



# Boy Scouts of the Philippines

## National Office

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09 March 2018

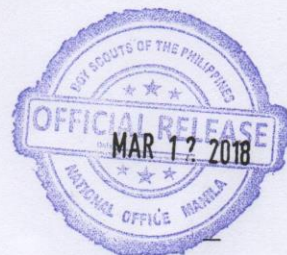
### NATIONAL OFFICE MEMORANDUM

No. 15

Series of 2018

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

**SUBJECT :** ASIA-PACIFIC REGIONAL COURSE FOR LEADER TRAINERS



1. The Boy Scouts of the Philippines (BSP) is pleased to announce the hosting of the **ASIA-PACIFIC REGIONAL COURSE FOR LEADER TRAINERS (APR-CLT)** on **6 – 12 October 2018** at the **BP International Hotel Makiling, Los Baños, Laguna** as one of the ancillary events of the **26<sup>th</sup> Asia-Pacific Regional Scout Conference**.
2. **Aim and Objectives.** The APR CLT aims to provide an alternative learning environment and opportunities for the sharing of Training Experiences among participants in leading and managing Advanced Training Courses in Scouting; be able to demonstrate and develop innovative and effective training methods and techniques in managing training courses.  
At the end of the Course, the participants should be able to:
  1. Explain the fundamental principles of Scouting and the role of training in interpreting and implementing them;
  2. Explain the need to include current World policies in relation to Youth Programme, Adult Resources and the Management of the Association within the National Training Program;
  3. Explain the policies of the Association, particularly with regard to training and the means by which such training is provided;
  4. Establish outcomes for training courses and other training opportunities, particularly within the pattern of Adult Training of their Association;
  5. Manage cultural diversity and gender issues in a training environment;
  6. Conduct training needs analysis;
  7. Apply a model to design a training programme;
  8. Administer a training course through efficient and effective use of human, financial and material resources. Plan, organize, lead, manage and review such training;
  9. Develop evaluation tools to measure learning and effectiveness of training events;
  10. Explain the relevant adult learning theories/styles and their application in a learning environment;
  11. Use the techniques employed in the training of adults;
  12. Examine the various leadership theories and their application;
  13. Develop skills in resolving conflict;
  14. Apply the coaching model;
  15. Use the group process to provide efficient learning experiences (Group work);
  16. Create a supportive learning environment that is attractive and enjoyable through reflection of learning and active participation of those involved;
  17. Explore the role of trainers as a facilitator of learning and as a change agent;
  18. Identify the essential competencies of a leader trainer;
  19. Identify personal learning needs for development and develop plan /strategy to satisfy them; and
  20. Develop strategies to promote individual and organizational learning.

3. **Eligibility of Participants.**

- a. Must be an Assistant Leader Trainer (ALT) for at least 3 years;
- b. Must have served at least Two (2) Advanced Training Course of the section where he/she has been trained with performance not lower than Very Satisfactory;
- c. Actively serving in Training Courses at the Council and Regional level;
- d. Highly recommended by the Council Scout Executive, Regional Scout Director and the Regional/National Training Commissioner; and
- e. Must have the willingness to commit and contribute in the development and progress of the Adult Leader Training Courses of the Boy Scouts of the Philippines

4. **Quota of Participation.** Attached herewith are the APR CLT Reply Slip and Individual Application Form which

a. Ilocos Region	=	2 Slots
b. Northeast Luzon Region	=	2 Slots
c. Central Luzon Region	=	2 Slots
d. National Capital Region	=	2 Slots
e. Southern Tagalog Region	=	2 Slots
f. Bicol Region	=	2 Slots
g. Western Visayas Region	=	2 Slots
h. Eastern Visayas Region	=	2 Slots
i. Western Mindanao Region	=	2 Slots
j. Eastern Mindanao Region	=	2 Slots
<b>TOTAL</b>	<b>=</b>	<b>20 Slots</b>

BSP National Office shall re-allocate the slots provided to each Scouting Regions if they failed to submit all their corresponding endorsement after the specific deadlines provided in Item No. 6 of this memorandum. This is to maximize the total number of participation from BSP aside from the foreign/overseas participants from other NSOs in the APR.


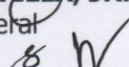
5. **Registration Fee.** A Course Registration Fee of **Ten Thousand Pesos (Php 10,000.00)** Only shall be charged to each qualified and approved participant to cover the following:

- a. Inland Transportation from National Office, BSP to BP International Hotel Makiling in Los Baños, Laguna and vice-versa;
- b. Twin Sharing Room Accommodation at BP International Hotel Makiling. Checked-in is at the afternoon of 5 October 2018 and Checked-out is at the morning of 13 October 2018;
- c. Afternoon Snacks of **5 October 2018** until Breakfast of **13 October 2018**;
- d. 2 Course T-Shirts with Collar;
- e. Course Scarf and Patches;
- f. Course Materials, Folders, Notebook, Backpack and Stationeries;
- g. Course IDs, Tags, Certificates and Course Pictures;
- h. USB Flash Drive with Course Pictures, Handouts and References; and
- i. Half Day Educational Tour

6. **Registration Procedures.** Stated below are the following rules and guidelines governing the application, confirmation and remittance of corresponding course registration fee for all qualified local participants, viz:

- a. **1<sup>st</sup> Stage: Pre-Registration.** During this stage, all Local Councils shall look and screen their potential candidates and seek endorsement from their respective Council Scout Executives, Council Training Commissioners, Regional Scout Directors and the Regional Training Commissioners. **Pre-Registration starts on April 1 and ends in June 29, 2018.** This time of the year has already completed the Wood Badge Training Season of all Scouting Regions, which will credit required assistance from the Wood Badge Course as part of the APR CLT Eligibility. The Local Council must submit the following:
  - i. APR CLT Reply Slip
  - ii. Individual Application Forms

- b. **2<sup>nd</sup> Stage: Confirmation of Participation.** During this stage, the National Office, BSP, has already checked and verified the qualifications and services rendered of the ALT Candidates as prescribed in the National Training Policy. **Confirmation of Participation starts on July 02 and ends in 29 August 2018.** At this time, BSP National Office, shall send an official communication addressed to the Local Council of the ALT Candidate, copy furnished the concerned Regional Office, indicating Confirmation and Notice to Proceed to Remittance of the Course Registration Fee to the BSP Official Landbank Account.
- c. **3<sup>rd</sup> Stage: Remittance of the Course Registration Fee.** During this stage, all CONFIRMED ALT Participants shall remit the exact amount indicated in the Confirmation Notice sent by the National Office, BSP. Remittance of the Course Registration Fee starts as soon as Confirmation has been sent and ends in **September 14, 2018.** All bank deposits must be scanned and send to BSP National Office, via Email at [yaz.sarona@scouts.org.ph](mailto:yaz.sarona@scouts.org.ph) or via Telefax at (02) 527-5112, with the subject: APR CLT Course Registration Fee.
- i. Bank Name: **Landbank of the Philippines**
  - ii. Account Number: **1982-1079-77**
  - iii. Branch: **YMCA Manila**
7. Course Fee and other related expenses that maybe incurred in connection with this training course is chargeable against MOOE and other appropriate local funds subject to its availability and the usual government accounting and auditing rules and regulations.
8. **Things to Bring.**
- a. BTC and ATC Course Manuals and other related Training References;
  - b. Filipiniana Dress for Female and Barong Tagalog for Male participants for the International Night;
  - c. Local Delicacies from your respective province for the Cultural Exchange programme;
  - d. Smart Casual Dress for the Socials Programme;
  - e. Extra Shirts and Jeans for Working Clothes during the Course;
  - f. Personal Medication, Vitamins and Supplements (if any); and
  - g. Laptop Computers, iPad Tablets and Wi-Fi Sticks for easier exchanges of files and training references.
9. Should you have queries, you may refer them directly to the APR CLT Coordinator, **MR. YASSER F. SARONA**, Program and Adult Resources Development Executive at (02) 527-8317 loc. 524 or via email at [yaz.sarona@scouts.org.ph](mailto:yaz.sarona@scouts.org.ph)
10. The National Office, BSP shall be responsible for the final screening, verification and APPROVAL of all duly endorsed APR CLT Application and reserves the right to refuse and/or accept such application on the merits of proven and demonstrated Training Competencies, Submission of Prescribed Requirements and Qualifications.
11. For your information, guidance, compliance and widest dissemination.

  
**ROGELIO S. VILLA, JR.**  
Secretary General  


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**WORLD ORGANIZATION OF THE SCOUT MOVEMENT – ASIA PACIFIC REGION**  
in partnership and collaboration with the  
**BOY SCOUTS OF THE PHILIPPINES**

**2018 ASIA-PACIFIC REGIONAL COURSE FOR LEADER TRAINERS**  
BP International Hotel, Mt. Makiling, Los Baños, Laguna, Philippines  
October 6 – 12, 2018

<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 29 June 2018.**

**MR. YASSER F. SARONA**  
Executive, Program & Adult Resources  
Field Operations Division, National Office, Manila  
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