MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Heads
Officers-in-Charge of School
Public Schools Only

ADVANCED TRAINING COURSE FOR LEADERS OF ADULTS (ATC-LOA)

Attached is Boy Scout of the Philippines Council Memorandum No. 053 s, 2019 dated July 15, 2019 re: Advanced Training Course for Leaders of Adult (ATC-LOA) on August 24-29, 2019 at Mt. Makiling, Los Banos, Laguna on OFFICIAL BUSINESS.

Attendance of all school heads to this activity is highly enjoined.

All expenses of the participants shall be charged to the School MOOE subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent
15 July 2019

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

Sir:

This is to inform your good Office that there will be a Advanced Training Course for Leaders of Adult (ATC-LOA) to be held at Mt. Makiling, Los Banos Laguna on August 24 to 29, 2019.

In line with this the undersigned would like to request your approval to allow the Scout Leaders/Teachers to attend the said activity on Official Business.

1. Joseph T. Santos - Officer-In-Charge/MMEC  
2. Rommel E. Manal – DepEd Marikina/BSP  
3. Luis S.A. Munsayac – DepEd Marikina/BSP

Attached is a copy of the Council Memorandum No. 053 S. 2019.

Thank you very much for your unwavering support to the Scouting Movement.

Very truly yours,

By:

JOSEPH T. SANTOS  
Officer-In-Charge/MMEC

For:

ROMMEL E. MANAL  
Field Scout Executive/Program
15 July 2019

COUNCIL MEMORANDUM NO. 053 S.2019

TO: LOCAL COUNCIL EXECUTIVE BOARD & OFFICERS
COMMISIONERS OF ALL RANKS
CITY SCOUTING COMMITTEE OFFICERS AND MEMBERS
INSTITUTIONAL HEADS AND REPRESENTATIVES
FIELD SCOUT EXECUTIVES AND COUNCIL STAFF
SCOUT LEADERS
ALL CONCERNED PERSONNEL

ADVANCED TRAINING COURSE FOR LEADERS OF ADULTS (ATC-LOA)

1. This is to inform the field that the Metro East Council will hold an Advanced Training Course for Leaders of Adults to be held at Mt. Makiling, Los Banos Laguna on August 24-29, 2019.

2. These training course needed to provide a complete member of the Training Team prior to the conduct of the different activities in the Council as well as in Regional and National levels.

3. A Training Fee of Php7,500.00 for the ATC-LOA shall be charged each participant for meals, program materials, transportation, honoraria for resource speakers, administrative and budgetary requirements, souvenirs t-shirt; etc.

   3.1 The reservation fee P4,000.00 is non-refundable but transferable.
   3.2 Duly accomplished applications to attend the course
   3.3 Medical Certificate

4. What to bring?
   4.1 at least two (2) sets of Type “A” uniform
   4.2 formal attire for the socials
   4.3 maintenance medicine
   4.4 other personal needs

5. For widest information, publicity and strict compliance.

By:

JOSEPH T. SANTOS
Officer-In-Charge
Office of the Council Executive

For:

ROMMEL E. MANAL
Field Scout Executive/Program