



REPUBLIC OF THE PHILIPPINES
Department of Education
REGION XI



City Schools Division of Digos

Office of the City Schools Division
 553-8396

Tel. No. (082) 553-8375; 553-8376;

Superintendent

Fax No. (082) 553-8396

DIVISION MEMORANDUM

NO. 651, S. 2017

**TO: Chief ES (OIC)-SGOD
 Chief ES – CID
 Education Program Supervisors
 Public Schools District Supervisors
 School Heads-Elementary, Junior High School, Senior High School**

W. E. Batoon

FROM: WINNIE E. BATOON, EdD
 Officer-In-Charge
 Office of the Schools Division Superintendent

**SUBJECT: DEPLOYMENT/DUTY SCHEDULES OF FOUR (4)
 SCHOOL NURSES WITH THE ABOVE NAMED SCHOOLS**

DATE: August 31, 2017

1. The Department of Education-Digos City Division through the School Governance and Operations Division (SGOD)- Health Section hereby directs the four school nurses' compliance with the deployment/duty schedules attached herewith:

- **Hazel Marie L. Escabillas – Nurse- In-Charge**
- **Daissy Jane P. Sanoy**
- **Frances Millicent R. Durano**
- **Kristine Marie Y. Bejarin**

2. As School Nurse, their duties and responsibilities include the following:

- a. Performs periodic physical inspection of pupils/students and keeps record of findings;
- b. Conducts or assists the teachers in classroom inspection to discover easily recognizable defects;
- c. Refers cases to physicians;
- d. Treats minor ailments and gives first aid treatment to burns, wounds, etc. in the school clinic;
- e. Maintains functional school clinic;
- f. Checks the proper sanitation and healthful living conditions of the school and community;
- g. Gives advice and guidance on health and sanitation;
- h. Acts as resource person or consultant on health matters;

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By: *[Signature]*

- e. Maintains functional school clinic;
 - f. Checks the proper sanitation and healthful living conditions of the school and community;
 - g. Gives advice and guidance on health and sanitation;
 - h. Acts as resource person or consultant on health matters;
 - i. Conducts school visitation and school canteen inspection;
 - j. Monitors implemented health programs;
 - k. Prepares and submits periodic annual and other required reports to Division Health and Nutrition Head; and
 - l. Does other related duties.
3. Policies and guidelines on the use of the Biometric Time Recording (BTR) in their attendance are strictly observed in the schools where they render their eight-hour duty from 8:00 o'clock in the morning to 12:00 o'clock noon and from 1:00 o'clock to 5:00 o'clock in the afternoon on all days except Saturdays, Sundays, and holidays. However, time-in, time-out entries officially vary should there be occasions/events where their participation and involvement are so necessitated.
 4. The school principals shall do counter-signatures to their Form 48 after every month, before they are submitted with necessary attachments to the SDO for signatures of the Medical Officer/Nurse In-Charge and of the SGOD-Chief ES.
 5. Should there be urgent health section –related meetings called for by the Schools Division Office where their attendance is required thereof, pass slips and/or duly completed Authority to Travel shall apply as the case maybe.
 6. The use of communication facility like cell phones shall be utilized to reach the Office for health-related concerns and issues that need to be addressed right off while they are with the schools within the eight-hour period of the workday. For emergency purposes, the nurses are obliged to answer phone calls from division personnel during the 8-hour day work. Failure to respond shall be dealt with accordingly.
 7. A comprehensive re-orientation of the School Nurse job description, duties and responsibilities shall be conducted officially by the SGOD-Health Section on October week 1, specific date will be announced later.
 8. Report of weekly accomplishments shall be duly noted and submitted to the Health Unit through the Medical Officer/Nurse-In-Charge for monitoring of weekly activities and concerns carried out.
 9. Attached is a copy of the duty schedule/s of the four (4) School Nurses for information and reference.
 10. Said deployment takes effect immediately upon receipt of this Division Memorandum.
 11. For information and strict compliance.



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This is the specific deployment plan for School Nurses effective SY 2017-2018:


Name	Schools
Hazel Marie L. Escabillas	Digos Oriental District 1. Ramon Magsaysay ES 2. Don Mariano Marcos ES 3. Aplaya ES 4. Dawis ES 5. Cogon ES 6. Badiang ES 7. P. Garcia ES 8. Kibanban ES 9. Isaac Abalayan ES 10. San Miguel ES 11. Igpit ES 12. Bagumbuhay ES
Daissy Jane P. Sanoy	Digos Occidental District 1. Digos City Central ES 2. J. Alberca ES 3. R. Saplala ES 4. P. Basalan ES 5. Lungag ES 6. Dulangan ES 7. Mahayahay ES 8. Balabag ES 9. Damnas ES 10. Ranao ES 11. C. Nonol ES 12. A. Maniapao ES 13. Colorado ES 14. D. Abawag ES 15. Ruparan ES 16. F. Alferez ES

As School Nurse, you are tasked to perform the following duties and responsibilities:

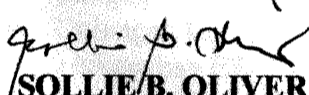
1. Perform periodic physical inspection of pupils/ students and keeps record of findings

2. Conducts or assists the teachers in classroom inspection to discover easily recognizable defects;
3. Refer cases to physicians;
4. Treats minor ailments and gives 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;
12. Does other related duties.

Prepared by:

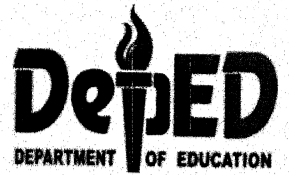

HAZEL MARIE L. ESCABILLAS, R.N.
Nurse-In-Charge

Noted:


SOLLIE B. OLIVER
EPS/ Chief, SGOD - OIC



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Region XI
Schools Division of Digos City
Digos City



Nurse on Duty

Name	Duty Schedule /Time	School
KRISTINE MARIE Y.BEJARIN, R.N.	Monday 8:00am-5:00pm	Digos City Senior High School
	Tuesday 8:00am -5:00pm	Digos City Senior High School
	Wednesday 8:00am-5:00pm	Digos City Senior High School
	Thursday 8:00am -5:00pm	Kapatagan National High School
	Friday 8:00am-5:00pm	Kapatagan National High School
FRANCES MILLICENT R.DURANO , R.N.	Monday 8:00am-5:00pm	Matti –Cagas Alo,National High School
	Tuesday 8:00am -5:00pm	Matti –Cagas Alo,National High School
	Wednesday 8:00am-5:00pm	Matti –Cagas Alo,National High School
	Thursday 8:00am -5:00pm	Ruparan National High School
	Friday 8:00am-5:00pm	Ruparan National High School

for: *[Signature]* 9/19/2017
Prepared by: HAZEL MARIE L. ESCABILLAS, R.N.
Nurse –In- Charge

[Signature]
Noted: SOLLIE B. OLIVER, LLB, MBA
OIC-Chief SGOD