



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
RECORDS SECTION
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Name: 0017531
Signature: [Signature]
Date: JUN 11 2024 Time: _____

Office of the Schools Division Superintendent

June 4, 2024

DIVISION MEMORANDUM

No. 42, s. 2024

BASIC LIFE SUPPORT AND STANDARD FIRST AID TRAINING

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, SGOD
Administrative Officer V, Administrative Unit
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, will conduct a **Basic Life Support and Standard First Aid Training on June 17-21, 2024** at the **A&A Beach Resort, Boac, Marinduque**.
2. This learning and development activity aims to:
 - a. ensure that school personnel are well-prepared to handle emergencies such as cardiac arrest, choking, and severe injuries;
 - b. build confidence among personnel in administering first aid and performing life-saving procedures;
 - c. cultivate a culture of safety and preparedness within the learning environment; and
 - d. align with national standards and guidelines on health and safety in educational institutions, ensuring compliance with DepEd directives and policies.
3. Participants in this training are select-SDO personnel from the School Governance and Operations Division and Office of the Schools Division Superintendent. **All participants shall accomplish the profile of participants on or before June 14, 2024 5:00PM through bit.ly/BLSParticipantMdq2024**. Any correction in name, position, and/or official station shall be made by the participant in their accomplished profiles.
4. To ensure seamless execution and quality of training, no replacement or representative shall be allowed. Participants who cannot participate in the said training due various reasons must submit a letter indicating their reasons for non-participation addressed to the Schools Division Superintendent *attn: SGOD-Social Mobilization and Networking Section*.

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5. This is a live-out learning and development activity. However, there shall be food provision (AM snacks, lunch, PM snacks) and training supplies for all participants, trainers, and members of the program management team chargeable to SARO RO-4B-23-0782.

6. Trainers, members of the program management team, and participants are entitled to compensatory time-off (CTO) in lieu of their services on June 17, 2024.

7. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of Program Management Team Members
- c. Enclosure 3: Training Matrix

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:

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

SAFETY EDUCATION

TRAINING PROGRAMS

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LIST OF PARTICIPANTS
Basic Life Support and Standard First Aid Training

NAME	POSITION	OFFICE
1. Herbart 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. Shenalyn P. Peñascosas	Nurse II	SGOD
9. Joy Eltona N. Raza	Nurse II	SGOD
10. Melannie M. Llasos	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	Project Development Officer I	SGOD
20. Rey R. Raymundo	Education Program Specialist II	SGOD
21. Jezreel L. Serra	DepEd Project Engineer	SGOD
22. David M. Zoleta Jr.	IT Officer II	OSDS
23. Melanie M. Mendoza	Senior Education Program Specialist	SGOD
24. Randy A. Llana	Administrative Assistant III	OASDS
25. Jesse M. Labayna	Administrative Aide VI	OSDS

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LIST OF PROGRAM MANAGEMENT TEAM MEMBERS

Basic Life Support and Standard First Aid Training

NAME	POSITION	OFFICE
1. Edgar H. Loto	Project Development Officer II	SGOD
2. Arnold M. Moreno	Division Engineer	SGOD
3. Abet R. Faundo	Education Program Specialist II	SGOD
4. Misty L. Paguio	Administrative Assistant III	Cawit NHS
5. Oliver T. Martillano	DepEd Project Engineer	SGOD

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TRAINING MATRIX
Basic Life Support and Standard First Aid Training

TIME	ACTIVITY	PERSON(S) RESPONSIBLE
DAY 1 (Basic Life Support)		
8:00-8:15AM	Arrival and Registration of Participants	PMT
8:16-8:30AM	Preliminaries <ul style="list-style-type: none"> • Prayer • National Anthem • MIMAROPA Hymn • Welcome Remarks/Inspirational Message • Introduction of Facilitators • Introduction of Participants 	PMT
8:31 – 8:45AM	Pre- Test (for Basic Life Support)	PMT
8:46-9:00AM	Health Break	
9:01-9:30AM	Overview of the Training Program	PMT
9:31AM-10:45AM	Unit Competency I: <ul style="list-style-type: none"> • Principles of Emergency Care • Introduction of Basic Life Support 	Speaker from PHO
10:46AM-12:00NN	Unit Competency II <ul style="list-style-type: none"> • Cardiopulmonary Resuscitation • CPR with Automated External Defibrillator 	Speaker from PHO
12:01-1:00PM	Lunch Break	
1:01-2:30PM	Unit Competency III <ul style="list-style-type: none"> • Respiratory arrest and Rescue Breathing • FBAO 	Speaker from PHO
2:31-2:45PM	Health Break	
2:46-4:45PM	Skills Demonstration <ul style="list-style-type: none"> • Adult and Infant CPR • Adult and Infant FBAO with RB 	Speaker from PHO
4:46-5:00PM	End-of-Day Evaluation	
DAY 2 (Basic Life Support cont.)		
8:30AM – 8:45AM	Post Test (for Basic Life Support)	PMT
8:46-9:00AM	Health Break	
9:01-12:00PM	Skills Practice	Speaker from PHO
12:01-1:00PM	Lunch	
1:01-3:30PM	Skills Exam/Return Demonstration	Speaker from PHO
3:31-3:45PM	Health Break	
3:46pm – 4:30	Closing Program (for Basic Life Support Training)	PMT
DAY 3 (Standard First Aid)		
8:00-8:30AM	Registration	PMT

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8:31-9:00AM	Pre-Test (for Standard First Aid)	PMT
9:01-10:00AM	Module 1 – Introduction to First Aid <ul style="list-style-type: none"> • Session 1: First Aid Concepts and Principles • Session 2: Steps in First Aid: Emergency Action Principles 	Speaker from PHO
10:01-10:15AM	Health Break	
10:16AM-12:30PM	Module 2 – First Aid for Medical Emergencies <ul style="list-style-type: none"> • Session 1: Fever • Session 2: Head and Neck Problems • Session 3: Breathing Emergencies and Heart Attack • Session 4: Abdominal Problems • Session 5: Diabetic Emergencies 	Speaker from PHO
12:31-1:30PM	Lunch Break	
1:31-3:30PM	Module 3 – First Aid for Environmental Injuries <ul style="list-style-type: none"> • Session 1: Allergies • Session 2: Animal Bites and Stings • Session 3: Poisoning • Session 4: Heat – related problems 	Speaker from PHO
3:31-3:45PM	Health Break	
3:46-5:00PM	Module 4 – First Aid for Trauma Injuries <ul style="list-style-type: none"> • Session 1: Wounds • Session 2: Burns • Session 3: Musculoskeletal injuries • Session 4: Bandaging • Session 5: Splinting 	Speaker from PHO
5:01-5:15PM	End-of-Day Evaluation	PMT
DAY 4 (Standard First Aid cont.)		
8:00-8:30AM	Management of Learning	PMT
8:31-9:00AM	Module 4 – Transporting the Injured	Speaker from PHO
9:01-9:40AM	Special Considerations <ul style="list-style-type: none"> • Drowning • Shock • Special Emergencies 	Speaker from PHO
9:41-9:55AM	Health Break	
9:56-10:25AM	Post Test (for Standard First Aid)	PMT
10:26AM-12:00PM	Plenary Session	Speaker from PHO
12:01-1:00PM	Lunch Break	
1:01-3:00PM	Skills Practice (Station) <ul style="list-style-type: none"> • Station 1 – Bandaging (Upper Body) • Station 2 – Bandaging (Lower Body) • Station 3 – Splinting • Station 4 – Manual Carries (One man, two man, multiple men carries) 	Speaker from PHO

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	<ul style="list-style-type: none"> • Station 5 – Drag and Spine Boarding 	
3:01-3:15PM	Health Break	
3:16-5:00PM	Practical – Skills Exam <ul style="list-style-type: none"> • Station 1 – Bandaging (Upper Body) • Station 2- Bandaging (Lower Body) • Station 3 – Splinting • Station 4 – Carry and Drag 	Speaker from PHO
5:01-5:15PM	End-of-Day Evaluation	PMT
DAY 5 (Standard First Aid cont.)		
8:00-8:30AM	Management of Learning	PMT
8:31-10:00AM	Remediation	Speaker from PHO
10:01AM-12:00PM	Graduation Ceremony <ul style="list-style-type: none"> • Invocation • National Anthem • MiMaRoPa Hymn • Welcome Address • Opening Remarks • Participant’s Reflection • Instructor’s Response • Presentation of Graduates • Confirmation of Graduates • Presentation of Awards • Closing Remarks 	PMT

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