



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

Office of the Schools Division
Superintendent

21 Jan 2025

DIVISION MEMORANDUM
SGOD No. **008** s. 2025

ESTABLISHMENT OF A HEALTH AND SAFETY OFFICER OF THE DAY
IN THE SCHOOLS DIVISION OFFICE FOR CALENDAR YEAR 2025

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
Unit and Sections Heads
All Others Concerned

1. In reference to DepEd Order 93, s. 1991 titled, **Addendum to DECS Order No. 63, s. 1989 on the Revitalizing the School Health and Nutrition Programs**, the School Governance and Operations Division (SGOD) through the School Health Section (SHS) is responsible in the coordination and effective implementation of health and nutrition programs and projects at the division level. Hence, the SGOD-SHS is directed to initiate staff monitoring and physical examination activities and conduct lectures to promote and ensure good health of all personnel, thus, improving their competencies and quality of living in the workplace.
2. Anent this, the SGOD-SHS shall establish a policy on creating a **Health and Safety Officer of the Day** from the field nurses to ensure that there shall be a **Nurse on Duty** in the Schools Division Office (SDO) Clinic from Monday to Friday. This is to augment in the occasional absence of our division nurses during various field works and activities as the designated program holders of the different flagship programs of the department in addition to their major role as clinic nurses in the field.
3. Please refer to the enclosure for the daily schedule of nurses for the month of January until June arranged alphabetically except for the five division nurses who shall take all the Monday schedules in line with their requirement to attend the Flag Raising Ceremonies in the SDO every Monday.
4. These are the roles and responsibilities expected from the Health and Safety Officer of the Day.



Address: Alunan Avenue, Koronadal City, South Cotabato 9506
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- a. Monitor the blood pressure (BP) and other vital signs of identified personnel with known medical conditions, hypertension, diabetic mellitus (DM), hyperlipidemia and stroke cases and refer those with 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 e.g. name, age, sex, address and vital signs of all patients and document the information privately in the Medical Consultation Logbook in accordance with the Data Privacy Act.
 - d. Assist the Medical Officer with any outpatient procedures to be conducted in the SDO clinic.
4. Observance of the minimum health standards and protocols set by the Department of Health shall be observed during the performance of duties.
6. Immediate dissemination of this memorandum is directed.


LEONARDO M. BALALA, CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated

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

HEALTH EDUCATION

ORGANIZATIONS

POLICY

MDC/DM- establishment of a health and safety officer of the day in the division clinic for 2025

0000/January 21, 2025



Republic of the Philippines
Department of Education

REGION XII
 SCHOOLS DIVISION OF SOUTH COTABATO

SCHEDULE OF DUTY OF HEALTH AND SAFETY OFFICER IN THE SCHOOLS DIVISION OFFICE FOR 2025

JANUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2 AMOR V. LENA	3 ANALYN G. PATRICIO
6 ANGELO O. FACUNLA	7 ANDREA C. CABRERA	8 ANNIE MAY P. MIRAFUENTES	9 DARRYLL ALDRIN T. PADUA	10 DEMSON M. CANLAS
13 ARNOLD R. TUPAS	14 ERIK JOMIL N. BALO	15 ERWIN B. JAVILLO	16 GEMMA G. LOPEZ	17 HASMIN N. QUISTO
20 JOY D. ADELANTAR	21 JESELYN E. CLAUDIO	22 JAMIE CARLO L. UMADHAY	23 JUDITH S. RIVERA	24 KRISTINE ANDREA S. MANUNTAG
27 LILIBETH E. FUNA	28 LEAH P. ELAMBAYO	29 MA. CECILLE P. VICENTE	30 MARIA UNILYN A. NAVARES	31 MA. VICTORIA BARNIEGO



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FEBRUARY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 MARLYN O. DAGUM	4 MARIVIC M. GARCESA	5 MARY GRACE C. SALAZAR	6 MAYEN T. CANTO / MAYLEN F. PENEZA	7 NANETTE B. QUINTERO
10 ANGELO O. FACUNLA	11 ROEL G. CARUMBA JR.	12 ROLLYMER D. LORENO	13 ROMEL O. FIGUEROA	14 ROSELIE G. OMIPLE
13 ARNOLD R. TUPAS	18 SITTIE ELMERA E. CHIO	19 AMOR V. LENA	20 ANALYN G. PATRICIO	21 ANDREA C. CABRERA
24 JOY D. ADELANTAR	25 ANNIE MAY P. MIRAFUENTES	26 DARRYLL ALDRIN T. PADUA	27 DEMSON M. CANLAS	28 ERIK JOMIL N. BALO



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MARCH 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 LILIBETH E. FUNA	4 ERWIN B. JAVILLO	5 GEMMA G. LOPEZ	6 HASMIN N. QUISTO	7 LEAH P. ELAMBAYO
10 MARLYN O. DAGUM	11 MA. CECILLE P. VICENTE	12 MARIA UNILYN A. NAVARES	13 MA. VICTORIA BARNIEGO	14 MARIVIC M. GARCESA
17 ANGELO O. FACUNLA	18 MARY GRACE C. SALAZAR	19 MAYEN T. CANTO / MAYLEN F. PENEZA	20 NANETTE B. QUINTERO	21 ROEL G. CARUMBA JR
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APRIL 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 AMOR V. LENA	2 ANALYN G. PATRICIO	3 ANDREA C. CABRERA	4 ANNIE MAY P. MIRAFUENTES
7 LILIBETH E. FUNA	8 DARRYLL ALDRIN T. PADUA	9 DEMSON M. CANLAS	10 ERIK JOMIL N. BALO	11 GEMMA G. LOPEZ
14 MARLYN O. DAGUM	15 HASMIN N. QUISTO	16 JESELYN E. CLAUDIO	17 JAMIE CARLO L. UMADHAY	18 JUDITH S. RIVERA
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MAY 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 MARY GRACE C. SALAZAR	2 MAYEN T. CANTO / MAYLEN F. PENEZA
5 JOY D. ADELANTAR	6 NANETTE B. QUINTERO	7 ROEL G. CARUMBA JR	8 ROLLYMER D. LORENO	9 ROMEL O. FIGUEROA
12 LILIBETH E. FUNA	13 ROSELIE G. OMIPLE	14 SITTIE ELMERA E. CHIO	15 AMOR V. LENA	16 ANALYN G. PATRICIO
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JUNE 2025

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2 ARNOLD R. TUPAS	3 ANDREA C. CABRERA	4 ANNIE MAY P. MIRAFUENTES	5 DARRYLL ALDRIN T. PADUA	6 DEMSON M. CANLAS
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