



Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION	
DepED, Division of Zambo. Norte	
No: _____	By: _____
Date: _____	_____
<b>RELEASED</b>	

**Office of the Schools Division Superintendent**

November 11, 2024

**Division Memorandum**

No. 612, s. 2024

**CLARIFICATORY GUIDELINE RELATIVE TO PARTICIPATION TO BASIC TRAINING COURSES FOR LEADERS OF ADULT (BTC LOA) FOR CLUSTER 1 & 2**

**TO: ALL DISTRICT SCOUTING COMMITTEE CHAIRMEN  
 DISTRICT SCOUTING COMMISSIONERS  
 DISTRICT SCOUTING COORDINATORS  
 INSTITUTIONAL HEADS  
 INSTITUTIONAL BSP COORDINATORS (Elementary/Secondary)  
 ALL OTHER CONCERNED**

1. In compliance with DepEd Order No. 76, s. 2012 – *Guidelines on Revitalizing Boy Scouting in Schools Nationwide*, particularly paragraph 3.4, which encourages DepEd officials to actively contribute to the development and implementation of a quality scouting program by promoting and supporting the Badge or Advancement System offered by the Boy Scouts of the Philippines (BSP), this memorandum aims to clarify the Schools Division of Zamboanga del Norte’s support for untrained non-teaching personnel participation in the Basic Training Courses for Leaders of Adults (BTC LOA) for Cluster 1 & 2.
2. Relative to Council Office Memorandum No. 25, s. 2024 from the ZANDIDAP Council – BSP, this Division reiterates that all untrained non-teaching personnel are encouraged to participate in this BSP activity. The council memorandum specifies a registration fee of One Thousand Five Hundred Pesos (Php 1,500.00) to cover meals, training materials, supplies, a souvenir t-shirt, and administrative costs.
3. Consistent with DepEd Order No. 8, s. 2019, as well as other relevant guidelines, and in the absence of prior authorization for the use of the Maintenance and Other Operating Expenses (MOOE) Fund for DepEd employees and learners participating in Boy Scouts of the Philippines activities, it should be clarified that registration fees are not considered allowable or eligible expenses under DepEd’s guidelines and therefore cannot be charged to these funds.
4. However, to facilitate the participation of interested non-teaching personnel as official delegates, the Division is authorizing attendance at this BSP activity on official business. Eligible non-teaching personnel may claim reimbursement for transportation expenses and Daily Travel Expenses (DTE), which are designed to cover costs incurred while on official travel and may be used by participants to replenish expenses related to registration fees. These expenses shall be charged against the respective local school fund for each school, subject to applicable accounting and auditing rules and regulations.
5. For information and guidance.

**ROY C. TUBALLA EMD, JD, CESO V**  
 Schools Division Superintendent

OSDS/smls/BasicTrainingCourse



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