

Republic of the Philippines
BOY SCOUTS OF THE PHILIPPINES
National Office • Manila



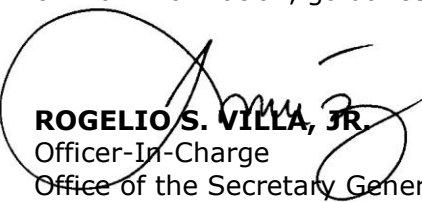
11 July 2016

NATIONAL OFFICE MEMORANDUM
No. 43 s. 2016

TO : REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES,
OFFICERS-IN-CHARGE AND MEMBERS OF THE NATIONAL
TRAINING COMMISSION AND THE NATIONAL TRAINING TEAM

SUBJECT : REVISED NOMINATION FORMS FOR THE APPOINTMENT
OF ASSISTANT LEADER TRAINERS AND LEADER TRAINERS

1. Pursuant to the **Revised and Updated BSP National Training Policy** as stated in the **BSP National Office Memorandum No. 19 series of 2016** dated 21 March 2016, please find the attached Revised Nomination Forms for all candidates for Appointment as **Assistant Leader Trainers** (ALTs) and **Leader Trainers** (LTs) of the Boy Scouts of the Philippines.
2. The revised nomination forms aims to help and keep track of services rendered by the ALT and LT Candidates in the Basic and Advanced Training Courses as part of the prescribed requirements in the new policy.
3. All ALT and LT Candidates are advised to bring these forms whenever they serve in Training Courses for certification and appropriate action of your respective Course Leaders, Council Scout Executive/OIC, Council Training Commissioners, Regional Scout Directors and Regional Training Commissioners.
4. This memorandum takes effect immediately and supersedes **National Office Memorandum No. 11 series of 2010** and all other memoranda pertaining to the official nomination forms for ALT and LT Appointments.
5. Should you have further queries and clarification, you may refer them directly through the Field Operations Division and look for **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive at **(02) 527-5112 loc. 524** or you may send your email at yaz.sarona@scouts.org.ph
6. For information, guidance and compliance of all concerned.


ROGELIO S. VILLA, JR.
Officer-In-Charge
Office of the Secretary General

RSV/yfs

Encl:

1. Revised Nomination Form for Appointment as Assistant Leader Trainer
2. Revised Nomination Form for Appointment as Leader Trainer
3. Revised Service Agreement for ALTs and LTs

NOMINATION FOR APPOINTMENT AS ASSISTANT LEADER TRAINER

BOY SCOUTS OF THE PHILIPPINES • NATIONAL OFFICE, MANILA
5/F BSP National Office Building, 181 Natividad Almeda Lopez St., Ermita, Manila

Please attach
two (2) 2" x 2"
Latest ID Picture in
Scout Uniform

Surname: _____
First Name: _____
Middle Name: _____
Local Council: _____ Region: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____ Age: _____
Civil Status: _____ Gender: _____ Religion: _____
Contact Info: Landline: _____ Mobile No.: _____ Email: _____
School/Sponsoring Institution: _____ Unit No: _____
BSP Membership Card No: _____ Date of Registration: _____ Valid Until: _____
Educational Attainment: _____ Occupation: _____
ATC No. _____ Dates: _____ Venue: _____
Scouting Position: _____ WB Registration No: _____
Section: Langkay: _____ Kawan: _____ Troop: _____ Outfit: _____ Circle: _____ LOA: _____
Course for Managers of Learning No: _____ Inclusive Dates: _____
Course Venue: _____ Course Leader: _____

SERVICE ASSIGNMENT 1

Must serve at least in three (3) separate Basic Training Courses of the section where you are trained. Handle at least eight (8) different sessions using variety of Training Methods and Techniques duly certified by the Course Leader.

BTC Course No.	Inclusive Dates	Course Venue	Certified by the Course Leader
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
Sessions Handled:	Training Method and Techniques Used		C.L. Rating
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____

Legend for C.L. Rating: 100 – 90 Excellent; 89 – 85 Very Satisfactory; 84 – 80 Satisfactory; 79 – 75 Poor; 74 – 70 Needs Improvement (N.I.)

CANDIDATE’S ASSESSMENT AS INSTRUCTOR IN BASIC TRAINING COURSE

Course No: _____ Venue: _____ Dates: _____

PERFORMANCE CRITERIA	Ex	V.S.	Sat.	Poor	N.I.
1. Deliver a training session with full confidence.					
2. Effectively use of 4As in delivering a session.					
3. Deliver at least 1 session in full English Language.					
4. Used different types of Visual Aids and Training Devices.					
5. Used at least 4 different Training Methods and Techniques in the delivery of his/her sessions.					
6. Shows certain level of mastery of the subject matter / topic in Basic Training Courses.					

Legend: 100 – 90 Excellent; 89 – 85 Very Satisfactory; 84 – 80 Satisfactory; 79 – 75 Poor; 74 – 70 Needs Improvement (N.I.)

Remarks/Comments: _____

Assessed by: _____

Attested by: _____

Certified by: _____

Council Training Commissioner
Signature over printed name

Council Scout Executive/OIC
Signature over printed name

Regional Training Commissioner
Signature over printed name

PANEL INTERVIEW

Date: Time: Venue:

Remarks/Comments:

After successfully completing the requirements prescribed under the **Service Assignment No. 1** of the Revised BSP National Training Policy, this Panel is now convinced that the candidate has gained much Training experience and competencies expected from an **Assistant Leader Trainer** of the **Boy Scouts of the Philippines**.

This interview has assessed and validates the readiness of our candidate to undertake increasingly heavier tasks in the ladder of **Leadership Training for all Adults in Scouting** as an Assistant Leader Trainer and be able to instruct and deliver quality training sessions based on **Standards** as stated in the Training Policy.

Interviewed by:

Chairperson National Training Commissioner Member National Training Commission Member National Training Commission

ACTION OF THE LOCAL COUNCIL FOR SERVICE ASSIGNMENT 1

This is to **CERTIFY** that of Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her services rendered as **Session Holder/Instructor** in the **Basic Training Courses** conducted by the Local Council indicated herein under **Service Assignment No. 1**.

We further certify that he/she is now prepared for and ready to receive his/her Appointment as Assistant Leader Trainer and undertake his/her **Service Assignment 2 – Assistance in Advanced Training Courses** that will be conducted by the Region. Please consider our candidate to be part of the Course Staff for the next Wood Badge course.

Certified by:

Attested by:

Council Scout Executive/OIC Signature over printed name Date: Council Training Commissioner Signature over printed name Date:

ACTION OF THE NATIONAL OFFICE

Upon the recommendation of the Local Council, the Regional Office, and the National Training Commission, after successfully completing all the prescribed requirements of the **Revised BSP National Training Policy**, it is hereby recognized that the candidate has proven competencies and gained thorough experience to perform the role and responsibilities of an **Assistant Leader Trainer** of the Boy Scouts of the Philippines.

The **Honorable Charge** and **Certificate of Appointment** as **Assistant Leader Trainer** will be issued in favour of the candidate and must be awarded in a prescribed ceremony pursuant to the **International Training Standards** and the **Wood Badge Training Traditions**.

Checked by:

Verified by:

Training Assistant Signature over printed name Program & Adult Resources Executive Signature over printed name

Recommending Approval:

APPROVED BY:

Director, Field Operations Division Signature over printed name National Training Commissioner Signature over printed name

ALT Registration No: Date Approved: Section:

SERVICE ASSIGNMENT 2

ATC Service Assistance Nos:	Inclusive Dates	Course Venue	Certified by RSD/RTC
1. Position in the Course:		Sessions Handled:	
2. Position in the Course:		Sessions Handled:	

ACTION OF THE REGIONAL OFFICE FOR SERVICE ASSIGNMENT 2

This is to **CERTIFY** that of Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her **Service Assistance** in the **Advanced Training Courses** conducted by the Region indicated herein under **Service Assignment No. 2**.

We further certify that the candidate is now ready and prepared to take the **2nd Level of the Trainer’s Training Scheme** of the Boy Scouts of the Philippines – **The Course for Managers of Training**. Please consider our candidate to be eligible to take this next higher training.

Certified by:

Attested by:

Regional Scout Director Signature over printed name Date: Regional Training Commissioner Signature over printed name Date:

NOMINATION FOR APPOINTMENT AS LEADER TRAINER

BOY SCOUTS OF THE PHILIPPINES • NATIONAL OFFICE, MANILA
5/F BSP National Office Building, 181 Natividad Almeda Lopez St., Ermita, Manila

Please attach
two (2) 2" x 2"
Latest ID Picture
preferably in
Scout Uniform

Surname: _____
First Name: _____
Middle Name: _____
Local Council: _____ Region: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____ Age: _____
Civil Status: _____ Gender: _____ Religion: _____
Contact Info: Landline: _____ Mobile No.: _____ Email: _____
School/Sponsoring Institution: _____ Unit No: _____
BSP Membership Card No: _____ Date of Registration: _____ Valid Until: _____
Educational Attainment: _____ Occupation: _____
ATC No. _____ Dates: _____ Venue: _____
Scouting Position: _____ WB Registration No: _____
CML No: _____ Dates: _____ Venue: _____
ALT Registration No: _____ Course Leader: _____
Section: Langkay: _____ Kawan: _____ Troop: _____ Outfit: _____ Circle: _____ LOA: _____
Course for Managers of Training No: _____ Inclusive Dates: _____
Course Venue: _____ Course Leader: _____

SERVICE ASSIGNMENT 1

After the CMT the candidate must serve at least three (3) Basic Training Courses as Course Leader in the section where he/she has been trained. Services must be duly certified by the CSE/OIC.

BTC Course Leadership Nos:	Inclusive Dates	Course Venue	Certified by CSE/OIC
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

CANDIDATE'S ASSESSMENT AS COURSE LEADER IN BASIC TRAINING COURSE

In one of the BTCs that you will serve as Course Leader, you will be assessed in terms of the following performance criteria.

Course No: _____ Venue: _____ Dates: _____

PERFORMANCE CRITERIA	Ex	V.S.	Sat.	Poor	N.I.
1. Organize staffing based qualifications set in the Training Policy.					
2. Lead and Manage productive Staff Meeting.					
3. Inspire and Motivate participants during Ceremonies.					
4. Effectively use 4As in delivering a session in full English Language.					
5. Coach session holders in delivering their sessions.					
6. Submit CL Report / Leadership Training Report on time.					

Legend: 100 – 90 Excellent; 89 – 85 Very Satisfactory; 84 – 80 Satisfactory; 79 – 75 Poor; 74 – 70 Needs Improvement (N.I.)

Remarks/Comments: _____

Assessed by:	Attested by:	Certified by:
_____ Council Training Commissioner Signature over printed name	_____ Council Scout Executive/OIC Signature over printed name	_____ Regional Training Commissioner Signature over printed name

ACTION OF THE LOCAL COUNCIL FOR SERVICE ASSIGNMENT 1

This is to **CERTIFY** that _____ of _____ Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her services rendered as **COURSE LEADER** in the **Basic Training Courses** conducted by the Local Council indicated herein under **Service Assignment No. 1**.

We further certify that he/she is now prepared for and ready to undertake his/her **Service Assignment 2 – Assistance in Advanced Training Courses** that will be conducted by the Region. Please consider our candidate to be part of the Course Staff for the next Wood Badge course.

Certified by:	Attested by:
_____ Council Scout Executive/OIC Signature over printed name Date: _____	_____ Council Training Commissioner Signature over printed name Date: _____

SERVICE ASSIGNMENT 2

After successfully completing Service Assignment 1, the candidate will be recommended to serve in at least three (3) Advanced Training Courses as ACL – Program; ACL – Administration; Course Scribe or SPL/SCL/SGL

ATC Service Assistance Nos:	Inclusive Dates	Course Venue	Certified by RSD/RTC
1. _____ Position in the Course: _____	_____	_____	_____
2. _____ Position in the Course: _____	_____	_____	_____
3. _____ Position in the Course: _____	_____	_____	_____

ACTION OF THE REGIONAL OFFICE FOR SERVICE ASSIGNMENT 2

This is to **CERTIFY** that _____ of _____ Council have successfully completed the prescribed requirements of the **Revised BSP National Training Policy** specifying his/her **Service Assistance** in the **Advanced Training Courses** conducted by the Region indicated herein under **Service Assignment No. 2**.

We further certify that the candidate has been thoroughly exposed in the rudiments of Wood Badge Training and have significantly gained experience and competencies expected from a Leader Trainer. Thus, recommending the candidate for **Panel Interview** on the time and date set by the **Training Commission** through the concerned Regional Office and/or Local Council.

Certified by:

Regional Scout Director
Signature over printed name
Date: _____

Attested by:

Regional Training Commissioner
Signature over printed name
Date: _____

PANEL INTERVIEW

Date: _____

Time: _____

Venue: _____

Remarks/Comments: _____

After successfully completing the requirements prescribed under the **Service Assignment No. 1** and **Service Assignment No. 2** of the Revised BSP National Training Policy, this Panel is now convinced that the candidate has gained much Training experience and competencies expected from a **Leader Trainer** of the **Boy Scouts of the Philippines**.

This interview has assessed and validates the readiness of our candidate to undertake increasingly heavier tasks in the ladder of **Leadership Training for all Adults in Scouting** as Leader Trainer and be able to lead and manage **Quality Training** courses and promote the adherence to **Course Standards** based on the Training Policy.

Interviewed by:

Chairperson
National Training Commissioner

Member
National Training Commission

Member
National Training Commission

ACTION OF THE NATIONAL OFFICE

Upon the recommendation of the Local Council, the Regional Office, and the National Training Commission, after successfully completing all the prescribed requirements of the **Revised BSP National Training Policy**, it is hereby recognize that the candidate has proven competencies and gained thorough experience to perform the role and responsibilities of a **Leader Trainer** of the Boy Scouts of the Philippines.

The **Honorable Charge** and **Certificate of Appointment** as **Leader Trainer** will be issued in favour of the candidate and must be awarded in a prescribed ceremony pursuant to the **International Training Standards** and the **Wood Badge Training Traditions**.

Checked by:

Training Assistant
Signature over printed name

Verified by:

Program & Adult Resources Executive
Signature over printed name

Recommending Approval:

Director, Field Operations Division
Signature over printed name

APPROVED BY:

National Training Commissioner
Signature over printed name

LT Registration No: _____

Date Approved: _____

Section: _____

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BOY SCOUTS OF THE PHILIPPINES
National Office • Manila

AGREEMENT OF SERVICE FOR TRAINERS

I hereby agree to perform to the best of my ability, the responsibilities of a trainer:

1. To perform scheduled training courses and events, motivate Unit Leaders to attend, Trainers to serve, and help them plan a strategy on how to improve their competencies;
2. To facilitate learning by helping the Unit Leaders and other Trainers understand the Movement and their section better, understand their responsibilities, identify training needs, set objectives, obtain resources, implement plans and evaluate outcomes;
3. To help Unit Leaders and other Trainers in the solution of their problems in a manner adaptable to their situation;
4. To act as resource agent, a link between the Unit Leaders and other Trainers the available human, material and financial resources.

In so doing, I will keep myself abreast with the policies and traditions of the Scouting Movement, I will strive to make myself available to serve on a full time basis as a member of the training team and participate in training courses, seminars, conferences and other training events that will enhance my competencies.

Signature over Printed Name
Date: _____

To be used in the Ceremony for the Conferment of Honorable Charge as ALT/LT.
Three (3) copies: one for National Office, Regional Office and the ALT/LT.