



November 23, 2017

DIVISION MEMORANDUM

No. 1109, series of 2017

**Designation Order
DIVISION NURSE/OCCIDENTAL DISTRICT NURSE**

TO : **DAISSY JANE P. SANROY, R.N.**
NURSE II
HEALTH AND NUTRITION SECTION
School Governance and Operations Division

In the exigency of the service, you are hereby designated as the **DIVISION NURSE/ OCCIDENTAL DISTRICT NURSE** with this; you shall have the following duties and responsibilities:

1. Performs periodic physical inspection of pupils/students and keeps record of findings;
2. Conducts or assist the teachers in classroom inspection to discover easily recognizable defects;
3. Refers cases to physicians;
4. Treats minor ailments and give first aid treatment to burns, wounds, etc.in the school clinic.
5. Maintains functional school clinic;
6. Checks the proper sanitation and healthful living conditions of the school and community;
7. Gives advice and guidance on health and sanitation;
8. Acts as resource person or consultant on health matters;
9. Conducts school visitation and school canteen inspection;
10. Monitors implemented health programs;
11. Prepares and submits periodic annual and other required reports to Division Health and Nutrition Head;and
12. Does other related duties.
13. Develop health and nutrition programs to respond to the needs of the Children, teaching and non-teaching personnel within the scope of the schools division.
14. Strategize and coordinate implementation of health and nutrition programs and services.
15. Supervise health and nutrition personnel deployed to the districts and schools in the implementation of policies and execution of programs and projects towards the accomplishment of established organizational goal.
16. Assess facilities of the schools division, districts, schools and LCs, and provide recommendations towards establishing a healthy office and school environment that is safe, secure and child friendly.
17. Establish and maintain linkages with other government/non-government agencies, private, professional, technical organizations and the business sector to ensure maximum support of healthcare services and resource generation.
18. Respond to public health emergencies brought about by natural as well as man-made disasters and provide health and nutrition services in critical/high risk areas.

19. Provide technical inputs for the integration of health and nutrition concepts in basic education curricula and act as technical resource in health and nutrition in workshops and seminars.
16. Develop health and wellness advocacy and information dissemination strategies to improve, promote and protect the health of the school populace and all the community it serves.
17. Strategize provision of preventive, primary, promotive and curative, psychological health care and nutrition services on a regular basis to school-aged children elementary and secondary level including teaching and non-teaching personnel.
18. Conduct of Dental exams.
19. Conducts of Nutritional assessment and accompanying
20. Interventions (School Feeding)
21. Provision of Medical/dental treatment to priority cases.
22. Provision of services to athletes during sports training competition.
23. Provision of psychosocial interventions services such as individual, group and family counseling, and consultation with school administrators, parents, teachers and students.
24. Maintain an IT-enabled database of records, reports and research on health and nutrition for the purpose of identifying needs and developing health and nutrition programs.
25. Utilize epidemiological data/information obtained from field work to assist other regions and units in conducting and analyzing research work, and improving health and nutrition well-being to ensure maximum and effective healthcare.
26. Maintain up-to-date records of field and clinic reports, conducts to timely monitoring and evaluation, upkeep of a computerized database inventory records and research and prepare annual reports for evaluation and auditing.

All memoranda and previous related issuances inconsistent herewith are deemed repealed accordingly.

This designation shall take effective immediately.



WINNIE E. BATOON, Ed.D.

Officer-In charge

Office of the Schools Division Superintendent

DepEd Schools Division Office
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