



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

**Office of the Schools Division
Superintendent**

21 June 2023

DIVISION MEMORANDUM
SGOD No. **077**, s. 2023

ESTABLISHMENT OF A "HEALTH AND SAFETY OFFICER OF THE DAY" IN THE
DIVISION FROM THE SCHOOL HEALTH SECTION ON DAILY BASIS

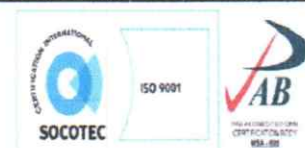
To: Schools Division Superintendent
Functional Division Chiefs
Sections and Units Heads
Public Schools District Supervisors
Education Program Supervisors
School Heads
All Other Concerned

1. In reference to DepEd Order 93, s. 1991 - **Addendum to DECS Order No. 63, s. 1989 (Revitalizing the School Health and Nutrition Programs)**, the School Health Section is responsible in the coordination and effective implementation of health and nutrition programs and projects at the division level. Therefore, the School Health Section shall encourage and initiate staff monitoring and physical examination activities; and conduct lectures as well, in order to promote and ensure good health of all personnel; thus, improve their competencies and quality of living in the long run.
2. Anent this, this office establishes a policy on creating a "Health and Safety Officer of the Day" from all the nursing personnel of the School Health Section in order to ensure that there will be a Nurse on Duty in the clinic from Monday to Friday. This is to augment in the occasional absence of our Division nurses during various field works and activities as designated Program Holders of the different flagship programs of the department in addition to their major role as Clinic Nurses in the field.
3. Personnel concerned are advised to refer to the enclosure for the daily schedule of nurses for the month of July until December arranged alphabetically except for the 5 Division Nurses who will take all the Monday schedules in line with their requirement to be of attendance during Flag Ceremonies in the division every Monday.
4. These are the roles and responsibilities expected from the "Health and Safety Officer of the Day."
 - a. See and monitor the BP and other vital signs of selected personnel especially those w/ known medical condition, hypertension, Diabetic

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020




Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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- Mellitus (DM), Hyperlipidemia and Stroke cases; and refer those w/ remarkable findings to the Medical Officer.
- b. Provide immediate assessment, first aid treatment and management, along with the Medical Officer, during emergency situations.
 - c. Take the basic information (name, age, sex and address) and vital signs of all patients coming inside the clinic and document the information privately in the Medical Consultation logbook in accordance with the Privacy Policies of DepEd.
 - d. Assist the Medical Officer for any outpatient procedures to be conducted in the clinic.
5. During the conduct of such role, observance of the minimum health standards and protocols set by the Department of Health is highly recommended.
6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESE
Schools Division Superintendent

Encl.: As stated

Reference: DO 93, S. 1991
DO 63, S. 1989

To be indicated in the Perpetual Index
under the following subjects:

POLICY

AAM/DM- establishment of a “health and safety officer of the day” in the division
from the school health section on daily basis
0000/June 26, 2023

SDOSC-OSDS-DIO-NM-v3.0r0.0, effective 04/06/2020



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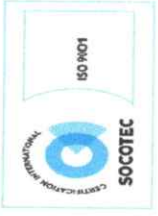
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SCHEDULE OF DUTY OF THE HEALTH AND SAFETY OFFICER OF THE DAY IN THE SCHOOLS DIVISION OFFICE
July 1-31, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
3 Adelantar, Joy	4 Balo, Erik Jomil	5 Barniego, Ma. Victoria	6 Cabrera, Andrea	7 Canlas Demson
10 Funas, Lilibeth	11 Canto, Mayen	12 Carumba, Roel Jr	13 Claudio, Jeselyn	14 Elambayo, Leah
17 Dagum, Marilyn	18 Figueroa, Romel	19 Garcesa, Marivic	20 Javillo, Erwin	21 Lena, Amor
24 Facunla, Angelo	25 Lopez, Gemma	26 Loreno, Rollymer	27 Manuntag, Kristene Andrea	28 Mirafuentes, Annie May
31 Tupas, Arnold				



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August 1-31, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
	1 Navares, Maria Unilyn	2 Omiple, Roselie	3 Padua, Darryl Aldrin	4 Patricio, Analyn
7 Adelantar, Joy	8 Peneza, Maylyn	9 Quintero, Nanette	10 Quisto, Hasmin	11 Rivera, Judith
14 Fuña, Lilibeth	15 Rivera, Remelín Jesseca	16 Salazar, Mary Grace	17 Umadhay, Jamie Carlo	18 Balo, Erik Jomil
21 Dagum, Marlyn	22 Barniego, Ma. Victoria	23 Cabrera, Andrea	24 Canlas Demson	25 Canto, Mayen
28 Facunla, Angelo	29 Carumba, Roel Jr	30 Claudio, Jeselyn	31 Elambayo, Leah	

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September 1-30, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
4 Tupas, Arnold	5 Garcesa, Marivic	6 Javillo, Erwin	7 Lena, Amor	1 Figueroa, Romel 8 Lopez, Gemma
11 Adelantar, Joy	12 Loreno, Rollymer	13 Manuntag, Kristene Andrea	14 Mirafuentes, Annie May	15 Navares, Maria Unilyn
18 Funra, Lilibeth	19 Omiple, Roselie	20 Padua, Darryl Aldrin	21 Patricio, Analyn	22 Peneza, Maylyn
25 Dagum, Marlyn	26 Quisto, Hasmin	27 Rivera, Judith	28 Rivera, Remelin Jessica	29 Salazar, Mary Grace

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October 1-31, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
2 Facunla, Angelo	3 Umadhay, Jammie Carlo	4 Balo, Erik Jomil	5 Barniego, Ma. Victoria	6 Cabrera, Andrea
9 Tupas, Arnold	10 Canlas, Demson	11 Canto, Mayen	12 Carumba, Roel Jr	13 Claudio, Jeselyn
16 Adelantar, Joy	17 Elambayo, Leah	18 Figueroa, Romel	19 Garcesa, Marivic	20 Javillo, Erwin
23 Funra, Lilibeth	24 Lena, Amor	25 Lopez, Gemma	26 Loreno, Rollymer	27 Manuntag, Kristene Andrea
30 Dagum, Marilyn	31 Mirafuentes, Annie May			

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November 1-30, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		1 Navares, Maria Unilyn	2 Omiple, Roselie	3 Padua, Darryl Aldrin
6 Facunla, Angelo	7 Patricio, Analyn	8 Peneza, Maylyn	9 Quisto, Hasmin	10 Rivera, Judith
13 Tupas, Arnold	14 Rivera, Remelin Jesseca	15 Salazar, Mary Grace	16 Umadhay, Jamie Carlo	17 Balo, Erik Jomil
20 Adelantar, Joy	21 Barniego, Ma. Victoria	22 Cabrera, Andrea	23 Canlas, Demson	24 Canto, Mayen
27 Funa, Lilibeth	28 Carumba, Roel Jr.	29 Claudio, Jeselyn	30 Elambayo, Leah	

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December 1-31, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
4 Facunla, Angelo	5 Garcesa, Marivic	6 Javillo, Erwin	7 Lena, Amor	8 Lopez, Gemma
11 Tupas, Arnold	12 Loreno, Rollymer	13 Manuntag, Kristene Andrea	14 Mirafuentes, Annie May	15 Navares, Maria Unilyn
18 Tupas, Arnold	19 Omiple, Roselie	20 Padua, Darryl Aldrin	21 Patricio, Analyn	22 Peneza, Maylyn
25	26 Quisto, Hasmin	27 Rivera, Judith	28 Rivera, Remelin Jessica	29 Salazar, Mary Grace

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