



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2025-SD8

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

Subject : **ASSIGNMENT ORDER OF GEMRO C. EBALLE, RN AS NURSE OF
DIGOS OCCIDENTAL DISTRICT**

Date : August 18, 2025

1. The Department of Education is committed to provide learners with quality basic education that promotes health and wellness of its learners through the implementation of various health related Programs, Activities, Projects and Special Events.
2. In connection to the above, the field is hereby informed that the newly assigned nurse for Digos Occidental district is **Mr. Gemro C. Eballe, RN.** vice **Dheltie Christine S. Penas, RN**
3. The following are his district nurse duties and responsibilities:
 - a. Perform periodic physical inspection of pupils/students and keeps record of findings;
 - b. Conduct or assists the teachers in classroom inspection to discover easily recognizable defects;
 - c. Refer cases to physicians;
 - d. Treat minor ailments and gives first aid treatment to burns, wounds, etc.in the school clinic;
 - e. Maintain functional school clinic;



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- f. Check the proper sanitation and healthful living conditions of the school and community;
 - g. Give advice and guidance on health and sanitation;
 - h. Act as resource person or consultant on health matters.
 - i. Conduct school visitation and school canteen inspection;
 - j. Monitor implemented health programs;
 - k. Prepare 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 his 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 within the schools within the eight-hour period of the workday. For emergency purposes, he is obliged to answer phone calls from division office when needed.
 7. A comprehensive orientation of the School Nurse duties and responsibilities compendium based on the Key Result Area (KRA) for DepEd Nurse shall be conducted officially by the SGOD ES-Chief and Medical Officer.





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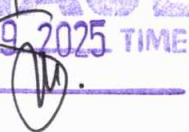
8. Report of weekly accomplishment and other quarterly, monthly report shall be duly noted and submitted to the Health and Nutrition Unit Medical Officer for monitoring.
9. Said deployment takes effect immediately upon receipt of this Division Memorandum.
10. For information and strict compliance.

For and in the absence of the Schools Division Superintendent:

MELANIE P. ESTACIO Ph.D.CESO VI
Schools Division Superintendent


PETER JASON C. SENARILLOS
SEPS-SMN
Officer -In Charge 

DepEd Schools Division of Digos City
RECORDS SECTION

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