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Republika ng Pilipinas

Kagawaran ng Edukasyon

Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-1121-0061

MEMORANDUM

03 November 2021

For: **Regional Directors, Schools Division Superintendents, and School Heads of Schools Participating in the Pilot Implementation of Face-to-Face Classes (Refer to the Attached List - Annex A)**

Subject: **ENSURING HEALTH-MANAGEMENT-RELATED SPACES IN THE PARTICIPATING SCHOOLS; DESIGNATION OF CLINIC TEACHERS; AND ORIENTATION/TRAINING ON SCHOOL HEALTH AND CLINIC MANAGEMENT AND OPERATIONS**

This is to guide all schools participating in the pilot implementation of the face-to-face classes on the setting up of school clinics and other designated spaces for health management; the designation of clinic teachers, and the Orientation/Training of said clinic teachers and other identified participants on school health and clinic management and operations, as key preparations required for the pilot implementation, pursuant to **DepEd-DOH Joint Memorandum Circular (JMC) No. 01, s. 2021** titled *Operational Guidelines on the Implementation of Limited Face-To-Face Learning Modality*.

Attached is the list of the participating schools (**Annex A**) as secured by the Bureau of Learner Support Services-School Health Division (BLSS-SHD) from the Office of the Undersecretary for Field Operations as of 02 November 2021. In case of further changes to the said list, the schools that will be included in the final/most updated list will be covered by these guidelines. In particular, the said schools shall be the participants in the Orientation/Training as further discussed in Item No. III of this memorandum.

I. Ensuring Health-Management-Related Spaces

The JMC provides that "the [participating] school, with the support of concerned DepEd offices, shall ensure the **establishment/ setting-up/ refurbishment of a school clinic** to provide basic health services to learners, teachers and personnel, and when applicable, for visitors."

Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Services include health assessment and physical examination, as needed; appropriate intervention, first aid, or treatment; proper management of symptoms, including rest at home; and referral and follow-up of learners, teachers and personnel to appropriate health facilities.

Aside from the school clinic, the JMC further specifies that the school shall designate the following areas:

- a) **private screening area near the entrance of the school** where teachers, personnel, learners, and visitors who show symptoms upon screening at the entrance can be further examined, for appropriate management, intervention, or referral; and
- b) **separate space** where sick learners, teachers and personnel **who have been managed in the clinic can temporarily stay**, awaiting referral to the appropriate health facility, without creating stigma.

In this regard, all participating schools are reminded to ensure that the said clinics and designated spaces will have been prepared before the start of the face-to-face classes on 15 November 2021.

Attached are the minimum specifications (e.g., supplies, equipment) for the school clinic (**Annex B**).

II. Designation of Clinic Teachers

The JMC further provides that “in the absence of school health personnel, the school shall **designate clinic teacher/s who shall manage the clinic every school day**, to provide basic health services and facilitate referral as needed, in close coordination with the school health personnel at the SDO [Schools Division Office],” and that “the school shall ensure that health personnel or designated clinic teacher(s) are **physically present at the school clinic every day** that the school will open to learners for face-to-face classes.”

In this regard, all participating schools are reminded to designate a **pool of clinic teachers** who shall be in charge of the daily operations of the school clinic. There shall be a **main clinic teacher**, who will be overall in charge of the necessary coordination of concerns related to the operations of the school clinic, and **several other alternate clinic teachers** who may take turns in staffing the school clinic, to ensure daily uninterrupted operations. The designation of alternate clinic teachers is especially important in case that the main clinic teacher gets sick or gets required to undergo quarantine and cannot be physically present in the school to perform his/her tasks. The number of alternate clinic teachers will depend on the needs of the school.

Clinic teachers shall be **non-smokers, without comorbidity, have been fully vaccinated against COVID-19**, and preferably below 60 years old. Those above 60 years old and those with stable comorbidities may voluntarily perform clinic-related duties and responsibilities. Those with background on health are



preferred.

The Regional Offices (ROs) are requested to submit a list of the designated clinic teachers in the participating schools and their contact information using the attached template (**Annex C**) on or before **09 November 2021**.

III. Orientation/Training on School Health and Clinic Management and Operations

The JMC, which has also been based on DepEd's required health standards per DepEd Order No. 14, s. 2020, provides that "clinic teachers shall be provided prior orientation by the school health personnel at the SDO for proper guidance on how to effectively run the school clinic."

In consideration that the pilot implementation is only the first phase in the resumption of face-to-face classes, the Orientation/Training for all the clinic teachers in the participating schools shall be conducted by the BLSS-SHD, while regional and SDO health personnel will be invited.¹

The **Orientation/Training on School Health and Nutrition/OK sa DepEd**, with focus on school clinic management and operations, the use of the JMC Annex E forms, WinS, and health protocols, shall be on **11-12 November 2021**, via Zoom teleconference. Attached is the program overview for ready reference (**Annex D**).

To support the necessary cooperation across all governance levels, participants other than the designated clinic teachers will also be trained/oriented. The following are the expected participants in the training:

Governance Level	Expected Participants	Number of Participants
School	1 school head 1 designated clinic teacher (main) 1 teacher-adviser	3 per school x 100 schools
SDO	1 medical officer 1 dentist 1 nurse-in-charge	3 per SDO x 31 SDOs
RO	1 COVID-19 Response Focal 1 alternate	2 per RO x 12 ROs

As only the main clinic teacher is invited to the orientation/training, it is expected that the school participants will re-echo their learning to the other designated/alternate clinic teachers and other concerned stakeholders from their school, with guidance from the SDO health personnel, as may be needed. A recording of the orientation/training sessions and other related materials/resources will be made available after the training for ready reference.

¹ The training of trainers to equip SDO personnel in building the capacity of the clinic teachers in their respective areas of jurisdiction, per the JMC, will be scheduled later, in anticipation of the eventual expansion and full implementation of the face-to-face classes.

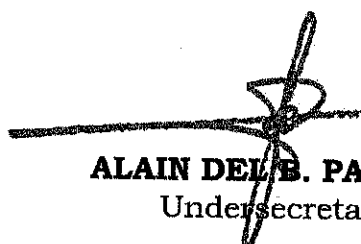


The ROs are requested to accomplish and submit the attached list of confirmed Orientation/Training participants (**Annex E**) on or before **09 November 2021**. The link to the Zoom teleconference will be provided only to the participants in the submitted lists. Slots in the teleconference are limited and the link shall not be shared outside those who have been identified to participate in the Orientation/Training.

BLSS-SHD is coordinating with the National Educators' Academy of the Philippines for the possible professional development program recognition of the Orientation/Training.

For questions and concerns, please contact **Maria Corazon C. Dumlao, MD, MPH, DBHI**, Chief, BLSS-SHD, at telephone number (02) 8632-9935 or email at blss.shd@deped.gov.ph.

For proper guidance.


ALAIN DEL B. PASCUA
Undersecretary



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Annex A

List of Schools Participating in the Pilot Implementation of Face-to-Face Classes²

Region	No. of Schools per Region	School Name	Municipality	SDO
I	10	Dumalneg Elementary School	Dumalneg	Ilocos Norte
		San Isidro Elementary School		
		Dumalneg National High School		
		Cacafean Elementary School	Marcos	
		Godogod Elementary School	Pinili	
		Buanga Elementary School		
		Bicbica Primary School		
		Alao-ao Elementary School	Bangui	
		Paddagan Elementary School		
		Longos Elementary School	City of Alaminos	
III	10	San Marcelino National High School	San Marcelino	Zambales
		Baliwet Elementary School	Botolan	
		Burgos Elementary School		
		Owaog-Nebloc Elementary School		
		Moraza Elementary School		
		Belbel Elementary School		
		Maguisguis Integrated School		
		Nacolcol Integrated School		
		Palis Integrated School		
		Banawen Elementary School		
IV-A	5	Lagmak Elementary School	General Nakar	Quezon
		Lumutan Elementary School		
		Dinigman Elementary School	Quezon	
		Pablo D. Maningas National High School		
		Tamulaya Elementary School		
V	9	Sinalongan Elementary School	Masbate City	Masbate City
		Gutusan Elementary School		
		Mary B. Perpetua National High School	Milagros	Masbate
		Tandarura ES	Ligao City	Ligao City
		Balanac Elementary School		
		Malama Elementary School (Bagacay Extension)		
		Tupas Elementary School		
		Buenavista Elementary School	Sorsogon	Sorsogon
		VI	3	Tiriktirikan Elementary School
Mayabay Elementary School	Barbaza			Antique
Igsoro Elementary School	Bugasong			
Laserna Integrated School	Nabas			Aklan
VII	8	Basak Elementary School	Samboan	Cebu
		Mahanlud Elementary School	Malabuyoc	
		Cabagdalan Elementary School	Balamban	
		Luyongbaybay Elementary School	Bantayan	
		Cañang-Marcelo Luna National High School	Oslob	
		Busay National High School	Moalboal	
		Pilar National High School	Pilar	

² As of 02 November 2021. In case of further changes to the said list, the schools that will be included in the final/most updated list will be covered by these guidelines, particularly the inclusion to the training/orientation as further discussed in Item No. III of this memorandum



Region	No. of Schools per Region	School Name	Municipality	SDO
		Cawilan National High School	Tagana-an	Surigao del Norte
		Lakandula National High School	Placer	
		Lasicam-Perral National High School	Gigaquit	
		Balite National High School	San Francisco (Anao-Aon)	
		Alegria Stand Alone Senior High School	Alegria	
		Anajawan Elementary School	General Luna	Siargao
		Dao Primary School	Pilar	
		Mabuhay Elementary School	Dapa	



Region	No. of Schools per Region	School Name	Municipality	SDO
VIII	10	Siocon Elementary School	Bogo City	Bogo City
		Palo I Central School	Palo	Leyte
		Bato Central School	Bato	
		Dolho Elementary School	Calbayog City	
		Dawo Integrated School		
		Macatingog Integrated School		
		Macawat Elementary School		
		Pillar National Agricultural High School	Motiong	Samar (Western)
		Motiong Central Elementary School		
		San Sebastian Central Elementary School	San Sebastian	
Clarencio Calagos Memorial School of Fisheries	Santa Margarita			
IX	8	Siloh Elementary School	Siay	Zamboanga Sibugay
		San Vicente Elementary School	Payao	
		Manga National High School	Pagadian City (Capital)	Pagadian City
		Manga Elementary School		
		Lala Elementary School		
		Sominot National High School	Sominot (Don Mariano Marcos)	Zamboanga del Sur
		Tabina Central Elementary School	Tabina	
		Guipos National High School	Guipos	
X	10	Dalama Central Elementary School	Baroy	Lanao del Norte
		Babalaya Elementary School	Bacolod	
		Napo Elementary School	Linamon	
		Masibay Integrated School	Nunungan	
		Tambacon Integrated School	Magsaysay	
		Marcela T. Mabanta National High School	Kauswagan	Bukidnon
		Bagalangit Elementary School	Manolo Fortich	
		Ocasion Elementary School	Sumilao	
		Camp 14 Elementary School	Libona	
		San Francisco de Asis Elementary School	City of El Salvador	
XI	8	Lower Panansalan ES (Jacinto Extension)	Compostela	Compostela Valley
		Maugat Elementary School		
		Digaynon IS-Manurigao Extension		
		Parasan Integrated School		
		Bares ES	Pantukan	
		Tacub Elementary School	New Bataan	
		Nodilla Elementary School	Kiblawan	Davao Del Sur
		Clib Primary School	Hagonoy	
XII	5	Paco National High School	City of Kidapawan	North Cotabato
		Bato Elementary School	Makilala	
		Nelmida Elementary School	City of Koronadal	South Cotabato
		Ned National High School	Lake Sebu	
		Aspang Elementary School	General Santos City	General Santos City
XIII	14	Sapao National High School (JHS w/SHS)	Santa Monica (Sapao)	Siargao
		Nonoc National High School	Surigao City (Capital)	Surigao City
		San Jose Elementary School		
		Capalayan National High School		
		Sugbay Elementary School		



Annex B

Minimum Clinic Specifications (Priority for Face-to-Face Operations)

This list enumerates the minimum requirements for the clinic in the context of its operations amid the COVID-19 pandemic. Other school clinic supplies and equipment (e.g., bed, glucometer) may not be necessarily reflected.

1. First aid medicines, especially those needed for the management of COVID-19 symptoms (e.g., paracetamol, antispasmodic)
2. Thermal scanner
3. Pulse oximeter
4. Oxygen tank with regulator and nasal cannula
5. Nebulizing kit (e.g., nebulizer, cannula)
6. Blood pressure apparatus or sphygmomanometer with stethoscope
7. First aid kit supplies (e.g., 70% ethyl alcohol, elastic bandage, povidone iodine, cotton balls, cotton pledget, gauze pad, hydrogen peroxide)
8. Personal Protective Equipment (e.g., medical masks, goggles/face shields, gloves, gown)
9. Logsheets and forms as included in the Annex E of the DepEd-DOH JMC No. 01, s. 2021
10. Clinic-related IEC materials (e.g., COVID-19 symptoms, flow chart)



Annex C

**Designated Clinic Teachers in the Schools Participating in the
Pilot Implementation of Face-to-Face Classes
Region _____**

SDO: _____

School: _____

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher				
Alternate Clinic Teachers				

School: _____

	Name	Position	Email Address	Mobile Number
Main				
Alternate Clinic Teachers				

SDO: _____

School: _____

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher				
Alternate Clinic Teachers				

(Note: Add one new table per school. Please arrange per SDO.)

The personnel listed above are the designated clinic teachers of the schools in Region _____ participating in the pilot-implementation of the face-to-face classes. They are non-smokers, below 60 years old, without comorbidity, and have been fully vaccinated against COVID-19.

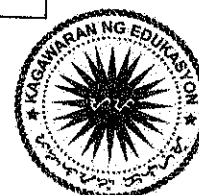
Prepared by: _____

Approved by: _____

Annex D

**Orientation/ Training Design/ Program Overview
(As of 02 November 2021)**

DAY 1 – November 11, 2021	
8:30 – 9:00 am	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Introduction of the Participants • Opening Remarks • Message
9:00 – 9:30 am	Overview of OK sa DepEd
9:30 am – 2:00 noon	Medical-Dental-Nursing Services <ul style="list-style-type: none"> • School Clinic Management • Emergency Care/First Aid Management
12:00 noon – 1:00 pm	Lunch Break
1:00 – 4:00 pm	COVID-19 Monitoring Tools (DepEd-DOH JMC No.1, s. 2021, Annex E Forms) <ul style="list-style-type: none"> • Discussion of Forms • Referral System • Database of Contact details <ul style="list-style-type: none"> - Directory of Learners' Information - Barangay Health Emergency Response Team (BHERT) - Epidemiology Surveillance Unit (ESU) - Nearest Health Facility
4:00 – 5:00 pm	Open Forum
DAY 2 – November 12, 2021	
8:30 – 9:00 am	Preliminary activities <ul style="list-style-type: none"> • Prayer • Checking of Attendance • Quick Recap of Day One
9:00 – 11:00 am	Practicum on filling out of Monitoring Tools
11:00 am – 12:00 noon	Presentation of filled-out Monitoring Tools- (selected schools)
12:00 noon – 1:00 pm	Lunch Break
1:00 – 2:00 pm	WASH in Schools Program
2:00 – 3:00 pm	Required Health Standards and BIDA Plus
3:00 – 4:00 pm	Open Forum
4:00 – 4:30 pm	Closing Program and Ways Forward



Annex E

Participants in the Orientation/Training

Participants in the Orientation/Training on School Health and Nutrition/OK sa DepEd
 (with focus on school clinic management and operations, the use of the JMC Annex E forms, WinS, and health protocols)

Following are the confirmed participants in the Orientation/Training on School Health and Nutrition/OK sa DepEd on 11-12 November 2021.

Regional Office:

Name	Position	Email Address	Mobile Number
	Medical Officer IV/COVID-19 Response Focal		
	(Position)/COVID-19 Response Alternate		

SDO:

Name	Position/Designation	Email Address	Mobile Number
	Medical Officer III		
	Dentist II		
	Nurse II/Nurse-in-Charge		

School:

Name	Position/Designation	Email Address	Mobile Number
	(Position)/School Head		
	(Position)/Main Clinic Teacher		
	(Position)/Teacher-Adviser		

(Note: Add new tables as needed. Please arrange schools under their respective SDOs.)

Prepared by: _____

Approved by: _____