MEMORANDUM TO:

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Public Schools Only
All Concerned

AUTHORITY TO TRAVEL/ATTEND

In line with the attached letter request from Ms. Zenasida S. Munar, Public Schools District Supervisor/ GSP Division Coordinator and LC Circular No. 03, s. 2019 dated February 10, 2019 re: 2019 Council Summer Training School the listed participants in the enclosure are hereby AUTHORIZED TO ATTEND the said undertaking on April 24-26, 2019 at Ating Tahanan National Program and Training Center (NPTC), South Drive, Baguio City.

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
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<tbody>
<tr>
<td>MS. HILDA F. TARDECILLA</td>
<td>Kalumpang Elementary School</td>
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<tr>
<td>MS. MARIBETH C. ROSARIO</td>
<td>Nangka Elementary School</td>
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<tr>
<td>MR. ALBERT B. MUTIA</td>
<td>Malanday National High School</td>
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<tr>
<td>MS. IMELDA B. OLVIDA</td>
<td>Marikina Heights High School</td>
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<tr>
<td>MS. ELENA M. SANTOS</td>
<td>San Roque Elementary School</td>
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<tr>
<td>MR. MARK A. CASTRO</td>
<td>Fortune High School</td>
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<tr>
<td>MS. HELEN AQUINO</td>
<td>Marikina High School</td>
</tr>
<tr>
<td>MS. JANET S. AMURAO</td>
<td>Barangka Elementary school</td>
</tr>
<tr>
<td>DR. AIZALEEN M. GARCHITORENA</td>
<td>Malanday Elementary School</td>
</tr>
<tr>
<td>MS. MITA A. ABERGOS</td>
<td>Barangka National High School</td>
</tr>
<tr>
<td>MR. CLAY BALGUA</td>
<td>Kalumpang National high School</td>
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Please be guided accordingly.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent
April 16, 2019

DR. JOEL T. TORRECAMPO
Officer-In-Charge
Office of the School Division Superintendent
SDO – Marikina City

Dear Sir Torrecampo,

Good day and Mabuhay!

May I request from your good office that school heads who wasn’t able to participate in the Administrators and Supervisors’ Training Course held in Baguio last April 8-10 be allowed to participate the said the same training course on April 24-26, 2019 at the same venue.

Expenses relative to this will come from the SEF downloaded funds for the same training as many were not able to join because of their team building activities on the same dates.

List of Participants are as follows:

Ms. Hilda F. Tardecilla    Ms. Helen Aquino
Ms. Maribeth C. Rosario   Ms. Janet S. Amurao
Mr. Albert B. Mutia       Ms. Aizaleen M. Garchitorena
Ms. Imelda B. Olvida      Ms. Mita A. Abergos
Ms. Elena M. Santos       Mr. Clay A. Balgua
Mr. Mark Castro

Thank you so much for your usual support for the good cause of the scouting movement.

Respectfully yours,

ZENaida S. MUNAR
Division GSP Coordinator
2019 COUNCIL SUMMER TRAINING SCHOOL
Ating Tahanan National Program and Training Center, Baguio City

1. Basic Training with Age Level Specialization – 22-24 April
2. Field Advisers and School Coordinators Workshop 22-24 April
3. Campers’ Permit Course - 22-25 April
4. Outdoor Leadership Course - 24-26 April
5. Administrators’ Course - 24-26 April

TO: Schools Division Superintendents
Division GSP Coordinators/District Supervisors
District Principal Consultants/Principals/Field Advisers
Secondary/Private Schools Principals/Heads/GSP Coordinators
Trainers, Troop Leaders, Senior/ Cadet Girl Scouts

FROM: Council Executive and Council President
Date: 10 February

Adult learning opportunities in the Girl Scouts of the Philippines provides individual enrichment and leadership development opportunities that equip its volunteers with knowledge and skills essential in extending service to the girls. It is on this premise that your GSP-Rizal Council is offering Summer Training School on April 22-26, 2019 at Ating Tahanan National Program and Training Center, Baguio City.

With reference to the above, may we kindly implore your endorsement and official permission for all trainees to attend this event.

The following courses are offered:

<table>
<thead>
<tr>
<th>Courses</th>
<th>Objectives</th>
<th>For Whom</th>
<th>Date</th>
<th>Fee</th>
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<tbody>
<tr>
<td>1. BASIC TRAINING COURSE with AGE LEVEL SPECIALIZATION (BTC w/ ALS)</td>
<td>For the trainees to learn GSP 101, knowledge and skills on organizing and managing GS troop, appreciate and embrace the movement.</td>
<td>Teachers and Troop Leaders (TL)</td>
<td>April 22-24</td>
<td>P3,500</td>
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<td>2. FIELD ADVISERS and SCHOOL GSP COORDINATORS WORKSHOP</td>
<td>Enables the trainees to have a deeper knowledge and carry out their roles, responsibilities in the organization.</td>
<td>Field Advisers and School Coordinators</td>
<td>April 22-24</td>
<td>P3,500</td>
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<td>3. CAMPERS’ PERMIT COURSE</td>
<td>For trainees to have acquired and demonstrated skills, knowledge, attitude, motivation to plan, organize and direct a Camp of not less than 120 campers.</td>
<td>TL who have taken the Outdoor Leadership Course</td>
<td>April 22-25</td>
<td>P4,000</td>
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<td>4. OUTDOOR LEADERSHIP COURSE (OLC)</td>
<td>To equip trainees with the understanding and skills essential in planning and running a troop camp.</td>
<td>TL who have taken the BTC with ALS</td>
<td>April 24-26</td>
<td>P3,500 Tent Living</td>
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<td>5. ADMINISTRATORS COURSE</td>
<td>Designed for EPS, School and District Administrators, School owners, Directors for a better understanding of GSP and its ways of work.</td>
<td>PSDS, Administrator, Principal, Directress</td>
<td>April 24-26</td>
<td>P3,500 (new building)</td>
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This being an official business, can be charged to MOOE/Local Funds subject to the standard accounting and auditing procedures. Official receipt with BIR authorization will be issued.

**Other Details:**

**Time of arrival, Registration, Settling Down:** 9:00 o’clock in the morning

**Orientation and Welcome Ceremony:** 10:00 a.m.

**Departure:** 3:00p.m. of the last day

**Things to bring:**
- complete eating utensils
- GSP Uniform and black shoes
- GSP T-shirt paired with GSP green pants or GSP jogging pants
- Personal Stuff including Jacket, Umbrella, raincoat
  - Physical Fitness attire,
- sleeping bag/bed roll, light beddings
- writing and art materials (bond paper, folder and fastener, pentel pen, art paper, cartolina etc.),
- Evening dress

Reservation a worthwhile fee of P1,000.00 (non-refundable) is requested not later than April 16, 2019. This being an official activity we pray that your most-valuable support and cooperation to make this program score success will be accorded.

With our profound gratitude. Warmest regards and best wishes.

MA. JESUSA S. SAMPANG

JUDITH U. CLARITO