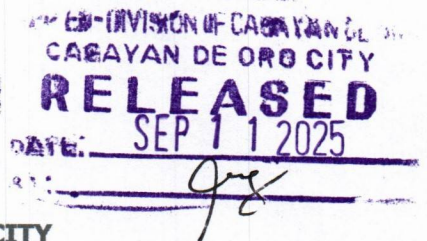




Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

10 September 2025

DIVISION MEMORANDUM

No. 734 s. 2025

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

ADDENDUM AND CORRIGENDUM TO DM 742, S.2025: 2nd CONGRESSIONAL DISTRICT BASIC TRAINING COURSE FOR TROOP LEADERS (Recognition No. BTL-25-010) ON SEPTEMBER 12-14, 2025, AT AGUSAN ELEMENTARY SCHOOL, BARANGAY AGUSAN, CAGAYAN DE ORO CITY.

- Regarding the Division Memorandum No. 742, s. 2025, the final listing of participants and members of the Training Team are hereby attached for reference and information to all concerned.
- The following are the enclosures:
Enclosure 1- List of Teacher Participants (**By Patrol System**)
Enclosure 2- List of TWG and Training Team Members
Enclosure 3- Approved General Matrix of Activities
- All participants are reminded to the standard equipment prescribed in scouting activities. It is suggested that only handy equipment (**tent, Type A/ B uniform, cooking gears, sleeping bags, flash light, extra clothes, personal kit, first aid kit, 1 empty sack**) and others deemed to be vital will be brought by the participants.
- Participation Fee is **Php 300.00** (Three Hundred Fifty Pesos Only) shall be charged to each participant to defray cost of certificate, membership fee, training materials/supplies, handouts and other administrative expenses.
- Training expenses are chargeable against available school local funds subject to usual accounting and auditing laws and procedures.
- Participants will provide their own means of transportation to the venue and to their respective residences. All participants are expected to be at the venue 01300H of September 12, 2025 at Agusan Elementary School, Brgy. Agusan, Cagayan de Oro City.



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7. In addition, consistent with the commitment of the Boy Scouts of the Philippines to ensure all stakeholders of scouting, participants are reminded to the **BSP National Office Order No. 8** with supplemental **BSP National Office Order No. 15** on the **National Safeguarding Policy** to strictly enforced during the conduct of the said activity with professionalism and uphold the values of the **Scout Oath and Law** in all interactions.

8. All concerned school heads are reminded to strictly adhere to DepEd Order No. 9, s. 2005, titled "Instituting Measures to Increase Engaged Time-on-Task, ensuring that classes remain uninterrupted.

9. TWG and Training Team Members are requested to report to the venue on September 12, 2025 at 12:00 noon for the preparation of their assigned task.

10. Furthermore, all teachers and Training Team Members are entitled to service credit as per DepEd Order 53, s. 2023, titled Updated Guidelines on Grant of Vacation Service credits to Teachers.

11. All concerned are hereby encouraged to confirm attendance through **the BSP Division Scout Coordinator, Roger L. Potane**, 09606428301.

12. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is accorded to all concerned/ participants regardless of disability, sexual orientation, gender, age, religion, ethnicity.

13. This Office directs immediate dissemination and compliance to 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: BASIC TRAINING COURSE for TROOP LEADERS
September 2025 –



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ENCLOSURE 1: LIST OF TEACHER PARTICIPANTS by Patrol

HORSE PATROL	LION PATROL	CAT PATROL
PL: Arnel J. Apiag	PL: Iresh M. Bomotano	PL: Ronald D. Pacto
Airene O. Suan	Maricar M. Ceballos	Hermie Gene Patalinghug
JOSE P. MARCOS	Glenda Jean Agbalog	IRINE L. EDULAN
MA. IRISH BELDEROL	NOEME PRITZ MARIE M. OBLEA	Clarissa E. Zorilla
MAILENE GUIBANG-GUIBANG	Jessan Balabag	Bellesa B. Damasing
UZIEL C. FLORES	HENY ENGRACIA	SALUDES, JANE MARIE S.
JANEZ VILLABER	Jocelyn A. Tuyor	Jhen Navarro
Roda Babiera	Rosemarie Acapulco	Emmalyn Blaniila
MARIEL B. TOMON	Llaban, Jeanie Fe Z	Loloy, Glorious Abner N.
GUMAHAD, Titus Codan B.	Jessa Mae P. Celocia	Marie Cate Rivas
TRISMAE D. MAGSINO	Maria Perpetua Patlunag	Maricris Jose
Margie P. Palac	Jocelyn G. Kiunisala	Cristina D. Yañez
FREDELIZA E. JABUNAN	MAEMOR DUMALA	CHRISYLLE E. AGNES
Nicole Sambaan	Syvel Nailes	Vania Del Puerto
Joule Mae G. Fuertes	HIDELYN ABISO	MARIA CATHYLYN D. INSO
HANNAH LOU DYAN L. LAGSA	MARIE LU CHRISTINE T. ANDOY	RENO L. BEJA

WOLF PATROL	EAGLE PATROL	BEAR PATROL
PL: Flodera Mae F. Herrero	PL: Princess Mary FAUNILLAN	PL: Michelle Mae Mancera
Charlene Valiente	Chalyn Saavedra	Shella Mae T Decierdo
Clint K. Manzanares	Medellete N. Sabit	Raiza Kristina Bonete Viñas
Honey Mae M. Ladesma	Wina Rose T. Gamos	Maria Melissa M. Labendia
Samuel Solidarios	Mitzi Jane Dughon	Junmark Embate
LAURENTE, DINAH	TOMAMPUS, JULIETA	BAJA, CINDY
Garry P. Macalos	Eralyn T. Saclot	Melanie Puertas
Grey Maylyn Magale	Marilou L. Pilanga	Mike Glendy Love V. Antolijao
CRIS KEVIN ALAMBATIN	Kristine L. Actub	Norhamidah S. H. Abdul Rashid
Amie Belocura	Analyn Macanip	Jeanalie Labial
Arjoy Petalver	Leandro I. Neri	Mae T. Tongco
Lorelei Love I. Miniao	Madeleine G. Lorejo	Desiree G. Mabalacad
ELISA Q. PACHECO	MICON R. LLABAN	ALYANA A. BAHAN
PHERLU CHRISTIANNE B. BISURA	JENELYN LIMPANA	Blessel Arcaya
ROSELO V. QUIÑO	JEANETTE B. SOBIONO	MERCY MART L. GUTIERREZ
Juvelyn M. Cabornay	Estrella T. Ablanque	Geralme C. Rañesis

CHEETAH PATROL	TIGER PATROL	CARABAO PATROL
PL: SHEILA BANDOY	PL: Roussell P Sumando	PL: Melanie P. Arcibal
Beverly C. Alforque	Vanessa B Corbita	Kathleen Jade T Serenio
Chelliana Pijano	Chickleth Murillo	Claire A. Manongcarang
Katherine B. Lu	Reinar A. Vega	Jerelyn D. Apdian
Mae Jastia	Genie Gican	Wendy C Micabalo
Rogie Mae M. Quieta	Inesilva A. Pagara	Ma. Phea D. Viajante
Analie Boniao	Lovely Mae G. Reguya	Genesa M. Lig-ang
Maricris Felicitas	Juna Liza M. Ibarra	Lejohn R. Quilab
Mary Grace B. Aguinot	Lindsay E. Raña	Julie Marie Bongaos
Nina Leyson	Grecilyn Reynoso	Margelina Tabian



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Coleen Abellanosa	Hazel Cruz	Renato Baldeovar
MARY JOY LIGAN	CARREN JOY GULANE	REX RUSSEL SALEM
CATRENAGEN L. SO	Sandy Redula	Gemma De Asis Aclub

MONKEY PATROL	COW PATROL	PANDA PATROL
PL: Genesis Lilam	PL: Gracelyn N Pacana	PL: Charie Jane D. Abao
Jennifer Azaron	April Gin D. Nacua	Lauris H. Salcedo
Fria Charlene Moneva	FELICITA R. CABUNOC	CHERRY ANN O. CALINGIN
Rosemarie Soriano	Nida C. ASILO	DESIREE B. MAGSAYO
Neumar Tan	Jonas Abogada	ARLENE EMAN
Marilyn Grace Q. Pino	Crispina R. Balino	Imelyn G. Doria
Jhea R. Paraguya	Swanny L. Felicia	Dolorosa A. Santaan
Jeneby C. Oliverio	Dan Anthony Dupende	Cynthia A. Nagac
Kiley Mae M. Bautista	Roselyn L. Dap-og	Glaiza P. Naguio
Grace Pagara	Nitzel Bonifacio	Mayet Encoy
Fe D. Tumanda	Kathryn Ann G. Peñoso	Mae Ann Bajolo
Ferdinand S. Vallecera	ILEEN R. PADUGA	EDUARDO REMOTIGUE JR.
Leonille Israel	Jenny Baja	Candie Mae Macapilit
Marimar Dandin	KHAYE GERMANO	EARL CLIFFORD M. PAHAPAY
JEANICE ESTOQUE	CATHERINE GALVEZ	EMELYN MONERA

RIZAL	MABINI	AGUINALDO
CL: Erwin Galanida	CL: Dean Aldrin Zarsosa	CL: CAROL O. LORONO
Dave Gabule	Sandy Adajar	Aljun Lago
Mandy Daang	Apple John Obsioma	Josephine Encabo
Dianna Rose Pellazar	Lesley Ann Quirap	Catherine Casinillo
Marc John S. Antao	Marvin Jr. Ocum	RYAN V. ROMERO
Raquel S. Dais	Rocela S. Jamero	Anna Lisa C. Calledo
Maryluna T. Aguilar	Laarnie F. Ventura	Lou Marvin Dacara
Queenie Love Pacto	Krystyn Balat	Erlene Joy Ubay-ubay
Aiza Braga	Valerie Mae Vitrillo	Kristine Nuñez
Sharon Restauo	Elmundo Cagmat	Arnel Llagas
Dianne Mae Guardiana	Juliet Omul	Jerome Vallente
Marco C. Paturan	Vanessa Grace Alimios	Liesel Azura
LEILA CASHMIRE B. THAN	DAN A. JABIEN	JOHN RICHEL ROSALES
Judy Ann L. Maglacion	Neil T. Sudaria	BONIEL, GIOVANNI V.
CABINGAS, MAR KONRAD N.	CALAMBA, RALPH C.	GO, JORDAN
MARIANTITO, JAMES M.	PANULIN, VIP ROTIEL V.	RAMIREZ, JASON J.



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Maria Lynn Cadiz	Michael Joseph Sabino
Felimon S. Negre, Jr.	Jennifer E. Genson
Katrina Quiring	Jane Sososco
Algen Mae Delsocoro-Sabellina	Leah Hansol
Jobelle Ann H. Agan	Mary Jane A. Aliling
Derbie Frias	Derson Pacudan
Rene boy Sulapas	John Mark T Delima
Glance M. Vasallo	SHEENA MAE O. SOMCIO
SERESTIE R. BOOC	CHESANIE RAJAL
BORRES, ALWYN DAVE S.	BUG-OS, JECHR L.
HANAFI, HAMDI M.	LOREJO, VON KRIZTIAN XAM M.
RANAS, ALADEN D.	Jessa Igbus


ROGER LACUBAY POTANE, LT



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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. Velijun D. Perez, WBG	Baikington NHS	Based Facilitator
3. Albert M. Raagas, CML	Kauswagan SHS	ACL/Admin/Discussant
4. Arnold Lee, WBG	Asst. SH, Bugo NHS	Based Facilitator
5. Celso A. Pagulon, CML	School Head, Lumbia ES	Discussant/ Based Facilitator
6. Melba S. Omandam, WBH	School Head, Iponan ES	Discussant
7. Elsa B. Tahud, WBH	Baikington ES	Discussant
8. Brian A. 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. Lucresia S. Dagondon, WBH	Bugo NHS	Based Facilitator
12. Juicy F. Yare, WBH	Bugo Central School	Based Facilitator
13. Ralf Vincent M. Sabuero, WBH	Carmen NHS	Senior Patrol Leader
14. Jenifer P. Ragandang, WBH	Bayabas NHS	Based Facilitator
15. Shallimar P. Amora, WBH	West City CS	Based Facilitator
16. Edwin O. Mamba, WBH	School Head, Balubal NHS	Discussant
17. Joan P. Tabilin, WBH	Lumbia Central School	Based Facilitator
18. Jitka A. Adaza, WBH	Lumbia Central School	Based Facilitator
19. Florame P. Samson, WBH	Bugo Central School	Based Facilitator
20. Jim Stephen R. Dullente, WBG	Puerto NHS	Based Facilitator
21. Ellson A. Juntilla, WBH	Bugo NHS	Based Facilitator
22. Bjorn Marc R. Martinez, WBH	Dansolihon NHS	Based Facilitator
23. Reagan Rabadon, WBG	FS Catanico NHS	Based Facilitator
24. Cornelio C. Pol, WBG	Carmen NHS	Based Facilitator
25. Clair Liguin, WBG	Asst. SH, Bonbon NHS	Based Facilitator
26. Rey Misael S. Da-abay, WBH	Asst. SH, Suntingon ES-Main	Based Facilitator
27. Jay-ar C. Labajan, WBG	School Head, Cadayon IS	Based Facilitator
28. Johnrill R. Generoso, WBG	Asst. School Head, City CS	Based Facilitator/SPL
29. John Paul Pasigay, WBG	School Head, Batinay ES	Based Facilitator
30. Marites Atan, WBH	Angeles Sisters NHS	Based Facilitator
31. Emmanuel I. Ramoso, WBG	School Head, Dunggoan 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	School Head, Kauswagan NHS	Discussant/ Based Facilitator
35. Leonila Y. Subrado, WBG	Lumbia ES	Based Facilitator
36. Nelson Tacandong, WBG	Tumpagon NHS	Based Facilitator
37. Noriel L. Llamas, WBG	Liceo de Cagayan University	Based Facilitator /ESTC Volunteer
38. Shaira P. Amora, WBG	Liceo de Cagayan University	Based Facilitator /ESTC Volunteer
39. LA Treassia P. Llaban, ESTC	Regional Science HS	Based Facilitator /ESTC Volunteer
40. Glenn D. Ygoña, WBG	Tablon ES	DISCUSSANT
41. Fedelyn B. Hojas, WBG	Camansi IS	Based Facilitator
42. Anna Lou Recaña, WBG	School Head, Tumpagon ES	DISCUSSANT
43. Jose Magsalay, Jr.	Retired Volunteer Teacher	Based Facilitator
44. Allen Barbaso, WBH	Camaman-an NHS	Based Facilitator
45. Jenifer Jude G. Ragandang, WBH	Bayabas NHS	Head Secretariat
46. Jeany Ybanez, WBG	Balulang ES	Assistant Head Secretariat
47. ROY ANGELO E. GAZO, CMT	SDS	DISCUSSANT
48. AUDIE S. BORRES, WBH	ASDS	DISCUSSANT
49. ROSALIO R. VITORILLO, WBH	Chief SGOD	DISCUSSANT



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50. ROMEO B. ACLO, WBH	Asst. Chief SGOD	DISCUSSANT
51. JERRY P. TARUC, WBH	PSDS	DISCUSSANT
52. Isagani D. Olarte Jr.	School Head, Tagpangi ES	DISCUSSANT
53. Antonio Escabarte, CMT	Retired Volunteer Teacher	DISCUSSANT

ROGER LACUBAY POTANE, LT

Competence
Diligence
Outstanding Integrity



Republic of the Philippines
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Office of the Schools Division Superintendent

ENCLOSURE 3: GENERAL MATRIX OF ACTIVITIES

BOY SCOUTS OF THE PHILIPPINES
Cagayan de Oro City Council
BASIC TRAINING COURSE for TROOP LEADERS 2025
12-14 September 2025 @ Agusan Elementary School, Cag. de Oro City
GENERAL MATRIX OF ACTIVITIES
Theme: "Elevate @ 88: Future-proofing Scouting for the Next Century and Beyond"

Day/Date	FRIDAY 12 September 2025	SATURDAY 13 September 2025	SUNDAY 14 September 2025
Time			
MORNING		Reveille Morning Clean Up FLAG RAISING CEREMONY	Wash up
0600H		BTC S3: The Boy Scouts Program BTC S4: Patrol and Troop Meeting BTC S5: The Patrol System BTC S6: The Annual Troop Program Plan BTC S7: Smartness and Good Order	• Clean up Drive/Community Service
0700H			
0800H			
0900H			
1000H			
AFTERNOON	ARRIVAL/ REGISTRATION/SET UP OF EQUIPMENT/INSTRUCTIONS/BRIEFING WITH THE TRAINING TEAM AND STAFF	FELLOWSHIP LUNCH	CLOSING PROGRAM (Giving of Certificates)
1200H	OPENING PROGRAM	M1: Fire by Friction M2: Challenge Valley M3: Rope Works M4: FA/Bandaging M5: Semaphore M6: Safeguarding Policy Orientation SM: Spirit Builders	
1300H			
1400H			
1500H			
1600H			
EVENING	BTC TRAINING TEAM and STAFF MEETING with PATROL COUNSELORS per PATROL	FELLOWSHIP NIGHT GRAND CAMPFIRE	HOME SWEET HOME
1800H	BTC S1: The Fundamentals of Scouting and Activities Edwin O. Mamba		
1900H	BTC S2: Advancement Scheme: Lloyd T. Saladaga		
2000H			
2100H			
2200H	TAPS :LIGHTS OFF: SILENCE	TAPS :LIGHTS OFF: SILENCE	
2300H			

Day/Date	FRIDAY	SATURDAY	SUNDAY	
Time	12 September 2025	13 September 2025	14 September 2025	
MORNING	0600H	Reveille	Morning Clean Up	
	0700H	SESSIONS BTC S1: The Boy Scouts Program BTC S2: The Advancement Scheme BTC S3: The Patrol System BTC S4: The Annual Troop Program Plan BTC S7: Smartness and Good Order	FLAG RAISING CEREMONY	
	0800H		DISCUSSANTS RAE Gazo / Elsa B. Tabud JP Taruc / Isagani D. Olarte Jr. AS Borres/ Albert M. Raagas Jr. RB Acio/ Glenn D. Ygora RP Vitorillo/ MA A. Ramos	
	0900H			• Clean up Drive/Community Service
	1000H			
AFTERNOON	1200H	FELLOWSHIP LUNCH	CLOSING PROGRAM (Giving of Certificates) 	
	1300H	MODULES M1: Fire by Friction M2: Challenge Valley M3: Rope Works M4: FA/Bandaging M5: Semaphore M6: Safeguarding Policy SM: Spirit Builders		
	1400H	FACILITATORS Pol. Pasigay, Ramoso, Antig, Raagas, Barbano, Lee, Lohagan, Dulfente, Olarte, Atan, Pasqui, Rabodon, Mamba, Tahilo, Benolito, Gepaga, Subrado, Resola, Subrado, Dagondon, Mamba, Daahay, Juntilla, Ybaldez, Ramos, Magallay, Martinez, Ygora, Liquid, Ramoso, Hogas, Desvallier, Llamas, Ragindang, Shiera Amora, Taradong, Yare, Adara, Rabodon, Perez, LA Treasola P. Liaban		
	1500H			
	1600H			
1700H				
EVENING	1800H	BROTHERHOOD DINNER		
	1900H			
	2000H	FELLOWSHIP NIGHT		
	2100H	GRAND CAMPFIRE		
	2200H	BTC TRAINING TEAM and STAFF MEETING with PATROL LEADERS		
	2300H	TAPS :LIGHTS OFF: SILENCE		
			HOME SWEET HOME	

COURSE LEADER: ROGER L. POTANE, LT ACL ADMIN: ALBERT M. RAAGAS, CML ACL/PROG: / TRAINING COMMISSIONER: LLOYD T. SALADAGA, WBH
SPL: RALF VINCENT M. SABUERO, WBH (TROOP LEADERS) SPL: JOHNRIILL R. GENEROSO (OUTFIT ADVISORS)

SAFEGUARDING POLICY COMMITTEE
Chairperson: Jerry R. Descallar
Brian A. Antig
Barangay Tanud/CDRRM
PNP Detailed Personnel

John Paul Pasigay, Cornelio Pol
Noriel John Llamas, Shiera Amora
Grace Gipega Juicy Yare
Shallimar Amora Treassia Liaban

ROGER LACUBAY POTANE, LT