



#86090

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

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**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**  
No. 350, s. 2022

June 06, 2022

**DEPLOYMENT OF THE HEALTH AND NUTRITION PERSONNEL**

To: Public Schools District Supervisors  
Health and Nutrition Unit  
All School Administrators  
All Others Concerned

1. This is in reference to DepEd Order No. 28 s, 2018, Oplan sa Kalusugan sa DepEd (OK sa DepEd) aims to promote and provide all learners and DepEd personnel with a sustainable holistic health and nutrition program towards healthier behaviors and better learning outcomes. It also ensures the safety, health and well-being of learners whether in distant learning modality of face to face classes. The Health and Nutrition Unit personnel continues the implementation of health programs in the grass roots and to ensure that school children are provided with basic primary health and dental care.
2. The Department of Education-Digos City Division through Health and Nutrition Unit hereby directs the 5 District Nurses' compliance with the deployment assignment attached herewith:
  - **Ireene P. Dandoy** - Digos South District
  - **Dheltmie Christine S. Penas** - Mt Apo District
  - **Joel B. Gomito** - Oriental District
  - **Frances Millicent R. Durano** - Senior High School/ Secondary School
  - **Kristine Marie Y. Bejarin** - Senior High School/ Secondary School
3. The duties and responsibilities of District Nurse are as follows:
  - a. conduct classroom inspection to detect early signs and symptoms/disability of school learners;
  - b. provide preventive and remedial measures for simple common ailments and give first aid treatment in the school;
  - c. maintains a functional school clinic;
  - d. check the proper sanitation and healthful living condition of the school and community;
  - e. conduct school visitation and school canteen inspection;
  - f. prepares and submit periodic annual and other required reports to Division Health and Nutrition Head
  - g. monitor the implementation of all Oplan Kalusugan sa DepED Programs;
  - h. provide other health service; and
  - i. does other related duties
4. Policies and guidelines on the use of Biometric Time Recording (BTR) in their attendance is strictly observed in the district 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 in the afternoon to 5:00 o'clock in the afternoon on all days except Monday where they shall be at the Schools Division Office and Saturdays, Sundays and holidays. However, time-in and time-out entries officially vary should their occasions/ events where their participation and involvement are so necessitated.




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5. Public Schools District Supervisor shall do counter-signatures to their Form 48 after every month, before they are submitted with necessary attachments to the SDO for signature of the Health and Nutrition Head.
6. Should there be urgent health section- related meetings called for the Schools Division Office with their attendance is required thereof, pass slip or duly accomplished Authority to Travel shall apply as the case maybe.
7. 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 workday. For emergency purposes, district nurses are obliged to answer phone calls from the division personnel during the eight-hour work. Failure to respond shall be dealt with accordingly.
8. Report of weekly accomplishment shall be duly noted and submitted to the Health and Nutrition Unit through the Health and Nutrition Head for monitoring of weekly activities and concerns carried out.
9. Said deployment takes effect immediately upon receipt of this Division Memorandum.
10. For information and compliance.

DepEd Schools Division of Digos City  
RECORDS SECTION

22-86040  
**RELEASED**  
DATE: JUN 07 2022 TIME: 11:45 am

BY: 



**CRISTY C. EPE**  
Schools Division Superintendent



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