

GIRL SCOUTS OF THE PHILIPPINES  
National Headquarters  
Manila

NHQ Circular No. 13  
Series 2013

TO : REGIONAL EXECUTIVE DIRECTORS AND COUNCIL EXECUTIVES  
RE : "THE DUKE OF EDINBURGH AWARD"  
NATIONAL AWARD LEADER TRAINING  
DATE : 14 February 2013

As an independent operator of the International Award known as "The Duke of Edinburgh Award", the Girl Scouts of the Philippines (GSP) is fully committed to implement the award in the six GSP regions in order to reach and transform lives of more girls and young women. A **NATIONAL AWARD LEADER TRAINING** will be held to equip leaders with the necessary knowledge and skills and to motivate them to deliver the award to the girls in the troops.

The training will be held on **April 21-23, 2013** at the **Quezon Premier Hotel** in **Barangay Masin Sur, Candelaria, Quezon**. Enjoined to attend are the Senior/Cadet Troop Leaders who will serve as official chaperons of the girls attending the 37th National Encampment. The training is also open to other interested Senior/Cadet leaders and even to the Council Executives. As the slots are limited, priority will be given to the official chaperons. Walk-in applicants will not be entertained. Councils are requested to directly submit the endorsement form along with the accomplished information sheet to the National Headquarters through the Training Division, either by fax (02 524-5144) or email ([training@girlscouts.org.ph](mailto:training@girlscouts.org.ph), [gsptraining@gmail.com](mailto:gsptraining@gmail.com)) on or before **March 4, 2013**. Please copy furnished concerned regional offices.

**Programme of Activities**

Date	Activity
April 20	Arrival in Camp Belen Travel to Lucena City ( <i>transportation c/o SLRO</i> ) Free Time to Explore Lucena City Settling Down ( <i>accommodation c/o SLRO</i> )
April 21	Travel back to Candelaria, Quezon ( <i>transportation c/o SLRO</i> ) Registration/Check-In @ Quezon Premier Hotel Orientation
April 22 -23	Training Proper
April 24	Free Time/Optional Tour ( <i>with transportation expense</i> )
April 25	Free Time/Optional Tour @ Villa Escudero ( <i>with fee &amp; transportation expense</i> )
April 26	Check-Out @ Quezon Premier Hotel

**Registration Fee**

P3,800.00 per person inclusive of the following:

- 5 Night-Accommodation at Quezon Premier Hotel (April 21-25)
  - *air-conditioned rooms with wifi access*
  - *free use of swimming pool*
- Meals
  - April 21 Dinner*
  - April 22 Breakfast, AM/PM Snacks, Lunch, Dinner*
  - April 23 Breakfast, AM/PM Snacks, Lunch, Dinner*
- Handouts & Materials

Accommodation and meals not covered in the registration fee package shall be borne by the participants/councils/regions. Full payment of the registration fee, either in cash or check, must be made on or before the registration on April 21. Those who have paid prior to the registration are requested to bring the copy of the deposit slip. Those who will charge their fees to the Program and Training Development Grant (PTDG) must present an endorsement letter from the region.

**IMPORTANT!**

***If endorsed participants withdraw from the training after March 12, 2013, they or the concerned councils/regions will be required to pay the full amount of the registration fee and other applicable expenses. Such policy also applies for no-show of endorsed participants.***

***Withdrawal from the training must be done through an official letter from the concerned councils/regions.***

**Optional Tours**

The optional tour on April 24 in the vicinity of Quezon/Laguna requires no fee except for the transportation expense pegged at P350.00/person (10 passengers per aircon van). The transportation cost will increase if there are less than 10 passengers. Meanwhile, the optional tour on April 25 at Villa Escudero costs P750.00/person. The fee covers museum tour, carabao cart rides, bamboo rafting, swimming and lunch. Transportation is also pegged at P350.00/person.

Please make sure to indicate in the endorsement form if the participants are joining the tours or not. **Payments for the transportation and tour expenses should be made in cash during the registration. Once the participants signed in for the tours in the endorsement form, they are already pre-listed and will have to pay for the costs even if they decide later not to attend the training.**

**Things To Bring**

Essentials:

GSP official business uniform, GSP alternative uniform, GSP adult polo and fun t-shirts, denim jeans/slacks, closed black shoes, rubber shoes/sneakers, bedroom slippers, nightwear/pajamas, towel, toiletries, personal medicines

Optional: jacket/sweater, cap/hat, sunglasses, umbrella

The Regional Executive Directors are advised to brief the Council Executives of their responsibility in the award process so they can work effectively with the leaders who attended the training.

For your information and appropriate action.

  
MA. DOLORES T. SANTIAGO  
National Executive Director

Encl: a/s

Cc: Central Board  
National Training Committee Members  
Council Presidents  
National Training Pool Members  
National Program and Training Centers  
NHQ Senior Staff