



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF VALENZUELA CITY

Enclosure A: Program Matrix

DAY 1 – Basic Concepts & Medical Emergencies

Time	Activity	Method	Person Responsible
7:00 – 8:00 a.m.	Registration/ Arrival of participants	Administrative	PMT
8:00 – 8:30 a.m.	<ul style="list-style-type: none"> Opening Program Acknowledgment of participants and guest Prayer Nationalistic song 	Audio Visual Presentation	PMT
8:30 – 9:00 a.m.	Welcome Remarks		Cocoy Espino Punong Barangay
	Opening Remarks		Dr. Arlene Maniquiz
	Special Message		Dr. Baltazar M. Gayem SGOD Chief Dr. Filmore R. Caballero CID Chief Dr. Ernest C. Cabrera OIC-ASDS Noel D. Bagano SDS
9:00 – 9:30 a.m.	Health Break		
9:30 – 10:00 a.m.	Pre-Test	Written Exam	Training Team
10:00 – 11:00 a.m.	Introduction to EMS	Lecture w/ PPT	Resource Speaker
11:00 – 12:00 p.m.	Ethical, Medical & Legal Issues	Lecture	Resource Speaker
12:00 – 1:00 p.m.	Lunch Break		
1:00 – 2:00 p.m.	Common Medical Emergencies	Lecture + Discussion	Resource Speaker
2:00 – 3:00 p.m.	Bleeding & Shock Management	Lecture + Demo	Trainer
3:00 – 3:30 p.m.	Health Break		
3:30 – 4:30 p.m.	Soft Tissue Injury & Management	Lecture + Demo	Trainer
4:30 – 5:00 p.m.	Musculoskeletal Injury & Management	Lecture	Trainer
5:00 – 5:10 p.m.	Q&A Accomplishment		



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DAY 2 – Bandaging & Patient Handling

Time	Activity	Method	Person Responsible
8:00 – 8:30 a.m.	Remarks & Review	Recap Activity	Facilitator
8:30 – 10:30 a.m.	Basic Bandaging Techniques	Demo + Return Demo	Trainer
10:30 – 11:00 a.m.	Health Break		
11:00 – 12:00 p.m.	Splinting Techniques	Demo + Return Demo	Trainer
12:00 – 1:00 p.m.	Lunch Break		
1:00 – 2:30 p.m.	Lifting & Moving Patients (1-man, 2-man, 3-man carry and more)	Demo + Return Demo	Trainer
2:30 – 3:30 p.m.	Practical Drills	Group Activity	Training Team
3:30 – 4:00 p.m.	Health Break		
4:00 – 4:45 p.m.	Feedback & Closing	Open Forum	Facilitator
4:45 – 5:00 p.m.	QAME Accomplishment		

DAY 3 – Life-Saving Skills

Time	Activity	Method	Person Responsible
8:00 – 8:30 a.m.	Review & Energizer	Interactive	Facilitator
8:30 – 10:00 a.m.	Basic Life Support (BLS)	Lecture + Demo	Certified Trainer
10:00 – 10:30 a.m.	Health Break		
10:30 – 12:00 p.m.	Foreign Body Airway Obstruction (FBAO)	Demo + Return Demo	Trainer
12:00 – 1:00 p.m.	Lunch Break		
1:00 – 2:30 p.m.	CPR (Adult, Child, Infant)	Demo + Return Demo	Certified Trainer
2:30 – 3:30 p.m.	Written Examination	Written	Training Team
3:30 – 4:00 p.m.	Health Break		
4:00 – 4:45 p.m.	Practical Examination / Return Demo Skills	Skills Testing	Panel of Evaluators
4:45 – 5:00 p.m.	QAME Accomplishment		



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DAY 4 – Simulation, Evaluation & Graduation

Time	Activity	Method	Person Responsible
8:00 – 8:30 a.m.	Review & Energizer	Interactive	Facilitator
8:30 – 10:00 a.m.	Policies and Guidelines for Canteen Operations	Lecture	SDO Officials
10:00 – 10:30 a.m.	Health Break		
10:30 – 12:00 p.m.	Policies and Guidelines for Canteen Operations	Lecture	SDO Officials
12:00 – 1:00 p.m.	Lunch Break		
1:00 – 2:00 p.m.	Final Practical Assessment	Evaluation	Panel
2:00 – 3:00 p.m.	Post-Test	Written Exam	Secretariat
3:00 – 3:30 p.m.	Health Break		
3:30 – 4:30 p.m.	Awarding of Certificates	Ceremony	Organizing Committee
4:30 – 4:45 p.m.	Closing Remarks & Photo Session	Program Proper	President / Organizer
4:45 – 5:00 p.m.	Q&A Accomplishment		



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Enclosure B: Technical Working Group

Name	Position/ Deligation	Function
Noel D. Bagano	SDS	Provides overall approval and strategic direction of the activity.
Dr. Ernest Joseph C. Cabrera	OIC-ASDS	Recommends approval and provides administrative oversight.
Dr. Filmore R. Caballero	CID Chief	Oversees overall implementation of the training.
Dr. Baltazar M. Gayem	SGOD Chief	Oversees overall implementation of the training.
Dr. Salvador A. Gaban	EPS	Assists in planning, coordination, and monitoring of activity implementation.
Jayson U. Loayon	OIC-SEPS-SMME	Leads overall planning, coordination, and execution of the activity; serves as Project Manager.
Lani Agmata	Budget Officer	Ensures availability of funds and oversees budget preparation and allocation.
Elenita Cruz	Cashier	Handles disbursement of funds and financial transactions.
Alaine Cecille Delos Santos	Canteen Admin	Program Management Team
Mary G. Luna	Canteen Admin	Program Management Team
Marah Dennise T. Maninang	Canteen Admin	Program Management Team
Maria Bea Angelica Fajardo	Canteen Admin	Program Management Team
Mara Sindac	Canteen Admin	Program Management Team
Christine Joy Nuqui	Canteen Admin	Program Management Team
Anamyla M. Uy	Canteen Admin	Program Management Team
Debbie Jane Sayson	Canteen Admin	Program Management Team
Jayson Ramos	Canteen Admin	Program Management Team
Maria Theresa Resurreccion	Canteen Admin	Program Management Team
Bevirliza B. Gutierrez	Canteen Admin	Program Management Team