



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

**Office of the Schools Division
Superintendent**

MEMORANDUM

**BSP-MUNTINLUPA CITY COUNCIL 2026 PATROL AND CREW LEADER
TRAINING COURSES**

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

1. Attached is Council Memorandum No. 11, s. 2026, dated August 17, 2026, from Eduardo L. Kondo, OIC-Council Scout Executive, on the above-captioned title, the contents of which are self-explanatory, for the information and guidance of all concerned.

2. See registration link for confirmation and attendance to PLTC/ CLTC Training Course:

District 1 Dated: September 11-13, 2026 Venue: Pedro E. Diaz High School	https://forms.gle/BuXBzsWXRzHCpRmW6
District II Dated: September 18-20, 2026 Venue: Victoria Homes Elementary School	

3. For inquiries and clarification, please get in touch with the BSP Coordinator, Mr. Eduardo L. Kondo, Project Development Officer II (DRRM), Schools Division Office of Muntinlupa, at 0966-524-0873

4. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

By:

MA. REGAELE A. OLARTE (SGOD)
Chief Education Supervisor
Officer-In-Charge

Encl.: As stated

References: As stated

To be indicated in the Perpetual Index

Under the following subjects:

SAFETY EDUCATION COMMUNICATIONS

ELK/DM/BSP-MUNTINLUPA CITY COUNCIL 2026 PATROL AND CREW LEADER TRAINING COURSES

330 / August 24, 2026

UN-2026-330



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
84237560, 84237561, 84237562
sdo.muntinlupa@gmail.com / sdo.muntinlupa@deped.gov.ph
deped-muntinlupa.com



Boy Scouts of the Philippines
National Capital Region
MUNTINLUPA CITY COUNCIL

3rd Floor, Plaza Central, Corner Nariional Rd, Rizal St.,
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CP#: 09914577803
email address: muntinlupacitycouncil.bsp@gmail.com



August 17, 2026

COUNCIL MEMORANDUM

No. 11, s. 2026

TO : Division Scout Coordinator, District Scout Commissioners,
District Scout Coordinators, Institutional Scout Representatives,
Coordinators, All Unit Leaders and Assistants of all BSP Sections

SUBJECT : **2026 PATROL / CREW LEADER TRAINING COURSES**

- 0.1 Republic Act NO.7278 is an Act to create a public corporation to be known as the Boy Scouts of the Philippines (BSP), and it recognizes the vital role of the Filipino Youth in nation-building.
- 0.2 Similarly, DepEd Order No. 76, s. 2012, contemplates the revitalizing of the Scouting Movement in Schools.
- 0.3 In this connection, this office, in partnership with the Schools Division Office of Muntinlupa, announces the conduct of the Patrol Leader Training Course (PLTC) and Crew Leader Training Course (CLTC). The details of the schedule of these courses are as follows:
 - A. District II: Patrol / Crew Leader Training Course
Date: September 11-13, 2026
Venue: Pedro E Diaz High School
 - B. District I: Patrol / Crew Leader Training Course
Date: September 18-20, 2026
Venue: Victoria Homes Elementary School
- 0.4 The training aims to equip our boy leaders with useful lifestyle and leadership skills that they could share with their fellow scouts and for them also to comply with the requirements of the new advancement scheme. This is also to provide an opportunity for the unit leaders to be oriented with the new advancement scheme in senior scouting.
- 0.5 Qualified to participate are duly registered Boy Scouts with ranks 1st and 2nd Class, and Senior Scouts with ranks *Explorer and Pathfinder*. Accompanied by their unit leader.
06. The registration fee of **Php 400.00 pesos** shall be charged from every participant for the cost of the training materials and other logistical expenses, including food provision of the training staff. The registration fee, transportation, and other incidental expenses are chargeable against Local Scouting Funds/LGU funds/School MOOE, subject to usual accounting and auditing rules and regulations. The deadline for the registration fee, both for CLTC and PLTC, is on September 2-4, 2026 for District II, and for September 14-16, 2026 for District I, and it must be paid directly to the office of the Muntinlupa City Council through Ms. Necitas Nilo, ALT, to issue official receipts.



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07. Participants are advised to always adhere to the task-on-time policy and be at the training venue before 7:00 PM on Day 1 and should have already taken their dinner. The participants, members of the training team, admin, and support staff shall be given the necessary service credit or compensatory time-off for the said training upon submission of the required documents to the Schools Division Office.
- 0.8 Attendees shall wear white T-shirts, long pants, rubber shoes, and a neckerchief (Boy Scouts and Senior Scouts) with prescribed carabao slides, and shall bring their own sleeping gear, toiletries, prescribed medicines/vitamins, and be prepared for the night sessions.
- 0.9 The participants are encouraged to bring their own tents and set up in the designated area within the school grounds.
10. We reiterate that the safety of the participants is the highest priority and must be emphasized throughout the duration of the training. They must secure their parents' signed approval.
11. The list of members of the training teams and the support staff is hereto attached.
12. For inquiries, please get in touch with Eduardo L. Kondo, WBH, OIC - Council Scout Executive, through mobile number 0966-524-0873, or you may visit the Muntinlupa City Council.
14. Immediate and wide dissemination of this Memorandum is desired.

EDUARDO L. KONDO, WBH

Project Development Officer II, DRRM and Safety Security
OIC- Council Scout Executive

VIOLETA M. GONZALES, WBH w/CML
Schools Division Superintendent

CARMELITA C. RONGAVILLA, ALT
Council Chairperson



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Annex A:

THINGS TO BRING FOR PLTC / CLTC:

1. TYPE A and B uniform
2. Parents' Consent
3. Food Provision for (3 Days)
4. Cooking provision (utensils)
5. Camping Gear (tents and sleeping gear)
6. First Aid Kit
7. Hygiene kit
8. Extra clothes
9. Flashlights
10. Rubber shoes and slippers
11. Ballpen and 1 BSP Notebook
12. Mess kit and toiletries
- 13 Raincoat
14. (2) meters of rope for knot tying



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Crew Leaders Training Course
SYLLABUS

SEPTEMBER 11-13, 2026

PEDRO E. DIAZ HIGH SCHOOL

Theme: SERVICE, INNOVATION AND SCOUTING FOR ALL

FIRST DAY- SEPTEMBER 11, 2026

TIME	MINUTES	SESSION/ACTIVITY	IN-CHARGE
1800H-1900H	60	ARRIVAL, SETTLE IN, REGISTRATION, DINNER	ACL -ADMIN SL. LYN MAR P. DANUGO
1900H-2000H	60	OPENING CEREMONY	ACL-PROGRAM SCTR. CHERYL ANNE C. PAJARILLO, WBH
2000H-2030H	30	COURSE ROUTINE	ACL -ADMIN SL. LYN MAR P. DANUGO
2030H-2115H	45	SMARTNESS & GOOD ORDER	SCL SL. MARK LESTER GONZALES
2115H-2215H	60	THE SCOUT METHOD	SL. JENIELYN CLAIRE HERNACIO
2215H-2245H	30	HISTORY OF SCOUTING	SL. LESTER EARL PERJES
2245H-2300H	15	CREW CORNER	COUNSELORS
2300H-2330H	30	STAFF MEETING	COURSE STAFF
2350H	-	TAPS	ALL

SECOND DAY- SEPTEMBER 12, 2026

TIME	MINUTES	SESSION/ACTIVITY	IN-CHARGE
0500H-0530H	30	WAKE-UP/EXERCISE/WASH-UP	SCL
0530H-0630H	60	BREAKFAST	ALL



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0630H-0700H	30	INSPECTION	COURSE STAFF AND COUNSELORS	
0700H-0730H	30	FLAG CEREMONY	ACL-PROGRAM	
0730H-0800H	30	GAMES	SCL	
0800H-1130H	180	PIONEERING PROJECTS (BASE SYSTEM)	BASE 1: SHOE RACK BASE 2: CAMP TABLE BASE 3: SUSPENDED FLAG BASE 4: TRIPOD	SL. Mark Rennen Banta SL. Dennis Romano, ALT SL. Jacinto Tallud, ALT SL. Azer Navarro, WBH
1130H-1230H	60	LUNCH	ALL	
1230H-1300H	60	CREW MEETING AND OUTFIT MEETING	SL. MAUREEN S. SALIGUMBA	
1300H-1400H	60	SCOUT ADVANCEMENT AND PORTFOLIO	SL. PAMELA LOUISE R. APACIBLE, WBH	
1400H-1430H	30	MID-SYSTEM REVIEW	COUNSELORS	
1430H-1500H	30	CREW CORNER		
1500H-1700H	120	OBSERVATION AND DEDUCTION (KIMS GAME)	SL. SHERRY DAN AGUINALDO SENSES TRAINING TOUCH SMELL HEAR TASTE SIGHT	
1700H-1730H	30	LEADERSHIP AND HUMAN RELATIONSHIP	SL. ROGELIO CABANTING, WBH	
1730H-1830H	60	DINNER PREPARATION	-	
1830H-1930H	60	DINNER WITH GUESTS OF HONOR	-	
1930H-2000H	30	CAMPFIRE AND CAMPFIRE SONGS	SL. GHIA HERNANDEZ, WBH	
2000H-2030H	30	PRACTICE YELL, SKIT, SONG	COUNSELORS	



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2030H- 2230H	120	CAMPFIRE	ACL-PROGRAM
2230H- 2300H	30	COUNSELORS TIME	COUNSELORS
2300H- 2330H	30	STAFF MEETING	COURSE STAFF
2330H	-	TAPS	ALL

THIRD DAY- SEPTEMBER 13, 2026

TIME	MINUTES	SESSION/ACTIVITY	IN-CHARGE
0500H- 0530H	30	WAKE- UP/EXERCISE/WASH- UP	SCL
0530H- 0600H	30	BREAKFAST	ALL
0600H- 0700H	60	HOLY MASS	ALL
0700H- 0715H	15	INSPECTION	
0715H- 0745H	30	FLAG CEREMONY	ACL-PROGRAM
0745H- 0945H	120	OBSTACLE COURSE	SL. ELAINE MONTILLANO
0945H- 1030H	45	CLEAN-UP DRIVE	CHERRYL ANNE C. PAJARILLO, WBH
1030H- 1130H	60	CLOSING PROGRAM	ACL-PROGRAM
1130H	-	HOME-SWEETIE-HOME	ALL



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COURSE STAFF

COURSE LEADER
ASST.CL FOR ADMIN
ASST.CL FOR PROGRAM
COURSE SCRIBE
SENIOR CREW LEADER

SL. Alcer Kenn S. Rongavilla, WBH
SL. Lyn Mar P. Danugo
SL. Cherryl Anne C. Pajarillo, WBH
SL. Enen A. Medina, WBH
SL. Mark Lester Gonzales

CREW COUNSELORS

MERCURY
VENUS
EARTH
MARS

SL. Elaine Montillano
SL. Sherry Dan Revilla
SL. Lester Earl Perjes
SL. Jenielyn Claire Hernacio

DISCUSSANTS/BASE MASTERS

1. SL. Jacinto B. Tallud, ALT
2. SL. Dennis B. Romano, ALT
3. SL. Pamela Louise R. Apacible, WBH
4. SL. Rogelio Cabanting, WBH
5. SL. Azer Navarro, WBH
6. SL. Ghia Hernandez, WBH
7. SL. Maureen S. Saligumba
8. SL. Mark Rennan Banta
9. SL. Jenielyn Claire Hernacio
10. SL. Lester Earl Perjes
11. SL. Elaine Montillano
12. SL. Sherry Dan A. Revilla

EAGLE SCOUTS

1. Sean Yvan Soriano
2. Mark Iverson Dichupa
3. Dyann Marie De Guzman
4. John Gerald Rosario

Prepared by:

SL. PAMELA LOUISE R. APACIBLE
District 2 Coordinator



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MATERIALS NEEDED FOR THE TRAINING:

Materials Needed	Price	Quantity	Amount
Tarpaulin	700.00	1 pc.	700.00
White Tela for flag	75.00	2 yards	150.00
8ft. 1x1 wood	120.00	4 pcs	480.00
Id Laminating film	100.00	1 pc (100 sheets)	100.00
Id lace	250.00	1 bundle (50 pcs)	250.00
Bamboo for pioneering	400.00	4 bundles (8-10 pcs)	1600.00
Rope	300.00	2 bundles (40 m)	600.00
Red Ribbon ¼ inch	35.00	1 roll	35.00
Yellow Ribbon ¼ inch	35.00	1 roll	35.00
Green Ribbon ¼ inch	35.00	1 roll	35.00
Blue Ribbon 1 inch	70.00	1 roll	70.00
Velum board	280.00	100 sheets	280.00
Long plastic envelope	15.00	4 pcs	60.00
Manila paper	10.00	4 pcs	40.00
Pentel Pen(hbw)	180.00	1 pck (12 pcs)	180.00
Ballpen	100.00	1 bundle (50 pcs)	100.00
Crayons	25.00	4 pcs	100.00
Filler notebook	120.00	4 packs	480.00
Glue	20.00	4 pcs	40.00
Scissors	100.00	1 set (12 pcs)	100.00
Scotch tape	100.00	1 set (12 pcs)	100.00
Colored paper	100.00	100 sheets	100.00
Contingency Funds			1500.00
TOTAL			7135.00

Materials Needed:

- Puncher
- Laminating machine
- Printer
- Bond paper
- Ink
- Itak
- Lagare
- Stapler and staple wire
- Black bag
- First aid kit
- Water dispenser?
- Rice cooker?
- Stove?



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Patrol Leaders Training Course SYLLABUS

SEPTEMBER 11-13, 2026

PEDRO E. DIAZ HIGH SCHOOL

Theme: **SERVICE, INNOVATION AND SCOUTING FOR ALL**

FIRST DAY-SEPTEMBER 11, 2026			
TIME	MINUTES	SESSION/ACTIVITY	IN-CHARGE
1900H- 2000H	60	ARRIVAL, SETTLE IN, REGISTRATION, DINNER	ACL -ADMIN SL. THERESA L. SEGARINO, WBH
2000H- 2030H	30	OPENING CEREMONY	ACL-PROGRAM SL. ROSSEL ANDREA Y. DIVINA, WBH
2030- 2100H	30	SAFE FROM HARM	SL. EDUARDO L. KONDO, WBH
2100H- 2130H	30	COURSE ORGANIZATION & ROUTINE	ACL -ADMIN SL. THERESA L. SEGARINO, WBH
2130H- 2200H	30	SMARTNESS & GOOD ORDER	SPL SL. ERWIN C. SALES
2200H- 2230H	30	KNOWING YOURSELF AND OTHERS	SL. JESRAEL A. SAMOLDE
2230H- 2300H	30	HISTORY OF SCOUTING	SL. MARIFE C. REYEL, WBH
2300H- 2315H	15	PATROL CORNER	COUNSELORS
2315H- 2345H	30	STAFF MEETING	COURSE STAFF
2345H	-	TAPS	ALL

SECOND DAY-SEPTEMBER 12, 2026			
TIME	MINUTES	SESSION/ACTIVITY	IN-CHARGE
0500H- 0530H	30	WAKE- UP/EXERCISE/WASH-UP	SPL
0530H- 0630H	60	BREAKFAST	ALL



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0630H-0700H	30	INSPECTION	COURSE STAFF AND COUNSELORS
0700H-0730H	30	FLAG CEREMONY	ACL-PROGRAM SL. ROSSEL ANDREA Y. DIVINA, WBH
0730H-0800H	30	GAMES	SPL SL. ERWIN C. SALES, WBH
0800H-1130H	180	TEACHING SCOUT SKILLS	BASE 1: FLAG CODE AND FLAG FOLDING SL. ROBERT C. ABRANTES, WBH BASE 2: BASIC KNOTS SL. JOHN CRUZ, WBH BASE 3: BASIC FIRST AID SL. ERLIE A. MANZO, WBH BASE 4: SEMAPHORE SL. RHODORA C. LERIOS SL. MARILOU S. ANTIPADO
1130H-1230H	60	LUNCH	ALL
1230H-1300H	60	SCOUT IDEALS	SL. ROSALEI R. BINGAYEN
1300H-1400H	60	PATROL ACTIVITIES	SL. EDEN SHEILO MARIE B. OCFEMIA
1400H-1500H	60	PROJECT MAKING/PATROL CORNER	COUNSELORS
1500H-1600H	60	PATROL ORGANIZATION, PATROL FEATURES	SL. ELIZABETH Z. TISTON, WBH
1600H-1630H	30	GAMES	SPL
1630H-1730H	60	PATROL AND TROOP MEETINGS	SL. BATSHEBA BELEN D. LIMBANGANON, WBH
1730H-1830H	60	DINNER PREPARATION	-
1830H-1930H	60	PROJECT MAKING/PATROL CORNER	COUNSELORS
1930H-2000H	30	CAMPFIRE AND CAMPFIRE SONGS	SL. GHIA CREASIDA T.HERNANDEZ, WBH
2000H-2030H	30	PRACTICE YELL, SKIT, SONG	COUNSELORS



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2030H- 2230H	120	CAMPFIRE	ACL-PROGRAM
2230H- 2300H	30	COUNSELORS TIME	COUNSELORS
2300H- 2330H	30	STAFF MEETING	COURSE STAFF
2330H	-	TAPS	ALL

THIRD DAY- SEPTEMBER 13, 2026

TIME	MINUTES	SESSION/ACTIVITY	IN-CHARGE
0500H- 0530H	30	WAKE-UP/EXERCISE/WASH- UP	SPL
0530H- 0600H	30	BREAKFAST	ALL
0600H- 0700H	60	BIBLE STUDY	
0700H- 0715H	15	INSPECTION	
0715H- 0745H	30	FLAG CEREMONY	ACL-PROGRAM
0745H- 0945H	120	OBSTACLE COURSE	SL. ROSSEL ANDREA Y. DIVINA, WBH
0945H- 1030H	45	CLEAN-UP DRIVE BREAK CAMP	SL. JESSIE T. CASTELO, WBH
1030H- 1130H	60	CLOSING PROGRAM	SL. ROSSEL ANDREA Y. DIVINA, WBH
1130H	-	HOME-SWEETIE-HOME	ACL-PROGRAM
0500H- 0530H	30	WAKE-UP/EXERCISE/WASH- UP	ALL

COURSE STAFF



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POSITION	NAME	SCHOOL
COURSE LEADER	SL. Jessie T. Castelo, WBH	Bagong Silang Elementary School
ASST.CL FOR ADMIN	SL. Theresa L. Segarino, WBH	Sucat Elementary School Sitio Pagkakaisa-Annex
ASST.CL FOR PROGRAM	SL. Rossel Andrea Y. Divina, WBH	Cupang Elementary School
COURSE SCRIBE	SL. Lyka G. Piano, WBH	Cupang Elementary School
SENIOR PATROL LEADER	SL. Erwin C. Sales, WBH	Cupang Elementary School

PATROL COUNSELORS

USA

SL. Rosalei R. Bingayen

OSO

SL. Marife C. Reyel, WBH

LEON

SL. Batsheba Belen D. Limbanganon, WBH

KALABAW

SL. Elizabeth Z. Tiston, WBH

DISCUSSANTS/BASE MASTERS

NO.	NAME	SCHOOL
1	SL. Marife C. Reyel, WBH	Sucat Elementary School Sitio Pagkakaisa-Annex
2	SL. Jesrael A. Samolde	Sucat Elementary School Sitio Pagkakaisa-Annex
3	SL. Rosalei R. Bingayen	Bagong Silang Elementary School
4	SL. Eden Sheilo Marie B. Ocfemia	Bagong Silang Elementary School
5	SL. Rhodora C. Leros	Bagong Silang Elementary School
6	SL. Marilou S. Antipado	Bagong Silang Elementary School
7	SL. Batsheba Belen D. Limbanganon, WBH	Cupang Elementary School-Annex
8	SL. Elizabeth Z. Tiston, WBH	Cupang Elementary School-Annex
9	SL. Erlic A. Manzo, WBH	Cupang Elementary School
10	SL. Robert C. Abrantes, WBH	Cupang Elementary School
11	SL. John Cruz, WBH	Cupang Elementary School
12	SL. Eduardo L. Kondo, WBH	Division Office/Council

Prepared by:

SL. PAMELA LOUISE R. APACIBLE, WBH

District 2 Coordinator



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MATERIALS NEEDED FOR THE TRAINING:

Materials Needed	Price	Quantity	Amount
Tarpaulin	700.00	1 pc.	0
White Tela for flag	75.00	2 yards	150.00
8ft. 1x1 wood	120.00	4 pcs	480.00
Id Laminating film (80x110mm)	100.00	1 pc (100 sheets)	100.00
Id lace	250.00	1 bundle (50 pcs)	250.00
Semaphore Flag	150	4 pcs	600.00
Rope (3mm)	150	2 rolls	300.00
Red Ribbon ¼ inch	35.00	1 roll	35.00
Yellow Ribbon ¼ inch	35.00	1 roll	35.00
Green Ribbon ¼ inch	35.00	1 roll	35.00
Blue Ribbon 1 inch	70.00	1 roll	70.00
Velum board	280.00	100 sheets	280.00
Long plastic envelope	15.00	4 pcs	60.00
Manila paper	10.00	4 pcs	40.00
Pentel Pen(hbw)	180.00	1 pck (12 pcs)	180.00
Ballpen	100.00	1 bundle (50 pcs)	100.00
Crayons	25.00	4 pcs	100.00
Filler notebook	120.00	4 packs	480.00
Glue	20.00	4 pcs	40.00
Scissors	100.00	1 set (12 pcs)	0
Scotch tape	100.00	1 set (12 pcs)	100.00
Colored paper	100.00	100 sheets	100.00
Contingency Funds			1500.00
TOTAL			5035.00

Materials Needed:

- Puncher
- Laminating machine
- Printer
- Bond paper
- Ink
- Itak
- Lagare
- Pala
- Stapler and staple wire
- Black bag
- First aid kit
- Speaker and mic