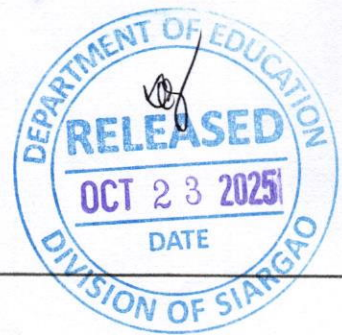




Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. **10-331** s. 2025

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Public Schools District Supervisor
Elementary and Secondary School Heads
All Others Concerned

**ENCODING OF LEARNER-MEMBERS DATA FOR BOY SCOUTS OF THE PHILIPPINES
(BSP) SIARGAO COUNCIL**

1. In line with the Boy Scout of the Philippines (BSP) Siargao Council's initiative to strengthen its membership profile and ensure inclusive participation, all school BSP coordinators of the 145 schools in the division are hereby directed to encode the following data: fullname, number of years in scouting, birthday, age, grade level, sex, and religion into the designated Microsoft Form link provided.
2. The Microsoft Form Link for encoding is <https://forms.office.com/r/Ssiputj5GY?origin=lprLink>.
3. This initiative aims to ensure inclusive and gender-responsive scouting programs, promoting equal opportunities for all learners regardless of gender. Accurate data will help in planning activities aligned with GAD principles.
4. All coordinators must strictly observe the Republic Act No. 10173 (Data Privacy Act 2012).
5. Personal information collected shall:
 - a. be used solely for BSP membership profiling, and program planning purposes
 - b. be stored securely and accessed only by authorized personnel.
 - c. include parental/guardian consent where applicable.
6. Deadline for submission is on October 24, 2025.
7. Immediate and strict compliance is expected.

MANUEL O. CABERTE
Schools Division Superintendent

Ref: None

Incls: Sample Template

To be indicated in the perpetual index under the following subject:

DATA LEARNERS

BSP/grd

10/22/2025



Contact No. : 09190040217
Address: Brgy. Osmena, Dapa, Surigao del Norte, 8417
Website:sdosiargao.com



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DepEd Siargao

Name of School _____

SY: 2025-2026

School Head