



**PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS**  
(National Headquarters Philippine Coast Guard)  
139 25<sup>th</sup> St., Port Area  
1018 Manila

**NHQ-PCG/CGNS**

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**CIRCULAR  
NUMBER 06-24**

**PHILIPPINE COAST GUARD FIRST AID AND  
BASIC LIFE SUPPORT TRAINING**

**I. REFERENCES**

- A. DOLE Department Order No. 235 series of 2022 dated 13 May 2022, "Rules on the Certification of First Aiders and the Accreditation of First Aid Training Providers"
- B. DOH Omnibus Health Guidelines for Managers of Various Settings 2022
- C. DOLE Labor Advisory No. 10 series of 2019 dated 21 October 2019, "Organization Recognized as First Aid Training Providers aside from the Philippine Red Cross (PRC)"
- D. HPCG/CG-8 Memorandum Circular Nr 03-1 dated 16 April 2014, "Guidelines for Safety and Security Requirements of Coastal and Beach Resorts, and Vessels with Pool Facilities including Qualification and Requirements of Lifeguard for the Promotion of Safety of Life at Sea"
- E. Republic Act 10871 or the "Basic Life Support Training in Schools Act" and its Implementing Rules and Regulations.

**II. PURPOSE**

This Circular prescribes the policies and guidelines for standardizing and certifying First Aid and Basic Life Support Training in the Philippine Coast Guard (PCG), as well as granting authority to a designated Unit as the provider of the training program.

**III. OBJECTIVES**

- A. To institutionalize First Aid and Basic Life Support as essential lifesaving skills required for all active PCG personnel.

- B. To develop and establish a standardized First Aid and Basic Life Support training program contextualized within the PCG community, coastal and maritime settings.
- C. To ensure the training course program for First Aid and Basic Life Support based on current evidence-based practices and complies with local and international standards.
- D. To designate a Unit as the authorized training course provider for First Aid and Basic Life Support training within the PCG community, aiming for uniformity and standardization.
- E. To provide certification to PCG personnel as trained First Aiders and Basic Life Support providers.
- F. To acknowledge PCG as one of the training course providers for First Aid and Basic Life Support training in the country.

#### IV. SCOPE

This Circular covers the development of a standardized training program for First Aid and Basic Life Support training, as well as the authority to conduct the course, including its Standard Operating Procedures (SOP). This Circular shall apply to all PCG units and personnel in active service status who are required to undergo the training program.

#### V. DEFINITION OF TERMS:

For this circular, the following terms shall be defined as:

- A. **Automated External Defibrillator (AED)** – a portable electronic device applied to an unconscious victim. It automatically diagnoses and treats life-threatening heart conditions through the delivery of therapeutic electric shock. It also provides real-time voice prompt commands to guide the responder.
- B. **Basic Life Support (BLS)** – a set of emergency procedures that first responders provide to any person experiencing cardiac arrest, respiratory distress, or airway obstruction. It requires knowledge and skills to deliver age-appropriate cardiopulmonary resuscitation, utilize an automated external defibrillator (AED), and relieve airway obstruction.
- C. **Cardiopulmonary Resuscitation (CPR)** – life-saving technique used to revive unconscious, pulseless, and non-breathing victims who suffer a heart attack or drowning.
- D. **Coast Guard Nursing Service (CGNS)** – one of the technical service units of the Philippine Coast Guard composed of PCG Nurse Corps, Healthcare

Technicians/ PCG Non-Officers, Civilian Registered Nurses, Registered Midwives and Nurse Attendant.

- E. **Training Instructor** – a PCG Nurse Corps Officer who is trained and certified to provide First Aid and BLS instructions.
- F. **Program Coordinator** – a PCG Nurse Corps Officer who is in-charge of planning, organizing, coordinating or leading the conduct of the training in his/her area of responsibility (AOR).
- G. **First Aid** – an initial treatment given to any person suffering from either minor or severe illness or injury until complete treatment is available, with care to preserve life, prevent the condition from worsening, and promote recovery.
- H. **Nurse Corps (NC) Officer** – a technical line officer who is a member of the PCG Nurse Corps, a corps of uniformed or commissioned nurses in the PCG.
- I. **Standard First Aid (SFA)** – a standardized set of first aid treatments contextualized to the level of risk, nature of work and possible health emergencies or scenarios in a particular workplace and various settings.

## VI. POLICIES:

- A. The PCG shall institutionalize First Aid and BLS as vital life-saving skills for all active service PCG personnel, as they respond to various emergencies, maritime search and rescue operations, and humanitarian responses.
- B. The training course for First Aid and BLS shall be based on training program prescribed for high-risk workplace settings. It shall cover practical aspects of First Aid and BLS-CPR for infants, children and adults in various situations with and without AED.
- C. First Aid and BLS training shall be valid for three (3) consecutive years from the date of the issuance of the certification. PCG personnel must take up or attend the training within three (3) years to review their knowledge and skills.
- D. For the purpose of standardization, the Coast Guard Nursing Service (CGNS) is the only authorized PCG unit to administer the training program and provide certification to PCG personnel. The CGNS shall develop the course and its SOP, and maintain a roster of certified First Aid and BLS instructors, including the conduct of regular reviews and updates.
- E. The NC officers assigned to all Coast Guard Districts, Training Centers and other PCG installations shall serve as training coordinators and instructors for First Aid and BLS training, provided they possess appropriate qualifications and credentials.

- F. There shall be regular conduct of First Aid and BLS training in all PCG units, particularly operational units. Basic indoctrination courses such as Coast Guard Officers' Course and Coast Guard Non-Officers' Course, as well as unit's functional and specialization courses, must include the First Aid and BLS training in their respective training courses.

## **VII. GUIDELINES:**

- A. The Coast Guard Nursing Service (CGNS) shall create a Technical Working Group (TWG) and/or Technical Review Committee to review and develop the training program for First Aid and BLS with the following tasks and responsibilities:
1. To create and develop the Standard Operating Procedures (SOP) for the conduct of the training program, ensuring its quality and efficiency;
  2. To review and develop the Training Course Syllabus (TCS) regularly, including the application for short training course program accreditation based on existing policy;
  3. To develop and standardize educational materials such as, but not limited to, Instructor's Manual and Learner's Handouts, Visual Presentations, Skills Performance Checklists and Written Assessment Tools;
  4. To set qualification standards for Training Instructors and members of TWG and or Technical Review Committee;
  5. To establish a training program for Program Coordinator and Training Instructor; and
  6. To maintain a roster of competent and certified First Aid and BLS instructors.
- B. All PCG units, particularly operational units such as Coast Guard Districts and training centers, shall support and provide necessary logistical requirements for the regular conduct of the training course in their respective Areas of Responsibility (AORs). Operational Commanders shall have the following responsibilities and tasks:
1. To promote emergency preparedness by emphasizing the importance of First Aid and BLS skills among subordinates;
  2. To require all PCG personnel assigned under their Command to have updated training on First Aid and BLS;
  3. To include a budget allocation for First Aid and BLS training in their Annual Plan and Budget;

4. To provide a classroom or venue conducive to teaching-learning experience; and
5. To supply necessary equipment and materials during the conduct of the training program.

**VIII. RESCISSION:**

All other publications inconsistent with this Circular are hereby rescinded or modified accordingly.

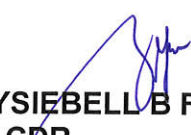
**IX. EFFECTIVITY:**

This Circular shall take effect within fifteen (15) days from publication.

**BY COMMAND OF COAST GUARD ADMIRAL GAVAN:**

**OFFICIAL:**

**HOSTILLO ARTURO E CORNELIO**  
**CG RADM**  
Chief of Coast Guard Staff

  
**JAYSIEBELL B FERRER**  
**CG CDR**  
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