



Republic of the Philippines
Department of Education

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

23 October 2026

DIVISION MEMORANDUM

No. 700 s. 2026

**GIRL SCOUTS OF THE PHILIPPINES (GSP) QUEZON COUNCIL BASIC
AND AGE LEVEL COURSES FOR NEW TROOP LEADERS**

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

1. This Office informs the field that **GSP Quezon Council** will hold the **Basic and Age Level Courses for New Troop Leaders** on **October 23-25, 2026**, at **Quezon Girl Scouts Council Headquarters, Lucena City**.
2. The objectives of the activity are to:
 - a. develop positive values, leadership, camaraderie and willingness to serve;
 - b. enhance knowledge, skills and strategies of the participants to actively contribute to the development and implementation of Girl Scouting Program in schools; and
 - c. contribute to the holistic development of learners through revitalization of girl scouting program
3. Participants to this activity are interested teaching and non-teaching personnel from public and private schools. Also, participation in the said activity is **voluntary**.
4. Interested participants may inform **Ms. Jobelle L. Maningas**, Project Development Officer I, and submit the registration fee to GSP Quezon Council Office **on or before October 23, 2026**.
5. Attached herewith is the letter from GSP Council Executive for more details on the said activity.
6. The registration fees of the participants may be charged against the school's Local Funds or any other available and allowable school funds, subject to existing DepEd accounting and auditing rules and regulations, provided that the activity and the corresponding expenses are included in the School Annual Implementation Plan (AIP) and supported by the necessary documentation.
7. Attendance of non-teaching personnel who will render services during weekend is entitled to Compensatory Time-Off (CTO) or overtime credits while

teaching personnel shall be entitled to Service Credits pursuant to the implementing rules and regulations on the grant of CTO and service credits.

8. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl.: As stated

Reference: As stated

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

GSP ACTIVITIES

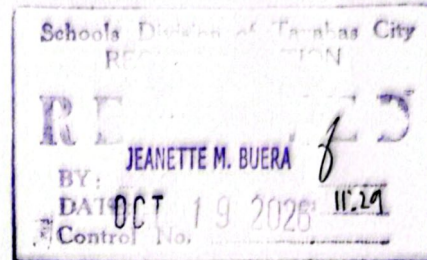
SGOD- girl scout of the philippines (gsp) quezon council basic and age level courses for new troop leaders
RECQSI5K-010997/October 23, 2026



GIRL SCOUTS OF THE PHILIPPINES
Southern Luzon Region
Quezon Girl Scout Council

19 October 2026

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent
Tayabas City Division &
GSP Council Commissioner for Administration



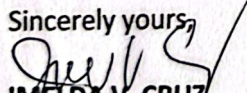
Dear Sir :

Greetings of Peace !

1. The Quezon Girl Scout Council would like to request training for this School Year 2026-2027 which is the Basic and Age level Courses for New Troop Leaders this October 23-25, 2026 at the Quezon Council Headquarters, Lucena City .
2. The Objective of the said activity are the following :
 - a. develop positive values , leadership, camaraderie and willingness to serve;
 - b. enhance knowledge , skills and strategies of the participants to actively contribute to the development and implementation of Girl Scouting Program in schools;
 - c. contribute to the holistic development of learners through revitalization of girl scouting program;
3. Participants for the New Teachers/Non-Teaching Personnel.
4. Registration Fee : Php1,500.00 inclusion of foods, accommodations, materials and other miscellaneous expenses.
5. Things to bring : Official Uniform / gsp-polo shirt , gsp jogging pants and personal belongings
6. Schedule of Training :

Opening Ceremony : October 23 @ =4:00 p.m.

Closing Ceremony : October 25 @ 11:00 a.m.
7. May we also request to grant the service credits for the teachers who will be attending the training per Dep Ed Order No. 53.s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers".
8. Thank you so much for your favorable approval.

Sincerely yours,

IMELDA V. CRUZ
Council Executive

NOTED & APPROVED :

CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent
Tayabas City Division &
GSP Council Commissioner for Administration