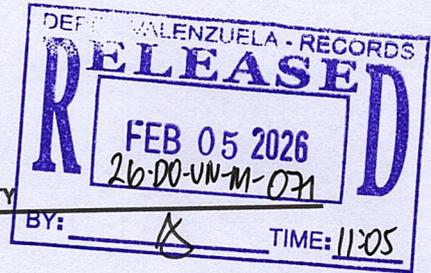




DepEd Unit

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Control no.: 26PUB/32

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



**Office of the Schools Division
Superintendent**

February 03, 2026

TO: Elementary and Secondary School Heads

Sirs/Mesdames:

This is in reference to the attached letter, dated February 02, 2026, from Mrs. Jahzeel E. Misa, Council Executive, Girl Scouts of the Philippines-Valenzuela City Council, regarding the conduct of a Basic Training Course, including an Age Level Specialization Course, for Troop Leaders, to be held on February 20-22, 2026, at Maysan Elementary School.

In this regard, this Office interposes no objection to the said activity and reminds all concerned that the "No Disruption of Classes" policy shall be strictly observed. Teachers who are participants and are present during this activity are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 (Updated Guidelines on Grant of Vacation Service Credits to Teachers), while non-teaching participants shall be provided with Compensatory Time-Off (CTO) as per Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004.

For more information, refer to the attached communication.

Thank you.

Very truly yours,

NOEL D. BAGANO
Schools Division Superintendent

Division Letter No. 040, s. 2026

Encl: as stated



Address: Pio Valenzuela St., Marulas, Valenzuela City
Telephone Nos.: (02) 8293-4507, 8277-4648, 8291-0873, 8277-3439
Email Address: sdvalenzuela@deped.gov.ph
Official Website: <https://www.depedvalenzuela.com>





GIRL SCOUTS OF THE PHILIPPINES
Central Luzon Region
VALENZUELA CITY COUNCIL



Feb. 02, 2026

COUNCIL BOARD
Triennium 2024-2027

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CHERRYL A. TORILLAS
Commissioner on Training

JAHZEEL E. MISA
Council Executive

NOEL D. BAGANO
Schools Division Superintendent
Office of the Schools Division Superintendent

Dear Sir,

Good day!

Respectfully submitted for your kind approval is the attached memorandum regarding the conduct of a **Basic Training Course, including an Age Level Specialization Course, for Troop Leaders**, to be organized by the Girl Scouts of the Philippines Valenzuela City Council on Feb. 20-22, 2026 at Maysan Elementary School.

In line with our continuing efforts to strengthen the Girl Scouting movement and enhance the leadership competencies of our adult members, this training aims to equip new troop leaders and volunteers with the essential knowledge, skills, and values necessary to effectively guide and manage Girl Scout troops in their respective schools and communities.

In this regard, we humbly request your approval of the attached memorandum and your support in allowing the participation of concerned teachers and volunteers from your division. May we also request service credits for participants and working committee who will participate in the said training.

Your continued support and cooperation in this endeavor are highly appreciated. Together, let us uphold the ideals of Girl Scouting and nurture capable leaders who will inspire and guide our Girl Scouts to live by the Promise and the Law.

Thank you very much for your kind consideration.

Respectfully yours,


JAHZEEL E. MISA
Council Executive



GIRL SCOUTS OF THE PHILIPPINES
Central Luzon Region
VALENZUELA CITY COUNCIL

COUNCIL MEMORANDUM NO. 002
SERIES 2026

TO : All District Supervisors, GSP District Chairpersons, School Heads, and Principals, District Field Advisers, GSP School Coordinators, Troop Leaders Public and Private Schools

RE : BASIC TRAINING COURSE WITH AGE-LEVEL SPECIALIZATION COURSE

DATE : January 26, 2025

In line with our ongoing efforts to strengthen the Girl Scouting movement and enhance the leadership skills of our adult members, the Council will conduct a Basic Training Course, including an Age Level Specialization Course, for Troop Leaders. This training aims to equip participants with the fundamental knowledge, skills, and values necessary to effectively guide and manage Girl Scout troops in their respective schools and communities.

Details of the Training:

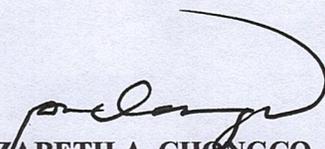
- **Date:** February 20-22, 2026
- **Venue:** Maysan Elementary School
- **Registration :** 1,500.00 (for food and training materials)
- **Participants:** New troop leaders and volunteers
- **Things to Bring:**
 - GSP Official Uniform, black polo shirt, jogging pants or pants, GSP fun shirts
 - Sleepingwear/pajamas
 - Toiletries and Personal Medicine
 - Writing and Art Materials (colored paper, bond paper, scissors, glue, masking tape, Crayola)
 - United Nations costume for evening socials (except for Phils)

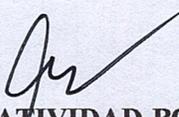
Your full cooperation and active participation in this endeavor are sincerely appreciated. Together, let us continue to uphold the ideals of Girl Scouting and nurture capable leaders who will inspire and guide our Girl Scouts to live by the Promise and the Law.

Participants are kindly requested to register through this link: <https://forms.gle/LCsDngaZXmMpKUSFA> on or before **February 15, 2026**, to allow ample time for preparation. All participants are expected to arrive at the venue on **Friday, February 20, 2026, at 8:00 a.m.** For further inquiries, please feel free to contact our Council Executive, **Jahzeel E. Misa**, at **0935-016-7367**.

For your information and guidance.


JAHZEEL E. MISA
Council Executive


ELIZABETH A. CHONGCO
Council Vice President


LORENA NATIVIDAD-BORJA
Council President

WORKING COMMITTEE:

Training Team:

Marietta Villanueva

Head Trainer, Central Luzon Diplomat Trainer

Irene D. Mendiola

Council Credential Trainer

Assisting Trainers:

Cherryl A. Torillas

Maricel R. Diones

Magdalena Cases

Sharon Sorisantos

Jenifer T. Cuenco

Ivy Capuras

Benign Ann Erquiza

Concepcion Santos

Gina S. Castillo

Training Staff:

Guider-in-Charge

Aivie Cobenido

Business Manager & Quarter Masters:

Lorna De Guzman

Jasper Mendoza

Secretariat / Documentation

Melinda Rogel

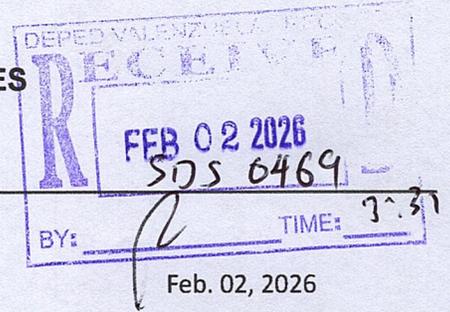
Junior Journalist Guild

Health and Safety

Nellie D. Alferez



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Schools Division Superintendent
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Dear Sir,

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Thank you very much for your kind consideration.

Respectfully yours,


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Council Executive



GIRL SCOUTS OF THE PHILIPPINES
Central Luzon Region
VALENZUELA CITY COUNCIL

COUNCIL MEMORANDUM NO. 002
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RE : **BASIC TRAINING COURSE WITH AGE-LEVEL SPECIALIZATION COURSE**

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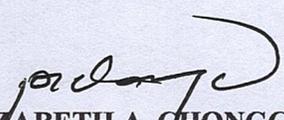
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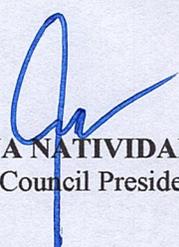
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For your information and guidance.


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