

Hnu/sgod/djps

DIVISION MEMORANDUM

SGOD-2025- 019

To : **Public School District Administrators
Health and Nutrition Unit
Secondary School Heads
Elementary School Heads
All Other Concerned**

Subject : **Assignment of New District Nurse**

Date : January 20, 2025

1. The Department of Education is committed to provide learners with quality basic education that promote healthy school learners through its various programs.
2. In connection to the goal of the Department of Education, the field is hereby informed of the Newly Assigned/appointed district Nurse of Mt. Apo District **Mr. Russel Kevin T. Maurin, RN.**
3. The following are the district nurse duties and responsibilities:
 - 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.
 - 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 Nutrition Head; and
 - l. Does other related duties.
4. The policies and guidelines of the use of Biometric Time Recording (BTR) is strictly observed, 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, the time-in, time-out entries officially vary should there be occasions/events where their participation and involvement are so necessitated.
 5. When conducting monitoring of the "HIMSOG" programs and activities or should there be urgent health section- related meetings called for by the schools Division Office and your attendance is required, 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, your are obliged to answer phone calls from division office when needed.
 7. A comprehensive orientation of the School Nurse duties and responsibilities compendium base on the Key Result Area (KRA) for DepEd Nurse shall be conducted officially by the SGOD ES-Chief, Medical Officer or Division Nurse.
 8. Report of weekly accomplishment and other quarterly, monthly report shall be duly noted and submitted to the Health and Nutrition Unit Medical Officer or division Nurse for monitoring.
 9. Said deployment takes effect immediately upon receipt of this Division Memorandum.
 10. For information and strict compliance.

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: JAN 24 2025 TIME: 9:07
BY: *[Signature]*

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[Signature]
MELANIE F. ESTACIO Ph.D.CESO VI
Schools Division Superintendent

