



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

**Office of the Schools  
Division Superintendent**

March 20, 2025

**DIVISION MEMORANDUM**  
OSDS/CID/SGOD-2025-36

To: Phillip Marcelo R. Vigonte  
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Wilson V. Vigonte  
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Chua, Gheila Rosetti Marie G.  
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Ongayon, Niña Charisse A.  
Realista, Joseph C.  
Vigonte, Salve Regina G.  
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Bunaos, Christine Marvie A.  
Tadle, Mery Melody R.  
Torrejos, Maria Rosario J.  
Unabia, Ann Marie Krish S.

**CONDUCT A MEETING TO BLS-CPR TRAINERS AND PROGRAM MANAGEMENT STAFFS AND DEVELOPMENT & REPRODUCTION OF IEC/ADVOCACY MATERIALS**

1. This Office through the School Governance and Operations Division (SGOD) will conduct a Meeting for Basic Life Support – Cardiopulmonary Resuscitation (BLS-CPR) Trainer, Basic Occupational Safety & Health (BOSH) Trainer and Development & Reproduction of IEC/ Advocacy on March 20, 2025, Reynas Haven and Gardens, Calceta St., Cogon, Tagbilaran City.

Agenda:

- ✓ Ensure that all trainers and support staff understand their roles and

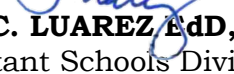



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responsibilities in the training sessions.

- ✓ Discuss and align standardized teaching methodologies to ensure consistency in training delivery.
  - ✓ Strengthen teamwork between trainers and support staff for efficient training execution.
  - ✓ Plan and finalize training schedules, venues, equipment, and necessary materials.
  - ✓ Review and adhere to safety and training protocols
  - ✓ Address potential challenges in training delivery and come up with strategies to resolve them.
  - ✓ Define clear expectations for trainers and support staff regarding their roles in training execution and participant engagement.
  - ✓ Ensure that all involved personnel are well-prepared for emergency scenarios during training sessions.
  - ✓ Review feedback from previous trainings and discuss areas for improvement.
  - ✓ Ensure proper documentation of training sessions, assessments, and reports.
  - ✓ Development of IEC/advocacy Materials.
2. Participants are requested to come on time. Meals and snacks of participants and program management team shall be charged to DPRP Fund while travelling and other incidental expenses related to this activity shall be charged to School MOOE/ local funds subject to usual accounting and auditing rules and regulations.
3. This Memorandum will serve as **Travel Order**.
4. Immediate dissemination of this Memorandum is highly directed.

  
**FAY C. LUAREZ EdD, PhD. TM, CESO VI**  
Assistant Schools Division Superintendent   
Officer-in-Charge  
Office of the Schools Division Superintendent