

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM NO. 445 , s. 2025

OCT 0 9 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

- 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:
 - Demonstrate proper techniques in administering Cardiopulomonary Resucitation (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















Department of Education

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

FIRST AID TRAINING

BASIC LIFE SUPPORT

DISASTER RISK REDUCTION & MANAGEMENT

October 7, 2025















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

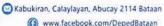
Enclosure 1

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















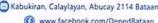
Department of Education

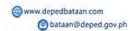
REGION III SCHOOLS DIVISION OFFICE OF BATAAN

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













Department of Education

SCHOOLS DIVISION OFFICE OF BATAAN

Enclosure 2

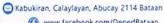
Training Matrix

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
	Statement of Purpose	RAMON C. PEREZ SGOD-Chief
9:15 - 9:45	Roles and Responsibilities of First	DOREEN MENDOZA
	Aider, Objectives of First Aid,	Red Cross
	Characteristics of a Good First Aider	
9:45 – 10:00	Health Break	
10:00 -	Basic Equipment in First Aid,	Gelie Marquez
11:00	Hoe to start in Emergency Response,	Red Cross
	Emergency action Principles	
11:00 -	Head-to-Toe Assessment	Gelie Marquez
12:00	Conditions of Cardiac Arrest	Red Cross
	Ways to Ventilate the lungs	
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	DOREEN MENDOZA
	FBAO and RB	Red Cross
	Causes & Types	















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

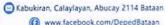
2:15 – 2:30	Health Break	
2:30 – 3:30	Continuation of FBAO and RB Classifications & Management	DOREEN MENDOZA Red Cross
3:30 – 4:30	Bleeding and Shock Types of Bleeding Types of Shock Management for Shock	Gelie Marquez Red Cross
4:30 - 6:00	Return Demonstration and Workshop for participants	Gelie Marquez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

Day 2

Time	Торіс	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















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

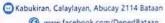
		Administrative Support II
1:15 – 2:15	Head and Spine Injury Causes and Types of Injury Proper Removal of Helmet C-Collar Application	DOREEN MENDOZA Red Cross
2:15 – 2:30	Health Break	
2:30 - 3:30	Bones, Joints and Muscle Injuries Causes Types of Injury Management Splinting Roller Bandages Application	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















Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

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

EVANGELINE D. GALLARDO

Master of Ceremony







