



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 August 2026

DIVISION MEMORANDUM
No. **521** s. 2026

TRAINING ON GIRL SCOUTING PROGRAM FOR SCHOOL ADMINISTRATORS

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In support of the Department of Education's commitment to strengthen youth leadership, character formation, and values education through the Girl Scouts of the Philippines (GSP), all concerned are hereby informed of the **Training on Girl Scouting Program for School Administrators** on **August 12, 2026, 8:30 a.m. to 4:00 p.m.** at **Quezon GS Council Headquarters, Lucena City** by the Quezon Girl Scout Council.

2. The training aims to enhance the knowledge and understanding of school administrators on the Girl Scouting Program to ensure its effective implementation in schools. Specifically, the training shall cover the following:

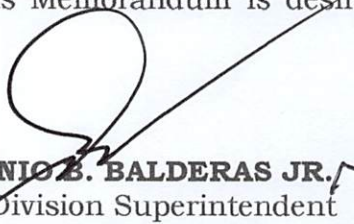
- a. Basic concepts of Girl Scouting, including its mission, vision, policies, programs, organizational structure, and ways of work;
- b. Volunteerism and commitment in promoting the Girl Scouting Movement;
- c. GSP organizational structure, including the functions, composition, communication flow, and coordination among various units; and
- d. Roles and responsibilities of school administrators in supporting and implementing the Girl Scouting Program and other related projects for the holistic development of girls.

3. The following school administrators from the Schools Division of Tayabas City are authorized to attend the training:

Name	Position	School
Cherry G. Hugo	School Principal II	Buenaventura Alandy National High School
Baby Lyn T. Olandes	Head Teacher III	Domoit Elementary School

4. Participants are expected to register before the opening program and shall wear the **official Girl Scouts of the Philippines (GSP) uniform with adult scarf**, if available, or appropriate office attire as prescribed by the organizers.

5. Travel and other incidental expenses of the participants shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination and compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Letter Communication from GSP – Southern Luzon Region, Quezon Girl Scout Council

To be indicated in the Perpetual Index
under the following subjects:

SCOUTING
TRAINING

SGOD – training on girl scouting program for school administrators
REC6IQ4K-009543/August 31, 2026



GIRL SCOUTS OF THE PHILIPPINES
SOUTHERN LUZON REGION
Quezon Girl Scout Council

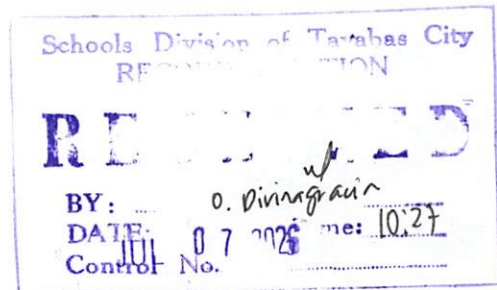
6 July 2026

CELEDONIO B. BALDERAS, JR

Schools Division Superintendent

Tayabas City Division &

GSP Council Commissioner for Administration



Dear Sir Balderas:

1. The GSP Movement plays a very important role in the development of the girls. As School Administrators there is a need for them to be trained and be oriented on their role and responsibilities as well as equip them with clear understanding of Girl Scouting. Its mission and vision, programs, structure, policies and ways of work. They should be well-informed about the organization so that the different activities can be effectively implemented and monitored in their respective schools.
2. The Objectives of the said Training are :
 - Demonstrate a clear understanding of the basic of Girl Scouting : Its policies, program, structure & ways of work.
 - Volunteerism and Commitment
 - GSP Organizational Structure which is the procedures and understanding of the different units in the organizations, its composition, functions and flow of work and communications;
 - Roles and Responsibilities of School Administrators on how they support and help The council implement the GSP Program and other projects for the development of girls.
3. In line with this, we would like to request your good office to permit us to conduct the said training on August 12, 2026 at the Quezon GS Council , Lucena City.

Participants

Attire

Opening Ceremony

Closing Ceremony

-School Head In-Charge/Principal (in charge in Scouting)

- GSP Official Uniform with Adult Scarf

- 8:30 a.m.

-4:00 p.m.

4. Thank you so much for your approval.

Truly yours,

IMELDA V. CRUZ

Council Executive

Noted and Approved :

CELEDONIO B. BALDERAS, JR.

Schools Division Superintendent

Tayabas City Division &

GSP Council Commissioner for Administration