



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



19 September 2025

DIVISION MEMORANDUM
DM No. 946, s. 2025

CONDUCT OF COURSE FOR MANAGERS OF TRAINING (CMT)

To: Assistant Schools Division Superintendents
Division Chiefs
Public Schools District Supervisors
School Heads In-Charge of Learner Formation
All Others Concerned

1. In reference to the **Boy Scouts of the Philippines – Quezon Council Office Memorandum No. 28, s. 2025**, this Office informs all concerned personnel on the conduct of the **Course for Managers of Training (CMT)** on **October 23, 2025** for Luzon Group at **Makiling Camp, Los Baños, Laguna**.
2. This course aims to equip scout leaders with advanced management, designing, and delivery of adult-centered training programs.
3. For more details, kindly refer to the attached document.
4. Immediate dissemination of this Memorandum is desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

yfsrto/09/19/2025
DEPEDQUEZON-TM-SDS-04-009-003



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Boy Scouts of the Philippines

QUEZON COUNCIL

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September 2, 2025

COUNCIL OFFICE MEMORANDUM

Number 28, s. 2025

TO : All District Scout Commissioners, Institutional Heads and concerned qualified Scout Leaders

SUBJECT : CONDUCT OF COURSE FOR MANAGERS OF TRAINING (CMT)

1. Attached is the National Office Memorandum No. 68, s. 2025 **RE: Conduct of Course for Managers of Training (CMT) on October 23 2025** for Luzon Group at Makiling Camp, Los Baños, Laguna.
2. All potential candidates shall closely coordinate with the council and must submit the confirmation and application on or before **September 10, 2025**.
3. For widest information dissemination and guidance.


JOEL R. AVILLED, PhD
Council Scout Executive

APPROVED:

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent
& Council Scout Commissioner 

Encl: As stated.





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"Laging Handa"

AUG 10 2025

NATIONAL OFFICE MEMORANDUM
No. **68** series of 2025



**TO : REGIONAL YOUTH DEVELOPMENT OFFICERS
COUNCIL SCOUT EXECUTIVES AND OFFICERS IN-CHARGE
ALL OTHERS CONCERNED**

SUBJECT : CONDUCT OF COURSE FOR MANAGERS OF TRAINING

1. In line with the National Training Policy, the National Office will conduct the **Course for Managers of Training (CMT)** on the following dates and venues:

Batch	Dates	Venues	Target attendees
1	October 23 - 28, 2025	Makiling, Los Baños, Laguna	Luzon
2	November 18-23, 2025	Bohol Island State University, Bohol	Visayas
3	November 24 – 29, 2025	Zamboanga City	Mindanao

2. This course aims to provide Scout Leaders with learning opportunities to acquire advanced competencies in managing, designing and delivering adult-centered training programs and trainings that align with BSP's commitment to inclusivity, innovation, and leadership excellence. It deals with the core functions and key concepts of Management and Leadership which covers the entire cycle of Planning, Implementation, Monitoring and Evaluation of basic and advanced courses for Adults in Scouting.
3. The **Course for Managers of Training** is open to prospective members of the International Training Team. They must be an **Assistant Leader Trainers (ALT)** who have **completed Service 2 requirements** after becoming an ALT; has shown capabilities of leadership and management; possesses an attitude of a team player; and has been fully endorsed by the Local Council and Regional Coordination Office, or fully endorsed by at least two members of the National Training Commission.
4. All interested and qualified participants are enjoined to register thru this link: **bit.ly/CMTregistration** until the indicated dates:

Batch	Due Dates of Registration
1	September 12, 2025
2	October 12, 2025
3	October 12, 2025

5. A maximum of 40 participants per batch on a first registered, first served basis will be accommodated. Accepted participants will be notified thru their official email address.

6. Once verified and accepted, they will be charged of a non-refundable registration fee amounting to **Php9,000.00** to cover training materials, accommodations and meals for the duration of the training, certificates, transportation expenses of training staff, and logistical support. Account details will be provided in the confirmation email.
7. Participants are advised to bring the following:
 - a. Proof of Payment
 - b. Safe From Harm Certificates (Phase 1 & 2)
 - c. Scout Uniform (Type A): Mandatory for opening/ closing ceremonies
 - d. Casual Attire: For training sessions
 - e. Portable Wi-Fi Connection/Personal Hotspot: To ensure uninterrupted access to digital resources
 - f. Extension Cord/Power Strip: For charging devices during sessions
 - g. Personal Health Kit, Medications, Toiletries and Towels: Basic first-aid supplies, prescriptions, and hygiene essentials
 - h. Reference Materials:
 - BSP Training Manuals or handbooks
 - Notes/tools relevant to adult learning or gender-responsive practices
8. Should you have further queries, you may refer them directly to Michael O. Pantaleon, EdD – YDO IV, Field Operations Division, through email address: mopantaleon@scouts.gov.ph.
9. For information, guidance and wide dissemination.


CEDRICK G. TRAIN
Acting Secretary General