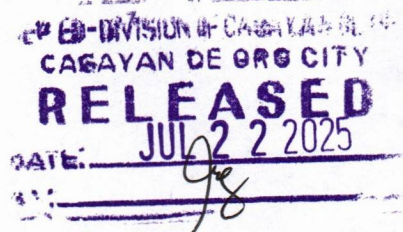




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

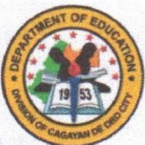
18 Jul 2025

DIVISION MEMORANDUM
No. 580 s.2025

**ADDENDUM TO DM 541, S.2025: 1ST CONGRESSIONAL DISTRICT BASIC
TRAINING COURSE FOR TROOP LEADERS ON JULY 18-20, 2025, AT
BAYABAS NATIONAL HIGH SCHOOL, BARANGAY BAYABAS, CAGAYAN DE ORO
CITY**

TO: Chief, SGOD
Public Schools District Supervisors
Public and Private School Heads
BSP Coordinators
All others concerned
This Division

1. In reference to **Division Memorandum No. 541, s. 2025**, the final list of teacher participants and members of the Training Team is hereby attached for the information and guidance of all concerned.
2. The following enclosures are included:
 - a. **Enclosure 1:** List of Teacher Participants
 - b. **Enclosure 2:** List of TWG and Training Team Members
 - c. **Enclosure 3:** Approved General Matrix of Activities
3. In line with the commitment of the **Boy Scouts of the Philippines (BSP)** to promote a safe and respectful environment for all stakeholders, all participants are reminded to strictly observe the **BSP National Office Order No. 8**, with its supplemental **BSP National Office Order No. 15**, on the **National Safeguarding Policy**. This policy shall be strictly enforced throughout the conduct of the activity. All interactions must be guided by professionalism and adherence to the values enshrined in the **Scout Oath and Law**.
4. School heads are reminded to ensure full compliance with **DepEd Order No. 9, s. 2005**, entitled "Instituting Measures to Increase Engaged Time-on-Task," which mandates that regular classes should remain uninterrupted.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@deped.gov.ph
Website: <https://depedcdo.net/>

Doc. Ref. Code		Rev	00
Effectivity		Page	Page 1 of 60



Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

5. **Members of the TWG and Training Team** are requested to report to the venue on **July 18, 2025, at 1:00 p.m.** for the necessary preparations relative to their assigned tasks.
6. Furthermore, in accordance with **DepEd Order No. 53, s. 2023**, titled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers," all participating teachers and Training Team Members shall be entitled to service credits.
7. Lastly, all concerned are encouraged to confirm their attendance by contacting the **BSP Division Scout Coordinator, Mr. Roger L. Potane**, at 0960-642-8301.
8. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all personnel regardless of disability, sexual orientation, gender, age, religion, and ethnicity.
9. This Office directs immediate and wide dissemination of this Memorandum.

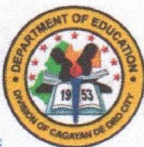
ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As stated Reference: None

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

Boy Scouts of the Philippines BSP Division Scout Coordinator

SGOD/RLPotane – dm: addendum to dm 541, s.2025: 1st congressional district basic training course for troop leaders on July 18-20, 2025, at bayabas national high school, barangay bayabas, cagayan de oro city
July 18, 2025



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code		Rev	00
Effectivity		Page	Page 2 of 60

ENCLOSURE 1: LIST OF TEACHER PARTICIPANTS

Name	School
1. Brylle C. Tambilawan	Batinay Elementary School
2. Fritz Michael S. Janeo	Batinay Elementary School
3. Jerica F. Martil	Batinay Elementary School
4. Remelyn B. Sudaria	Batinay Elementary School
5. Suzette F. Granada	Tagpangi Elementary School
6. Lovely Mae D. Gamayon	Tagpangi Elementary School
7. John Dale Patrick D. Aba	Tagpangi Elementary School
8. Cristal Jade E. Galarrita	Tagpangi Elementary School
9. Hazel Mae B. Japuz	Tagpangi Elementary School
10. Shiela A. Cagas	East City Central School
11. Roxan C. Calledo	East City Central School
12. Shalom Joy S Magno	East City Central School
13. Esther Ricaforte	Pedro N. Roa National High School
14. Manuel N. Bangcong	Besigan National High School
15. Angelly A. Bordaje	Besigan National High School
16. Arlene B. Valmoria	Besigan National High School
17. Mikee Suyman	Mambuaya Elementary School
18. Edelyn Castro	Mambuaya Elementary School
19. Racquel Obemio	Mambuaya Elementary School
20. Cristina Panhay	Mambuaya Elementary School
21. Annabel Cagaan	Mambuaya Elementary School
22. Edena Grace Bayang	Mambuaya Elementary School
23. Icy Sabellita	Mambuaya Elementary School
24. Abigail Aballe	Mambuaya Elementary School
25. Zoe Senarlo	Mambuaya Elementary School
26. Cherry Ann Santisas	Mambuaya Elementary School
27. Sweet Beatrice Macumao	Mambuaya Elementary School
28. Joan Joy C. Engayas	Mangalay Elementary School
29. Kim Joriz E. Conog	Batinay Elementary School
30. Elbert Pusan	Tumpagon National High School
31. Gracely Nove Calingao	Tumpagon National High School
32. Cherry Mae Lamaclamac	Tumpagon National High School
33. Charlyn Mae Calledo	Tumpagon National High School
34. Adelen Yaba	Tumpagon National High School
35. Mayvilen Villalobos	Tumpagon National High School
36. Fritzie Jean Naelga	Tumpagon National High School
37. Rey Onyot	Tumpagon National High School
38. Kenth Bañanola	Tumpagon National High School
39. Cherry Mae S. Faelden	Baikingon Elementary School
40. Cecilia B. Israel	Baikingon Elementary School
41. Ronald Reyes	Dunggoan Integrated School
42. Israel L. Gargar Jr.	Cadayonan Integrated School
43. Mary Joy Busilac	Cadayonan Integrated School
44. John Marlo Herrera	Cadayonan Integrated School
45. Rose Jhei Rosal	Cadayonan Integrated School

46. Dolorosa A. Santaan	Tignapoloan Elementary School
47. Jhea R. Paraguya	Tignapoloan Elementary School
48. Jetamie S. Bucol	Dansolihon Elementary School
49. Ivy May F. Coming	Dansolihon Elementary School
50. Josephine C. Pari-an	Dansolihon Elementary School
51. Arlene U. Tuba	Dansolihon Elementary School
52. Grace A. Ogtohan	Dansolihon Elementary School
53. Princess Ann D. Caiña	Dunggoan Integrated School
54. Roy Z. Dagatan	Dunggoan Integrated School
55. Leah Gabaca	Upper Tigna Elementary School
56. Jay-are R. Bacabis	Besigan Elementary School
57. Engelbert L. De La Piña	Besigan Elementary School
58. Vincent Olita	Magayad Integrated School
59. Joe Vincent Elevado	Balongkot Integrated School
60. Lawrence Lemuel Pahuyo	Iba Integrated School
61. Theres Ann Dacubor	Iba Integrated School
62. Krizaida Alleya E. Cabaring	Man-ai Elementary School
63. Clarenette B. Nerona	Man-ai Elementary School
64. Joan Joy C. Engayas	Mangalay Elementary School
65. Lynn A. Madawwat	Lumbia Central School
66. Hansel Glenn T. Idulsa	Lumbia Central School
67. Aljean A. Cimene	Lumbia Central School
68. Manilyn A. Neron	Lumbia Central School
69. Kimberly R. Serato	Lumbia Central School
70. Mary Jane R. Golobio	Lumbia Central School
71. Jessa Mae S. Sucaldito	Lumbia Central School
72. Jean Ramonal	Lumbia Central School
73. Eric I. Ramonal	Lumbia Central School
73. Hazel Mae Jabunan	Tuburan Elementary School
74. Rosalie Gabreza	Tuburan Elementary School
75. Mary Jane Apag	Tuburan Elementary School
76. Mary Nesa Bergado	Tuburan Elementary School
78. Josie A. Bahia	Tuburan Elementary School
79. Jennifer M Cabezas	Tuburan Elementary School
80. Lalaine G. Lasaga	Tumpagon Elementary School
81. Mary Nesa Bergado	Tuburan Elementary School
82. Genno S. Olarita	Lumbia National High School
83. Joseph Norbert S. Sabote	Lumbia National High School
84. Von Kriztian Zam Lorejo	Lumbia National High School
85. James M. Marianito	Lumbia National High School
86. Regina Jane Jagmoc	Bonbon National High School
87. Reymark Sumaria	Bonbon National High School
88. Kimber John Guiuan	Bonbon National High School
89. Ralph Kenneth Mondido	Bonbon National High School
90. Raissa Rellon	Bonbon National High School
91. Sherry Jane Bual	Bayabas National High School
92. Naive Cabang	Bayabas National High School
93. Rochelle Lago	Bayabas National High School
94. Algem Mae Gulmatico	Bayabas National High School

95. Ana Rosa Aguilar	Bayabas National High School
96. Shielamar Labiscase	Kauswagan National High School
97. Kim S. Marcial	Kauswagan National High School
98. Nathalie Nieve Lopez	Kauswagan National High School
99. Myamie Dumlao	Kauswagan National High School
100. Aileen Raganot	Kauswagan National High School
101. Jessa Therese RapiRap	Kauswagan National High School
102. April Love Pangantihon	Kauswagan National High School
103. Lady Mae Flores	Kauswagan National High School
104. Sarah Jean Cobaria	Kauswagan National High School
105. Cathy Balaba	Kauswagan National High School
106. Eva Nacua	Kauswagan National High School
107. Mary Grace Sacupayo	Kauswagan National High School
108. Mariza Tabanera	Kauswagan National High School
109. Frincess Ortega	Kauswagan National High School
110. Jane R. Subingsubing	Mangalay Elementary School
111. Cindy L. Go	Mangalay Elementary School
112. Edilyn S. Abao B	Mangalay Elementary School
113. Joan Joy C. Engayas	Mangalay Elementary School
114. Michael Saluna	Bayanga National High School
115. Darwin Estoque	Puerto National High School
116. Christine Jemarie B. Jotojot	Puerto National High School
117. Stephen Paul C. Pailagao	Puerto National High School
118. Eugene S. Balacuit III	Puerto National High School
119. Rodelyn N. Salcedo	Puerto National High School
120. Jenette Mae T. Doletin	Puerto National High School
121. Shella Mae O. Tesado	Puerto National High School
122. Kimberly Zolion	Puerto National High School
123. Windy Hagonao	Puerto National High School
124. Norhata B. Andog	Puerto National High School
125. Angelene Ferrer	Puerto National High School
126. Rachel P. Flores	Puerto National High School
127. Jovelyn S. Yuag	Puerto National High School
128. Shella Mae O. Tesado	Puerto National High School
129. Sheira Limbaro	Puerto National High School
130. Cezar Jr L. Ramirez	Tignapoloan National High School
131. Niquo B. Macarampat	Tignapoloan National High School
132. Edjaynette S. Pabeca	Tignapoloan National High School
133. Shiela Mae T. Gorio	Tignapoloan National High School
134. Jane R. Subingsubing	Mangalay Elementary School
135. Cindy L. Go	Mangalay Elementary School
136. Joan Joy C. Engayas	Mangalay Elementary School
137. Edilyn S. Abao	Mangalay Elementary School
138. Michael Saluna	Bayanga National High School
139. Katherine M. Mique	Magayad Integrated School
140. Glenda Q. Epao	Agusan National High School
141. Jay-Ar B. Emlano	Balulang National High School
142. Lucille Mae C. Galang	Balulang National High School
143. Erika Jean P. Visto	Midkiwan Integrated School

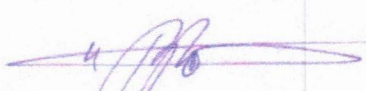
144. Jane P. Masucol	Midkiwan Integrated School
145. Evaniza L. Ayosep	Midkiwan Integrated School
146. Jan Noris Salcedo	Midkiwan Integrated School
147. John Chris P. Acera	Midkiwan Integrated School
148. Dover Khu	Midkiwan Integrated School
149. Mary Hel B. Novarosa	Midkiwan Integrated School
150. Eric G. Co	Suntingon Elementary School-Annex
151. Marianne C. Sabud	Suntingon Elementary School-Annex
152. Mustiola C. Beltran	Suntingon Elementary School-Annex
153. Jesscena Marie O. Popera	Suntingon Elementary School-Annex
154. Roger E. Pagupat	Suntingon Elementary School-Annex
155. Eva F. Villaflor	Suntingon Elementary School-Annex
156. Bonnybee P. Dechos	Suntingon Elementary School-Annex
157. Sheila Mae Macalos	Suntingon Elementary School-Annex
158. Roxanne O. Ebaning	Fr. Willian Masterson ES
159. Hanifah C. Salinas	Fr. Willian Masterson ES
160. Neil Jay O. Alvear	Fr. Willian Masterson ES
161. James Ed Molijon	Pagalungan NHS
162. Willie Jane Amora	Dansolihon ES
163. Grace Jamilsola	Dansolihon ES
164. Gillian C. Maceda	Dansolihon ES
165. Lani A. Puaya	Dansolihon ES
166. Xandre Lou C. Alcantara	Camaman-an NHS-Macapaya
167. Lovelyn J. Tacud	Camaman-an NHS-Macapaya
168. Annie O. Abao	Camaman-an ES
169. Normalia M. Didaagun	Camaman-an ES
170. Danica Marielle B. Liquit	Camaman-an ES
171. Rosalina R. Cabañez	Camaman-an ES
172. Nila A. Lopoy	Camaman-an ES
173. Ellena Rea Salva D. Saa	Camaman-an ES
174. George Granger Y. Gallardo	Palalan Integrated School
175. Rodel A. Balagulan	Palalan Integrated School
176. Richelle A. Valera	Dansolihon ES
177. Emmanuel A. Almonia	Taglimao NHS
178. Christine Dal Jabillo	Bayabas NHS
179. Serestie Booc	Bayabas NHS
180. Bayani Alianza	Balubal NHS
181. Jestoni Talle	Balubal NHS
182. Justine Labarite	Kauswagan Central School
183. Jill Gonzalez	Kauswagan Central School
184. Jessie Lou Estrosos	Kauswagan Central School
185. Marjorie C. Lumbayo	Carmen National High School
186. Kim Jagos	Puerto National High School
187. Janica Cryzel C. Natividad	Puerto National High School
188. Rosie Lyn J. Besario	Puerto National High School
189. Razel Abella	Taglimao National High School
190. Catherine I. Exclamador	Bonbon Elementary School
191. Maila D. Lobrigas	Iba Integrated School
192. Stephanie Ann D. Manaran	Iba Integrated School
193. Kathleen Kaye Catubig	Carmen NHS
194. Marife M. Bade	Balubal NHS

195. Omar R. Datuimam	Carmen NHS
196. Jeric B. Bacud	Malasag ES
197. Gleya S. Ibarra	Malasag ES
198. Bryll B. Borgonos	Malasag ES

ROGER LACUBAY POTANE, LT
Deputy Council Commissioner
Division BSP Scout Coordinator
Course Leader

ENCLOSURE 2: LIST OF TWG AND TRAINING TEAM MEMBERS

Name of Participants	Name of School	Tasks and Responsibilities
1. Roger L. Potane, LT	BSP Division Coordinator	Course Leader
2. Jeany Ybanez, WBG	Balulang ES	Based Facilitator
3. Albert Raagas, CML	Kauswagan SHS	ACL/Admin/Discussant
4. Corazon M. Vios, WBH	Carmen NHS	Discussant
5. Alma B. Penonia, CML	Kauswagan CS	Discussant
6. Melba S. Omandam, WBH	Iponan ES	Discussant
7. Elsa B. Tahud, WBH	Baikingon ES	Discussant
8. Brian Antig, WBH	Kauswagan NHS	Based Facilitator
9.. Lloyd T. Saladaga, WBH	Indahag NHS	ACL/ Program/ Discussant
10. Grace R. Gepiga, WBH	East City Central School	Based Facilitator
11. Lucrecia Dagondon, WBH	Bugo NHS	Based Facilitator
12. Juicy F. Yare, WBH	Bugo Central School	Based Facilitator
13. Ralf M. Sabuero, WBH	Carmen NHS	Senior Patrol Leader
14. Jenifer P. Ragandang, WBH	Bayabas NHS	Based Facilitator
15. Shallimar P. Amora, WBH	West City Central School	Based Facilitator
16. Edwin O. Mamba, WBH	Tuburan NHS	Discussant
17. Joan Tabilin, WBH	Lumbia Central School	Based Facilitator
18. Jitka Adaza, WBH	Lumbia Central School	Based Facilitator
19. Florame P. Samson, WBH	Bugo Central School	Based Facilitator
20. Jim Stephen Dullente, WBG	Puerto NHS	Based Facilitator
21. Ellson A. Juntilla, WBH	Bugo NHS	Based Facilitator
22. Bjorn Marc R. Martirez, WBH	Dansolihon NHS	Based Facilitator
23. Allen C. Barbaso, WBH	Camaman-an NHS	Based Facilitator
24. Cornelio C. Pol, WBG	Carmen NHS	Based Facilitator
25. Clair Liguin, WBG	Bonbon NHS	Based Facilitator
26. Rey Misael Daabay, WBH	Suntingon ES-Main	Based Facilitator
27. Jay-ar Labajan, WBG	Cadayon IS	Based Facilitator
28. Johnrill Generoso, WBG	City Central School	Based Facilitator
29. John Paul Pasigay, WBG	Batinay ES	Based Facilitator
30. Marites Atan, WBH	Angeles Sisters NHS	Based Facilitator
31. Emmanuel Ramoso, WBG	Gusa ES	Based Facilitator
32. Venus Benolirao, WBG	Balubal NHS	Based Facilitator
33. Sonietta C. Pasquil, WBH	North CCS	Based Facilitator
34. Marvin Anthony A. Ramos, WBH	Kauswagan NHS	Discussant/ Based Facilitator
35. Jovel Flores, WBH	Balulang NHS	Based Facilitator
36. Nelson Tacandong, WBG	Tumpagon NHS	Based Facilitator


ROGER LACUBAY POTANE, LT
 Deputy Council Commissioner
 Division BSP Scout Coordinator
 Course Leader

ENCLOSURE 3: GENERAL MATRIX OF ACTIVITIES

BOY SCOUTS OF THE PHILIPPINES
Cagayan de Oro City Council
BASIC TRAINING COURSE for TROOP LEADERS 2025
18-20 July 2025 @ Bayabas National School, Cag. de Oro City
GENERAL MATRIX OF ACTIVITIES
Theme: "Elevate @ 88: Future-proofing Scouting for the Next Century and Beyond"

Day/Date Time		FRIDAY 18 July 2025	SATURDAY 19 July 2025	SUNDAY 20 July 2025
M O R N I N G	0600H		Reveille Morning Clean Up Wash up FLAG RAISING CEREMONY	
	0700H		BTC S1: The Boy Scouts Program BTC S2: The Advancement Scheme BTC S3: The Patrol System BTC S4: The Annual Troop Program Plan BTC S5: Patrol and Troop Meeting BTC S6: The Fundamentals of Scouting and Activities in Scouting BTC S7: Smartness and Good Order	• Clean up Drive/Community Service
	0800H			
	0900H			
	1000H			
	1100H		CLOSING PROGRAM (Giving of Certificates)	
A F T E R N O O N	1200H		FELLOWSHIP LUNCH	
	1300H		M1: Fire by Friction M2: Challenge Valley M3: Rope Works M4: FA/Bandaging M5: Semaphore SM: Spirit Builders	
	1400H			
	1500H			
	1600H			
	1700H		ARRIVAL/ REGISTRATION/SET UP OF EQUIPMENT/INSTRUCTIONS/BRIEFING WITH THE TRAINING TEAM AND STAFF	
E V E N I N G	1800H	BROTHERHOOD DINNER		HOME SWEET HOME
	1900H	GRAND OPENING CEREMONY		
	2000H	BTC TRAINING TEAM and STAFF MEETING		
	2100H	FELLOWSHIP NIGHT GRAND CAMPFIRE		
	2200H	BTC TRAINING TEAM and STAFF MEETING with PATROL LEADERS per PATROL		
	2300H	CAMP IMPROVEMENT TAPS :LIGHTS OFF: SILENCE		

Course Leader: **ROGER L. POTANE, LT**

ROGER LACUBAY POTANE, LT
Deputy Council Commissioner
Division BSP Scout Coordinator
Course Leader