



Boy Scouts of the Philippines

National Office

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26 March 2018

NATIONAL OFFICE MEMORANDUM

NO. 21

Series of 2018

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

SUBJECT : ADHERENCE TO TRAINING POLICY, GUIDELINES AND STANDARDS

1. As a result of the recently concluded Regional Training Commission Meeting of the Western Mindanao Region, held at BSP Camp Liloy, Zamboanga del Norte last 01 March 2018, and with all the upcoming scheduled Advanced Training Courses for Unit Leaders and Leaders of Adults in all Scouting Regions, the National Office, BSP, would like to remind and reiterate (emphasis supplied) to all Regional Scout Directors, Council Scout Executives and their respective Training Commissioners about the observance and strict adherence to the BSP Training Policy, Guidelines and Standards.
2. As a result of the said consultative meeting and dialogue between Training Commissioners and Council Scout Executives facilitated by the WMR Regional Training Commissioner SDS Pedro Melchor M. Natividad together with the BSP Secretary General Engr. Rogelio S. Villa, Jr., the following details are hereby shared to all concerned in order to guide and help the Regions in the planning, preparation and administration of your respective Wood Badge courses, viz;
 - a. **Scheduling.** See to it that all scheduled courses are duly coordinated with your respective Divisions and Regional DepEd Offices to avoid conflict of schedule that will result to shortage or lack of Participants and/or Course Staff, especially that most of our male Scout Leaders and Trainers will also be involved in the scheduled **Palarong Pambasa on 16 – 20 April 2018** while other will be tasked to participate in their Division's **Brigada Eskwela** and **In-Service Training on 14 – 18 May 2018** and **28 May to 01 June 2018**, respectively. All concerned are advised not to schedule their Wood Badge courses on the said dates to give our DepEd Teachers more opportunities to participate in our scheduled courses while fulfilling their responsibilities in their schools and division offices.
 - b. **Staffing.** All concerned shall observe the prescribed qualifications of the members of the Course Staff as stipulated in the BSP National Training Policy. See to it that the Local Councils and the Regional Offices shall officially communicate and facilitate corresponding permission to concerned Schools Division Superintendents and Regional Directors for the necessary issuance of Travel Orders of our Trainers and Participants from the Department of Education. The Regional Scout Director and the Regional Training Commissioner shall be responsible for the selection and appointment of Course Leaders, while the Course Leader shall be given due respect to choose his/her key positions in the Staffing such as the ACL – Program, ACL – Admin., Course Scribe and CU/SPL/SCL/SGL in consideration of their requirements for appointment as Leader Trainers in the future.

The RSD and RTC shall recommend other Staff Members, especially for the Discussant and Counselors on the merit of attitude as trainer, being a team player and competence on subject matter of the course that will be conducted. For your easy reference, here is the link of the policy from our official website: <http://scouts.org.ph/wp-content/uploads/2015/09/BSP-National-Training-Policy-2016.pdf>

- c. **Participation.** In principle, Patrol (Team) System basically requires group interaction from among several Color Groups/Patrols/Crews that constitute the Kawan/Troop/Outfit that helps build the Patrol and Troop Spirit and unite all participants as one together with the Course Staff. Training Standards require at least a minimum of 6 and a maximum of 8 to constitute a Color Group/Patrol/Crew while a Unit requires at least 32 participants up to 40 participants having four (4) to five (5) Color Groups/Patrols/Crews in one Course. This standard will also help the Course Organizers to maximize resources with enough quality and quantity at the same time.

IN EXTREME cases, where participation possess a huge challenge to gather the prescribed number of participants, especially in the ATCs for Kawan Leaders and Leaders of Adults, concerned RSDs, CSEs and Training Commissioner shall meet and discuss the merit of the Course whether to push through or not considering its pros and cons and shall seek prior clearance from the Secretary General and/or the National Training Commissioner.

- d. **Course Administration.** Basically, course administration covers the venue, logistics, supplies, materials, catering, facilities, general services, course budget and finances. All scheduled Wood Badge courses must be held to existing BSP Camps managed and by the National and Local Council Offices to ensure the specifications are camp features that best suits the Wood Badge course is maintained. ATCs conducted outside of the existing and accredited BSP Camp shall be subjected to ocular inspection by the RSD and the RTC prior to the scheduled course based on the prescribed requirements for a Wood Badge course such as safety, accessibility, campable areas for the Patrols, flag and assembly areas, campfire areas, established hiking routes, the Wood Badge Yoke and Notice Hide, Mess Hall, Staff's Quarters, Session Halls, Bathing and Toilet facilities among others.

Attached herewith are the complete checklist of Wood Badge Materials Needed for a **Standard 32 – 40 Course Participants** for your necessary preparations and appropriate action.

- e. **Course Registration Fees.** The BSP National Office has allocated an amount of **Php 50,000.00** as part of its Course Subsidy from the 2018 Corporate Operating Budget duly approved by the National Executive Board for all Wood Badge courses in the 2018 Calendar of Scouting Events and Observances as projected by your Regional Scout Directors. The subsidy should be incorporated in the preparation of the Course Budget so that we can offer a reasonable amount of Course Registration Fees and maximize the number of participants that can be accommodated by the Region. The course subsidy shall include the Wood Badge Scarf, Beads and Woogie, Office Supplies and Souvenir T-Shirts for the Staff and Participants. This has to be arranged by the Region to the National Office at least 2-3 weeks before the scheduled course.

While most Wood Badge courses are hosted by the Local Council within the Region, host Local Council shall issue corresponding **Official Receipts** to all participants for their liquidation purposes in accordance with the existing and applicable government auditing rules and regulations. (Please see **National Office Memorandum No. 18 Series of 2018** with Subject "Clarification on the Delegation of Function to Manage the Funds of Regional Scouting Activities which are hosted by the Local Councils).

- f. **Course Program.** This covers the day to day activities of the Course, the delivery of the program content based on prescribed standards and guidelines shall be the responsibility of the Course Leader as Chief Trainer, in consultation with the Training Commissioner and in coordination with the Course Coordinator which is basically played by the host CSE and/or RSD.

This also includes strict observance of the prescribed time allocated for each topic as stipulated in the Course Syllabus, the Wood Badge Training Traditions and Training Policy.



3. All Scouting Regions are hereby enjoined to plan, organize and conduct their respective **Regional Wood Badge Reunion** as part of our **Pre-Celebration of the Wood Badge Centenary in 2019** with the "Theme: Living the Legacy of the Wood Badge". Your program may include some updates on recent development in Training for Adults and other related activities that will further strengthen the camaraderie, fellowship and commitment to serve Scouting from among the members of the Training Team and other Wood Badge Holders as Unit Leaders.
4. All Regional Scout Directors and Council Scout Executives are hereby encouraged to collaborate and coordinate with their respective Training Commissioners and DepEd counterparts through a consultative meeting and be able to address all challenges and issues as well as to keep track of the planning and preparations with enough lead time prior to the conduct of all scheduled Wood Badge courses in your Regions.
5. Should you have further queries you may refer them directly to **MR. YASSER F. SARONA**, Program and Adult Resources Development Executive at Tel. No. (02) 527 8317 loc. 524 or via email at yaz.sarona@scouts.org.ph
6. For your information, guidance and widest dissemination.


ROGELIO S. VILLA, JR.
Secretary General

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

STANDARD WOOD BADGE COURSE FACILITIES for UNIT LEADERS

1. Well ventilated and lighted Session Hall good for at least 80 - 100 pax
2. Well ventilated and lighted Secretariat Room
3. Well ventilated and lighted Staff Working Area
4. Well ventilated and lighted Staff Sleeping Quarters
5. Separate Toilet and Bathing Facilities for the Staff and Participants
6. Well ventilated and lighted Mess Hall good for at least 80 – 100 pax
7. Campable Area good for 5 – 6 Groups/Patrols
 - a. 25 square meters per Camper or
 - b. 1,000 square meters (50m X 20m) for every Kawan/Troop/Outfit
 - c. Gradual and moderate elevation, slopes and terrain
 - d. With wide variety of trees, flora and fauna species for Environment and Nature Study
 - e. Availability of dead woods
8. Accessible Clean and Potable Water Source near the Patrol/Group Campsites
 - a. 120 – 150 Liters per camper per day
9. Flag and Assembly Area good for 80 – 100 pax in “U” Formation
10. Established Kitchen Gazebo or Garden Hut for each Patrol/Group
11. Established and Accessible Hiking Trail good for 2-3 Hours on normal pacing
12. Established and Accessible Swimming Pool or Inland Body of Water for (Water Fun, Swimming and Water Activities)
13. Conspicuous Space for the Standard Wood Badge Yoke
14. Conspicuous Space for the Standard Notice Hide
15. Covered Court or Open Function Hall in case of inclement weather condition
16. Secured Parking Areas for Course Service Vehicle

PARTICIPANT'S CHECKLIST OF THINGS TO BRING

1. _____ 2 Sets of Complete Type A Scout Uniform
 - i. Skirt with Flap on Side Pockets for Kawan Leaders
 - ii. Skirt with Flap on Side Pockets for Leaders of Adults
 - iii. Short Pants with Flap on Side Pockets for Female Kawan Leaders
 - iv. Short Pants for Male Troop Leaders
 - v. Long Pants for Outfit Advisors and Male Leaders of Adults
 - vi. Long Pants with Flap on Side Pockets for Female Outfit Advisors
2. _____ Extra Working Clothes
3. _____ Underwear
4. _____ Handkerchief
5. _____ Pajamas
6. _____ Sweater / Jacket
7. _____ Swimming Trunks / Suit
8. _____ Filipiniana Dress / Barong Tagalog / Formal Attire
9. _____ slippers/sandals
10. _____ rubber shoes for playing
11. _____ raincoat/poncho
12. _____ sleeping gear/bag (if not provided at venue)
13. _____ eating gear (if not provided at venue)
14. _____ accomplished medical examination record
15. _____ 2pcs current ID picture 1" X 1" in Scout Type A Uniform
16. _____ personal first aid Kit
17. _____ flashlight
18. _____ sewing Kit
19. _____ multi-purpose knife
20. _____ dome tent
21. _____ ground cloth
22. _____ knapsack
23. _____ bath & face towels
24. _____ toiletries
25. _____ compass
26. _____ shoeshine kit
27. _____ * sunglasses
28. _____ * camera
29. _____ * musical instrument
30. _____ * binocular
31. _____ current BSP registration card
32. _____ reference books

* optional items

STANDARD TRAINING COURSE EQUIPMENT AND OFFICE SUPPLIES

1. 2 pcs. of Philippine Flag (for indoor and outdoor)
2. 2 pcs. WOSM Flag (for indoor and outdoor)
3. 2 pcs. BSP Flag (for indoor and outdoor)
4. 1 Complete Set (8 pcs) of Philippine Evolution Flag with Index Card Description
5. 1 Course Standard Flag for ATC – KL
6. 5 pcs. of Standard Pennant for ATC – KL
7. 5 pcs. of Honor Pennant for ATC – KL
8. 5 pcs. of Oversized Beads (2 inches x 4 inches)
9. 1 set of Oversized Beads for the Wood Badge Yoke
10. 1 set of Wood Badge Yoke Banner
11. 1 set of Wood Badge Axe and Log
12. 1 set of Notice Hide
13. 1 set of Program and Service Duty Tablets and Symbols (Broom and Tambuli)
14. 5 sets of Outdoor Flagpoles with halyards
 - a. Philippine Flag
 - b. WOSM Flag
 - c. BSP Flag
 - d. Evolution Flag
 - e. Course Standard Flag
15. 3 sets of Indoor Flagpoles with Stand
 - a. Philippine Flag at the right side of the stage facing audience
 - b. WOSM and BSP Flags at the left side of the stage facing audience
16. Public Address / Sound System with Laptop Audio Connector
17. LCD/DLP Projector – c/o host Region/Council
18. 1 Set of White Screen for the LCD/DLP Projector
19. 1 Unit of Printer
20. 1 Unit of Complete Set of Computer for Documentation
21. 1 Photocopying Machine
22. 4 pcs. of Microphone with Stand
23. Tarpaulin Backdrop
24. 2 pcs. of Lecture/Podium on left and right side of the stage
25. 2 set of 4 m x 5m Black/White Board with Chalk or Marker
26. 2 pcs of Chalk Eraser
27. Tables and Chairs with Table Cloth
28. Training Neckerchief
29. Materials for Woogie
30. 5 pcs. of Table Markers
31. 1 Set of Session Title Holder / Signage
32. 3 pcs. of 5meter Power Extension Cord
33. Provision for Ribbon Awards (Red, Green and Yellow)
34. 1 Standard Course Log Book
35. 5 pcs. of Base Markers
36. 1 Complete Set (5 pcs.) of Job Card for Extension Scouting
37. 1 Complete Set (5 pcs.) of Job Cards for Obstacle Journey
38. 10 pcs of Orienteering Compass
39. 30 pcs. of Triangular Bandage
40. 2 Sets of Wig Wag Flags
41. 2 Sets of Semaphore Flags
42. 1 Roll of Manila Paper / Butcher Paper
43. Assorted Colors of Cartolina
44. 20 packs of Assorted Color Art Paper (10 sheets per pack)
45. 5 Reams of Short Bond Paper
46. 5 Reams of Long Bond Paper
47. 50 pcs of Transparencies / Acetate
48. 100 sheets of Conqueror Special Paper for Certificates
49. 1 Box of Paper Clip
50. 100 pcs of Candles for Ceremonies
51. 10 pcs of Black Broad Pentel Pen
52. 10 pcs of Blue Broad Pentel Pen
53. 10 pcs. of Red Broad Pentel Pen
54. 10 pcs Carbon Paper
55. 20 pcs Short Folder with Plastic Fastener
56. 20 pcs Long Folder with Plastic Fastener
57. 10 pcs Plastic/Wooden Clip Board
58. Training and Program References and Handbook
59. Provisions for Position Badges and Strips – c/o NSS/Regional Office
60. CDs and DVDs of Scouting Songs and Videos
61. 1 Manual Typewriter
62. 3 sets of Crutches (Saklay)
63. Ash Urn (Palayok)
64. 50 pcs of small bottles (bials) for ash container
65. 3 Sets of Standard Campfire Lays
66. First Aid Kit and Medicines

CAMPCRAFT TOOLS AND EQUIPMENT

1. 5 pcs of Single Pulley for 1 ½ Rope Diameter
2. 5 pcs of Single Pulley for 5/8" Rope Diameter
3. 5 pcs of Double Pulley for 1 ½ Rope Diameter
4. 5 pcs of Double Pulley for 5/8" Rope Diameter
5. 5 pcs of Single Pulley for ¼" Rope Diameter
6. 5 Rolls of Abaca Rope ¼ Diameter (220 Meters)
7. 5 Rolls of Abaca Rope 5/8 Diameter (220 Meters)
8. 5 Rolls of Abaca Rope 1 ½ Diameter
9. Bamboos
10. Pup Tent for Demo
11. Dome Tent for Demo
12. Dead Woods for Fire Lays and Fire Places
13. Kitchen Latrine
14. KYBO
15. Wet & Dry Fit
16. Jungle Bolo
17. Hunting Knife
18. Nylon and or Abaca Rope for Lashing, Whipping & Splicing

STANDARD COLOR GROUP/PATROL/CREW CAMP TOOLS AND EQUIPMENT

1. 1 Gazebo Tent / Fly Tent
2. 1 Claw Hammer
3. 1 Mallet
4. 1 Hand Axe
5. 1 Hacksaw with Blade
6. 1 Small Pick Mattock (Piko)
7. 1 Entrenching Shovel (Pala)
8. 1 Trowel
9. 1 Rake (Kalaykay)
10. 1 Machinist Pliers
11. 1 Native Bolo
12. 2 Storm Lantern (Gasera)
13. 1 Orienteering Compass
14. 1 Match Box
15. 10 pcs candles
16. 2 Rolls of Straw Ball/Twine
17. 1 Insecticide
18. 1 box of Catol
19. 5 pcs of big black trash bag

STANDARD COLOR GROUP/PATROL/CREW COOKING & EATING UTENSILS

1. 1 big iron/aluminum cast boiling kettle
2. 1 small iron/aluminum cast boiling kettle
3. 1 big iron/aluminum cast frying pan
4. 1 big iron/aluminum cast frying pan
5. 1 big casserole
6. 1 aluminum coffee pot
7. 1 Frying Turner (Sianse)
8. 1 Ladle for Soup
9. 1 Ladle for Rice
10. 2 pcs Serving Spoon
11. 10 sets of Spoon and Fork
12. 10 pcs of Teaspoon
13. 2 pcs of Serving Tray or Dish (Plastic or Melaware)
14. 2 pcs of Mess Tray (Plastic or Melaware)
15. 10 pcs Plastic Cups
16. 10 pcs Plastic Saucers
17. 10 pcs Plastic Tumblers
18. 10 pcs Plastic or Melaware Serving Plate
19. 10 pcs Soup Bowls (Plastic or Melaware)
20. 1pc Thermos Bottle
21. 2 pcs Plastic Pitcher
22. 2 pcs of Plastic Basin (14" diameter)
23. 2 pcs of Plastic Bucket (12" diameter)
24. 1 Plastic Water Jug with Faucet
25. 1 pc Butcher Knife
26. 1 pc Stainless Kitchen Knife
27. 1 pc of 6" Carbonrundum Sharpening Stone
28. 1 Can Opener
29. 1 Chopping Board
30. 4 pcs of Plastic Containers for Coffee, Sugar, Creamer and Chocolate
31. 1 Plastic Salt Container
32. 1 small bottle of vinegar
33. 1 small bottle of soy sauce
34. 1 small bottle of fish sauce
35. 1 small bottle cooking oil
36. 1 bottle of dish washing liquid soap
37. 1 pc Laundry Soap
38. 2 pcs of Scouring Pad
39. 2 sheets of Sand Paper

OFFICIAL AND STANDARD WOOD BADGE COURSE GROUP NAMES

A. ADVANCED TRAINING COURSE FOR KAWAN LEADERS

a. Official Color Group Names	Color of Training Neckerchief
i. Dilawan Color Group	Yellow
ii. Luntian Color Group	Green
iii. Pulahan Color Group	Red
iv. Bughawan Color Group	Blue
v. Lilahan Color Group	Purple

B. ADVANCED TRAINING COURSE FOR TROOP LEADERS

a. Official Patrol Names	Color of Training Neckerchief
i. Balud Patrol	Yellow
ii. Kuwago Patrol	Green
iii. Maya Patrol	Red
iv. Pugo Patrol	Blue
v. Tikling Patrol	Purple

C. ADVANCED TRAINING COURSE FOR OUTFIT ADVISORS

a. Official Crew Names	Color of Training Neckerchief
i. Bonifacio Crew	Yellow
ii. Kudarat Crew	Green
iii. Lapu – Lapu Crew	Red
iv. Mabini Crew	Blue
v. Rizal Crew	Purple

D. ADVANCED TRAINING COURSE FOR KAWAN LEADERS

a. Official Group Names	Color of Training Neckerchief
i. Asagiri Group	Yellow
ii. Idaho Group	Green
iii. Marathon Group	Red
iv. Makiling Group	Blue
v. Olympia Group	Purple
vi. Sorak Group	Orange

**REVISED AND UPDATED SEQUENCE OF THE MORNING FLAG RAISING CEREMONY IN
THE CONDUCT OF ADVANCED TRAINING COURSES FOR UNIT LEADERS
AND LEADERS OF ADULTS**

1. Assembly - U formation or hollow square formation by the CU/SPL/SCL/SGL
2. Color Group/Patrol/Crew/Group Leaders' Reports to the CU/SPL/SCL/SGL;
3. The CU/SPL/SCL/SGL Reports to the Course Leader;
4. Opening Prayer (Duty to God) – heads bowed, close fist and hands on side;
5. Entry of Colors – national flags are escorted by two (2) color guards each, National Association/WOSM/BSP/evolution flags are escorted even by only one (1) color guard each;
6. All flags are secured to the halyards;
7. The Philippine flag is raised to the sound of the National Anthem either sung or played by a band. When sung, there should be no beating of the hands, leader starts singing a few notes and the others follow. The national flag bearer execute hand salute together with all the participants and staff after jerking the flag on the first note of the anthem. No movements by the two (2) color guards after raising the national flag, both hands on sides with the right hand holding the halyard. Other color guards should also refrain from saluting and making unnecessary movements. Halyard is secured to the flagpole after singing/music.
8. Panunumpa ng Katapatan sa Watawat ng Filipinas (Pledge of Allegiance to the Philippine Flag) is recited in unison. (He will face the participants and command, "Let us recite the Panunumpa ng Katapatan sa Watawat ng Filipinas"). Execute about face and command, "Scout Sign", and then proceed with the recitation of the pledge.
9. Other National flags (if any) are raised together; execute hand salute; halyards are secured to the flagpoles;
10. Command by the CU/SPL/SCL/SGL: "the raising of the WOSM and the BSP Flag, hand salute!" WOSM Flag is raised; as soon as it reaches the top, the BSP flag is raised; hands down, halyards are secured to the flagpoles. (Note: All color guards holding the halyards at the other flagpoles should not execute the hand salute.)
11. Other National Scout Association flags (if any) are raised together; execute hand salute; halyards are secured to the flagpoles;
12. If any, the evolution of the Filipino Flag is done. The flag is displayed horizontally while the description is read;
13. The flag is raised; execute hand salute; the halyard is secured to the flagpole
14. Color Detail line-up in front facing the flagpoles, move one step backward and execute hand salute, about face and exit.
15. Rededication to the Scout Oath and Law, in unison, follows.
16. Thought for the Day is said.
17. Inspiring words from the Course Leader.

Legend:	WOSM	-	World Organization of the Scout Movement
	BSP	-	Boy Scouts of the Philippines
	CU	-	Chief Usa (ATC – KL)
	SPL	-	Senior Patrol Leader (ATC – TL)
	SCL	-	Senior Crew Leader (ATC – OA)
	SGL	-	Senior Group Leader (ATC – LOA)