



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

OCT 09 2025

NO. 445, s. 2025

**Respond. Revive. Rescue: First Aid, Basic Life Support
& CPR Training**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
SDO Unit Heads
All Others Concerned

1. This Office, through the School Governance & Operations Division (SGOD), announces the conduct of "Respond. Revive. Rescue: First Aid, Basic Life Support & CPR Training" on **October 15 – 17, 2025** at **Seorabeol Grand Leisure Hotel, Waterfront Road, Subic Bay Freeport Zone, Zambales**.
2. This activity aims to:
 - a. Demonstrate proper techniques in administering Cardiopulmonary Resuscitation (CPR) to adults, children, and infants according to BLS guidelines.
 - b. Perform basic first aid procedures such as wound care, fracture management, choking relief, and treatment of burns and shock.
 - c. Use an Automated External Defibrillator (AED) safely and effectively.
 - d. Ensure personal and scene safety before and during the provision of first aid.
3. This memorandum shall serve as the travel authority of the participants.
4. Please refer to **Enclosure A** for the list of participants, and **enclosure B** for the training matrix.
5. Transportation shall be provided to all participants. The service vehicles will be stationed at the Schools Division Office of Bataan between 7:30 a.m and



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

8:00 a.m. Participants are advised to be at the pickup point on time to avoid delays.

6. Immediate and wide dissemination of this Memorandum is desired.


CAROLINA S. VIOLETA, EdD, CESO V
Schools Division Superintendent 

Encl. As stated

To be indicated to perpetual index under the following subjects

TRAINING	FIRST AID
BASIC LIFE SUPPORT	DISASTER RISK REDUCTION & MANAGEMENT


SO14/SL
October 7, 2025



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure 1

List of Participants

No.	Name of Personnel	Office
1	Carolina S. Violeta	SDS
2	Jerry Dimla Cruz	ASDS
3	Ramon C. Perez	SGOD
4	Francez Pauline T. Likwong	SGOD/TWG
5	Marlon B. Ramos	SGOD/TWG
6	Roy Vincent A. Malicdem	SGOD
7	Jessalyn Anne M. Linsangan	SGOD
8	Evangeline Gallardo	SGOD
9	Xandrea Kieth B. De Silva	Personnel
10	Camille Edquibal	SHN
11	Gerald A. Lingad	SGOD
12	Jethro M. Nocom	SGOD
13	Marriane Gallardo	SGOD
14	Joshua Benedict De Leon	COA
15	Gary Firaza	Records Unit
16	Mary Marlaine V. Rodriguez	Supply Unit
17	Glenn Gacutan	ICT Unit
18	Noel Castillo	Cash
19	Julie Dela Rosa	Accounting Unit
20	Kristine Pagdanganan	Accounting Unit
21	Laarni O. Balor	Budget Unit
22	Alexander D. De Guia	Personnel
23	Jeremy Crisolo	Personnel
24	Melvin A. Asidera	Security Guard
25	Adelene B. Galit	Personnel
26	Jacqueline P. Rivera	SGOD
27	Rhea Fatima Chico	SHN
28	Marlene Joy Aguanta	SHN
29	Beverly Reyes	SHN
30	Juan Rafael A. Tuazon	SHN
31	Princess Emil Sotto	SHN
32	Maricris Baldos David	SHN



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

33	Wilfredo Santos	SHN
34	Angelica V. Pantaleon	SHN
35	Margarette Nicole Guzman	SHN
36	George Aztiram M. Ramirez	Legal
37	Evangeline N. Layug	Legal
38	Nestor Jr. M. Pagsanhan	Legal

Resource Persons		
39	Doreen Mendoza	Red Cross
40	Gelie Marquez	Red Cross



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure 2

Training Matrix

Day 1

Time	Topic	Resource Person
8:30 - 9:00	Arrival of Participants Registration	TWG
9:00 – 9:15	Opening Program Preliminaries: National Anthem	AVP
	Prayer	AVP
	Opening Remarks	CAROLINA S. VIOLETA, EDD, CESO V Schools Division Superintendent RAMON C. PEREZ SGOD-Chief
	Statement of Purpose	
9:15 – 9:45	Roles and Responsibilities of First Aider, Objectives of First Aid, Characteristics of a Good First Aider	DOREEN MENDOZA Red Cross
9:45 – 10:00	Health Break	
10:00 – 11:00	Basic Equipment in First Aid, How to start in Emergency Response, Emergency action Principles	Gelie Marquez Red Cross
11:00 – 12:00	Head-to-Toe Assessment Conditions of Cardiac Arrest Ways to Ventilate the lungs	Gelie Marquez Red Cross
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Energizer	ROY VINCENT MALICDEM Administrative Support II
1:15 – 2:15	Steps to operate an AED FBAO and RB Causes & Types	DOREEN MENDOZA Red Cross



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

2:15 – 2:30	Health Break	
2:30 – 3:30	Continuation of FBAO and RB Classifications & Management	DOREEN MENDOZA Red Cross
3:30 – 4:30	Bleeding and Shock Types of Bleeding Types of Shock Management for Shock	Gelie Marquez Red Cross
4:30 – 6:00	Return Demonstration and Workshop for participants	Gelie Marquez Red Cross
6:00 – 7:30	Dinner	

Day 2

Time	Topic	Resource Person
7:15 - 8:15	Breakfast	
8:15 – 8:30	Energizer	ROY VINCENT MALICDEM Administrative Support II
8:30 – 8:45	Recap of Day 1	EVANGELINE D. GALLARDO Education Program Specialist II
8:45 – 9:45	Soft Tissue Injury Wounds & Burns Management	DOREEN MENDOZA Red Cross
9:45 – 10:00	Health Break	
10:00 – 11:00	Specific Body Injuries Bandaging Technique	Gelie Marquez Red Cross
11:00 – 12:00	Ways of Poisoning Management of Poisoning	Gelie Marquez Red Cross
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Energizer	ROY VINCENT MALICDEM



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OFFICE OF BATAAN

		Administrative Support II
1:15 – 2:15	Head and Spine Injury Causes and Types of Injury Proper Removal of Helmet C-Collar Application	DOREEN MENDOZA Red Cross
2:15 – 2:30	Health Break	
2:30 – 3:30	Bones, Joints and Muscle Injuries Causes Types of Injury Management Splinting Roller Bandages Application	DOREEN MENDOZA Red Cross
3:30 – 4:30	Medical Emergencies Causes Type of Injury Management	Gelie Marquez Red Cross
4:30 – 6:00	Environmental Emergencies Causes & Type of Injury Management Water Safety Emergency Child Birth	Gelie Marquez Red Cross
6:00 – 7:30	Dinner	

Day 3

Time	Topic	Resource Person
7:15 - 8:15	Breakfast	
8:15 – 8:30	Energizer	ROY VINCENT MALICDEM Administrative Support II
8:30 – 8:45	Recap of Day 2	EVANGELINE D. GALLARDO Education Program Specialist II



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

8:45 – 9:45	Kinds of Drills Emergency and Non-emergency Move Lifting	DOREEN MENDOZA Red Cross
9:45 – 10:00	Health Break	
10:00 – 11:00	Written Exam	Gelie Marquez Red Cross
11:00 – 12:00	Bandaging Exam	Gelie Marquez Red Cross
12:00 – 1:00	Lunch Break	
1:00 – 1:15	Energizer	ROY VINCENT MALICDEM Administrative Support II
1:15 – 2:15	Lifting Exam CPR Exam	DOREEN MENDOZA Red Cross
2:15 – 2:30	Health Break	
2:30 – 3:00	Closing Program Awarding of Certificates	JESSALYN ANNE M. LINSANGAN Senior Education Specialist
3:00 – 3:30	Closing Remarks Ways Forward	GERALD A. LINGAD Project Development Officer II

EVANGELINE D. GALLARDO
Master of Ceremony