



Republic of the Philippines
Department of Education

Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

20 January 2026

DIVISION MEMORANDUM

No. 131 s. 2026

PARTICIPATION TO THE BASIC TRAINING COURSE (BTC) FOR TROOP LEADERS (PRIVATE ELEMENTARY AND SECONDARY)

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

1. With reference to the invitation from the Boy Scouts of the Philippines – Cagayan de Oro Council pursuant to **Council Memo No. 2, 2026** through the **Council Chairman, Atty. Roy Hilario P. Raagas**, and **CSE Jerry R. Descallar**, the field is hereby informed of the **BASIC TRAINING COURSE (BTC) FOR TROOP LEADERS (PRIVATE ELEMENTARY AND SECONDARY)** on **February 20-22, 2026**, at **St. Mary's Academy of Carmen, Cagayan de Oro City** with the **Theme: "Service, Innovation, and Scouting for All"**.
2. Attached herein are the list of the Composition of the **CDO-BSP TRAINING TEAM (Annex A)** who will serve as **FACILITATORS and DISCUSSANTS**, list of the **ESTC Volunteers/Eagle Scouts (Annex B)** and **Matrix (Annex C)** to the said activity.
3. To ensure the implementation of safeguarding policy, the billeting quarters shall be assigned accordingly.
4. In addition, all participants are reminded to the standard equipment prescribed in scouting activities. It is suggested that only handy equipment (tent, Type A/ B uniform, sleeping bags, flash light, extra clothes, poncho, personal kit, first-aid kit) and others deemed to be vital will be brought by the participants.
5. The Participation Fee is **Php 350.00** (Three Hundred Fifty Pesos Only) shall be charged to each participant to cover registration, activity card with designed lanyard, activity materials, certificates and other administrative expenses.
6. Participation expenses are chargeable to any local funds, subject to the usual accounting and auditing laws and procedures.
7. 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 1300H of February 20, 2026 at St. Mary's School Academy of Carmen, Barangay Carmen, Cagayan de Oro City.



Republic of the Philippines
Department of Education

Region X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

8. Service credits and CTO will be given for the Unit Leaders, Teachers and Nurse participants to the **BASIC TRAINING COURSE (BTC) FOR TROOP LEADERS (PRIVATE ELEMENTARY AND SECONDARY)** as per **DepEd Order 013, s. 2024** titled Revised Guidelines on the Grant of Vacation Service for Teachers.
9. All concerned are hereby encouraged to confirm attendance through **the BSP Division Scout Coordinator, Roger L. Potane**, 09606428301.
10. 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.
11. 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/RL Potane – DM: Basic Training Course (BTC) for troop leaders (private (private elementary and secondary)
February 2026



Republic of the Philippines
Department of Education

Region X
SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

ANNEX A: List of the BSP-CDO COUNCIL TRAINING TEAM

NAME OF TRAINING TEAM	SCHOOL	TASKS AND RESPONSIBILITIES
1. ROGER L. POTANE, LT	Assistant School Head, PUERTO NATIONAL HIGH SCHOOL	COURSE LEADER/ DISCUSSANT <i>Safeguarding Officer</i>
2. LLOYD T. SALADAGA, WBH	INDAHAG NATIONAL HIGH SCHOOL	ACL: ADMIN/ DISCUSSANT <i>Safeguarding Officer</i>
3. ALBERT RAAGAS, WBH	KAUSWAGAN SENIOR HIGH SCHOOL	ACL: PROG/DISCUSSANT <i>Safeguarding Officer</i>
4. BRIAN A. ANTIG, WBH	KAUSWAGAN NHS	MODULE FACILITATOR
5. LUCRESIA S. DAGONDON, WBH	BUGO NHS	MODULE FACILITATOR
6. CORNELIO C. POL, WBG	CARMEN SENIOR HIGH SCHOOL	MODULE FACILITATOR/COUNSELOR <i>Safeguarding Officer</i>
7. REY MISAEL S. DA-ABAY, WBH	Assistant School Head, SUNTINGON ELEMENTARY SCHOOL	MODULE FACILITATOR/COUNSELOR
8. JAY-AR C. LABAJAN, WBH	Principal, CADAYONAN INTEGRATED SCHOOL	MODULE FACILITATOR/COUNSELOR
9. JOHNRILL R. GENEROSO, WBG	Assistant School Head, CITY CENTRAL SCHOOL	MODULE FACILITATOR/COUNSELOR
10. JOHN PAUL A. PASIGAY, WBH	Principal, BATINAY ELEMENTARY SCHOOL	MODULE FACILITATOR/COUNSELOR <i>Safeguarding Officer</i>
11. ELLSON A. JUNTILLA, WBH	BUGO NHS	MODULE FACILITATOR <i>SDG's Expert</i>
12. SONIETTA C. PASQUIL, WBH	NORTH CITY CENTRAL SCHOOL	MODULE FACILITATOR
13. JOSE MARIA G. MAGSALAY, JR., WBH	Council Monitoring Commissioner	MODULE FACILITATOR <i>Semaphore Expert</i>
14. JENIFER JUDE G. RAGANDANG, WBH	BAYABAS NHS	MODULE FACILITATOR/Secretariat <i>Safeguarding Officer</i>
15. ALLEN T. BARBASO, WBH	Camaman-an NHS	MODULE FACILITATOR
16. MARIA JUDYLLIE H. MARTIREZ, WBH	Lumbia NHS	MODULE FACILITATOR
17. MARITES A. ATAN, WBH	Angeles Sisters NHS	MODULE FACILITATOR
18. NORIEL JOHN L. LLAMOS, WBH	Deputy for Advancement, Liceo University	MODULE FACILITATOR <i>Staff for Program</i>
19. RONALD O. RUFIN, WBH	LCEB-Media	DISCUSSANT <i>Staff for Program</i>
20. GLENN YAGONIA, WBH	Assistant School Head, Tablon ES	Based Facilitator



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

ANNEX B: List of the ESTC Volunteers/Eagle Scouts

1. Dariel Jay L. Bais
2. Korina Marie A. Carmen
3. AJ Vern B. Somo
4. Carl Harvey B. Tagaro
5. Clark Kent B. Butad
6. Cabural, Raffael B.
7. Yecyec, Vince Adrian B.
8. Quimat, Kirk Emmanuel Z.
9. Adlawan, Gabrieli Angeli S.
10. Ellano, Kriza Larissa D.
11. Paco, Ejil Mark A.
12. Nanual, Princess Mae Q.
13. Agbu, Herah Jhyllie Zean Q.
14. Jexter Kelly S. Cajilla
15. Chris Lawrence T. Obasa
16. Jesus B. Somo Jr.
17. Mark Emmanuel M. Casil
18. Requierme, Angelo James P.
19. Basañes, Yameel A.
20. Labis, Shawn Archer P.
21. Barrientos, James B.
22. Ellano, Kara Larissa D.
23. Abad, Adrienne Faith A.
24. Labora, Jorish Jundy B.
25. De Las Alas, James Lawrence A.

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



Republic of the Philippines
Department of Education
Region X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

Office of the Schools Division Superintendent

ANNEX C: TRAINING MATRIX

BOY SCOUTS OF THE PHILIPPINES
Cagayan de Oro City Council
BASIC TRAINING COURSE for TROOP LEADERS 2026
20-22, FEBRUARY @ St. Mary's Academy of Carmen, Cagayan de Oro City
GENERAL MATRIX OF ACTIVITIES
Theme: "Service, Innovation, and Scouting for All"

Day/Date		FRIDAY 20 February 2026	SATURDAY 21 February 2026	SUNDAY 22 February 2026	
Time					
M O R N I N G	0600H		Reveille	Morning Clean Up Wash up	
	0700H		FLAG RAISING CEREMONY		
	0800H		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	
	0900H				
	1000H				
A F T E R N O O N	1200H	ARRIVAL/ REGISTRATION/SET UP OF EQUIPMENT/INSTRUCTIONS/BRIEFING WITH THE TRAINING TEAM AND STAFF			CLOSING PROGRAM (Giving of Certificates)
	1300H	FELLOWSHIP LUNCH			
	1400H	M1: Fire by Friction M2: Challenge Valley M3: Rope Works M4: FA/Bandaging M5: Semaphore M6: Safeguarding Policy Orientation SM: Spirit Builders			
	1500H				
	1600H		OPENING PROGRAM		
E V E N I N G	1800H	BTC TRAINING TEAM and STAFF MEETING with PATROL COUNSELORS per PATROL		 HOME SWEET HOME	
	1900H	BTC S1: The Fundamentals of Scouting and Activities Edwin O. Mamba	FELLOWSHIP NIGHT GRAND CAMPFIRE		
	2000H	BTC S2: Advancement Scheme: Lloyd T. Saladaga			
	2100H				
	2200H	TAPS :LIGHTS OFF: SILENCE			
	2300H	TAPS :LIGHTS OFF: SILENCE			