



# Boy Scouts of the Philippines

## National Office

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16 December 2022

## NATIONAL OFFICE MEMORANDUM

No. **82** Series of 2022

**TO :** National Office Directors, Executives and Staff  
Regional Scout Directors, Executives and Staff  
Council Scout Executives and Officers-In-Charge  
All Concerned

**SUBJECT :** BLENDED COURSE FOR MANAGERS OF TRAINING

1. In line with the 2022 BSP Performance Evaluation Scorecard (PES) Target under Strategic Objective No. 4 – Enable Adults in Scouting to be competent Leaders of Scouts, with Strategic Measure No. 6c – Conduct of Training Courses for National Trainers, the National Office, BSP is pleased to announce the conduct of the **Blended Course for Managers of Training** on **27 – 29 December 2022** via **Zoom Platform** while the **Face-to-Face Sessions** will be on **06 – 08 January 2023** at the **MNSR Mt. Makiling, Los Baños, Laguna**.
2. The Course is organized by the National Office, BSP, under the supervision of the National Training Commission and is expected to host at least 40 Assistant Leader Trainers (ALTs) who are potential Leader Trainers duly endorsed by their respective Local Councils and Regional Offices. The confirmation of Participation will be in First Come and First Served Basis.
3. The Course for Managers of Training is the Second Level Trainer's Training Scheme of the Boy Scouts of the Philippines, which aims to train trainers to become effective and efficient Managers of Training and Course Leaders in the Basic and Advanced Training Courses of the BSP. The course administration and management consist of the members of the National Training Commission, Regional Training Commissioners and the Training Team, with full compliment of Staff from the National Office and Regional Offices.
4. **Qualification to Attend.**
  - a. Scout Leaders who hold an honorable charge and appointment of an ASSISTANT LEADER TRAINER (ALT) with a minimum of two (2) years tenure or residency as an ALT and actively serving in training courses for Adults Leaders and have served in Advanced Training Course or
  - b. Graduates of the Course for Managers of Learning, appointed as Assistant Leader Trainer (ALT) and have completed the Service 2 requirements after becoming an ALT.
  - c. Recommended by their respective Council Scout Executives and endorsed by their respective Regional Scout Director.
5. For Online Pre-Registration you may click this link <https://forms.gle/PCbnaXr9n1qc6Vdf7>
6. **Training Fee.** Each participant will be charged a minimal course registration fee of **Five Thousand Pesos (Php. 5,000.00)** to cover the cost of meals, billeting accommodation, course souvenirs, materials and other administrative requirements of the course.



7. **Mode of Payment.** the course will be hosted by the Las Piñas City Associate Council, National Capital Region, BSP, and all course registration fees should be bank transferred or deposited to the Council's Official Landbank Account for issuance of necessary Official Receipt. Here are the details of the bank account.
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|------------------|---|
| a. Bank          | <b>Landbank of the Philippines</b>          |
| b. Account Name: | <b>BSP LAS PIÑAS CITY ASSOCIATE COUNCIL</b> |
| c. Account No:   | <b>1551-1502-71</b>                         |
| d. Branch        | <b>Pamplona, Las Piñas City</b>             |
8. Payment shall only be made upon confirmation of participation by the National Office, BSP thru the concerned Regional Office. There will be NO Cash Registration on site. Once participation is confirmed, you may deposit your Course Registration Fee and email the copy of the deposit slip to the email addresses provided below for the preparation and issuance of the Official Receipt.
9. **Arrival and Departure.** Participants are expected to arrive at the venue not later than **19:00H of 5 January 2023**, for orientation and briefing and may leave the camp after the Closing Ceremony on **8 January 2023**. The 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.
10. **Course Attire.** All participants are expected to wear the Official Type-A Khaki 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)
  - 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.
11. **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 USB flash drive, laptops, notebooks, netbooks or iPad for files sharing, sessions on ICT and Training and Managing Online Training, and presentation purposes.
12. Attached herewith are the Individual Application Form to Attend the Course for Managers of Training together with the Medical Examination Form and Certification for your easy reference. Duly signed and filled-out forms should be submitted via email in PDF format on or before thru Mr. Yasser F. Sarona at [yaz@scouts.org.ph](mailto:yaz@scouts.org.ph)
13. Should you have queries, you may refer them directly to **Mr. Yasser F. Sarona**, Program and Adult Resources Development Executive via email at [yaz@scouts.org.ph](mailto:yaz@scouts.org.ph) or via mobile at **+63 949 883 8973**.
14. For information, guidance and widest dissemination.

  
**DIOSDADO M. SAN ANTONIO**  
Officer-In-Charge  
Office of the Secretary General

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

**BLENDED COURSE FOR MANAGERS OF TRAINING**

27 – 29 December 2022 (via Zoom Online) 06 – 08 January 2023 (Face to Face)  
MNSR, Mt. Makiling, Los Baños, Laguna

**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: \_\_\_\_\_



**HEALTH AND MEDICAL RECORD**

Health and medical record, including limitations indicated, is valid for participation in the Scouting Program for one year from date of physician's examination subject to recertification in camp and when required for special events.

**Fill out completely**

### Frequent Fever

## Chicken Pox

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### Explain

Others

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In the event of illness or injury occurring to my son during his attendance at the Jamboree / Training, I do hereby consent to advance to whatever medical or surgical diagnostic procedure or treatment is considered necessary in the best judgement of the attending physician and performed by or under the supervision of a member of the medical staff furnishing medical services. I understand that, in the event of a serious illness or injury, reasonable efforts to reach me will be attempted.

Approved by: \_\_\_\_\_  
Parent or Guardian

**TO THE PHYSICIAN:** Your careful examination and written recommendation will encourage personal fitness and safe participation in strenuous outdoor activities. Review health history. If incomplete, please ask that this essential information be provided for your use.

### Emotional Stability

Explanation if abnormal

## Date Given \_\_\_\_\_

Needed

**Physically fit to participate in:  
Competitive Sports**

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Physician and License No.