



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**  
Digos City



March 12, 2018

DIVISION MEMORANDUM  
No. 298, series of 2018

To: Chiefs of Division  
EPSs and PSDSs  
Public and Private Elementary and Secondary School Heads  
All SDO Personnel

**Designation Order as Officer-In-Charge of the School Health Unit**

Attention: **DR. JASMINE A. ASARAK** *JA 4/2/18*  
DENTIST II  
School Health Unit  
School Governance and Operations Division

In the exigency of the service and in view of the resignation of Dr. Pearl Mae Hong, the School Health Unit Officer-In-Charge, the above named is hereby designated as the **Officer –In-Charge of the School Health Unit**. With this; she shall discharge the following duties and responsibilities:

1. Conducts physical and medical examination and gives out-patient medical services to agency personnel and their dependents.
2. Conducts medical inspection in all agency installations regarding sanitation and makes recommendations.
3. Refers cases to physicians;
4. Prepares budget estimate for medical requirements.
5. Performs other duties as may be required
6. Participate in various activities and events deem necessary by DepEd R.O.XI and this office
7. Coordinate and support national and regional coordinated and initiated programs, activities, projects, and special events.
8. 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.
9. Strategize and coordinate implementation of health and nutrition programs and services.
10. Supervise health and nutrition personnel deployed to the districts and schools in the implementation of policies and execution of programs and projects towards the accomplishments of established organizational goal.

11. 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.
12. 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.
13. Conducts of Nutritional assessment and accompanying.
14. 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.
15. 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.
16. Strategize provision of preventive, primary, preventive 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.
17. Conduct of Dental exams.
18. Provision of services to athletes during sports training competition.
19. Provision of psychosocial interventions services such as individual, group and family counseling, and consultation with school administrators, parents, teachers and students.
20. 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.
21. 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.
22. 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 and is subject to recall or revocation anytime at will upon just cause or reason.

  
**WINNIE E. BATOON, Ed.D.**

Officer-In-Charge  
Office of the Schools Division Superintendent

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