

**BOY SCOUTS OF THE PHILIPPINES**  
NATIONAL OFFICE  
MANILA

1 October 2015

**NATIONAL OFFICE MEMORANDUM**

No. 65

Series of 2015

**TO : REGIONAL SCOUT DIRECTORS, COUNCIL SCOUT EXECUTIVES  
AND OFFICERS-IN-CHARGE**

**SUBJECT : COURSE FOR MANAGERS OF TRAINING**

1. Upon the recommendation of the National Training Commission (NTC) and the Adults in Scouting Committee, the Boy Scouts of the Philippines, National Office, Manila is pleased to announce the holding of the **COURSE FOR MANAGERS OF TRAINING** as follows:
  - a. **November 13 – 18, 2015** at the Capitol Hills Scout Camp, Cebu City.
  - b. **November 24 – 29, 2015** at the 15/F BP International Manila, BSP National Office, Manila.
2. The course is the **SECOND (2<sup>ND</sup>) LEVEL of the National Trainer's Training Scheme** of the Boy Scouts of the Philippines, which aims to train trainers to become effective Managers of Training and Course Leaders in Basic and Advanced Courses of the BSP.
3. **Qualification to attend.** Scout Leaders who hold an honorable charge and appointment of **ASSISTANT LEADER TRAINER (ALT)** with a minimum of **one (1) year tenure or residency as an ALT** and actively serving in training courses for Adults at all ranks and levels, duly recommended by the Council Scout Executive and endorsed by the Regional Scout Directors are qualified to attend.
4. **The Course** is open to all qualified **Assistant Leader Trainers from Luzon, Visayas and Mindanao**. To maintain the high standard quality of instruction, the course is limited up to **45 participants only**. On first come, first serve and qualification basis.
5. **Course Fee.** Each participant will be charge the Course Fee of **Five Thousand Pesos (5,000.00)** to cover the cost of meals, accommodation, course materials, souvenirs and other administrative requirements of the course.
  - a. Meals (Manila) – Dinner of November 23 until Lunch of November 29, 2015
  - b. Meals (Cebu City) – Dinner of November 12 until Lunch of November 18, 2015
6. Participants are expected to be at the venue **not later than 05:00 PM of the day before the Opening Ceremony as stated in item no. 1.a and 1.b of this memorandum** for briefing and orientation. Cost of transportation to and from the course venue shall be borne by the participants and/or may be arranged by the participating regions and or local council offices.
7. The Course Staff and Management shall consist of the new members of the National Training Commission, selected members of the National Training Team, Regional Training Commissioners and the National Office, BSP.

8. **Attire.** All participants are expected to wear the Official Type-A Scout Uniform as follows:
- Long Pants for Male Leaders (Leaders of Adults and Outfit Advisors)
  - Short Pants for Male and Female Troop Leaders with Green Garter Tabs
  - Skirt with Flap for Female Leaders (Leaders of Adults, Langkay and Kawan Leaders) with stockings and or socks with yellow garter tabs.
  - Type-A Scout Uniform must be observed during the Opening and Closing Ceremonies.
  - Type-B Scout Uniform for more comfortable clothing during training proper is highly recommended.
  - Smart-Casual attire for socialization is also advised.
9. **Things to bring.** Aside from personal medication as necessary, participants are expected to bring their BSP Membership IDs, Program and Training Guides, Handbooks, Manuals and References that will be used as discussion guide during training proper. Participants are expected to bring their laptops, notebooks, netbooks or iPad for files sharing, sessions on ICT and Training and Managing Online Training, and presentation purposes.
10. Attached here are the **Reply Slip** and **Individual Application to Attend the Course for Managers of Training** and **Medical Examination Certification** for your easy reference. These forms shall reach the National Office, BSP c/o PARD, Field Operations Division on or before **30 October 2015**.
11. Cash payments may be made at the National Office, BSP, Manila c/o the Cashier's Office at the 4/F while bank deposits should be made thru:
- Bank Name: **Landbank of the Philippines**
  - Branch: **YMCA Branch, Ermita, Manila**
  - Account Name: **Boy Scouts of the Philippines – General Fund**
  - Account Number: **1982-1079-77.**
  - Deadline of Payment: **6 November 2015**
12. 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](mailto:yaz.sarona@scouts.org.ph)
13. For information, guidance, wide dissemination and compliance of all concerned.



**WENDEL E. AVISADO**  
Acting Secretary General

RSV/yfs

Encl: as stated

BOY SCOUTS OF THE PHILIPPINES  
NATIONAL OFFICE • MANILA  
**COURSE FOR MANAGERS OF TRAINING REPLY SLIP**

**Will Attend at:** \_\_\_\_\_ National Office, Manila (24-29 November 2015) \_\_\_\_\_ Capitol Hills Scout Camp Cebu City (13-18 November 2015)

<b>Region:</b>		<b>Local Council:</b>	
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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  
[yaz.sarona@scouts.org.ph](mailto:yaz.sarona@scouts.org.ph) / [pard@scouts.org.ph](mailto:pard@scouts.org.ph)  
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**MS. JULIETA C. BUENSUCESO**  
Training Assistant, PARD  
Field Operations Division, National Office, Manila  
[julieta\\_buensuceso@yahoo.com](mailto:julieta_buensuceso@yahoo.com)

**BOY SCOUTS OF THE PHILIPPINES**  
NATIONAL OFFICE • MANILA

**COURSE FOR MANAGERS OF TRAINING**  
15/F BP International Manila, BSP National Office, Manila.  
**November 24 – 29, 2015**

**INDIVIDUAL APPLICATION TO ATTEND THE COURSE FOR MANAGERS OF TRAINING**

\_\_\_\_\_  
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: \_\_\_\_\_

**COURSE FOR MANAGERS OF TRAINING**

Capitol Hills Scout Camp, Cebu City

**November 13 - 18, 2015**

**INDIVIDUAL APPLICATION TO ATTEND THE COURSE FOR MANAGERS OF TRAINING**

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)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Endorsed by:**

**Approved by:**

\_\_\_\_\_  
**Council Scout Executive/OIC**  
(Print Name over Signature)

Date: \_\_\_\_\_

\_\_\_\_\_  
**Regional Scout Director**  
(Print Name over Signature)

Date: \_\_\_\_\_