



Republic of the Philippines
Department of Education
Region VI—Western Visayas
DIVISION OF AKLAN
Archbishop Gabriel M. Reyes Street, Kalibo, Aklan



October 1, 2018

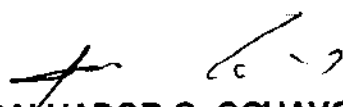
DIVISION MEMORANDUM

No. 340 s. 2018

**GIRL SCOUTS OF THE PHILIPPINES - AKLAN COUNCIL
NATIONAL ROLL OUT TRAINING ON NUTRITION PROGRAM**

To: **Public Schools District Supervisors
Principals/Head Teacher-In-Charge of the District
Head of Public/Private Elementary/Secondary/Integrated Schools**

1. The Girl Scouts of the Philippines in connection and partnership with the World Association of Girl Guide and Girl Scouts (WAGGGS) and Nutrition International (NI) of Canada will conduct a National Roll Out Training on Nutrition Program for Visayas are on November 25-28, 2018 at GSP NHQ Josefa Llanes Escoda Hall, Padre Faura, Manila.
2. This GIRL POWERED NUTRITION PROGRAM aims to improve the knowledge and awareness of nutritional needs, and dietary practices among girls and their communities.
3. GS Aklan Council will be represented by **Mrs. Glenda Lyn G. Ignacio** of Pook Elementary School, District of Kalibo I.
4. Meals, accommodation, Transportation and other miscellaneous expenses incurred during the duration of Training is **FREE OF CHARGE**.
6. Immediate and wide dissemination of this Memorandum is desired.


DR. SALVADOR O. OCHOA, JR., CESO VI
Schools Division Superintendent

Enclosure: Aklan GS Council Circular No. 14, s. 2018
Reference: GSP NHQ Memorandum dated September 14, 2018
To be indicated in the Perpetual Index
under the following subject

TEACHERS
COORDINATORS
PROGRAMS
SCOUTING



GIRL SCOUTS OF THE PHILIPPINES
National Headquarters
Manila

MEMORANDUM

TO : REGIONAL EXECUTIVE DIRECTORS, OFFICER-IN-CHARGE AND SENIOR STAFF CONCERNED

RE : NATIONAL ROLL OUT TRAINING ON NUTRITION PROGRAM

DATE : SEPTEMBER 14, 2018

This is in connection with our partnership with the World Association of Girl Guides and Girl Scouts (WAGGGS) and Nutrition International (NI) of Canada about the **GIRL POWERED NUTRITION PROGRAM** which aims to improve knowledge and awareness of nutritional needs, and dietary practices among girls and their communities.

To facilitate this, **two National Trainings** will be held to roll out the badge curriculum, advocacy and community mobilization components of the Girl Powered Nutrition Program.

Activity	NATIONAL ROLL OUT TRAINING ON NUTRITION PROGRAM FOR NORTHERN, CENTRAL AND SOUTHERN LUZON REGIONS
Purpose	Roll out badge curriculum, advocacy and community mobilization components of the Girl Powered Nutrition Program
Dates	October 25-28, 2018, 9:00 am – 5:00 pm
Venue	Helena Z Benitez National Program and Training Center (HZB NPTC) Calamba Road, Sungay East, Tagaytay City
Training team and Support staff (13 pax)	National:
	(1) Training Committee Chairperson
	(2) Program Committee Chairperson
	(3) Communications Committee Chairperson
	(4) Asst. National Executive Director for Program
	(5) Training Director
	(6) Communications Director
	(7) Program/Training Technical Assistants (4)
	(8) WAGGGS Country Project Manager (1)
	(9) WAGGGS Global Curriculum Writer (1)
(10) Photographer/Videographer (1)	
Participants (63 pax)	Region/Council:
	(11) Credentialed Trainers/Council Executives (57) one trainer per council
	(12) Regional Executive Directors (3)
	(13) Regional Technical Assistants (3)

Activity	NATIONAL ROLL OUT TRAINING ON NUTRITION PROGRAM FOR VISAYAS, EASTERN MINDANAO AND WESTERN MINDANAO REGIONS
Purpose	Rollout badge curriculum, advocacy and community mobilization components of the Girl Powered Nutrition Program
Dates	November 25-28, 2018, 9:00 am – 5:00 pm
Venue	GSP NHQ Josefa Llanes Escoda Hall, Manila
Training team and Support staff (12 pax)	National:
	(1) National President
	(2) National Executive Director
	(3) Training Committee Chairperson
	(4) Program Committee Chairperson
	(5) Asst. National Executive Director for Program
	(6) Training Director
	(7) Program/Training Technical Assistants (4)
	(8) WAGGGS Country Project Manager
(9) Photographer/Videographer	
Participants (45 pax)	Region/Council:
	(10) Credentialed Trainers (39)
	(11) Regional Executive Directors (3)
	(12) Regional Technical Assistants (3)

TRANSPORTATION OF THE REGION/COUNCIL PARTICIPANTS

Participants are requested to arrange their own transportation to and from Tagaytay or NHQ. Those travelling by air are advised to book their airline tickets as early as possible to avail of promo flights. Travel expenses with official receipts (*airfare, bus fare and ferry only*) will be reimbursed by NHQ through our Program Staff during the last day of the training upon submission of summary expense report and all pertinent receipts.

MEALS AND ACCOMMODATION OF THE REGION/COUNCIL PARTICIPANTS

Luzon Regions

A 3-night (October 25-27) free accommodation at HZB NPTC will be provided.

Visayas and Mindanao Regions

A 3-night (November 25-27) free accommodation at the GSP NHQ Dormitory/5th Floor will be provided.

Participants are advised to arrive between 9am and 12pm on the first day of the training. Orientation and opening ceremonies will be held at 1pm of the first day. **They are strictly required to complete all the training sessions and attend the closing program on the last day of the training, ending at 3pm.**

Early arrival and extended stay at the center must be arranged and settled by the concerned region/council/participant directly with the Center Director, Miss Teresita T. Gonzales, at

telephone number (046) 483-1395 or mobile number 0922-8120723 or email at hznptc@yahoo.com for Luzon regions, and to General Services Division Officer-in-Charge Engr. Ildefonso Mercado for Visayas and Mindanao regions. However, Program Division should also be advised of such arrangements.

The workshop is inclusive of the following meals:

- Luzon regions: 3 meals, 2 snacks on October 25-28 (Thursday-Sunday)
 - Please note that the first meal provided on Thursday is lunch and the last meal on Sunday is packed afternoon snacks.
- Visayas and Mindanao regions: 3 meals, 2 snacks on November 25-28 (Sunday-Wednesday)
 - Please note that the first meal provided on Sunday is lunch and the last meal on Wednesday is packed afternoon snacks.

Pre and post meals and other incidental food expenses shall be borne by the region/council/participant.

ATTIRE

Day 1 – GSP Official Uniform

Day 2 – GSP Alternate uniform (white blouse with green vest and pants)

Day 3 – GSP white polo shirt and GSP jogging pants

Day 4 – any GSP Fun shirt and GSP jogging pants

GSP Official Uniform for the Closing Ceremony

Enclosed are the participant's registration and travel data forms, and trainer contracts. Accomplished forms/contracts must be submitted to Ms. Rosario Pillar Monzales at Rosario.Monzales@waggs.org (copy furnished: program@girlscouts.org.ph) **on or before October 1, 2018.**

Ms. Monzales (hired by WAGGGS) is Country Project Manager (CPM) to oversee the implementation of the Global Nutrition Program for the GSP from January 2018 to October 2019.

Should you have further queries, please contact our Assistant National Executive Director for Program, Mrs. Ginnie W. Oribiana, at telephone numbers (02) 523-8331 to 42 locals 212, 220, and 221 or email addresses program@girlscouts.org.ph or nhqprogram@gmail.com.

Your usual full cooperation and participation is very much appreciated.


MA. DOLORES T. SANTIAGO
National Executive Director

cc: Council Executives

Attachments as stated

National Training participant agreement

THIS COMMITMENT is made this 30th day of September, 2018, by GLENDA LYN G. IGNACIO beginning September 30, 2018 until January 31, 2020 to the World Association of Girl Guides and Girl Scouts (WAGGGS) and Girl Scouts of the Philippines (GSP).

As a participant of the National Training on the Nutrition Programme, you agree to fulfil the following responsibilities:

Responsibilities

Before training:

- Ensure you are familiar with the Nutrition Programme
- Ensure you are familiar with your national food guidelines
- Read any pre-material for the training including the completed activity pack.
- Ensure you are familiar with the country targets and implementation plan

During training:

- Engage fully in all activities, documenting learning as required ready to share on return to your council/regions
- Work with your Council Executives/Regional Executive Directors to develop ideas for regional-level and council-level implementation

After training:

- Create and implement regional/council curriculum rollout plan
- Write the training program for regional and council/local trainings
- Ensure that council/local trainings are conducted
- Ensure councils are informed of their targets of trained troop leaders
- Ensure that the target for trained troop leaders for all councils are met
- Attend special trainings upon request of the Regional Office/Councils, as needed
- Fill-in training report and administer training survey
- Allocate time for nutrition-programme related meetings
- Ensure all trained troop leaders are aware of the Child Protection Policy of each MO
- Submit requested reports on-time



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- Maintain an open line of communication with the CPM and Project team throughout the rollout period

Image, video and story consent

WAGGGS and GSP ensure that how we use the stories of young people and volunteers upholds their rights to accurate representation, respect, privacy and protection.

We use real stories and images to gain support for our work as a national and global Movement, demonstrate our impact and raise awareness of issues that affect girls and young women across the Philippines and around the world. The photograph, story or film of you might be seen in many countries, including your own. We might use them in print, on websites or television programmes.

By signing this agreement, you agree that WAGGGS [and its authorised partners] and GSP:

1. may use the pictures or films of me and my story for any purpose, and in any way, that assists WAGGGS and GSP work in keeping their Movement thriving, united and growing;
2. may use, reproduce and distribute all or any part of the photographs, films or interview on any traditional or electronic media format at any time.

Child Safeguarding

WAGGGS and GSP are committed to protect and keep girls safe. We select volunteers/trainers to make sure that we are able to do this. All trainers must read the child protection policy of GSP and know the channels/referrals for issues/complaints within GSP.

Finances

Travel, food and accommodation costs incurred for participating in the national training will be covered by WAGGGS. Participants will have to submit an expenses form to be reimbursed for any transport costs not payable directly. Any costs relating to personal items (souvenirs etc) are to be covered by the participant.



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Project contact

For further information, or if you have any questions or concerns about the project, or your role as a trainer, kindly contact Ms. Rosario Monzales through email Rosario.monzales@waggs.org or mobile 09211728557.

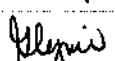
Alternatively, trainers may contact Ms. Ginnie Oribiana through phone (02) 523 8331 to 42 locals 212, 221 and 220.

Declaration

I have read the full commitment and have had the details of my role as a trainer explained to me. My questions have been answered to my satisfaction, and I understand that I may ask further questions at any time.

I agree to become a trainer for the nutrition programme under the conditions set out in this commitment.

By signing this commitment, I agree to not hold WAGGGS and GSP responsible for any untoward incident that may happen beyond its control, during the trainings/meetings/events or travelling to the venue.

Personal details	
Name	GLENDALYN G. IGNACIO
Age	43
Address	PERAZVILLE, OLD BUSWANG, KALIBO, AKBAN
Email	glendalyn.ignacio001@deped.gov.ph
Mobile/Phone	09094310474
Signature	
Date:	Oct. 1, 2018



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