



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St., Bago Bantay, Quezon City



July 5, 2011

Memorandum:

To: Assistant Schools Divisions Superintendents
Division Supervisors
Elementary/Secondary School Principals
Head Teachers /Teachers in-Charge

1. Attached is a letter from Ms. Lucella M. Pedrera, Council Executive, Quezon City Girl Scout Council, re: **request permission to conduct Basic Leadership Training Course for new Troop Leaders**, contents of which are self-explanatory for the information and guidance of the field.
2. Immediate and wide dissemination of this memorandum is desired.

CORAZON C. RUBIO, CESO VI
Asst. Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent



QUEZON CITY GIRL SCOUT COUNCIL

D. Tuazon St., Brgy. Lourdes, Sta. Mesa Heights, Quezon City
Telefax No. 414-5174

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2009 – 2012

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June 28, 2011

DR. CORAZON C. RUBIO
Officer-In-Charge
Division of City Schools
Quezon City

Dear Madam:

This is to request permission to conduct for this school year the Basic Leadership Training Course for new Troop Leaders. The aim of this training is to train new Leaders the ways of work of girl scouting. Details of the event are as follows:

Date: July 16 – 17, 2011

Arrival: July 16 – 7:00 a.m.

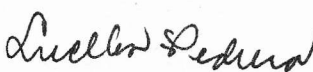
Departure: July 17 – 4:00 p.m.

Things to Bring: Writing and art materials, personal belongings, sleeping attire, bed roll and beddings, toiletries, prescribed medicine

Participants: Teachers who will handle girl scouting in their respective schools

Once again, we hope for your kind approval of this request.
Thank you very much.

Very truly yours,


LUCELLA M. PEDRERA
Council Executive