



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS


25 September 2025

DIVISION MEMORANDUM
No. 676 s. 2025

**CONDUCT OF BASIC LIFE SUPPORT AND FIRST AID TRAINING FOR
SDO TAYABAS CITY PERSONNEL**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In relation to Republic Act 10121 titled **Philippine Disaster Risk Reduction Management Act of 2010** and **Department of Education's 5 Point Agenda**, which call for taking care of the DepEd personnel by promoting well-being, and positive working environment, this Office informs the field of the conduct of **Basic Life Support and First Aid Training for SDO Tayabas City Personnel** on **September 30, October 1 and 2, 2025** at **Function Hall 4th floor, Buenaventura Alandy National High School, Brgy. Potol Tayabas City**
2. This activity aims to empower DepEd office personnel in ensuring safety and public service continuity. Also, this Basic Life Support and First Aid Training include preserving life, preventing injury from getting worse, aiding recovery, relieving pain, and protecting the unconscious.
3. Attached herewith are Enclosure 1- List of Participants (SDO Personnel and Non-teaching Personnel), Enclosure 2 – Indicative Matrix of Activities and Enclosure 3 - Program Management Team and Terms of Reference.
4. For further queries and clarification, you may contact Ariel C. Cabuyao, PDO II at 09338177135 or ariel.cabuyao@deped.gov.ph
5. Immediate dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Republic Act 10121

To be indicated in the Perpetual Index

Under the following subject:

BASIC LIFE SUPPORT AND FIRST AID TRAINING
DRRM

SGOD basic life support and first aid training for sdo personnel
MR7TF-000015/September 25, 2025

Enclosure 1: List of Participants

No.	Participants	Position/Designation	Office
1.	Armeen Krystel F. Zubieta	Administrative Assistant III	OSDS
2.	Arjoy C. Demandante	Administrative Assistant III	OASDS
3.	Dianah G. Tan	AO IV – Cashier III	OSDS – Cash
4.	Jcromc Javin	Data Analyst	OSDS – ICT
5.	San Mark A. Morcoso	Data Analyst	OSDS – ICT
6.	Johanne Mae J. Razon	Administrative Assistant III	OSDS – Budget
7.	Grasiela L. Hernandez	AO IV – HRMO II	OSDS – Personnel
8.	Agnes M. Luzadas	Accountant III	OSDS – Accounting
9.	Krizia Faye C. Dayapan	Administrative Assistant II	OSDS – Accounting
10.	Rhea Darleen G. Rada	Administrative Assistant III	OSDS – Accounting
11.	Montano L. Agudilla Jr.	SEPS - SMME	SGOD
12.	John Marfin M. Tabaquero	Administrative Assistant III	OSDS
13.	Patrick Paul Cadavido	Technical Assistant 1	SGOD
14.	Nicole May L. Lumanglas	PDO I	SGOD
15.	John Oliver O. Marquez	Administrative Aide I	SGOD
16.	Jayne Paula Talavera	Dentist II	SGOD
17.	Edwin R. Rodriguez	CID Chief	CID
18.	Ermelo A. Escobinas	PDO II	CID – LRMDs
19.	Louie L. Fulleo	EPS - TLE	CID
20.	Alelie A. Padillo	Nurse II	SGOD
21.	Lailani T. Omlas	Nurse II	SGOD
22.	Joyce Anne P. Limbo	AO IV – Supply Officer II	OSDS – Supply
23.	Eldwin Saberola	Administrative Aide VI	OSDS – Supply
24.	Jedi Diah C. Cabrera	Administrative Assistant II	OSDS – Supply
25.	Dicky Samboy R. Fang	Administrative Aide I	OSDS
26.	Mark Joseph Collantes	Data Analyst	OSDS – ICT
27.	Kim Harold Cabrera	Administrative Assistant III	OSDS
28.	Conrado C. Gabarda	Administrative Officer V	OSDS
29.	Angelique Joy H. Estole	Administrative Aide VI	OSDS
30.	Frenalyne B. Tabernilla	PDO I	TWCS / TWCS IV / IAES
31.	Mila Rosa B. Pabularcon	PDO I	SPES/EPES/WPES
32.	Jobelle L. Maningas	PDO I	Calumpang IS / Gibanga ES / FELES
33.	Joan Kathleen M. Talabong	EPS II	SGOD
34.	Princess A. Talavera	Administrative Aide I	SGOD

35.	Ian Paolo D. Padilla	Administrative Aide I	OSDS
36.	Nizza A. Merto	Administrative Aide I	CID – LRMDS
37.	Mary Margaret C. Quesea	Administrative Aide I	CID
38.	Jessica S. Fortuny	Administrative Aide I	CID
39.	Enrique Cabuyao	Administrative Aide I	SGOD
40.	Luzviminda Saludaes	SEPS – HRD	SGOD
41.	Shyra C. Roxas	Administrative Aide I	SGOD
42.	Joshua A. Teope	Technical Assistant IV (Engineer III)	SGOD
43.	Giovann Guaño	Administrative Aide I	SGOD
44.	Joanna Marie Delloson	Administrative Aide I	OSDS
45.	Jaypee A. Escobar	Technical Assistant III (Engineer II)	SGOD
46.	Beatrice Salazar	AO II	Lalo ES
47.	Juslyn Rose F. Sanchez	AO II	Gibanga ES
48.	Ariel C. Cabuyao	PDO II	SGOD

Enclosure 2: Indicative Matrix of Activities

Program of Activity	
Day 1	
Registration of all the Participants	8:00AM – 8:30AM
Opening Program	8:30AM – 9:00AM
Training Overview	9:00AM – 10:00AM
AM Snacks	10:00AM – 10:15AM
Principles of Emergency Care	10:15AM – 12:00NN
Lunch Break	12:00NN – 1:00 PM
Principles of Emergency Care	1:00PM – 5:00PM
Introduction to Basic Life Support	
PM Snacks	
Cardio Pulmonary Resuscitation	
Day 2	
Prayer/Recap	8:00AM – 8:30AM
Foreign Body Airway Obstruction (FBAO) Management	8:30AM – 12:00AM
AM Snacks	
Rescue Breathing due to Respiratory Arrest	
Lunch Break	12:00NN – 1:00PM
Bandaging Techniques	1:00PM – 5:00PM
PM Snacks	
Spine Board Management	
Transferring patients	
Day 3	
Standard First Aid Course Overview	8:00AM – 8:30AM
Introduction to First Aid	8:30AM – 12:00NN
Steps in First Aid Emergency Action Principle	
Fever	
Head and Neck Problems	
Chest Problem	
Abdominal Problems	
Diabetic Emergencies	
Lunch Break	
Allergies	1:00PM – 4:00PM
Animal Bites and Stings	
Poisoning	
Heat-Related Problems	
Wounds	
Burns	
Musculoskeletal Injuries	
Bandaging Techniques	
Splinting	
Transferring the injured	
Closing Program/Giving of Certificates	4:00 PM – 4:30 PM

Enclosure 3

PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCE

Overall Chairperson: Celedonio B. Balderas Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers - Leads in crafting the Program Completion Report
Learning Manager	Ariel C. Cabuyao	<ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed
Resource Speakers / Subject Matter Experts	Tayabas City DRRM Team	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions

M&E Officer	Montano L. Agudilla, Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter/ Secretariat	La Trisha Dalit Shyra C. Roxas John Marfin M. Tabaquero John Oliver Marquez	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in the collection of session outputs - Compiles session documents and learning resource materials
Logistics Officer	Luzviminda E. Saludaes	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program - Leads the ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Welfare Officer	Mariles Contreras / Lailani T. Omlas / Alelie A. Padillo	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue - Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource

		persons (including incidents of social exclusion, sexual harassment, etc.)
Finance Officers	Benjamin Millares Agnes Luzadas	<ul style="list-style-type: none"> - Oversees all finance related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services and follow up fund's disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation. - Liquidates all fund disbursement and prepares a financial report.