



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026- 756

To : Public Schools District Supervisors
Secondary Public School Heads

SUBJECT: **IMPLEMENTATION OF THE ONLINE BSP MEMBERSHIP REGISTRATION PORTAL**

Date : August 20, 2026

In reference to the Boy Scouts of the Philippines (BSP) Davao del Sur-Occidental Council Office Memorandum No. 18, s. 2026 dated July 8, 2026, the field is informed of the transition to the Online BSP Membership Registration Portal.

This initiative is designed to ensure the non-disruption of classes, as enunciated in DepEd Order No. 009, s. 2026 – Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, considering that teachers have limited time to travel to the Council Office for transactions.

The Online BSP Membership Registration Portal aims to streamline the registration process and ensure efficient handling of membership data. Schools and units may utilize the online portal for their registration transactions; however, manual transactions at the Council Office remain available for those who prefer such process.

The online portal may be accessed through the following link:

<https://bit.ly/BSPOnlineMembershipForm>

Schools may also scan the QR Code provided in the BSP Council Memorandum for easy access.

Attached is the step-by-step instruction provided by the BSP Davao del Sur-Occidental Council to facilitate the registration process. For queries and concerns, concerned personnel may coordinate directly with the BSP Local Council Office.

Immediate dissemination of this Memorandum is desired.

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO V
Schools Division Superintendent

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
DATE: 26 AUG 2026 TIME: 8:00
BY: *[Signature]*

Enclosed:
CID/ndb



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8376 | (082)553-8376 | (082)553-9170
| (082)553-8375

ONLINE BSP MEMBERSHIP REGISTRATION PORTAL

GENERAL INSTRUCTIONS

To assist you with the Online BSP Membership Registration Portal, here is the step-by-step process for completing the form based on the provided instructions.

Phase 1: Preparation

Before accessing the portal, you must complete the following:

1. Download the required editable Microsoft Word file(s) for your registration type—Application for Unit Registration Form (AUR), Application for Adult Registration Form (AAR), or Application for Additional Scout Registration Form (ASR).
2. Group your registrants by grade range and create separate documents if necessary (Kinder: KID, Grades 1-3: KAB, Grades 4-6: Boy, Grades 7-12: Senior).
3. You may save these as either Word or PDF files. Ensure that all names, ages, and genders match exactly across these files and your final portal entries to avoid processing delays.

Phase 2: Online Registration Process

1. Open the form link and confirm your email address to be associated with the response. Click **Next** to begin.
2. Read the **Data Privacy Agreement** regarding the processing of your information under the Data Privacy Act of 2012. Select **Agree** to provide consent for your answers to be recorded, then click **Next**.
3. Input the **Full Name of the Encoder** (First Name, Middle Initial, Surname). Select your **Schools Division Office** from the dropdown menu, then click **Next**.
4. Select your **Specific Scouting District** from the dropdown menu. Click **Next** to proceed to the school selection page.
5. Select your **Specific School** from the dropdown menu and click **Next**.
6. Enter the exact number of registrants for each category (KID Scouts, KAB Scouts, Boy Scouts, Unit Leaders, Lay Leaders, and Institutional Heads). **You must enter "0" for any category with no registrants.** Click **Next**.
7. Click **Add file** to upload your prepared Word or PDF documents. Ensure you do not upload images or scanned copies; only Word or PDF files are accepted. You may upload a maximum of **ten (10) files**.
8. (Optional) Toggle the switch to "Send me a copy of my responses" if you wish to receive a record. Click **Submit**.

Phase 3: Post-Submission

- Once submitted, your registration will be reviewed by your local council.
- An official representative will contact you regarding the total fee summary and payment channels.



BOY SCOUTS OF THE PHILIPPINES DAVAO DEL SUR-OCCIDENTAL COUNCIL

BSP Compound, Quirino Ave., Brgy. Zone I, Digos City, 8002 Davao del Sur

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"Laging Handa"

08 July 2026

COUNCIL OFFICE MEMORANDUM

No. 18, series 2026

To: Members of the Local Council Executive Board, District/Municipal Scouting Committee
Chairmen, District Scout Commissioners, Institutional Heads/School Principals
District BSP Coordinators, High School BSP Coordinators, Unit Leaders

Subject: **IMPLEMENTATION OF THE ONLINE BSP MEMBERSHIP REGISTRATION PORTAL**

1. The Boy Scouts of the Philippines, Davao del Sur-Occidental Council is pleased to announce the transition to the **Online BSP Membership Registration Portal**. This initiative is designed to ensure the non-disruption of classes, as enunciated in DepEd Order No. 009, s. 2026 - Guidelines on the Implementation of the Three-Term School Calendar in Basic Education, acknowledging that teachers have limited time to travel to the Council Office for transactions.
2. By utilizing this digital platform, we aim to streamline the registration process and ensure that efficient handling of membership data. Please note that while this portal is now available for your convenience, schools and units may still opt to visit the Council Office for manual transactions as preferred.
3. Herewith is the portal link: <https://bit.ly/BSPOnlineMembershipForm>, you may also scan the QR Code below for easy access:



4. Attached in this memorandum is a detailed step-by-step instruction to facilitate your registration process. For any queries, feel free to contact our Local Council Office.
5. For immediate information and widest dissemination to all concerned.


REZEILLE ANTHONY V. DONGA
Council Scout Executive

Approved:


CARMELO M. DELOS CIENTOS, IV
Acting Council Chairperson



BOY SCOUTS OF THE PHILIPPINES DAVAO DEL SUR-OCCIDENTAL COUNCIL

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"Laging Handa"

July 08, 2026

SUPT. MELANIE P. ESTACIO, CESO VI
Schools Division Superintendent
DepEd - Schools Division Office of Digos City
Roxas St., Digos City

Dear SDS Estacio:

Greetings of Good Scouting Spirit!

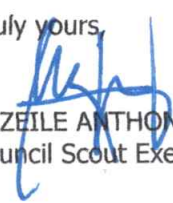
Respectfully transmitting to you the following memoranda from the Boy Scouts of the Philippines, Davao del Sur-Occidental Council for your perusal, approval and corresponding issuance of the Division Memorandum.

No.	Council Memorandum	Subject
1	CM No. 17, s. 2026	Schedule of Youth & Adult Training Courses - ok/
2	CM No. 18, s. 2026	Implementation of the Online BSP Membership Registration Portal
3	CM No. 19, s. 2026	19 th National Scout Jamboree

We are hoping for your favorable response on this matter.

Thank you and God bless you always.

Truly yours,


REZEILE ANTHONY V. DONGA
Council Scout Executive