



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

MAY 14 2024

DIVISION MEMORANDUM

**GIRL SCOUTS OF THE PHILIPPINES (GSP)
BASIC ADMINISTRATION COURSE**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. Girl Scouts of the Philippines (GSP) Rizal Council offers the above-captioned activity in HZB NPTC, Tagaytay City on June 5-7, 2024. It aims to widen the knowledge and skills of the school heads/school administrators on the basics of Girl Scouting, their importance in the organization and ways to work better for the sake of the girl-learners.
2. In line with this and for further details, attention is invited to the attached GSP Rizal Council's LC Circular No. 06 s 2024.
3. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent

Encl: As stated
To be indicated in the Perpetual Index
under the following subjects:

SCOUTING PROGRAM

GSP BASIC ADMINISTRATION COURSE

157 MMA/ May 13, 2024
UN-2024-157

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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GIRL SCOUTS OF THE PHILIPPINES

Central Luzon Region

RIZAL COUNCIL

ANTIPOLO, LAS PIÑAS, MALABON, MARIKINA, MUNTINLUPA,
NAVOTAS, PARAÑAQUE, RIZAL, SAN JUAN & TAGUIG-PATEROS

LC Circular No. 6
Series 2024

**Basic Administration Course, June 5-7, 2024;
Helena Z. Benitez National Program and Training Center,
Tagaytay City**

TO : Schools Division Superintendents
Divisions GSP In-charge/ District Supervisors
School Principals/ GSP Principal Consultants Secondary/
Private School Principals/ Heads/ Trainers/ Field Advisers/ Troop Leaders

DATE : April 11

FROM: Council President and Council Executive

In our quest to all the more strengthen our partnership with the Department of Education both with public and private schools, we wish to let you know that we are offering Basic Administration Course for our school administrators and their assistants on June 5-7, 2024 at the Helena Z Benitez National Program and Training Center, Tagaytay City. This training aims to widen the knowledge and skills of our school heads on the basics of Girl Scouting, their importance in the organization and ways to work better for the sake of the girl-learners.

Please find here more details:

TRAINEES : School Administrators and their assistants

Expected Time of Arrival : 10 AM of June 5

Departure : 10:00 AM of June 7

Things to Bring : personal stuff for the duration of the training,
umbrella or Raincoat, jacket,
prescribed medicines, colored pencils

Event's Fee : P5,500.00 for full board and lodging,
GSP black polo shirt, Training kit.

This being an official event can be charged to SEF, MOOE or other school funds subject to the standard accounting and auditing procedures.

We respectfully entreat your support and endorsement of this event.

Thank you and warmest regards.