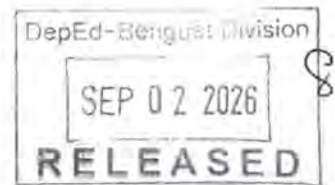




Republic of the Philippines
Department of Education
Schools Division of Benguet



02 September 2026

DIVISION MEMORANDUM

No. 340, s. 2026

**PARTICIPATION OF BENGUET SECONDARY SCHOOLS IN THE
ANNUAL PROVINCIAL BSP & GSP SCOUT OFFICIALS
FOR-A-DAY (SOFAD) ACTIVITIES**

To: Public Schools District Supervisors/District In-Charges
Secondary School Heads
All Others Concerned

1. As a partner of the Boy Scouts and Girl Scouts of the Philippines in fostering leadership and character among Benguet learners, this Office endorses the request from the Boy Scouts of the Philippines (BSP) Benguet Councils for the participation of Benguet secondary school learners in the 2026 Annual Provincial Scout Officials For-A-Day (SOFAD) activities.
2. However, attention is directed to SDO Memorandum No. 273, s. 2026, which explicitly prohibits the conduct of school activities on weekends and holidays to ensure adequate time for family bonding and personal wellness for both learners and school personnel.
3. In view of the said memorandum, all concerned must strictly observe the following participation guidelines:
 - a. Welfare and Supervision on Weekends/Holidays: Since school activities are restricted on weekends and holidays, the BSP and GSP Councils shall assume full responsibility for the safety and welfare of the participants in the conduct of all scheduled activities.
 - b. Parental Consent: Every participating scout must submit a duly signed Parent's/Guardian's Consent Form prior to participation in any of the events.
 - c. No Class Disruption: Scouts attending activities scheduled on regular school days shall be accompanied by their respective school heads or designated non-teaching personnel, NOT their teachers, to ensure that regular classroom instruction is not disrupted. Also, participating scouts should be given make-up lessons or activities for the missed lessons.
4. Wide dissemination of and strict compliance are enjoined.

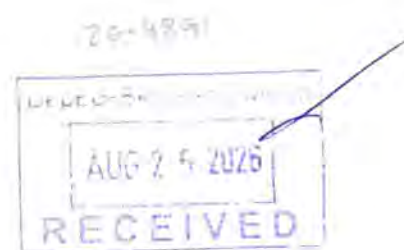
sgd

CARMEL R. MERIS
OIC-Schools Division Superintendent


CID/AMD



Boy Scouts of the Philippines
BENGUET COUNCIL
Km. 5, Pico, La Trinidad, Benguet
Office Tel. No. 074- -422-8319
Email Address: scouts Benguet@yahoo.com



August 24, 2026

MS. CARMEL F. MERIS
OIC- Schools Division Superintendent
Department of Education
Schools Division of Benguet
Wangal, La Trinidad, Benguet

M A D A M :

GREETINGS !

This concerns the annual Provincial BSP & GSP Scout Officials For -A-Day (SOFAD) activities in partnership with the different government agencies of Benguet Province. Benguet Council, BSP will be the host for this year's SOFAD.

In preparation for the implementation, we attached herewith Council Office Memorandum No. 001 s. 2026 re: time table and participation guidelines.

We humbly request for the endorsement through a Division Memorandum for our dissemination to the different secondary schools in the province. Your support and assistance will be our success in fostering these young people for self-development and leadership.

We thank you in advance for the guidance and approval.

Very truly yours,



MARIE GLO RAMOS-DAWAGUI
Council Scout Executive III



COUNCIL OFFICE MEMORANDUM
Number 01 s. 2026

TO: Institutional Heads/Representatives, BSP & GSP Troop Leaders Senior Outfit Advisors

**SUBJECT: 2026 BSP & GSP PROVINCIAL SCOUT OFFICIALS FOR A DAY (SOFAD) TIME TABLE
AND PARTICIPATION GUIDELINES**

1. We are pleased to inform you that this year's SOFAD will be hosted by the BSP-Benguet council. Please be guided with the following schedules as highlights of the National Scouting month to wit:

DATE/ TIME	ACTIVITIES	OBJECTIVE	VENUE
September 4, 2026 After class	Organization of School Nomination committee to determine representative/s by school based on quota allocation provided by BSP/ GSP local councils Selection process by school based on the scout's Merit Badges earned, participation to/ led scouting activities and community service, scholastic performance DepED & scouting awards for a two-year period Program and Activities will be spearheaded by the Troop Leaders and Senior Outfit Advisors	Provide distinct opportunity for self-development and leadership	Respective schools
September 11, 2026	Submission of names selected representative/s through the general information sheet (hereto attached) must be accomplished with 2x2 ID picture	Determine number of participating scouts and offices to fill	BSP Council Office GSP Council Office
September 25-27, 2026 Friday 8:00-5:00 Saturday 8:00-5:00 Sunday 8:00-12:00 NN	1. Opening program & orientation 2. Role of local Government offices, its powers and people 3. Leadership Orientation 4. workshop session 5. Team building exercises Indoor & outdoor Simultaneous with One-on-One interview 6. Office positions and office assignment Lecture Parliamentary Rules SOFAD Resolutions SOFAD SP Members & Secretary to the Sanggunian only	*Emphasize government office structure roles & responsibilities; *To create connections, strengthen team collaboration and communication *Overall to let participants experience a one-day public service and governance.	BSP Council Hall Km. 5, Pico, La Trinidad, Benguet. Outdoor activities TBA
September 28, 2026 (Monday)	SELECTED SOFAD BOARD MEMBERS ONLY Mock session with the Provincial Board Members officials Scouts will observe the proceedings in the actual session of the Sangguniang Panlalawigan members.	To allow scouts to observe the proper meeting decorum & parliamentary procedures; to prepare them for the actual scheduled SOFAD session.	Sangguniang Panlalawigan Hall, Provincial Capitol II, La Trinidad, Benguet

DATE	ACTIVITIES	OBJECTIVES	VENUE
October 10, 2026 (Saturday)	Identified SOFAD Technical Working Group meeting and program materials preparation (BSP Adult Leaders only) Rendering of service is voluntary	Activity Evaluation Ensure smooth flow of the Oath taking & turn over program	BSP Council Hall, km. 5, Pico, La Trinidad, Benguet
October 11, 2026 (Sunday) 8:00 -12:00 NN	*Finalization of workshop & team building output *SOFAD Rehearsal	To inculcate discipline, awareness, concern and self-reliance in the tradition of world scouting.	Ben Palispis Hall, Provincial Capitol, La Trinidad, Benguet
October 12, 2026 (Monday)	Oath Taking & Turn Over Program *Provincial Gov't. Offices *Benguet State University Offices *National Line agencies offices	To give scouts the opportunity to understand and experience a one- day public service.	Ben Palispis Hall, Provincial Capitol, La Trinidad, Benguet

Overall, the Junior/ Senior Scouts from the Boy Scouts and Girl Scouts of the Philippines will have the actual experience for a one-day public service as they assume leadership roles in Provincial government, Benguet State University and national line agency offices.

2. Participation guidelines for:
PARTICIPATING SCHOOLS

- 2.1. The SOFAD is open to all current registered Senior Scouts and Girl Scouts (Junior, Senior/Cadet);
- 2.2. Selection of representatives must be done by schools;
- 2.3. **Must renew membership registration not later September 19, 2026;** Schools with membership registration expiring by October and November must be renewed on the above date to have a slot.
Note: Renewal of membership requires one to two months before the expiration date to maintain continuity of membership;
- 2.4. Each school with a minimum of 24 members registered on or before Sept. 19, 2026 is entitled to one participant. Membership registration with less than 24 members will not be considered;
- 2.5. Maximum allocation per school will be 3 participants. The additional 2 slots will be given based on the current membership registration status exceeding the maximum and/or 100% membership. This includes the consistent school participation/ led activities by the scouts to the different scouting activities from school based/ district and council activities for the last two years. Involvement in the Regional and national activities will be given plus points.
- 2.6. The local councils will determine the SOFAD allocation by school that will be final and must be strictly followed. Please coordinate with your respective local council;
- 2.7. The assigned non-teaching personnel to chaperone their participant/s will be responsible to coordinate with the local councils and to monitor the day to day activities.

SENIOR SCOUT REPRESENTATIVES

- 2.6. Must have complete prescribed Scout official uniform
BSP – Type "A" Scout uniform, Polo khaki with basic patches, RED neckerchief over the Polo collar, khaki pants with official belt, black leather shoes with black socks, Sash and Merit Badges completed based on the approved Individual ADVANCEMENT PASSPORT;
- GSP- GS official uniform (skirt & blouse) with complete pins, sash with badges earned, prescribed scarf, black belt, cap, black closed shoes (no socks);

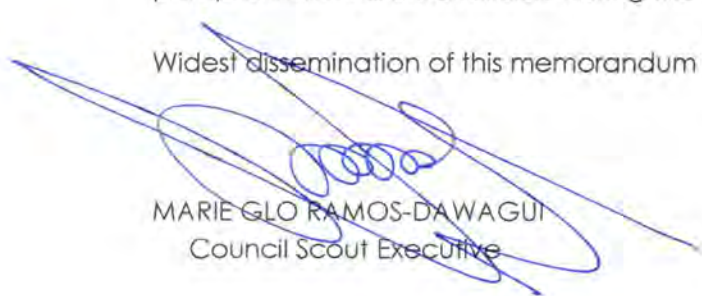
- 2.7. Scout representative must present current membership card and duly signed Parents' consent and Waiver;
- 2.8. Scout representative/s must be Grade 10 -12 students. Grade 9 students will be accommodated Provided that they qualify;
- 2.9. Scout must **be an active LEADER of his unit with leadership training, must have attended school based, district and council activities and must have contribution to the community clean and green program; scouting and activities;**

2.8. Scouts who served in the previous SOFAD are no longer qualified to join;

2.7. School representatives must shoulder their transportation costs, travel meals and other incidental expenses (from point of origin and back);

- 3. This activity is an annual undertaking subsidized by the partner agencies. SOFAD materials, meals and snacks of participants during the SOFAD activities only will be provided by the Benguet Provincial Government.
- 4. Official scout uniforms will come from the central office scout shop. It is requested that Purchase orders for scout uniforms, if necessary, must be done ahead of time to ensure that uniforms and other paraphernalia will be available during the SOFAD proper.

Widest dissemination of this memorandum is hereby enjoined.



MARIE GLO RAMOS-DAWAGUI
Council Scout Executive

SOFAD INFORMATION SHEET

Photo/
ID Picture
😊😊

I. PERSONAL INFORMATION

Name: _____
School: _____
Grade/ Year: _____ Troop No. _____
Date of Birth: _____ Age: _____
Home Address: _____

Nickname: _____
District: _____
No. of Years in Scouting: _____
Date Last Registered: _____
Contact No. _____

II. ACHIEVEMENT/SCOUT ADVANCEMENT

A. FOR GIRL SCOUTS ONLY

BADGEWORK (2 badges for each of the Eight (8) – Point Challenge based on the troop Record submitted to the Council Headquarters).

CHALLENGE	BADGES EARNED	DATES EARNED
1. Spirituality Well – Being :	_____	_____
2. Family Life:	_____	_____
3. Economic Self-Sufficiency:	_____	_____
4. Heritage and Citizenship:	_____	_____
5. Environment:	_____	_____
6. Preparedness:	_____	_____
7. Arts	_____	_____
8. World Community	_____	_____

B. FOR SENIOR SCOUTS, BSP
RANK

1. Eagle Scout
2. Venture Scout
3. Outdoorsman Scout
4. Pathfinder Scout
5. Explorer Scout

DATE EARNED/AWARDED

III. CAMPING RECORD (Please check based on the troop Record submitted to the Council Headquarters for the past two years).

ENCAMPMENT/SCOUTING ACTIVITIES

EVENT	DATE	VENUE
☐ National : _____	_____	_____
☐ Regional : _____	_____	_____
☐ Local Council : _____	_____	_____
☐ Municipal/District: _____	_____	_____
☐ Institution/School/Troop: _____	_____	_____

[Handwritten signature]

IV. SCOUT'S TRAININGS/ WORKSHOPS/SEMINARS ATTENDED

	TRAINING EVENT	DATE/S	VENUE
NATIONAL:			
REGIONAL:			
COUNCIL :			
DISTRICT :			

V. Awards/ Recognition/Merit in Scouting based on the troop record submitted to the Council Headquarters.

	Brief Description of the Awards/Citation	Date Received
Troop/School:		
District:		
Council:		
Regional:		
National:		

I hereby certify to the correctness of the above information/data presented.

SOFAD CANDIDATE
(SIGNATURE OVER PRINTED NAME)

Attested:

UNIT/TROOP LEADER
(SIGNATURE OVER PRINTED NAME)

