

NATIONAL LEADERSHIP TRAINING FOR STUDENT GOVERNMENT OFFICERS

October 26-31, 2011
Teachers Camp, Baguio City

GUIDELINES

PRE-TRAINING PREPARATION

Pre-Registration Requirement

To ensure your participation, please send and/or fax in your Pre-Registration Form (PRF) to the Center for Students and Co-Curricular Affairs (CSCA) at (02) 631-8495 or (02) 636-3603 or thru email cscaportal@gmail.com on or before September 30, 2011.

To facilitate registration, participants should download the Registration Form from www.facebook.com/csca.deped and accomplish the same in five copies before proceeding to Baguio City.

TRAINING PROPER

Arrival of Participants/Registration

Participants are expected to arrive on October 26, 2011. Upon arrival, please proceed to the Quezon Hall of the Teachers Camp for verification, payment, billeting assignments and distribution of kits. **Advance registration starts on October 24, 2011 starting at 10:00 AM.**

Pre-registered participants shall be given priority in the distribution of bags, shirts and other event collaterals.

Payment

Payment of the registration fee must be in cash. Check payment may be accepted in exceptional cases provided checks are named for the account of the Department of Education-Baguio City National High School and provided further that prior coordination has been made with the CSCA. No personal checks shall be accepted.

Billeting and Accommodation

Accommodation shall start in the morning of October 26, 2011 and end in the morning of October 31, 2011. **Charges for advance and extended accommodation shall be for the account of the participants.**

Meals

Meals shall start dinner of October 26, 2011 and end breakfast of October 31, 2011. **Lost meal tickets will not be replaced.**

Attire

All participants are required to bring a set of business attire and a formal wear.

Wearing of ID

IDs must be worn at all times for your security. No participant shall be allowed entry in the plenary, mess and other session halls without the ID.

Medical Needs

All participants are presumed in good health. The Medical Clinic is available 24 hours a day. Expenses in regard to hospitalization shall be charged against personal funds.

Insurance

All participants are encouraged to procure their own travel insurance covering inclusive dates of travel from point of departure to Baguio City and back, either group or individual, before proceeding to the NLTSO.

mt