



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

Division Advisory No. **004**, s. 2026
04 FEB 2026

In compliance with DepEd Order (DO) No. 8, s. 2013
This advisory is issued not for endorsement per DO 28, s. 2001, but only for the information
of DepEd SDO Capiz officials, personnel/staff, as well as the concerned public.
(Visit www.depedcapiz.ph)

Attached is the Local Circular No. 03, s. 2026 from the **Girl Scouts of the Philippines
Capiz Council** titled **National Troop Leaders Forum 2026** on **February 14-16, 2026**.

Participation to this activity is voluntary and subject to compliance with DepEd Order
No. 12, s. 2025 titled **Multi-Year Implementing Guidelines on the School Calendar and
Activities**, and DepEd Order 09, s. 2005 titled **Instituting Measures to Increase Engaged
Time-on-Task**, DepEd Order No. 66, s. 2017 titled **Implementing Guidelines on the Conduct
of Off-Campus Activities**, DepEd Memorandum No. 41, s. 2024 titled **Reiteration of the No
Collection Policy in Schools** and DepEd Order No. 008, s. 2023 titled **Participation of
Teachers in Volunteer Work and Extra Curricular Activities**. The details and overview of this
program are attached for reference.

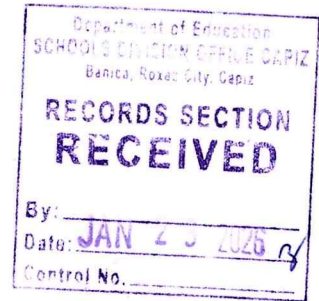
For more information, please contact:

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Capiz Council
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GIRL SCOUTS OF THE PHILIPPINES

Visayas Region
Capiz Girl Scout Council



Local Circular No. 03
Series 2026

TO: INTEGRATED/SECONDARY/NATIONAL HIGH SCHOOLS, PRINCIPALS/HEADS OF PRIVATE SCHOOLS/UNIVERSITIES/ CHED, SECONDARY GIRL SCOUT COORDINATORS, PDO - YOUTH FORMATION OF CAPIZ DIVISION SDO & ROXAS CITY SDO, TROOP LEADERS' REPRESENTATIVE TO THE COUNCIL BOARD, SENIOR AND CADET GIRL SCOUTS

RE: NATIONAL TROOP LEADERS FORUM 2026
(for the Official Troop Leader Chaperones of the 44th National Camp)

DATE: January 21, 2026

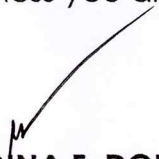
Dear Sir/Madam,

Greetings!

Please be informed that there will be a National Troop Leaders Forum 2026 on **February 14-16, 2026**, at the World Palace Hotel, Acacia St. corner Quimpo Boulevard, Juna Subdivision, Matina, Davao City with the theme "*Leading with Insight: Empowering Girls, Enriching Lives.*"

Attached are the NHQ Circular No. 43 s2026, Program Schedule, and Event Required Forms for reference and dissemination.

Thank you very much and God bless you always.


SEGUNDA F. DOLLETE, EdD
Council President



GIRL SCOUTS OF THE PHILIPPINES

National Headquarters
Manila

NHQ CIRCULAR No. 43
Series 2026

TO : REGIONAL EXECUTIVE DIRECTORS AND COUNCIL EXECUTIVES
RE : NATIONAL TROOP LEADERS FORUM 2026
(for the Official Troop Leader Chaperones of the 44th National Camp)
DATE : January 20, 2026

As announced in NHQ Circular No. 40 S. 2025 dated December 4, 2025 re the 44th National Camp, the Girl Scouts of the Philippines (GSP) will hold a face-to-face/in person **NATIONAL TROOP LEADERS FORUM 2026 for the Official Troop Leader Chaperones of the 44th National Camp**. The forum themed *"Leading with Insight: Empowering Girls, Enriching Lives"* will be held on **February 14-16, 2026** at the **World Palace Hotel** located in **Acacia Street corner Quimpo Boulevard, Juna Subdivision, Matina, Davao City**.

PARTICIPANTS

The forum will be held simultaneously with the conduct of the 44th National Camp, and is open **ONLY** to the **Official Troop Leader Chaperones** of girls attending the said camp activity. **The rule 1 Patrol = 1 Official Troop Leader Chaperone shall strictly apply. Council Executives who will serve as Official Chaperones are enjoined to attend.**

All participants must be physically fit to travel and participate in the 3-day forum.

REGISTRATION FEE AND INCLUSIONS

The Registration Fee per participant is **Php 6,500.00** which should be paid in advance either in cash or check **on or before January 30, 2026 (Friday)**. Bank details are found below:

Banco De Oro
Faura-Mabini Branch
Account Name: Girl Scouts of the Philippines Operation
Account No. 004490091098

Copy of the bank deposit slip payment must be attached to the Registration Form Link that participants need to fill-out. Those who will charge the registration fee to the Program and Training Development Grant (PTDG) must attach an official document from the concerned Region as proof of PTDG charging approval. The date when the bank deposit payment was made/date of the official document from concerned Region re PTDG charging must also be provided in the Registration Form Link.

Regions must pay the registration fees of those charged to the PTDG not later than one (1) week before the conduct of the forum.

The Registration Fee is inclusive of the following:

- Room Accommodation at the World Palace Hotel
 - see details under Accommodation
- Meals and Snacks at the World Palace Hotel (forum venue)
Food at Alano RPTC (camp venue)
 - see details under Food
- Event Kit and Event T-Shirt
- Training Certificate

IMPORTANT!

- On-site payment of Registration Fee **will not be accepted**. It must be paid in advance and not later than the abovementioned due date of payment.
- No refund of Registration Fee will be given to those who will withdraw their participation at any time or not show up during the forum.

- In case of postponement due to unforeseen natural or man-made events, the Registration Fee paid will still be considered for the rescheduled date of the forum. If registered participants will not be able to attend, the concerned Region must inform the Training Division-National Headquarters in writing one week before the rescheduled date in order to refund the Registration Fee. Refund might take time as it has to go through the processing procedure of the Finance Division.
- Participants need to accomplish and submit the attached COVID-19 Health Declaration and Liability Waiver and the Health Examination Form. Non-submission of such forms will result to non-acceptance regardless if Registration Fee has been paid.

REGISTRATION FORM LINKS

Official Chaperones (Troop Leaders & Council Executives) should fill out the Registration Form Links below to officially register in the forum:

Northern Luzon Region	https://tinyurl.com/NL2026NTLForum
Central Luzon Region	https://tinyurl.com/CL2026NTLForum
Southern Luzon Region	https://tinyurl.com/SL2026NTLForum
Visayas Region	https://tinyurl.com/VIS2026NTLForum
Eastern Mindanao Region	https://tinyurl.com/EM2026NTLForum
Western Mindanao Region	https://tinyurl.com/WM2026NTLForum

The Registration Form Links will be closed on January 30, 2026 (Friday).

ACCOMMODATION

Official Chaperones (Troop Leaders & Council Executives) who will participate in the forum are allowed to stay and sleep overnight at Alano RPTC (camp venue) **ONLY** on February 12 (early arrival), 13, 16 and 17. They must wear inside the camp venue at all times the ID/Name tag issued to them during the registration of the forum for proper identification. Since no room accommodation will be provided, they will sleep in the tent of their girls. They are expected to leave together with their girls after the national camp on February 18.

The Registration Fee covers 2-Night Quadruple Room Accommodation at the World Palace Hotel on the following dates:

- Day 1 - February 14 (Saturday)
- Day 2 - February 15 (Sunday)

**Facilitated Check-in is on Day 1 - February 14 (Saturday) after lunch and Check-out is on Day 3 - February 16 (Monday) after breakfast.*

FOOD

The Registration Fee covers Meals and Snacks at the World Palace Hotel on the following dates:

Day 1 - February 14 (Saturday)	- AM Snacks, Lunch, PM Snacks, Dinner
Day 2 - February 15 (Sunday)	- Breakfast, AM Snacks, Lunch, PM Snacks, Dinner
Day 3 - February 16 (Monday)	- Breakfast

It also covers food (to be prepared with the girls) at Alano RPTC (camp venue) on the dates below:

Pre-Forum - February 13 (Friday)	- Lunch, PM Snacks, Dinner
Day 1 - February 14 (Saturday)	- Breakfast
Day 3 - February 16 (Monday)	- Dinner
Post-Forum - February 17 (Tuesday)	- Breakfast, AM Snacks, Lunch, PM Snacks, Dinner
February 18 (Wednesday)	- Breakfast, AM Snacks, Lunch

Participants shall personally shoulder and take care of their Meals and Snacks on February 12 (early arrival), as well as AM & PM Snacks on Day 3 - February 16 during the Outdoor Experience.

PROGRAM SCHEDULE (Please see attachment)

OUTDOOR EXPERIENCE

There will be an Outdoor Experience at Eden Nature Park & Resort on Day 3 - February 16. Departure time is at 9:00 a.m. after check-out at the World Palace Hotel. Prescribed attire is the Event T-shirt (to be given during the forum proper) and GSP jogging pants.

Please refer to the t-shirt chart below and have your participants indicate on the Registration Form Link their t-shirt size.

	WIDTH	LENGTH
M	18.50 inches	23.50 inches
L	19.50 inches	24 inches
XL	20.50 inches	24.50 inches
2XL	21.50 inches	25 inches
3XL	22.50 inches	25.50 inches
4XL	23.50 inches	26 inches
5XL	24.50 inches	26.50 inches

Note:

The size specifications are based on the GSP 1940 Black T-Shirt. They differ from the standard Mall t-shirt sizes and the cloth material is not stretchable, hence choosing one size larger t-shirt is advisable. Submitted sizes are considered final, and no swapping or exchange of t-shirt size will be entertained.

TRANSPORTATION

Transportation from Alano RPTC (camp venue) to the World Palace Hotel on Day 1 - February 14 via Jeepneys will be arranged. Departure time is at 7:00 a.m. Transportation via Jeepneys from the World Palace Hotel to Eden Nature Park & Resort, and then to Alano RPTC (camp venue) after the Outdoor Experience on Day 3 - February 16 will also be arranged.

THINGS TO BRING

GSP Official Business Uniform with Adult Scarf & Pins, GSP Alternate Uniform with Green Vest, GSP Black Polo Shirt/GSP 1940 T-Shirt or any GSP Fun Shirt, GSP Jogging Pants, Evening Socials Attire (Red Smart Casual Attire with touch of Yellow/Orange), Sleepwear, Closed Black Shoes, Rubber Shoes/Sneakers, Bedroom Slippers, Personal Towel (one towel per pax will be provided by the hotel), Toiletries, Personal Medicines & Belongings.

Optional: Light Cardigan/Sweater/Jacket, Jeans/Slacks, Cap, Sunglasses, Water Bottle, Umbrella/Raincoat, Personal Flashlight

For immediate and appropriate action.



ROSELYN B. DAVADILLA
National Executive Director

Enclosed: a/s

cc: ***Central Board Members***
 Council Presidents
 National Training Committee Members
 National Program and Training Centers
 NHQ Senior Staff
 Central File



NATIONAL TROOP LEADERS FORUM 2026

(for the Official Troop Leader Chaperones of the 44th National Camp)
Theme "Leading with Insight: Empowering Girls, Enriching Lives"
 February 14-16, 2026, World Palace Hotel, Davao City



PROGRAM SCHEDULE

Pre-Forum – FEBRUARY 12 (Thursday)			
Early Arrival at Camp Venue of Girl Campers and Official Chaperones Registration for the 44 th National Camp (<i>Girl Campers</i>) Registration for the National Troop Leaders Forum 2026 (Official Chaperones) (All Incidental Meals & Snacks – c/o Participants)			
Pre-Forum – FEBRUARY 13 (Friday)			
AM	Arrival at Camp Venue Registration for the 44 th National Camp (<i>Girl Campers</i>) Registration for the National Troop Leaders Forum 2026 (Official Chaperones)		
PM	Holy Mass/Ecumenical Service Rehearsal Opening Ceremony of the 44 th National Camp Orientation by Sub-Camp/Fellowship Night		
	Food @ Camp Venue - LUNCH, PM SNACKS & DINNER		
TIME	ACTIVITY	VENUE	ATTIRE
DAY 1 – FEBRUARY 14 (SATURDAY)			
AM	Food @ Camp Venue - BREAKFAST		
7:00 - 8:00	Travel via Jeepneys from Alano RPTC to World Palace Hotel <i>(Luggage will be transported separately to the Hotel via Jeepneys)</i> Store Luggage at World Palace Hotel Orientation & Patrol Organization Start-Up Activity AM SNACKS Opening Program of the National Troop Leaders Forum 2026 SESSION 1 Topic: Understanding & Dealing with Today’s Generation of Girls By: Dr. Febe Marl G. Paat	World Palace Hotel	GSP Alternate Uniform w/ Adult Scarf Closed Black Shoes
8:00 - 9:15			
9:15 - 9:30			
9:30 - 10:30			
10:30 - 12:00			
PM	LUNCH Word Palace Hotel		
12:00 - 1:00	SESSION 1 (continuation) Facilitated Check-in & Settling Down @ World Palace Hotel Room Accommodation PM SNACKS Patrol-In-Council SESSION 2 Topic: Gender and Development (GAD) By: Atty. Katheri Ann Charcos-Puyo Court-of-Honor (COH) Patrol Meeting/Preparation for the Evening Socials	World Palace Hotel Assigned Rooms	Alternate Uniform w/ Adult Scarf Closed Black Shoes
1:15 - 2:15			
2:15 - 3:15			
3:15 - 3:45			
3:45 - 5:45			
5:45 - 6:30			
6:30 - 7:00			
7:00 - 8:00	DINNER Word Palace Hotel		
	Evening Socials “TLs Hearts on Fire”	World Palace Hotel	Red Smart Casual Attire

8:00 - 10:00 10:00	Taps		w/ Touch of Yellow/Orange		
DAY 2 – FEBRUARY 15 (SUNDAY)					
AM	BREAKFAST Word Palace Hotel				
7:00 - 8:00	SESSION 3 Topic: Adolescent Female Health (AFeH) By: Ms. Francine Beatriz dG. Pradez AM SNACKS Patrol-In-Council SESSION 3 (continuation)			World Palace Hotel	Official Business Uniform w/ Adult Scarf Closed Black Shoes
8:30 - 10:00					
10:00 - 10:30					
10:30 - 12:00					
PM	LUNCH Word Palace Hotel				
12:00 - 1:00	Court-of- Honor Patrol Meeting PM SNACKS Clearing House Evaluation (Google Link) Closing Program of the National Troop Leaders Forum 2026 Free Evening			World Palace Hotel	Official Business Uniform w/ Adult Scarf Closed Black Shoes
1:15 - 2:00					
2:00 - 2:30					
2:30 - 3:00					
3:00 - 4:00					
		Hotel Pool (free)/ KTV (w/ fee) or Stoll in Davao City Proper	Swimwear GSP T-shirt/ Civilian Clothes		
7:00 - 8:00	DINNER	Word Palace Hotel			

DAY 3 – FEBRUARY 16 (MONDAY)				
AM	BREAKFAST		Word Palace Hotel	
7:00 - 8:00	Check-out @ World Palace Hotel Room Accommodation		Eden Nature Park & Resort	Event T-Shirt and GSP Jogging Pants
8:00 - 8:30	(Luggage will be transported separately to the Camp for Storage via Jeepneys)			
8:30 - 9:00	Assembly for Outdoor Experience @ Eden Nature Park & Resort			
9:00 - 10:00	Travel via Jeepneys from World Palace Hotel to Eden Nature Park & Resort			
AM-PM	Outdoor Experience @ Eden Nature Park & Resort			
10:00 - 4:00	w/ Guided Tour and PACKED LUNCH (AM & PM Snacks – c/o Participants)			
4:00	Travel via Jeepneys from Eden Nature Park & Resort to Alano RPTC			
5:00	Estimated Time of Arrival at Alano RPTC			
	Collect Luggage at Designated Storage Area at Alano RPTC			
	International & Cultural Festival Rehearsal			
	Food @ Camp Venue – DINNER			
Post-Forum – FEBRUARY 17 (Tuesday)				
AM	Open Camp			
	World Thinking Day Ceremony			
	International & Cultural Festival			
PM	Closing Ceremony of the 44 th National Camp			
	Girl's Night: Bubble & Beat			
	Food @ Camp Venue			
	- BREAKFAST, AM SNACKS, LUNCH, PM SNACKS & DINNER			
Post-Forum – FEBRUARY 18 (Wednesday)				
AM/PM	Break Camp			
	Food @ Camp Venue			
	- BREAKFAST, AM SNACKS, LUNCH			



NATIONAL TROOP LEADERS FORUM 2026 (for the Official Troop Leader Chaperones of the 44th National Camp)

February 14-16, 2026
World Palace Hotel, Davao City

COVID-19 HEALTH DECLARATION AND LIABILITY WAIVER

Region:		Council:	
Name:			
Last		First	
Date of Birth:		Age:	
Home Address:		Phone No.:	
Person to notify in case of emergency:			
Relationship:			
Address:		Phone No.:	
COVID-19 HEALTH DECLARATION			
COVID-19 Exposure: Are you currently experiencing symptoms or have experienced within the last 14 days? Put a Check. (Kasalukuyan ka bang nakakaranas ng sintomas o nakaranas sa huling 14 na araw? Lagyan ng Tsek.)			
Symptoms (Mga Sintomas)		Yes (Oo)	No (Hindi)
Sore throat (pananakit ng lalamunan/masakit lumunok)			
Shortness of Breath (Hirap sa paghinga)			
Body Pains (Pananakit ng katawan)			
Headache (Pananakit ng ulo)			
Fever for the past few days (Lagnat sa mga nakalipas na araw)			
Loss of taste or smell (Pagkawala ng panlasa o pang-amoy)			
Cough and/or cold (Ubo at/o sipon)			
Diarrhea (Pagtatae)			
Recent Travel: Did you travel outside the Philippines in the last 10 days? Yes _ or No _ If yes, have you completed the required testing or protocol?			
COVID-19 Vaccination Status: Please put a check on your vaccination status and kindly write the brand of your COVID-19 vaccine.			
Fully Vaccinated with Booster		Fully Vaccinated	Partially Vaccinated
1st		2nd	Unvaccinated

LIABILITY WAIVER

I hereby acknowledge that the COVID-19 is an extremely contagious disease caused by coronavirus that spreads easily through person-to-person contact. I acknowledge that by attending this training, I could increase my risk of contracting COVID-19. Further, while traveling to and attending the training, I may not be able to practice "social distancing" and may be in close proximity with individuals who could potentially be infected with COVID-19.

I hereby voluntarily seek to attend this training and acknowledge that my actions may increase my risk of exposure to COVID-19. I accept the risk and agree to hold harmless the Girl Scouts of the Philippines, its volunteers and professional staff, from any and all claims that may arise from or relate to my attendance at this event or my use of GSP's facilities, including any claims concerning exposure to COVID-19 and any resulting harm or injury, including permanent disability and death.

I hereby acknowledge and agree that during my attendance at this training, I will comply with all procedures designed to reduce the spread of COVID-19.

I hereby understand that, by signing this Waiver, I agree to self-monitor for signs and symptoms of COVID-19 (symptoms typically include fever, cough, and shortness of breath) and, if I experience symptoms of COVID-19 within 14 days after attending the training, I will notify GSP at (Council/Region/National email address whichever is the training organizer.)

I hereby acknowledge that I have read the foregoing agreement, understand all its provisions, and sign it voluntarily as my own free act and deed.

Signature of Participant over Printed Name

Approved by:

Signature of Council Executive over Printed Name

Signature of Regional Executive Director over Printed Name

Date

IMPORTANT!

This document must be signed by all concerned and submitted during the on-site registration in Davao City on February 12-13, 2026.



NATIONAL TROOP LEADERS FORUM 2026

(for the Official Troop Leader Chaperones of the 44th National Camp)

February 14-16, 2026

World Palace Hotel, Davao City

HEALTH EXAMINATION FORM

Region:		Council:	
Name:			
Last		First	
Date of Birth:		Age:	
Home Address:		Phone No.:	
Person to notify in case of Emergency:			
Relationship:			
Address:		Phone No.:	
HEALTH HISTORY: (Check giving approximate dates)			
☐	Frequent Colds	☐	Kidney Trouble
☐	Ear Abscess	☐	Convulsions
☐	Fainting	☐	Sleep Walking
☐	Frequent Sore Throats	☐	Measles
☐	Heart Trouble	☐	Bronchitis
☐	Stomach Upsets	☐	Rheumatic Fever
☐	Tuberculosis	☐	Operations or serious injuries
☐	Allergic Reactions: Penicillin	☐	Other Drugs
☐ Chickenpox			
☐ Mumps			
☐ Whooping Coughs			
☐ Sinusitis			
☐ Athlete's Foot			
☐ Constipation			
☐ Diabetes			
Details of Health History or Additional Information			
Dietary Requirement:			
☐	Regular	☐	Vegetarian
Allergies:			

NOTE: Please notify the Training Organizers if the participant has been exposed to any communicable diseases three weeks prior to training attendance.

Attending Physician

License No.

Date

IMPORTANT! This document must be signed by all concerned and submitted during the on-site registration in Davao City on February 12-13, 2026.