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Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

SGOD-2026-0017

To : Assistant Schools Division Superintendent  
Chief of the Curriculum Implementation Division  
Chief of the School Governance and Operations Division  
Elementary and Secondary School Heads  
All Division Office Personnel

Subject : **CREATION AND MANAGEMENT OF THE DIVISION  
POOL OF BASIC LIFE SUPPORT AND STANDARD  
FIRST AID INSTRUCTORS**

Date : January 9, 2026

To ensure the availability of qualified instructors and the sustained conduct of Basic Life Support and Standard First Aid trainings, the Division shall establish and manage a Division Pool of Basic Life Support (BLS) and Standard First Aid (SFA) Instructors to support school and division-level safety and preparedness initiatives.

All concerned offices and schools are hereby directed to comply with and support the implementation of this Memorandum, including the identification of qualified personnel and utilization of the instructor pool for approved trainings. This Memorandum shall take effect immediately and shall be disseminated accordingly. Enclosed is the operational guideline for your reference.

For your information and appropriate dissemination.

  
**JINKY B. FIRMAN PhD, CESO VI**  
Schools Division Superintendent

Encl.: as stated.  
SGOD/aba/har

RELEASED  
JAN 09 2026

RECORDS SECTION-SDO PANABO CITY  
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Republic of the Philippines

## Department of Education

REGION XI

SCHOOLS DIVISION OF PANABO CITY

### ENCLOSURE A. OPERATIONAL GUIDELINES FOR THE CREATION AND MANAGEMENT OF THE DIVISION POOL OF BASIC LIFE SUPPORT AND STANDARD FIRST AID INSTRUCTORS

#### I. INTRODUCTION

The Schools Division Office (SDO) recognizes the critical importance of preparedness and safety in school environments. Emergencies, such as sudden injuries, accidents, or medical crises, can occur anytime, and the timely provision of first aid or basic life support can significantly reduce the risk of serious injury or loss of life. In response to this, the SDO proposes the creation of a **Division Pool of Instructors for Basic Life Support (BLS) and Standard First Aid (SFA)**.

This pool will consist of qualified personnel trained and certified to deliver standardized first aid and BLS training across all schools in the division. It will ensure that both learners and personnel are equipped with lifesaving skills and that schools have immediate access to competent instructors whenever emergencies arise or capacity-building activities are conducted.

#### II. RATIONALE

The establishment of a Division Pool of Instructors is aligned with national legislation and Department of Education policies. **Republic Act No. 10871**, known as the *Basic Life Support Training in Schools Act*, requires educational institutions to provide age-appropriate BLS training to students. Likewise, **RA 10121 (Philippine Disaster Risk Reduction and Management Act)** and **DepEd Order No. 21, s. 2015** emphasizes the need for preparedness and capacity-building in schools.

Despite these mandates, many schools lack immediate access to trained personnel who can conduct high-quality BLS and SFA training. By creating a structured pool of instructors, the SDO can ensure the consistent delivery of standardized training, facilitate quick deployment during emergencies, and expand the number of trained personnel and learners across the division.

#### III. DEFINITION OF TERMS

TERM	DEFINITION	REFERENCE / BASIS
Basic Life Support (BLS)	A set of immediate life-saving interventions, including cardiopulmonary resuscitation (CPR), airway management, and relief of choking, provided to individuals experiencing cardiac arrest, respiratory failure, or other life-threatening emergencies until advanced medical care becomes available.	Republic Act No. 10871 (Basic Life Support Training in Schools Act); American Heart Association (AHA) Guidelines; Department of Health (DOH) BLS Standards

TERM	DEFINITION	REFERENCE / BASIS
Standard First Aid (SFA)	The initial care and assistance given to a person suffering injury or sudden illness, aimed at preserving life, preventing the condition from worsening, and promoting recovery prior to professional medical treatment.	Department of Health (DOH); Philippine Red Cross (PRC) First Aid Manual; DepEd DRRM policies
Division Pool of Instructors	A group of selected, trained, and certified teaching and non-teaching personnel authorized by the Schools Division Office to conduct Basic Life Support and Standard First Aid trainings in support of school and division-wide safety and preparedness programs.	DepEd Order No. 21, s. 2015 (DRRM); RA 10871; Division Memorandum
Training of Trainers (TOT)	A structured capacity-building program designed to equip selected personnel with the technical knowledge, practical skills, and facilitation competencies required to serve as certified instructors for BLS and SFA trainings.	RA 10871 Implementing Rules and Regulations (IRR); DepEd training standards
Work Application Plan (WAP)	A post-training document prepared by instructors outlining the application, sustainability, and monitoring of BLS and SFA skills and activities in their respective schools or offices.	DepEd Results-Based Performance and Learning and Development frameworks
Program Management Team (PMT)	The designated group responsible for the planning, implementation, coordination, monitoring, deployment, and evaluation of the Division Pool of Instructors and all related BLS and SFA training activities.	DepEd Order No. 21, s. 2015; Division DRRM operational structure
Quality Assurance, Monitoring, and Evaluation (QAME)	A system of tools, processes, and mechanisms used to assess compliance, effectiveness, training outcomes, and overall quality of BLS and SFA programs and instructor performance.	DepEd Monitoring and Evaluation Guidelines; DRRM Quality Assurance mechanisms

#### IV. SELECTION AND CERTIFICATION OF INSTRUCTORS

The selection of instructors shall be conducted in a systematic and needs-based manner. Instructors may be identified either by the Schools Division Office DRRM and School Health and Nutrition Unit or may volunteer to apply through the Division Disaster Risk Reduction and Management (DRRM) Unit. Selection shall be undertaken as necessary, based on operational requirements, available resources, and projected training demands. Applications and nominations will be evaluated according to professional background, prior experience in emergency response or healthcare, facilitation skills, and demonstrated willingness to participate in division-wide trainings. The total number of instructors to be selected and mobilized shall be limited and subject to the approval of the Schools Division Superintendent. Below are the requirements:

- Must be a permanent or plantilla teaching or non-teaching personnel of the Schools Division of Panabo City*
- Endorsement from the School Head or Immediate Supervisor*
- Willingness to be part of the Division Pool of Instructors for a minimum period of two (2) years*

- d. Availability to attend Training of Trainers (TOT) and division-led trainings
- e. Physically and mentally fit to perform BLS and SFA skills
- f. Preferably with background or experience (Certification from Service Provider) in health services, emergency response, DRRM, scouting, or related fields
- g. Demonstrated communication and facilitation skills
- h. Commitment to be deployed within and outside assigned districts when necessary

Selected candidates will undergo a Training of Trainers (TOT) program, after which they will be certified in coordination with the Department of Health (DOH) or other recognized training institutions. Certification will be periodically renewed to maintain compliance with standards and to ensure instructors retain up-to-date knowledge and skills.

## V. DEPLOYMENT, TRAINING, AND FACILITATION

Once certified, instructors will be deployed to conduct BLS and SFA trainings across the division. Deployments may be initiated in response to school requests, division-led programs, or emergency preparedness activities. Each training session will have a maximum of 40 participants, with an instructor-to-trainee ratio of 1:5 to ensure individualized attention and skills mastery. Similarly, equipment such as manikins, AED trainers, and first aid kits will be provided at a ratio of 1:5 to maximize hands-on learning.

COMPONENT	KEY PROVISIONS	STANDARDS / REQUIREMENTS	RESPONSIBLE UNITS / PERSONS
<b>Training Type</b>	Basic Life Support (BLS)	Duration: <b>2 days</b>	Certified BLS Instructors
	Standard First Aid (SFA)	Duration: <b>3 days</b>	Certified SFA Instructors
<b>Maximum Participants</b>	Class size per training	<b>Maximum of 40 pax</b> per batch	Class Manager
<b>Instructor-to-Trainee Ratio</b>	Skills facilitation and supervision	<b>1 Instructor : 5 Trainees</b>	Course Monitor; Facilitators
<b>Equipment-to-Trainee Ratio</b>	Manikins, AED trainers, first aid kits	<b>1 Set : 5 Trainees</b>	Logistics Support
<b>Venue Requirements</b>	Training environment	Conducive venue for <b>40 pax</b> , adequate space for skills stations, ventilation, and safety	Class Manager; Host School; Event Management
<b>Training Methodology</b>	Delivery approach	Combination of lectures, demonstrations, hands-on skills stations, and assessments	Instructors / Facilitators
<b>Facilitation Standards</b>	Conduct of sessions	Strict adherence to approved modules and training flow	Course Monitor
<b>Documentation</b>	Training records	Attendance sheets, pre/post-tests, evaluation forms, photos, and reports	Administrative Support

COMPONENT	KEY PROVISIONS	STANDARDS / REQUIREMENTS	RESPONSIBLE UNITS / PERSONS
<b>Work Application Plan (WAP)</b>	Post-training output	Submission of WAPs by instructors/participants	Instructors; PMT
<b>Quality Assurance and Evaluation</b>	Monitoring and improvement	Use of <b>QAME tools</b> after every training; consolidation of findings	QAME Team; PMT

Training duration will be two days for BLS and three days for SFA, incorporating both theoretical and practical sessions. Instructors will guide participants through lectures, demonstrations, and practical exercises, and trainees will prepare Work Application Plans (WAP), as necessary, to implement their acquired skills in their respective schools.

## VI. ROLES AND RESPONSIBILITIES

The pool will be organized under a Program Management Team (PMT). The PMT will oversee program implementation, deployment, and monitoring. Key roles within the team include the **overall coordinator**, responsible for managing the pool; the **course monitor**, who ensures adherence to training standards; the **class manager**, who handles logistics and participant welfare; and **administrative/ logistics support**, responsible for preparing training materials and maintaining records.

**Instructors** themselves will be responsible for delivering training content, supervising practical stations, monitoring trainee performance, and submitting reports and WAPs for evaluation. They are expected to participate in refresher courses and skills revalidation exercises to maintain high-quality instruction.

## VII. FUNDING SOURCES

Funding for the pool's activities will be drawn from the Division DRRM Fund, the Special Education Fund (SEF), and other allowable sources, including partnerships with the DOH, CDRRMO, or non-governmental organizations. Expenditures will cover training equipment, consumables, venue and logistical support, certification, module printing, and related costs.

## VIII. QUALITY ASSURANCE, MONITORING, AND EVALUATION

To ensure effectiveness, a Quality Assurance, Monitoring, and Evaluation (QAME) system will be implemented. After each training, participant assessments, WAPs, and reports will be submitted to the PMT. QAME teams will review training delivery and outcomes to identify areas for improvement. An annual assessment of instructors, training results, and overall program impact will be conducted to inform strategic planning and policy adjustments.



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**Creation of the Division Pool of Instructors on Basic Life Support (BLS) and Standard First Aid (SFA)**

**I. Introduction**

The Schools Division Office (SDO) recognizes the critical role of preparedness and first-line medical response in ensuring the safety and well-being of learners, personnel, and stakeholders in all school-based and division-led activities. With increasing incidences of disasters, emergencies, and accidents in school settings, there is a strong need to capacitate teaching and non-teaching personnel on Basic Life Support (BLS) and Standard First Aid (SFA).

To institutionalize these efforts, the Disaster Risk Reduction and Management Unit propose the creation of a **Division Pool of Instructors for BLS and SFA**, composed of trained, certified, and qualified personnel who shall serve as facilitators, instructors, and resource persons for all related capacity-building activities.

**II. Rationale**

The Department of Education underscores the importance of safety and emergency preparedness through various policies. **DepEd Order No. 21, s. 2015** re: *Disaster Risk Reduction and Management* mandates schools and offices to establish systems that ensure readiness and immediate response to emergencies. **DepEd Order No. 40, s. 2012** re: *Child Protection Policy* also highlights the obligation to safeguard learners and personnel from harm.

Additionally, national laws reinforce the duty of educational institutions to maintain safety preparedness:

- **Republic Act No. 10871** – Basic Life Support Training in Schools Act, requiring all schools to provide age-appropriate BLS training to students.
- **Republic Act No. 10121** – Philippine Disaster Risk Reduction and Management Act of 2010, emphasizing capacity-building for disaster response at all levels.
- **Republic Act No. 11036** – Mental Health Act, indirectly supporting preparedness by promoting safe learning environments.

Given these mandates, a dedicated pool of trained BLS and SFA instructors will enable the SDO to consistently deliver standardized, quality-assured, and compliant training programs for all personnel and students.

**III. Objectives**

The creation of the Division Pool of Instructors aims to:

1. Establish a certified and competent group of personnel qualified to conduct Basic Life Support and Standard First Aid training.



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2. Institutionalize regular capacity-building efforts on BLS and SFA across schools and offices.
3. Standardize the delivery, monitoring, and documentation of all first-aid related trainings.
4. Strengthen the division's preparedness and response capabilities during emergencies and school activities.
5. Ensure compliance with DepEd and national laws requiring first-aid and BLS instruction in schools.

#### **IV. Expected Outputs**

1. Organized and functional Division Pool of BLS and SFA Instructors.
2. Conduct of Training of Trainers (TOT) for prospective division instructors.
3. Deployment of instructors during school and division-based BLS/SFA trainings.
4. Standardized training modules, checklists, and evaluation tools.
5. Annual accomplishment reports and training documentation.
6. Creation of Work Application Plans (WAPs) for instructors to guide their implementation in their respective schools/offices.
7. Increased number of trained BLS/SFA providers among personnel and learners in schools.

#### **V. Methodology**

##### **A. Creation of the Pool**

1. Issuance of Division Memorandum announcing the creation of the pool of instructors.
2. Screening and Selection based on qualifications, certifications, and competencies.
3. Training of Trainers (TOT) for qualified applicants to ensure standardization of skills and delivery.
4. Certification and Accreditation in collaboration with recognized training partners (e.g., DOH, PHA, AHA, PRC-certified training centers, BFP, CDRRMO).

##### **B. Organization and Maintenance**

1. Regular Skills Review and Revalidation every year.
2. Quarterly Meetings and Planning Sessions led by the Disaster Risk Reduction and Management Unit.
3. Provision of updated modules, equipment, and learning materials to maintain instructional quality.
4. Monitoring and Evaluation through course monitors and assessment tools (QAME).

##### **C. Deployment of Instructors**

1. Mobilization during division-led BLS/SFA trainings.
2. Assignment to schools requesting training.
3. Deployment during large-scale activities (athletic meets, camps, DRRM activities).
4. Facilitation of TOTs for new batches of instructors.

## VI. Structure of the Division Pool of Trainers

### A. Program Management Team (PMT)

- Overall Coordinator (DRRM Coordinator) – Directs program implementation and supervises trainers.
- Course Monitors – Ensures training quality, compliance, and proper documentation.
- Class Managers – Oversees logistics, attendance, venue arrangement, and trainee support.
- Administrative and Logistics Support – Handles materials, equipment, and reporting.

### B. Instructors and Facilitators

- Certified BLS/SFA instructors drawn from teaching and non-teaching personnel.
- Assist in lectures, demonstrations, skills stations, evaluations, and assessments.

### C. Instructor-to-Trainee Ratio

- 1 Instructor per five (5) trainees.
- 1 class comprised of 30-40 participants

## VII. Funding Requirements

Estimated funding needs include:

### A. Training Equipment

- Adult and infant manikins (set)
- AED trainer units
- First aid kits and bandaging materials
- Training mats
- PPE (gloves, masks)

### B. Training Implementation

- Meals and snacks of participants
- Certificates and ID tags
- Printing of modules and evaluation forms
- Venue and logistical expenses

*Note: Recommended cost estimates for training shall be crafted after the creation of the pool of instructors or as provided by the activity design by requester.*

### C. Capacity-Building of Instructors

- TOT expenses
- Recertification fees (if coordinated with external partners)

Sources of Funds: Downloaded DPRP Funds, partnership support (CDRRMO, NGOs), or other allowable sources.



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**VIII. Approval**

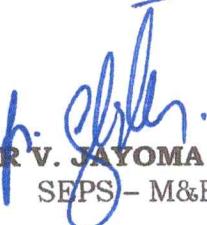
This concept paper is respectfully submitted for the approval of the Schools Division Superintendent to authorize the creation, organization, and implementation of the Division Pool of Instructors on Basic Life Support and Standard First Aid.

Prepared by:

  
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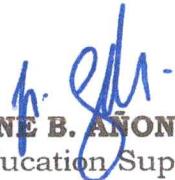
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