



Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



10 September 2025

DIVISION MEMORANDUM
DM No. 1028, s. 2025

**GIRL SCOUT OF THE PHILIPPINES, QUEZON GIRL SCOUT COUNCIL
BASIC AND AGE LEVEL COURSES**

TO: Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. The Girl Scout of the Philippines, Southern Luzon Region, Quezon Girl Scout Council will conduct Basic and Age Level Courses on October 17-19, 2025, at Quezon GS Council, Lucena City.
2. Please be reminded that the participation to this activity is on voluntary basis.
3. All DepEd personnel who will attend the activity and render services during weekends shall be given Service Credits and Compensatory Overtime Credits (COC) pursuant to DepEd Order No. 3 s. 2003 and CSC-DBM Joint Circular No. 2 s. 2024 based on the actual services rendered.
4. Attached is the letter with suggested activities from GSP Council Executive for your guidance and reference.
5. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

cid-ims/wfg/dmdg/10/10/2025

DEPEDQUEZON-TM-SDS-04-009-003



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GIRL SCOUTS OF THE PHILIPPINES
Southern Luzon Region
Quezon Girl Scout Council

9 October 2025

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Schools Division Superintendent

Division of Quezon

Talipan , Pagbilao, Quezon

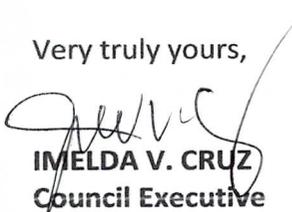
& GSP Council Commissioner for Administration

Dear Sir :

1. The Girl Scouts of the Philippines, Quezon Council will be conducting a Basic and Age level Courses on October 17-19, 2025 at Quezon GS Council, Lucena City.
2. The Objectives of the said activity are the following :
 - a. develop positive values , leadership, camaraderie and willingness to serve;
 - b. enhance knowledge , skills and strategies of the participants to actively contribute to the development and implementation of Girl Scouting Program in schools;
 - c. contribute to the holistic development of learners through revitalization of girl scouting program;
3. Participants for the New Teachers/Non-Teaching Personnel
4. Registration Fee : Php 950.00 (Basic & Age Level Courses)
includes of foods, materials and other miscellaneous expenses.
5. Things to bring : Official Uniform / gsp-polo shirt , personal belongings, sleeping garments, jogging pants
6. Schedule of Training :
Opening Ceremony : October 17 @ 4:00 p.m.
Closing Ceremony : October 19 @ 3:30 p.m.
7. The deadline of participants is until **October 16**, for the preparation of materials.
8. May we also request to grant the service credits for the teachers who will be attending the training per Dep Ed Order No. 53.s. 2003 entitled "Updated Guidelines on the Grant of Vacation Service Credits to Teachers".
9. Likewise, we would like to request the following trainers /Assisting trainers of the said training :

- Amor C. de Luna (Chief Trainer)-Tiaong II	
- Michelle Orijuela – Pitogo District	Jane P. Umali – Tiaong 2 District
- Marianne Bucay – Tiaong II District	Rufina S. Ayangco
- Joan H. Andal – Tagkawayan District	
10. Thank you so much for your support and approval.

Very truly yours,


IMELDA V. CRUZ
Council Executive

Noted & Approved

ROMMEL C. BAUTISTA , CESO V
Schools Division Superintendent
Division of Quezon
& GSP Council Commissioner for Administration



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