



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF SAGAY CITY

October 24, 2025

**DIVISION MEMORANDUM**

No. **678**, s. 2025

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

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

1. The Department of Education (DepEd), Division of Sagay City, through its Disaster Risk Reduction Management Unit, School Governance & Operations Division, will conduct a face-to-face **CAPACITY BUILDING FOR SCHOOL AND DIVISION NON-TEACHING STAFF ON EMERGENCY FIRST AID AND BASIC LIFE SUPPORT** on November 10-12, 2025, at the venue to be determined after a procurement.
2. This activity aims to:
  - a. demonstrate knowledge and understanding of the principles and procedures of emergency first aid and basic life support;
  - b. perform proper techniques in responding to common medical emergencies such as choking, bleeding, fractures, and cardiopulmonary resuscitation (CPR); and;
  - c. develop an action plan to strengthen school-based emergency response and preparedness mechanisms.
3. The participants in this capacity-building activity are the permanent and non-permanent personnel of the Office of the Schools Division Superintendent (OSDS). Enclosed in this Memorandum is the list of participants for the said capacity-building activity, and they will depart from the Division Office on November 10, 2025, at 12:00 noon bound for the venue.
4. Travelling and other expenses incurred relative to this capacity building are chargeable against the Disaster Preparedness and Response Program (DPRP) Continuing Fund, subject to the usual accounting and auditing rules and regulations.
5. For more information, contact Mr. James P. Sabio, Concurrent-Project Development Officer-II, through mobile number 0943-1340-994 or email at [james.sabio@deped.gov.ph](mailto:james.sabio@deped.gov.ph).
6. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of such services on account of age, school, gender, civil status, disability, religion, or other similar factors, or personal circumstances that run counter to the principles of equal opportunity.
7. Immediate and wide dissemination of this Memorandum is desired.

**DANNIE CLARK M. UGUIL**  
 Assistant Schools Division Superintendent  
 OIC-Office of the Schools Division Superintendent



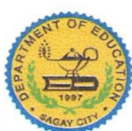
Enclosure : As stated  
 Reference : N/A  
 Allotment : N/A  
 No. of Pages : 4

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

**SAFETY EDUCATION**

**CAMPAIGN**

**TRAINING**



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
 Telephone Nos. 488-02-15; 722-0597/ [sagaycity001@deped.gov.ph](mailto:sagaycity001@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 NEGROS ISLAND REGION  
 SCHOOLS DIVISION OF SAGAY CITY

(Enclosure No 1 to Division Memorandum No.678 s. 2025)

**LIST OF PARTICIPANTS**

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

**November 10-12, 2025**

Within Bacolod City

<b>OSDS &amp; ADMINISTRATIVE DIVISION</b>			
1	OIC - Schools Division Superintendent	UGUIL, DANNIE CLARK M.	M
2	OIC - Assistant Schools Division Superintendent	TAN, MARK ANTHONY J.	M
3	Attorney III	TOLENTINO, BARBARA ANN D.	F
4	IT Officer I	UYPICO, JONAH V.	F
5	Administrative Officer V	ABDON, NOE B.	M
6	Administrative Officer IV	BAROBA, RHEA P.	F
7	Administrative Officer IV	DESAMPARADO, RHODORA D.	F
8	Administrative Officer IV	EMNACE, AIMEE C.	F
9	Administrative Officer IV	OSAL, ROMIE J.	M
10	Administrative Officer II	ABILES, STEPHANY G.	F
11	Administrative Assistant III	BELEGANIO, JOMEelyn G.	F
12	Administrative Assistant III	ESPIRITU, EVAMIR D.	F
13	Administrative Aide VI	GADIANE, JECOH KRISTON S.	M
14	Administrative Assistant III	MACATUAL, LOUIENE GRACE B.	F
15	Administrative Assistant III	MANSUETO, JIM CARL F.	M
16	Administrative Aide VI	MALUNDO, PHILIP HOWARD B.	M
17	Administrative Aide VI	MEDINA, STEPHANIE GRACE S.	F
18	Administrative Aide VI	NACARIO, RHEA MAE R.	F
19	Administrative Aide IV	NATAN, VICTORY Z.	M
20	Administrative Aide I	PALMOS, LINO G.	M
<b>SCHOOLS ADMINISTRATIVE OFFICER II</b>			
21	Administrative Officer II	AGUIRRE, JAY-ANN A.	F
22	Administrative Officer II	ALMARAS, ROSITA M.	F
23	Administrative Officer II	APRECIO, RONALD B.	M
24	Administrative Officer II	ARAGON, JASAMINE HOPE Z.	F
25	Administrative Officer II	BALICAS, CHINKY C.	F
26	Administrative Officer II	BALLOT, RENE G.	M
27	Administrative Officer II	BARCELONA, CHRISSE ANNE J.	F
28	Administrative Officer II	BATUSBATUSAN, ANALYN V.	F
29	Administrative Officer II	BEGUAS, JEAN MARIE F.	F
30	Administrative Officer II	CALINSAG, KATHREEN M.	F
31	Administrative Officer II	CALLAO, CHRISTY V.	F
32	Administrative Officer II	CASIPONG, RAYMOND C.	M
33	Administrative Officer II	CASTANEDA, REMIL P.	M
34	Administrative Officer II	CELESTE, KYRVILEM KEEVIN V.	M



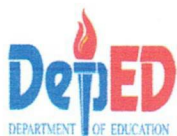
Republic of the Philippines

Department of Education

NEGROS ISLAND REGION

SCHOOLS DIVISION OF SAGAY CITY

35	Administrative Officer II	DE LOS REYES, LASSY G.	F
36	Administrative Officer II	DEMAISIP, VINCENT N.	M
37	Administrative Officer II	DENOY, VIEMA JOY V.	F
38	Administrative Officer II	DESALES, MARY ROSE FAITH L.	F
39	Administrative Officer II	DUERME, RAMIL A.	M
40	Administrative Officer II	EDAÑO, DOROTHY JOYCE L.	F
41	Administrative Officer II	ESPINA, JOVI C.	F
42	Administrative Officer II	GABAYERON, LOVELY SHAME J.	F
43	Administrative Officer II	GANANCIAL, DUNAMIS R.	M
44	Administrative Officer II	GEMOTRA, RHEA V.	F
45	Administrative Officer II	GEROLDO, ROSELYN M.	F
46	Administrative Officer II	GUILLEN, MELEA L.	F
47	Administrative Officer II	HABLO, ANGELI D.	F
48	Administrative Officer II	HERNAEZ, MARY ANN S.	F
49	Administrative Officer II	JARANILLA, MAFE B.	F
50	Administrative Officer II	JEMAR, ALTHESSA MAE A.	F
51	Administrative Officer II	LANGCOY, NELLY B.	F
52	Administrative Officer II	LAURENTE, MERIANCLAIRE L.	F
53	Administrative Officer II	MANGLAR, DENNY T.	F
54	Administrative Officer II	PANOLIN, PRETZELL A.	F
55	Administrative Officer II	PARAGOYA, MICHAEL S.	M
56	Administrative Officer II	PASILABAN, ANGELINE L.	F
57	Administrative Officer II	PAYAS, JUSTINE MAE C.	F
58	Administrative Officer II	POTESTAD, MANNY M.	M
59	Administrative Officer II	PUEY, NADINE N.	F
60	Administrative Officer II	REDOBLES, RYAN	M
61	Administrative Officer II	SABIJON, JONAH A.	F
62	Administrative Officer II	SEPOSO, CHERRY BLESS S.	F
63	Administrative Officer II	SOBERANO, DONNA FAYE P	F
64	Administrative Officer II	SOLITAS, MARICEL M.	F
65	Administrative Officer II	SON, CATHERINE F.	F
66	Administrative Officer II	TIGUELO, SHEENA N.	F
67	Administrative Officer II	UMADHAY JR., BONIFACIO B.	M
68	Administrative Officer II	VILLANUEVA, DAINIELLE J.	F
<b>FINANCE UNIT</b>			
69	Accountant III	REBUSQUILLO, JOSIE R.	F
70	Administrative Officer V	TAN, MA. LEAH LINDA S.	F
71	Administrative Assistant II	DOLOMONTE, GLEZEL GRACE S.	F
72	Administrative Assistant III	DUMAPIAS, CHERYL MAE C.	F
73	Administrative Assistant III	JIMENEZ, JOHN T.	M
74	Administrative Assistant III	LAYCO, REMA LYN R.	F
75	Administrative Assistant II	MANATAD, EDLYN H.	M
76	Administrative Assistant III	MARTICIO, GRACELLE P.	F
77	Administrative Assistant III	PANGANIBAN, JOLLY B.	F
78	Administrative Assistant III	SONOY, VIANKA KASSANDRA R.	F
79	Administrative Assistant I	VILLACERAN, JASTINE L.	F
<b>JOB ORDER</b>			
80	Driver	Cañete, Ernesto L.	M
81	Clerk	Chu, Sophia D.	F



Sitio Chloe, Brgy. Rizal, Sagay City, Negros Occidental  
Telephone Nos. 488-02-15; 722-0597/ [sagacity001@deped.gov.ph](mailto:sagacity001@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
NEGROS ISLAND REGION  
SCHOOLS DIVISION OF SAGAY CITY

82	Driver	Dela Peña, Leonardo Jr. A.	M
83	Clerk	Docil, Aira Rose R.	F
84	Clerk	Encabo, Marecar N.	F
85	Driver	Espellita, Benjie M.	M
86	Driver	Hilongo, Ricardo D.	M
87	Driver	Labangco, Ricky N.	M
88	Utility	Magbanua, Analyn L.	F
89	Clerk	Ofianga, Aldwin Spencer C.	M
90	Clerk	Ornopia, Dannirose P.	F
91	Clerk	Rosco, Erlina	F
92	Clerk	Sebuha, Vancyril B.	M
93	Utility	Villaren, Reymond L.	M
94	Utility	Ybañez, Lorena A.	F
95	Administrative Officer-II	Melona Celis	F
96	Resource Speaker	Rizaldy Alunan	M
97	HR&D	Decelyn Doletin	F
98	PMT	James P Sabio	M
99	Administrative Aide -VI	Jennifer Joy G. Dublin	F
100	Administrative Aide-VI	John Mark Calvo	M