



Republic of the Philippines  
**Department of Education**  
 Region VI - Western Visayas  
**SCHOOLS DIVISION OF SAGAY CITY**

NOV 20 2024

**DIVISION MEMORANDUM**No. 782, s. 2024

**CAPACITY BUILDING FOR SCHOOL AND DIVISION NON-TEACHING STAFF ON  
 STANDARD FIRST AID AND BASIC LIFE SUPPORT**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors – CID & SGOD  
 Public Schools District Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

1. The City Government of Sagay through its Local Disaster Risk Reduction and Management Office and the Department of Education Division of Sagay City School Governance and Operations Division through the Disaster Risk Reduction Unit will conduct a face-to-face **Capacity Building for School and Division Non-Teaching Staff on Standard First Aid and Basic Life Support on December 16-18, 2024 at Acacia Hotel, Bacolod City.**
2. The participants in this training are the Public Schools District Supervisors, Accountant-III, Administrative Officer-V-Budget, Administrative Officer-II, Administrative Officer-III, PDO-II/DRRM and Administrative Support Staff-II/DRRM.
3. Attached is the enclosure for the list of participants and likewise, you are encouraged to bring swimming attire for the water safety activity.
4. The transportation, food, and accommodation expenses for participants in this activity shall be charged to the DRRM LGU Fund subject to the usual accounting and auditing rules and regulations. **This memorandum also serves as a Travel Authority for all participants.** The transportation assembly point will be at the New DepEd Office, with departure scheduled at 6:30 am on December 16, 2024
5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning, and development interventions on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equal opportunity.
6. Immediate and wide dissemination of this Memorandum is desired.

*NOE B. ABDON*  
 Administrative Officer V  
 In-charge of the Division

**MARSETTE D. SABBALUCA, CESO VI**  
 Schools Division Superintendent



Enclosure : As stated  
 Reference : NONE  
 Allotment : N/A  
 No. of Pages: **1**

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

**SAFETY EDUCATION****CAMPAIGN****TRAINING**

FN: jamespsabio/SGOD

**Capacity Building for School and Division Non-Teaching Staff on  
Standard First Aid and Basic Life Support**

**PARTICIPANTS**

1	Rhea V. Gemotra	Administrative Officer II
2	Sharlene Joy S. Lobaton	Administrative Assistant II
3	Andrea Krisheen L. Alba	Administrative Assistant II
4	Ramil A. Duerme	Administrative Officer II
5	Analyn V. Batusbatusan	Administrative Assistant II
6	Jaypee D. Lobaton	Administrative Assistant III
7	Gedion M. Baceloña	Administrative Assistant II
8	Ederlina D. Silvano	Administrative Assistant III
9	Joy M. Pascual	Administrative Assistant II
10	Jay-Ann A. Aguirre	Administrative Officer II
11	Dena N. Tejada	Administrative Assistant III
12	Krystofer R. Patron	Administrative Assistant II
13	Weenavy Bedayos	Administrative Assistant II
14	Bruce Alan R. Estera	Administrative Assistant II
15	Jean Marrie Beguas	Administrative Assistant II
16	Viema Joy V. Denoy	Administrative Officer II
17	Roco B. Descartin	Administrative Assistant II
18	Cris-Ann M. Biñas	Administrative Assistant II
19	John T. Jimenez	Administrative Assistant III
20	Jolly B. Panganiban	Administrative Assistant III
21	Nelly Joy B. Langcoy	Administrative Assistant III
22	Rosita M. Almaras	Administrative Officer II
23	Josie R. Rebusquillo	Accountant III
24	Lucena R. Sabajas	Administrative Officer V - Budget
25	Melea L. Guillen	Administrative Officer II
26	Dorothy Joyce L. Edaño	Administrative Assistant I
27	Rema Lyn R. Layco	Administrative Assistant III
28	Cherly Mae Dumapias	Administrative Assistant III
29	Vianka Kassandra R. Sonoy	Administrative Assistant III
30	Edlyn Manatad	Administrative Assistant II
31	Rene G. Balolot	Administrative Assistant II
32	Sheena Tiguelo	Administrative Officer II
33	Ma. Teresa Jesebel Libre	Administrative Assistant II
34	Fatima Jane Miranda	Administrative Assistant III
35	Femie Kate Sumilhig	Administrative Assistant III
36	Joanel Mañale	PSDS-1
37	Glenda Mae Flores	PSDS-2
38	Benjie Bautista	PSDS-3
39	Gina Radan	PSDS-4
40	Glenda Tan	PSDS-5
41	Eleanor Lo	PSDS-6
42	Benito Aquino	PSDS-7
43	Analie Buhayan	PSDS-8
44	Richard Rubin	PSDS-9
45	Marilyn Gamboa	PSDS-10
46	James Sabio	PDO-II
47	Jason Rubrico	Administrative Support Staff-II
48	Edward Martorillas	Engineer-III
49	Rizaldy Alunan	Speaker
50	Ma Rita Mirasol	Speaker