



Republic of the Philippines
Department of Education

REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

09 Jan 2023

DIVISION MEMORANDUM
SGOD No. **003**, s. 2023

NEW SCHOOL ASSIGNMENTS OF NURSES EFFECTIVE JANUARY 2023

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

1. In reference to DepEd Order No. 40, s. 2016 dated June 16, 2016 on **Approval and Implementation of Revised Rationalized Staffing Pattern for the School Health and Nutrition Units of the Department of Education**, this office, through the School Governance and Operations Division (SGOD), announces the new school assignments of the School Health Section Nurses effective January 2023.

2. Personnel concerned are advised to refer to the enclosure for the list of nurses and their corresponding school assignments.

3. These are the Key Result Areas (KRAs) as well as the corresponding roles and responsibilities expected from every school nurse in reference to the **School Health and Nutrition Service Manual** from the Health and Nutrition Center of the Department of Education.

a. Health Programs and Services

- i. Supervises in the maintenance of a safe, healthful and good sanitary conditions of the school
- ii. Maintains a functional school clinic
- iii. Looks into the sanitation of the canteen, in the selection and preparation and serving of food
- iv. Assists the Medical Officer in his school clinic work such as vital signs taking, RBS monitoring, immunizations etc.
- v. Does classroom inspection to detect early signs and symptoms/disability of learners
- vi. Provides preventive and remedial measure for simple and common ailments and gives first aid treatment in the school

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- vii. Conducts individual health and nutrition assessment/examination
 - viii. Conducts Visual and Auditory Screening, Height and Weight Measurement and Deworming of learners
 - ix. Gives health lectures/ talks to classes on different health and nutrition topics
 - x. Coordinates with other health personnel, the translation of scientific knowledge to desirable health behavior
 - xi. Coordinates with the community health agencies regarding proper management and referrals and other health and nutrition projects
 - xii. Acts as resource person in school - community health related activities
 - xiii. Coordinates with the Medical Officer for the provision of needed health facilities, medicine, and supplies
 - xiv. Consolidates, prepares and submits the needed reports promptly and regularly
- b. Nutrition Program and Services
- i. Establishes health and nutrition data bank and utilizes results for planning research and other purposes
 - ii. Assists in the development, design, implementation, evaluation, and monitoring of Sustainable Feeding Programs for the identified Severely Wasted and Wasted Learners of the Schools Division Office; and submits needed reports
 - iii. Ensures compliance and implementation of Nutrition Programs to Nutritional Standards in Food preparation
- c. Linkages
- i. Establishes/Strengthens linkages between education partners and stakeholders
- d. Special Services
- i. Participates in Sports, Scouting and Other Division/School activities
 - ii. Acts as resource person and participates in the information/dissemination on health matters such as classroom lectures, and open forum

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- iii. Provides psycho-social services (e.g. individual/ group counselling, and debriefing) during emergency situations, such as disasters, calamities, conflicts, among others
4. In the exigency of the service to meet the high demand for the health and nutrition program services performed by the limited number of SHN personnel, they may be deployed as shared service to support a cluster of schools or districts.
5. Anent this, all School Health Section Nurses are directed to perform their tasks based on their job description and approved IPCRF to ensure the efficient and effective management and implementation of the School Health programs for the South Cotabato learners.
6. Immediate dissemination of this memorandum is directed.


RUTH L. ESTACIO PhD, CESO VI
Schools Division Superintendent

Encl.: As stated
Reference: DepEd Order No. 40, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

ASSIGNMENT/REASSIGNMENT

AAM/DM-new school assignment of nurses effective january 2023
0000/January 09, 2023

