



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

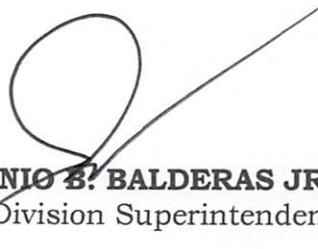
15 August 2025

DIVISION MEMORANDUM
No. 561 s. 2025

PATROL AND CREW LEADERS TRAINING COURSES (PLTC/CLTC)

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

1. In reference to **BSP Quezon Council Office Memorandum No. 18, s. 2025**, this Office informs the field on the conduct of **Patrol and Crew Leaders Training Courses** on **September 12-14, 2025** at **Tayabas East Central School**.
2. All registered **boy and senior scouts** are encouraged to participate in the said activity to improve and upgrade their knowledge on the new program scheme of BSP especially on the new advancement scheme for our scouts and to further develop their leadership competencies.
3. Non-teaching personnel who will render services during weekend are entitled to compensatory time-off (CTO) or overtime credits while teaching personnel shall be entitled to service credits.
4. Attached is the Office Memorandum for the details of the activity.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR. *lec*
Schools Division Superintendent

Encl.: As stated

Reference: BSP Quezon Council Office Memorandum No. 18, s. 2025

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

PATROL LEADERS
CREW LEADERS

SGOD- patrol and crew leaders training courses (pltc/cltc)
REC6ABNI-005894/August 15, 2025



Boy Scouts of the Philippines

QUEZON COUNCIL

Perez Street, 4301 Lucena City

Tel. No. (042) 784 5929 * Mobile No. +63 962 414 2025

Email Address: quezonbsp1948@gmail.com

Schools Division Office - Tayabas City
RECORDS SECTION

RECEIVED

BY: LARA VILLAROSA
DATE: July 29, 2025
Time: 9:00
Control No. _____

COUNCIL OFFICE MEMORANDUM

Number 18, s. 2025

T O : All District Scout Commissioners, District School head In-Charge of BSP, Institutional Heads, District Troop Leaders, Institutional Scouting Coordinators of Public Secondary/Private Schools and Scout Leaders

SUBJECT : PATROL and CREW LEADERS TRAINING COURSES (PLTC/CLTC)

1. For the information and guidance of all concerned, the Boy Scouts of the Philippines, Quezon Council will conduct **Area Patrol and Crew Leaders Training Courses (PLTC/CLTC)** for **Mt. Banahaw View Area** comprising the municipalities of Lucban, Pagbilao, Mauban, Sampaloc and Tayabas City on **September 12 – 14, 2025 at Tayabas East Central School, Tayabas City.**
2. This training] is intended to all **PATROL LEADERS (Boy Scouts) and CREW LEADERS (Senior Scouts)** to improve and upgrade their knowledge on the new program scheme of the BSP especially on the new advancement scheme for our scouts and to further develop their leadership competencies.
3. This is a live-in training. All scouts are required to attend an **ONLINE SESSIONS** on **Thursday of the scheduled date of training at 4:00 pm** as they will be grouped into patrols/crews and will have the preliminary sessions, link shall be sent soon through their Institutional Scouting Coordinators, Troop Leaders and Outfit Advisors. Participants are expected to bring with them their "Type A or B uniform" other session clothes for three (3) days, bedding and personal belonging. **BRINGING OF DOME TENT IS REQUIRED.**
4. All participants are expected to get familiar with the following topics: Ideals, Troop/Outfit organization, Patrol/Crew Features, History of Scouting and Basic Knots.
5. The **TRAINING COURSE FEE** of **THREE HUNDRED PESOS ONLY (PhP 300.00)** shall be charged each participant and accompanying scout leaders for *CLTC/PLTC Kit, training materials, ID, certificate, training staff transportation allowances and other operational costs.*
6. Participants must report at the course venue on or before 5:00 PM of DAY 1 (*Friday*) for the Opening Ceremonies, and must stay until closing on DAY 3, (*Sunday*) 10:00 AM
7. Since the activity falls on weekend due to the No Interruption of Classes Policy, accompanying scout leaders shall be entitled to service credit as stated on **DO 53 s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers.**
8. Your priority attention is hereby requested to conform with the training standard policies and procedures.


JOEL R. AVILLED, Ph.D.
Council Scout Executive

NOTED & APPROVED:

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent
& Deputy Council Scout Commissioner


ANGELINA "DOKTORA HELEN" D. TAN, MD, MBAH
Governor, Province of Quezon
& Council Chairperson





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PARENT'S / GUARDIAN'S CONSENT FORM

I, the undersigned, as the parent/guardian of the Scout named below, give my informed consent for my child to participate in Scouting activities organized by the Boy Scouts of the Philippines. I have read and understood the information provided and acknowledge the potential risks involved.

I confirm that:

1. **Health and Medical Information:** I have provided accurate, up-to-date health information, including any known allergies, medications, and medical conditions that may impact my child's participation. I authorize the event organizers to seek emergency medical treatment if necessary.
2. **Photography and Media:** I grant permission for photographs, videos, and recordings of my child to be taken during activities, which may be used for Scouting promotional materials, reports, or other public-facing materials.

Yes ☐ No ☐

3. **Transportation:** I understand that my child may be transported by authorize personnel to and from Scouting events as needed. This may include private buses, vans, or other forms of safe transportation arranged by the Boy Scouts of the Philippines.
4. **Code of Conduct:** I have discussed with my child the importance the following the Boy Scouts of the Philippines' Code of Conduct, which includes respecting others, adhering to safety guidelines, and cooperating with Scout leaders and peers.

Parent/Guardian Signature: _____ Contact Number: _____

Parent/Guardian Full Name: _____ Date: _____

SCOUTS ASSENT:

I, as a participant in the Boy Scouts of the Philippines, understand the purpose of Scouting events and agree to fully participate while following all instructions from leaders. I will treat other Scouts and leaders respect, follow safety guidelines, and ask for help if I feel unsafe or uncomfortable.

- I agree to participate Scouting events: Yes ☐ No ☐

Scout's Signature: _____

Scout's Full Name: _____ Date: _____

EMERGENCY CONTACT INFORMATION

| | |
|---------------------------------|----------------------------------|
| 1. Primary Contact Name : _____ | 2. Secondary Contact Name: _____ |
| Relationship to Scout: _____ | Relationship to Scout: _____ |
| Contact Number: _____ | Contact Number: _____ |

Thank you for supporting your child's participation in the Boy Scouts of the Philippines. Together, we can provide safe, meaningful, and enjoyable Scouting experience. If you have any questions about this form or our Scouting events, please contact your local Scouting office or activity point person via the details below:

Name of Event/ Activity: **PATROL / CREW LEADERS TRAINING COURSE (PLTC/CLTC)**

Date and Venue: _____

Scout Leader: _____

Contact Number: _____





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PATROL & CREW LEADERS TRAINING COURSE (PLTC/CLTC)

Date: _____ Venue: _____

AUTHORITY TO TRAVEL FORM

is hereby granted to the following Scouts and Scouters of

_____, to attend the **PATROL & CREW LEADERS TRAINING**
COURSE at _____ on _____, to wit:

SCOUTS:

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |

SCOUTERS:

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Our participants will arrive at the venue on _____ at _____
(Date) (Time)

District Troop Leader/Institutional Scouting Coordinator

Date: _____

NOTED & APPROVED:

District Scout Commissioner/Institutional Head

Date: _____

NOTE: Please confirm your number of participants to Quezon BSP Office, or thru email/facebook at quezonbsp1948@gmail.com.

