



BOY SCOUTS OF THE PHILIPPINES
Iriga City Council
San Nicolas, Iriga City



By: [Signature] Date: October 6, 2026

COUNCIL OFFICE MEMORANDUM
Number _____ s. 2026

**TO: BSP COUNCIL COMMISSIONERS
INSTITUTIONAL HEADS
INSTITUTIONAL COORDINATORS
SCOUT LEADERS IN ALL SECTIONS**

SUBMISSION OF THE PROSPECTED BASIC TRAINING COURSE PARTICIPANTS

1. The Boy Scouts of the Philippines (BSP) – Iriga City Council will conduct a **Basic Training Course for Scout Leaders (BTC)** as part of its continuing effort to strengthen the knowledge, skills, and competencies of Scout Leaders and prospective Scout Leaders in the effective implementation of the Scouting program.
2. In this connection, all participating schools are requested to submit the names and pertinent information of their designated participants through the prescribed **OneDrive link** through the School Scout Coordinator.
3. Each school is encouraged to identify and submit qualified participants who are:
 - School Scouting Coordinators;
 - Scout Leaders;
 - Assistant Scout Leaders;
 - teachers who are interested in becoming Scout Leaders; and/or
 - other personnel duly designated by the school to assist in the implementation of the BSP program.
3. The complete list of participants shall be submitted through the official Google Drive link:
<https://tinyurl.com/ms6yrnz4>
4. Schools are requested to ensure that all required information is complete, accurate, and properly encoded before submission with Name of School as file name.
4. The following information shall be provided in a word file:

Name of Teacher/Personnel	Date of Birth	Grade Level handled/Office

5. The submission of the list of participants shall be completed **on or before October 31, 2026**.
6. School Scouting Coordinators are requested to:
 - a. coordinate with their respective School Heads regarding the nomination of participants;
 - b. ensure the accuracy and completeness of submitted information;
 - c. avoid duplicate entries;
 - d. inform the identified participants regarding the training schedule, venue,



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requirements, and other important announcements; and
e. coordinate with the BSP Iriga City Council for concerns regarding registration and participation.

7. Only participants whose names are properly submitted through the prescribed Google Drive link and subsequently confirmed by the BSP Iriga City Council shall be considered officially registered for the Basic Training Course.

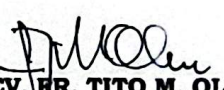
8. Further details regarding the training date, venue, registration requirements, fees, materials, and other arrangements shall be communicated through the official BSP Iriga City Council channels.

9. All concerned are requested to give this memorandum immediate attention and ensure timely submission of the required participant information.
For information, guidance, and appropriate action.

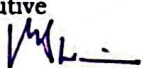
10. For information.


DINDO ZOILO L. IBARRETA, JR.

OIC - Council Scouts Executive


REV. FR. TITO M. OLIVA

Council Chairman


MARIA-MAGNOLIA F. BRIOSO, CESO VI

OIC - Schools Division Superintendent
Council Scout Commissioner