of Adult leaders and young girls, the Kalinga-Apayao Girl Scout Council has scheduled the SY 2023-2024 Council Training School (CTS) which will run within the months of October 2023-March 2024 specifically during Saturdays and Sundays.
- Details of the training courses and orientation/update to be offered are as follows:

Training Course	Date	Target participant	Venue
1. Basic and Age Specialization Course	As scheduled and announced	Old and new Adult leaders, teacher-applicant	GSP Training Hall, Bulanao, Tabuk City, Kalinga
2. Outdoor Leadership Course		Adult Leaders (who have finished Basic Course)	
3. Camper’s Permit Course		Adult Leaders (who finished Outdoor and Basic courses)	
4. Patrol Leaders Training		Junior Girl Scout from Grades 4-6	
5. Patrol Leaders Camp Permit Course Training		Senior Girl Scout from Grades 7-10	
6. GSP SAVER Team		Senior & cadet Scout (from Grade 7-12)	
7. District Field Advisers and High School Coordinators Orientation		GSP District and high School Coordinators	
8. Council Trainer’s Update		Council Trainer’s	





Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

---

**Office of the Schools Division Superintendent**

3. Registration fee of P450.00 for adults and P400.00 for girls per course (to cover 4 snacks, 2 lunches, handbook, program materials and certificate).
4. Teaching personnel participants shall be entitled to vacation service credit or COC applicable pursuant to DECS Memorandum No.143 s. 1997, and DepEd Order No. 86 s. 2012 – Policies and Guidelines on Overtime Services and Payment in the Department of Education and CSC & DBM Joint Circular No. 2 s. 2004 on Non-monetary Remuneration for Overtime Services Rendered.
5. Registration and other related travel expenses of teacher-participants can be charged to local funds subject to usual accounting and auditing procedures.
6. For queries, please contact Mr. Allan R. Galanza @ 09265856670 or Ms. Daisy May M. Bucao @ 09366455322.

For your information and compliance.

**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent

By the authority of the Schools Division Superintendent:

**JAN NOWEL E. PEÑA**  
OIC-Assistant Schools Division Superintendent