



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

September 16, 2025

DIVISION MEMORANDUM

No. 094, s. 2025

DIVISION TRAINING OF TRAINERS ON BASIC LIFE SUPPORT

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Administrative Officer V, Administrative Section
All Others Concerned

1. Schools serve as second homes for millions of children and as workplaces for teaching and non-teaching personnel; thus, they must be equipped not only for learning but also for emergency preparedness. In alignment with DepEd Order No. 21, s. 2005 titled *Policies and Guidelines on the Health and Safety of Children in Schools* and RA 10121 titled *Philippine Disaster Risk Reduction and Management Act of 2010*, the provision of timely and appropriate first aid and life-saving measures is a critical component of a safe and responsive school environment.

2. Relative to this, the Schools Division Office of Marinduque, through the School Governance and Operations Division in partnership with the Provincial Health Office of Marinduque, under Program Creating Tomorrow's Schools Today: SGOD 360° and Project Safety First: Disaster Mitigation and Resiliency, will conduct the **Division Training of Trainers on Basic Life Support** on **September 29 - October 3, 2025** at the **A&A Beach Resort, Laylay, Boac, Marinduque**.

3. This learning and development activity aims to build a pool of competent trainers within the Schools Division of Marinduque who can cascade knowledge and skills to their respective schools and districts. Specifically, it aims to:

- a. provide comprehensive training on the principles and techniques of Basic Life Support, including CPR and AED use; and
- b. establish a network of master trainers who can provide ongoing technical assistance and support.

4. Participants in this activity are 25 teaching-related and non-teaching personnel who were trained during the Basic Life Support and Standard First Aid Training last June 2024. **They, together with the trainers and members of the Program Management Team, are required to accomplish the profile of participants on or before September 30, 2025 5:00PM through bit.ly/DTOTBLSParticipant2025.** Any corrections in name,



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position, and/or official station shall be made by the participant in their accomplished profiles.

4. Participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity. In addition, they are expected to come in smart casual attire or work uniform in accordance with Division Memorandum No. 068-A s. 2023.

5. **To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent.** Participants who cannot participate in the training due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent, Attn: SGOD-Social Mobilization and Networking Section, indicating their reasons for non-participation and the name of their alternate at least a day before the scheduled training.

6. Meals and training supplies of participants, trainers, and members of the Program Management Team shall be charged to SubARO RO-4B-25-00463, subject to existing accounting and auditing rules and regulations.

7. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of PMT Members and Trainers

8. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

Encls: As stated
References: Republic Act 10121
DepEd Order No. 21, s. 2005

To be indicated in the Perpetual Index
under the following subjects:

SAFETY EDUCATION TRAINING PROGRAMS

/SGOD-HRDS-KDA



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LIST OF PARTICIPANTS
Division Training of Trainers on Basic Life Support

NAME	POSITION	OFFICE
1. Herbert L. Lastra	Dentist II	SGOD
2. Eugenil L. Rodil	Dentist II	SGOD
3. Wendy P. Lasic	Dental Aide	SGOD
4. Ma. Concordia M. Eborá	Nurse II	SGOD
5. Susan P. Fatalla	Nurse II	SGOD
6. Rowena M. Malabana	Nurse II	SGOD
7. Thessie P. Oracion	Nurse II	SGOD
8. Vianney S. Manay	Nurse II	MNHS
9. Joy Eltona N. Raza	Nurse II	SGOD
10. Melannie M. Llaso	Nurse II	SGOD
11. Loida M. Ordillano	Nurse II	SGOD
12. Perry N. Jardiniano	Nurse II	SGOD
13. Kym Luzette S. Maming	Nurse II	SGOD
14. Jarrence S. Narito	Nurse II	SGOD
15. Maria Kristine Nicola D. Iglesia	Nurse II	SGOD
16. Anna Mae SD. Luslos	Nurse II	SGOD
17. Queza Rina Q. Membrebe	Dentist II	SGOD
18. Rica O. Larga	Medical Officer III	SGOD
19. Glaiza T. Palatino	Education Program Specialist II	SGOD
20. Rey R. Reymundo	Education Program Specialist II	SGOD
21. Misty L. Paguio	Administrative Officer II	Bangbang ES
22. David M. Zoleta Jr.	Information Technology Officer I	OSDS
23. Melanie M. Mendoza	Senior Education Program Specialist	SGOD
24. Randy A. Llena	Administrative Assistant III	OASDS
25. Jesse M. Labayna	Clerk I	OSDS

LIST OF PMT MEMBERS AND TRAINERS
Division Training of Trainers on Basic Life Support

NAME	POSITION	OFFICE	ROLE
1. Maita M. Lazares	Education Program Supervisor / OIC, CES	SGOD	Program Manager
2. Edgar H. Loto	Project Development Officer II	SGOD	Program Manager
3. Kyle David V. Atienza	Senior Education Program Specialist	SGOD	Learning Manager
4. Dr. Fretzie P. Alcantara	Senior Education Program Specialist	SGOD	M&E Officer
5. Juluis Christian M. Llanes	Administrative Support II	SGOD	Secretariat
6. Engr. Arnold M. Moreno	Engineer III	SGOD	Documenter
7. Mayda N. Lagran	Education Program Specialist II	SGOD	Documenter
8. TBA		PHO Marinduque	Trainer
9. TBA		PHO Marinduque	Trainer
10. TBA		PHO Marinduque	Trainer
11. TBA		PHO Marinduque	Trainer
12. TBA		PHO Marinduque	Trainer
13. TBA		PHO Marinduque	Trainer