



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

OSDS-2023- 058

To : **DR. PEARL MAE E. HONG-TECSON**
 Medical Office III

Subject : **DESIGNATION ORDER**

Date : March 3, 2023

In the exigency of service, you are hereby **DESIGNATED** as **Head of the Health and Nutrition Unit**. With this, you shall discharge the following duties and responsibilities:

1. Conducts physical and medical examination and gives out-patient medical services to agency personnel and learners.
2. Plans and formulates policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office
3. Monitor and Evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners
4. Prepares and submits periodic reports of accomplishments
5. Monitor, Evaluate and Report the Nutritional Status of learners in the Schools Division Office
6. Develop, Design, Implement, Evaluate, Monitor and Report Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office
7. Ensure Compliance and Implementation of Nutrition Programs to Nutritional Standards in Food preparation
8. Establishes, Maintains and Sustains Partnerships and Agreements with other agencies and stakeholders based on Dep ED Established Standards for Health and Nutrition Program
9. 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.
10. 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.
11. Provision of services to athletes during sports training competition.
12. Provision of psychosocial intervention services such as individual, group and family counseling and consultation with school administrators, parents, teachers and students.
13. Perform other related tasks.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396



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This Designation Order does not carry with it any additional remuneration nor priority in promotion and is subject to recall by this office when deemed necessary.

CRISTY C. EPE
Schools Division Superintendent

Cc: SGOD Chief
HRM Section

Conforme:

Date

OSDS/ADMIN /HR/mfl

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
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DATE: 28 MAR 2023 TIME: 9:41am
BY:



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