



Boy Scouts of the Philippines

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12 October 2020

NATIONAL OFFICE MEMORANDUM

NO. 65 Series 2020

TO : National Office Directors and Executives
Regional Scout Directors and Executives
Council Scout Executives and Officers-In-Charge
Commissioners at all Ranks and Levels
Lay Leaders and Members-at-Large
Unit Leaders and Assistants
All Others Concerned

SUBJECT : GUIDELINES ON THE CONDUCT OF ONLINE, MODULAR, BLENDED
AND OTHER FLEXIBLE LEARNING MODALITIES OF
TRAINING COURSES FOR ADULTS IN SCOUTING (AIS)



1. **Background.** Pursuant to National Office Memorandum No. 42 Series of 2020 issued last 06 July 2020 with Subject "Guidelines in the Conduct of Regular Scouting Programs, Projects and Activities during Covid19 Global Pandemic under the "New Normal" situation classified under GCQ, MECQ", hereunder is a set of specific guidelines on the conduct of online and other modalities of training courses for AIS, as originally stated in item No. 6b of the abovestated memorandum.

Furthermore, in National Office Memorandum No. 45 Series of 2020 issued last 09 July 2020 with the Subject "Webinar Series for All Adults in Scouting", the Flexible Learning Management Systems Framework was presented to provide varied ways to deliver continuous learning, training and organizational development for all AIS.

2. **Rationale.** This set of guidelines shall set the scope, limitation and parameters in the Planning, Implementation, Monitoring and Evaluation stages of training courses, alongside with our existing BSP National Training Policy.
3. **Aim and Objectives.** This aims to provide details, processes and procedures to ensure compliance and observance of the prescribed Quality Standards and Requirements of the Training Courses as stated in the Policy, Organization and Rules of the Boy Scouts of the Philippines. It seeks to lead the Regional Offices, Local Councils, and Training Team Members in delivering new modes of training courses to AIS.
4. **Application and Issuance of Course Recognition.** Approval on the application of training courses by local councils remains within the authority of the Regional Offices. The issuance of Course Recognition shall be granted once the requirements and standards are met, depending on the complexity and flexibility of the learning modality of the Training Course applied for, specially those requirements on internet infrastructure, computer program or software such as Zoom App, Microsoft Team, Google Meet and other related Learning Management Systems where the Online Training will take place.

5. **Training Courses with CPD Credit Units.** All Regional Offices and Local Councils who would like to offer Training Courses with corresponding CPD Credit Units shall apply directly to the National Office, BSP c/o the Field Operations Division. Based on PRC Rules and Regulations, all applications shall reach their Office at least Fifteen (15) days before the scheduled course, and using the prescribed standard forms that can be downloaded from the PRC Website <https://www.prc.gov.ph/continuing-professional-development-forms2>.

Also, you may refer to **National Memorandum No. 64 Series of 2020**, for the BSP's IRR on training courses with CPD credit units.

6. **Possible Options and Working Methods.** As provided in NO Memo No. 42 Series of 2020, Flexible Learning Management Systems Framework offers wide array of Learning Modalities such as the following:
- a. **Online Mode** – a series of program of instructions delivered using computer programs, softwares and applications thru the internet.
 - b. **Offline Mode** – a series of program of instructions delivered using variety of computer programs, softwares and applications that **do not require the use of internet**. This may include but are not limited to scanned slide presentations, videos, articles, PDF documents, photos, graphics and artworks.
 - c. **Blended Mode** - a series of program of instruction combining both Online and Offline Modes of delivery.
 - d. **Hybrid Mode** – a series of program of instruction using a customized mixture of various modalities aside from blended mode, which may also include Modular and Limited Face to Face synchronous and asynchronous sessions.
 - e. **Modular Mode** – a series of program of instruction, which is basically self-instructional or self-directed learning module that can be delivered either online or offline, thru synchronous and asynchronous sessions.
 - f. **Limited Face to Face** – a method that depends on the enforced quarantine protocol on your locality. Upon clearance of LGUs, DepEd and Local IATF, the course may be conducted on a Limited Face-to-Face traditional classroom set-up subject to the observance of health protocols including physical distancing and wearing of face mask and face shield for all Staff and Participants.
 - g. **Roundtable Sessions** – a series of Roundtable Sessions composed of BTC topics delivered in periodic manner can be considered once all sessions in the prescribed BTC syllabus has been covered. This can be done every weekend, every Saturday of the month, every Sunday of the month, every other day within the weekdays, or whichever is convenient to Staff and Participants.
7. **Quality Standards.** This shall focus on the quality of instruction, manner of delivery, standard content, learning objectives and learning outcomes. RSDs, CSEs, Council and Regional Training Commissioners shall ensure that during their planning and staff meeting, this aspect will be thoroughly discussed with the Training Team, especially to the duly appointed Course Leaders.
- a. **Learning Objectives.** The course retains the learning objectives stated in the BTC Manual. However, upon careful planning and contextualization, the Trainer, together with the Course Leader and the Training Commissioner, may revise and rewrite their learning objectives based on the limited time allotment of the session, manner of delivery, training methods used, availability of training aids, devices, instructional materials and the standard content of the session/topic.

- b. **Manner of Delivery.** This, in the traditional face-to-face classroom is totally different in online sessions, considering the time, virtual environment, resources at hand, and ability to innovate training methods and techniques. This has to be carefully planned and checked by the concerned Trainer, Course Leader and the Training Commissioner.
 - c. **Standard Content.** This remains the same as what's stated in the BTC Manual.
 - d. **Learning Outcomes.** This is based on the final learning objectives of the session and the manner by which the session is delivered.
8. **Planning and Organization.** This shall focus on the management of resources needed in the implementation of the course such as Course Staff, Resource Persons, Support Staff, technical internet infrastructure, learning toolkit and modules.
- a. **Course Host.** The Course Host is the one officially managing the Account of the Online Platform used in the Training Course (e.g. Zoom, Microsoft Teams, Google Meet, and alike). This includes the duly designated IT Support who will serve as the technical operator during online sessions. The account shall be a paid subscription in the name of the Local Council or the Regional Office. Other accounts that will be used for the course, especially those that are temporarily borrowed from partners like the LGUs or DepEd must be properly communicated to all concerned.
 - b. **Manpower.** While online session delivery offers advantage in terms of mobility and accessibility to Course Staff, Trainers and Resource Persons, this has to be properly coordinated, scheduled, and confirmed by the Course Organizer (Local Council or Regional Office). A dedicated IT Support Staff must be in place to support the Trainer, Resource Persons or Discussants during live and online sessions.
 - c. **Required Email Addresses.** All Participants and Course Staff, Trainers and Resource Persons must have an official email account to be used in registering with the Course as the official channel of communication where assignments, projects, quizzes, articles and journals may be sent. This may include announcements on adjustment of schedules among others.
9. **Monitoring and Supervision.** The Oversight and Supervision Function of Regional Offices over the Local Councils shall be jointly undertaken by the Regional Training Commissioner and the Regional Scout Director in coordination with the concerned Council Scout Executive and Council Training Commissioner.
- a. **Delivery of Online Sessions.** All training sessions delivered online shall be properly monitored by the Course Leader and the duly designated Training Commissioner for the purpose of giving and receiving feedback for the continuous improvement of upcoming courses. This shall be properly coordinated with the concerned Professional Staff serving as Course Coordinators.
 - b. **Appropriate Monitoring Tools.** The use of appropriate monitoring tools during the delivery of online session is a must. This also forms part of the Course Proceedings and the Course Leader's Report. This covers both Program and Administration aspects, as needed and required of the standard Training Course. This can be reviewed and checked in the BTC Course Manuals.
10. **Assessment and Evaluation.** Assessment of learning is vital and crucial in all our Training Courses, and so with the overall Evaluation of the entire program and administration of the Course. This shall require proof of complete attendance, session output to be compiled as Electronic Portfolio (E-Portfolio) that may include the following but are not limited to: (1) results of quizzes per session whenever applicable; (2) daily reflection journals; (3) narrative essays on specific topics and sessions as deemed necessary by the Course Leader; (4) proof of completion of performance tasks and output such as Color Group/Kawan/Patrol/Troop/Crew/Outfit Meeting Plans, Annual

Kawan/Troop/Outfit Program Plans; Campfire Programs; (5) Course Evaluation; (6) Attendance Sheets; (7) Registration Forms; (8) Course Directory; and (9) Course Leader's Report.

11. For and on behalf of the Adults in Scouting Committee of the National Executive Board, and the National Training Commission, this office enjoins all concerned to encourage and promote the conduct of their respective Adult Training Courses based on the needs of their Local Council, and prudently practice meticulous planning and organization of the said courses for our Adults in Scouting.
12. Should you have queries, you may refer them directly to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive, via email at yasser_bsp@yahoo.com or yazsarona@gmail.com.
13. For more guidance, you may also reach **Rev. Leonides T. Son, PhD, LT**, BSP National Training Commissioner via email at leonides.son@gmail.com
14. For information, guidance and strict compliance of all concerned.



ROGELIO S. VILLA, JR.
Secretary General

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