



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III

**SCHOOLS DIVISION OF NUEVA ECJA**

*Old Capitol Compound, Burgos Avenue, Cabanatuan City 3100*

**Tayo**  
PARA SA  
EDUKASYON

DEP-ED-NUEVA ECJA  
**RELEASED**  
FEB 01 2017

January 30, 2017

**DIVISION MEMORANDUM**

No. 24, s. 2017

**RECORDS SECTION**

**To: All Public School DRRM Coordinators (Elementary and Secondary)  
All District DRRM Coordinators  
School Heads (Elementary and Secondary)  
Public School District Supervisors**

  
**From: RONALDO A. POZON, Ph.D., CESO V**  
*Schools Division Superintendent*

**RE: BASIC LIFE SUPPORT AND FIRST AID TRAINING FOR SCHOOL AND  
DISTRICT DRRM COORDINATORS**

1. The Schools Division of Nueva Ecija through the School Governance and Operations Division – DRRM will conduct a One Day Basic Life Support and First Aid Training for all School and District DRRM Coordinators on **February 21, 2017, 7 o'clock in the morning** at Nueva Ecija Convention Center, Palayan City.
2. The activity is anchored on the following objectives:
  - a. To assess the level of awareness and training of our Coordinators on various hazards and vulnerabilities that their respective schools are exposed to;
  - b. To equip our School and District DRRM Coordinators with the needed training and updates on Basic Life Support and First Aid Services;
  - c. To identify the training needs of our schools and come up with a viable proposed programs and activities.
3. Participants of the training will be **ALL** Public School (both Elementary and Secondary) and District DRRM Coordinators.
4. All Coordinators are advised to bring their own Triangular Bandage. Standard size is 5ft. If you wish to order, coordination with the Philippine Red Cross, our training partner, can be done. District Officers are advised to have a summary list of orders **until February 7, 2017**.
5. Snacks and lunch will be served. Cost of travel and transportation shall be charged against local MOOE subject to the usual accounting and auditing rules and regulations.
6. Enclosure No. 1 is the Program Schedule / Matrix. Kindly refer to the identified district assignments enumerated under the Program.
7. Immediate dissemination of this Memorandum is desired.



**BASIC LIFE SUPPORT AND FIRST AID TRAINING  
FOR SCHOOL AND DISTRICT DRM COORDINATORS**

February 21, 2017

**PROGRAMME**

- |       |                   |   |  |
|-------|-------------------|---|--|
| I.    | 7:00am – 8:00am   | - | Registration   |
| II.   | 8:00am – 9:30am   | - | Opening Program<br>Invocation<br>National Anthem<br>Roll Call<br>Rationale of the Activity<br>Overview<br>Messages |
| III.  | 9:30am – 11:30am  | - | Lecture on Standard First Aid and Mass<br>Demonstration  |
| IV.   | 11:30am – 12:00nn | - | Lunch Break  |
| V.    | 12:00nn – 12:30pm | - | Meeting of Officers  |
| VI.   | 12:30pm – 1:00pm  | - | Ice Breaker / Groupings  |
| VII.  | 1:00pm – 4:00pm   | - | Lecture on Basic Life Support and Mass<br>Demonstration  |
| VIII. | 4:00pm – 4:30pm   | - | Recap / Post Evaluation  |

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**DISTRICT ASSIGNMENTS**

- |      |  |                                     |
|------|--|-------------------------------------|
| I.   | Registration   | Palayan District                    |
| II.  | Usherettes / Marshalls                               | Laur & Gabaldon Districts           |
| III. | Program and Invitation                               | Sto. Domingo District               |
| IV.  | Technical Support<br>(sound system, led & projector) | Sta. Rosa District                  |
| V.   | Physical Arrangement                                 | Bongabon & Gen. Natividad Districts |
| VI.  | Clean-up and Orderliness                             | Cuyapo & Jaen Districts             |
| VII. | Food Distribution                                    | Guimba & Talavera Districts         |