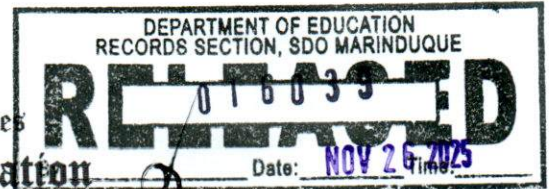




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

November 25, 2025

DIVISION MEMORANDUM

No. **130**, s. 2025

DIVISION TRAINING OF TRAINERS ON STANDARD FIRST AID

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Section
All Others Concerned

1. The Department of Education recognizes the crucial importance of ensuring the safety and well-being of students, educators, and staff. To address potential emergencies effectively and foster a safe educational environment, the Schools Division of Marinduque, through the School Governance and Operations Division, 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 Standard First Aid on December 2-4, 2025** at the **A&A Beach Resort, Laylay, Boac, Marinduque**.
2. 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 standard first aid; and
 - b. establish a network of master trainers who can provide ongoing technical assistance and support.
3. Participants in this activity are 18 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 December 3, 2025 5:00PM through bit.ly/DTOTSFAParticipant2025.** Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles.
4. Furthermore, they are required to submit their accomplished registration form and medical certificates to the Schools Division Office through the SGOD-Social Mobilization and Networking Section – DRRM on or before December 1, 2025.

5. Participants are reminded to bring their own medical maintenance, laptops, chargers, extension cords, and other sources of internet connectivity.

6. **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.

7. This is a live-out learning and development activity. However, there shall be food provision (AM snacks, lunch, PM snacks) and training supplies for 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.

8. 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.

For:

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-DRRM/EHL

Division-Training-of-Trainers-on-Standard-First-Aid/November 25, 2025



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Email: marinduque@deped.gov.ph
Website: <https://depedmarinduque.com>

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. Vianney S. Manay	Nurse II	MNHS
8. Joy Eltona N. Raza	Nurse II	SGOD
9. Loida M. Ordillano	Nurse II	SGOD
10. Perry N. Jardiniano	Nurse II	SGOD
11. Jarrence S. Narito	Nurse II	SGOD
12. Maria Kristine Nicola D. Iglesia	Nurse II	SGOD
13. Queza Rina Q. Membrebe	Dentist II	SGOD
14. Glaiza T. Palatino	Education Program Specialist II	SGOD
15. Rey R. Reymundo	Education Program Specialist II	SGOD
16. Misty L. Paguio	Administrative Officer II	Bangbang ES
17. Randy A. Llana	Administrative Assistant III	OASDS
18. Jesse M. Labayna	Clerk I	OSDS

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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. Julius 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
14. TBA		PHO Marinduque	Trainer
15. TBA		PHO Marinduque	Trainer
16. TBA		PHO Marinduque	Trainer
17. TBA		PHO Marinduque	Trainer
18. TBA		PHO Marinduque	Trainer
19. TBA		PHO Marinduque	Trainer
20. TBA		PHO Marinduque	Trainer

SGOD-DRRM/EHL

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[illegible]



Republic of the Philippines
Department of Health
Office of the Secretary
HEALTH EMERGENCY MANAGEMENT STAFF



MEDICAL CERTIFICATE

This is to certify that _____
(Name and Designation)

is physically and mentally fit and –

1. has no heart and respiratory problems,
2. no back problems or injuries (slip disc, scoliosis, etc.)
3. not on the “family way” or pregnant (female only)
4. has no contagious diseases and
5. no signs and symptoms of COVID-19 upon confirmation.

_____, M.D.
(Signature over printed name)

License No. _____

PTR No. _____

_____, 20____