



BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE
MANILA

19 January 2016

NATIONAL OFFICE MEMORANDUM

No. 07 Series of 2016

TO : Regional Scout Directors, Council Scout Executives and
 Officers-In-Charge

SUBJECT : 2016 NATIONAL TRAINERS' CONFERENCE

1. As calendared in the **2016 National Scouting Events and Observances**, the Boy Scouts of the Philippines is pleased to announce the conduct of the **2016 NATIONAL TRAINERS' CONFERENCE on 19 to 21 February 2016 at the Narciso Ramos Sports and Civic Center, Lingayen, Pangasinan.**
2. The event aims to gather the entire members of the **National Training Team (Assistant Leader Trainers and Leader Trainers)** in order to update, align, and understand concepts, regulations and practices in the conduct of training courses; get to know, have fellowship and have healthy exchanges of experiences in the conduct of training in order to contextualize training in every region of our country; and to foster unity, camaraderie and brotherhood among members of the training team; to discuss the future direction of the conduct of training courses in our country.
3. **THE CONFERENCE IS FREE OF CHARGE.** However, travel expenses to and from the conference venue shall be borne by the participants or by participating Local Councils/Regions, as the case may be.
4. **Participation.** The event is open to all Regional and Council Training Commissioners preferably Assistant Leader Trainers (ALTs) and Leader Trainers (LTs). Actively serving ALTs and LTs in the councils and regions may attend upon the recommendation and endorsement of their respective Council Scout Executive and Regional Scout Directors.
5. **Allocation of Participants.** The event will prioritize allocation to all Regional and Council Training Commissioners, the Conference reservation and registration will be at the maximum of **180 Participants** on first-come, first-served and qualification basis as follows:
 - a. 10 Slots for Regional Training Commissioners
 - b. 120 Slots for Council Training Commissioners
 - c. 50 Slots for Actively Serving ALTs and LTs in the Regions as follows:
 - i. Each Scouting Region is allotted with 3 Leader Trainers and 2 Assistant Leader Trainers, respectively.

In the event that the allocated slots for **items 5.a. and 5.b.** are not fully reserved by the Local Councils and Regions, the remaining slots will be allotted to other interested ALTs and LTs upon verification and at the discretion of the concerned Regional Scout Director.

6. **Attire.** For all formal gatherings, including Opening and Closing Ceremonies, a complete Type A Scout Uniform with Wood Badge Tokens (Scarf, Beads and Woogles) must be observed at all times. Smart-casual attire for other conference sessions is also advised.
7. **Reporting Date.** Participants are expected to be at the Conference venue not later than 8:00 AM of 19 February 2016 and may leave the venue on 3:00 PM of 21 February 2016. Meals will be served from Breakfast of 19 February to Afternoon Snacks of 21 February 2016.
8. **Billeting and Accommodation.** Conference Participants will be billeted at the Dormitory Type Room at the Narciso Ramos Sports and Civic Center, Lingayen, Pangasinan.
9. Attached herewith are the **Reply Slip, Individual Application Form** and **General Program of Activity** for your easy reference. All Application Form must reach the National Office, BSP c/o PARD Field Operations Division on or before **29 January 2016**.
10. Should you have queries, you may refer them to the **Program & Adult Resources Development, Field Operations Division**, National Office, BSP, thru (02) 527-5112 loc. 521 or 524 and look for **Ms. Julieta C. Buensuceso** and/or **Mr. Yasser F. Sarona** or email at yaz.sarona@scouts.org.ph
11. For your information, guidance and compliance.


WENDEL E. AVISADO
Acting Secretary General

BOY SCOUTS OF THE PHILIPPINES
NATIONAL OFFICE • MANILA

NATIONAL TRAINERS' CONFERENCE

Sports and Wellness Center, San Narciso Ramos Sports and Civic Center, Lingayen, Pangasinan
19 – 21 February 2016

Region:		Local Council:	
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☐ Our Region/Local Council will send the following participant/s to this training course, with Travel Itinerary as follows:

Full Name (in print)	Gender	Age	Position in Scouting	Email or Mobile No.	Time/Date of Arrival	Time/Date Departure	Any Dietary Restriction	T-Shirt Size
1.								
2.								
3.								
4.								
5.								

☐ Our Region/Local Council will NOT be able to send participant/s in this training course due to:

REMARKS: _____

Endorsed for Participation by:

Approved for Participation by:

Date Submitted:

Council Scout Executive / OIC

Regional Scout Director

Please send this filled-out reply slip not later 30 September 2014.

MR. YASSER F. SARONA

Executive, Program & Adult Resources
Field Operations Division, National Office, Manila
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Telefax: 02-527-5112

MS. JULIETA C. BUENSUCESO

Training Assistant, PARD
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NATIONAL OFFICE • MANILA

2016 NATIONAL TRAINERS' CONFERENCE
Narciso Ramos Sports and Civic Center, Lingayen, Pangasinan
19 - 21 February 2016

INDIVIDUAL APPLICATION

All Print: _____ (Last Name) _____ (First Name) _____ (Middle Name)
Council: _____ Region: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____
Civil Status: _____ Religion: _____
Contact No: Landline: _____ Mobile No.: _____
Email Address: _____ Fax No.: _____
Educational Attainment: _____
Occupation: _____ Position: _____
Unit No. _____ District _____ Scouting Position: _____
ATC No. _____ CALT/CML No. _____
Honourable Charge / Appointment: _____
Section: Langkay: _____ Kawan: _____ Troop: _____ Outfit: _____ Circle: _____ LOA: _____
Council/Region/National Trainings and Seminars Attended (Title, Dates and Venue)

Assistance in Training Courses (SOCs, BTCs, ATCs)

To the National Training Commission, the undersigned hereby endorsed and approved the participation of the above-named Scout Leader, in the expectation that he will participate actively and help contribute to the development of the Training Team in the Council/Region and to ensure that the aim and objectives of Training Courses are met according to prescribe standards and policy.

We further reaffirm and guarantee that he/she is currently registered and serving as an active leader in our Local Council / Region, that his Action Plan shall be submitted to our respective offices for appropriate action and implementation, especially in the field of Leadership Training and Adults in Scouting in our Local Council / Region.

Endorsed by:

Approved by:

Council Scout Executive/OIC
(Print Name over Signature)

Date: _____

Regional Scout Director
(Print Name over Signature)

Date: _____

BOY SCOUTS OF THE PHILIPPINES

NATIONAL OFFICE

MANILA

NATIONAL TRAINERS' CONFERENCE

Sport and Wellness Center, Narciso Ramos Sports and Civic Center, Lingayen, Pangasinan

18 – 21 February 2016

	Day 1: Thursday 18 February 2016	Day 2: Friday 19 February 2016	Day 3: Saturday 20 February 2016	Day 4: Sunday 21 February 2016	
0600 – 0700	Wake-up / Wash-Up / Morning Routine / Breakfast Flag Ceremony				
0700 – 0800					
0800 – 0900	National Training Commission Meeting	OPENING CEREMONIES	Implementing Rules and Regulations of the Policy	Trainer’s Market Skills Specialization Track for Trainers	
0900 – 0930					
0930 – 1000	Morning Coffee / Tea Break				
1000 – 1100	National Training Commission Meeting	Conference Aim and Objectives, the National Training Commission	Challenges in the Implementation of Quality Training	Clearing House / Open Forum and Evaluation	
1100 – 1200					
1200 – 1300	LUNCH BREAK / REST PERIOD				
1300 – 1400					
1400 – 1500	National Training Commission Meeting	Input Speaker Synergy of Adults in Scouting and Youth Programme	Understanding Training Traditions and Course Standard	CLOSING CEREMONIES	
1500 – 1600					
1600 – 1630	Afternoon Coffee / Tea Break				
1700 – 1800	National Training Commission Meeting	Roles and Responsibilities of the National Training Team	Break Out Groups	HOME SWEET HOME	
1800 – 1900					
1900 – 2000	DINNER BREAK / REST PERIOD				
2000 – 2100	Final Preparation for the Conference	NATIONAL TRAINING POLICY	WOOD BADGE REUNION & SOCIALS		
2100 – 2200					