



Republic of the Philippines  
**Department of Education**

REGION XII  
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division  
Superintendent**

**09 Feb 2021**

DIVISION MEMORANDUM  
SGOD No. **030**, s. 2021

DESIGNATION OF DIVISION DENTIST IN-CHARGE, NURSE IN-CHARGE AND  
SCHOOL HEALTH PROGRAM COORDINATORS, AND PROCESS FLOW OF  
SUBMISSION OF REPORTS AND SYSTEM OF REPORTING OF ISSUES AND  
CONCERNS

To: All SDO Personnel  
Public Schools District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All School Health Personnel  
All Others Concerned

1. The increase in the number of School Health Section personnel necessitates the formation of a new organizational structure to strengthen the unity of direction among school nurses and to provide basic health and nutrition services to school children.
2. Anent this, all SDOSC personnel are informed of these designations which shall take effect immediately.

<b>NAME OF PERSONNEL</b>	<b>DESIGNATION</b>
Ma. Concepcion Sudayan, DMD	Division Dentist In-Charge
Lilibeth Funa, RN	Division Nurse In-Charge/ SBFP, NDEP Coordinator
Marlyn O. Dagum, RN	Elementary, Mental Health Coordinator
Arnold R. Tupas, RN	Secondary, Deworming Coordinator
Marilou L. Maypa, RN	Assist NDEP Coordinator, Feeding Coordinator
Joy D. Adelantar, RN	ARH, COVID-19 coordinator

3. These personnel were selected based on their management skills, work performance, leadership qualities, full knowledge on health and nutrition programs and projects, dedication and commitment, among others.
4. These are the duties and responsibilities of the Dentist In-Charge, Nurse In-Charge, and School Health Program Coordinator in addition to their regular duties.

**Dentist In-Charge**

- a. coordinates the efficient implementation of dental health program in accordance with the existing school dental health policies and guidelines,

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- b. sees to it that approved itinerary of travel of dentists are strictly followed,
- c. ensures prompt submission of required reports to the Regional Office,
- d. prepares the requisition of needed dental materials and supplies,
- e. prepares oral health information materials for use of dental health personnel,
- f. takes the lead in the active participation in community activities related to the improvement of dental health,
- g. prepares draft of memoranda and communications to the field,
- h. consolidates and submits required dental reports and supervisory monitoring in the Division to the Medical Officer III for review and submission to SGOD chief and the SDS,
- i. submits quarterly supervising and accomplishment statistical reports to the School Health Section at the end of each quarter,
- j. conducts monitoring and evaluation of SDHCP,
- k. provides feedback relative to school dental/oral health education and services to the Head of the Health and Nutrition Section or to the SGOD chief in the absence of the Medical Officer, and
- l. designated as the Head of Health and Nutrition Unit -School Health Section (DECS Order No. 931, s. 1991) in the absence of the Division Medical Officer.

**Nurse In-Charge**

- a. monitors the work of school nurses as regards their yearly, monthly schedule of visits, school nursing techniques, and accomplishment of records and reports.
- b. receives monthly statistical reports for consolidation,
- c. initials the performance appraisal report and Civil Service Form 48 of school nurses before duly signed by the Division Medical Officer or the Head of Health and Nutrition Section,
- d. coordinates with the Medical Officer in the procurement of medicine and medical supplies,
- e. orients new nurses on the school health nursing program and the redesigned approach in school health nursing in order to provide comprehensive quality nursing care to the school population,
- f. provides regular feedback related to school nursing to the Medical Officer III,
- g. initiates/conducts staff development activities to upgrade the competencies of the school nurses,
- h. plans and prepares the annual Division Action Plan of the School Health Section in coordination with the Medical Officer,
- i. assists the Medical Officer in the recruitment, placement and promotion of school nurses and other health workers,
- j. monitors and evaluates the implementation of health and nutrition program and projects,

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- k. prepares drafts of memorandum/communications to the field together with the program coordinators,
- l. coordinates/collaborates with the program coordinators and government and non-government agencies regarding the implementation of health and nutrition programs and projects,
- m. cooperates with other agencies together with the Division Nurse Cluster In-Charge in emergency and relief works during epidemics, disaster calamities and other health related activities,
- n. prepares consolidated report from the different program coordinators,
- o. recommends medicines and other medical supplies, and
- p. performs other related activities, tasks as needed in the exigency of the service.

**School Health Program Coordinator**

- a. coordinates the implementation of assigned programs in accordance with existing School Health policies and guidelines,
  - b. prepares, consolidates and ensures prompt submission of program reports to higher offices,
  - c. prepares the requisition of needed materials and supplies in the implementation of programs hailed,
  - d. provides regular feedback to the Head of the School Health Section relative to the program handled,
  - e. plans and prepares Program Annual Action Plan in coordination with the Head of School Health Section,
  - f. prepares drafts of memoranda/communications to the field,
  - g. coordinates and collaborates with government and non-government agencies regarding the implementation of the assigned programs and projects,
  - h. assists in monitoring and evaluation of School Health Programs, and
  - i. performs other related activities/tasks in the exigency of the service.
5. Further, this shall be the process flow of submission of reports.

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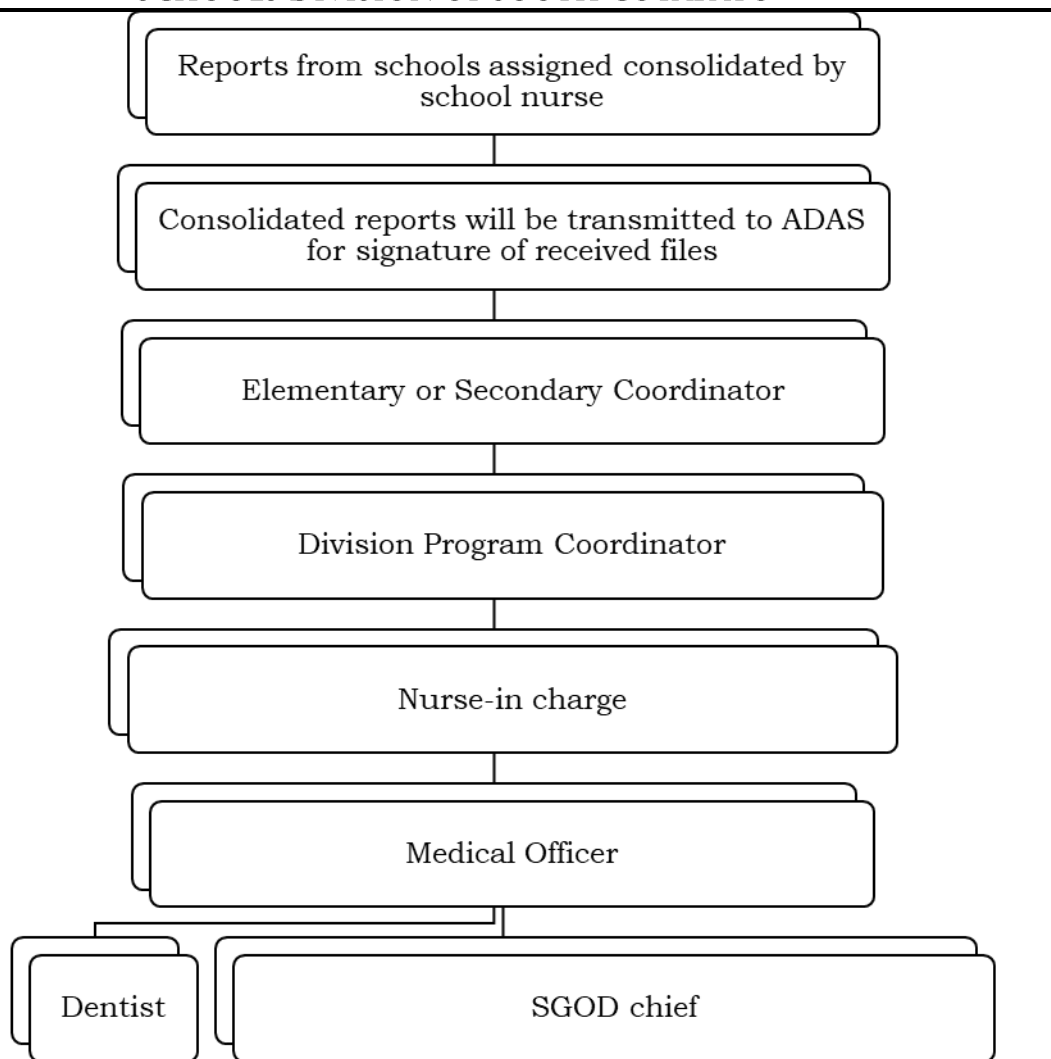
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6. This shall also be the system of reporting of issues and concerns.

Category	Persons involved	Management and Intervention	Remarks
Personal	Nurse Concerned/ Cluster nurse	Consultation, assessment, solution	Reporting and settlement may be done verbally or online
School level	Nurse Concerned/ Cluster nurse  (if not resolved) Secondary coordinator: Arnold Tupas	Consultation, assessment, solution	Reporting and settlement may be done verbally or online

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	Elementary coordinator: Marlyn Dagum		
District Level	Nurse Concerned/ Cluster nurse  (if not resolved) Secondary coordinator: Arnold Tupas  Elementary coordinator: Marlyn Dagum (if not resolved)  Nurse In-Charge: Lilibeth E. Funa	Consultation, assessment, solution	Reporting and settlement may be done verbally or online  Letter of complaint shall be made prior to management
Division Level	Nurse Concerned  Nurse In-Charge: Lilibeth E. Funa  (if not resolved) MO III: Kay Kashmyra C. Buenaflor, MD	Consultation, assessment, solution Administrative management Disciplinary Action Needed	Endorsement from: Elementary or Secondary Coordinator

7. Immediate dissemination of this memorandum is directed.

**RUTH L. ESTACIO PhD, CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Encl.: N o n e  
 Reference: N o n e  
 To be indicated in the Perpetual Index  
 under the following subjects:

ORGANIZATIONS

RULES AND REGULATIONS

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KKCB/DM- designation of division dentist in-charge, nurse in-charge and school health program coordinators, process flow of submission of reports and system of reporting of issues and concerns  
0000/February 08, 2021

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