



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

October 19, 2021

DIVISION MEMORANDUM

No. 234, s. 2021

**TERMS OF REFERENCE OF SCHOOL HEALTH AND NUTRITION UNIT
FOR SY. 2021-2022**

To: Assistant Schools Division Superintendents
CID/ SGOD Chiefs
Public Elementary/ Secondary School Heads
School Health and Nutrition Coordinators
School Health Unit
All Others Concerned

1. This is to reiterate the Office Functions of the personnel from the School Health and Nutrition Unit, the medical officer, nurses, dental officers and dental aides, pursuant to the statement of the purpose laid out by the Office, through the School Governance and Operations Division (SGOD) and to strengthen the capability of schools to create an environment conducive to teaching and learning, provide for the holistic development of learner and ensure their readiness to learn through the timely planning, mobilization and equitable distribution of sufficient resources, development of human resources, provision of technical assistance and building strong partnership with stakeholders for increased support and resources to effectively and efficiently implement sustainable programs, projects and services leading to increased access to and delivery of basic education.
2. In addition, they are expected to assist the school heads, teachers, and learners in addressing challenges of health crisis brought by the COVID 19 pandemic and ensure the readiness and safety of school facilities in preparation for the implementation of health programs.
3. School Health and Nutrition personnel are expected to attend the flag raising ceremony every Monday morning and flag lowering every Friday afternoon.
4. Deployment scheme at the Division Office should consider availability of school health and nutrition unit daily to ensure provision of health services to employees and staffs.
5. Public Schools District Supervisors, and Elementary and Secondary School Heads are hereby encouraged to give the necessary assistance to ensure full implementation of the School Health, Nutrition and Dental Programs within the Schools Division.
6. Attached are Enclosure No. 1, list of district assignments of school health personnel, and Enclosure 2, Office Functions personnel from the School Health Unit.
7. Compliance of all concerned is enjoined.


ZENIA G. MOSTOLES, Ed.D. CESO V
Schools Division Superintendent





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Enclosure 1 to Division Memorandum No. 234, s. 2021

**ASSIGNMENT OF SCHOOL HEALTH, NUTRITION AND DENTAL PERSONNEL
FOR SY. 2021-2022**

Designation	Personnel	Districts Assigned
Medical Officer	CASTILLO, CARLO ANGELO P.	All Districts
Dentists/ Dental Aides	1. AGUAS, VILMA Q. DMD. ESPIRITU, RAUL C CLIMACO, RONALD C.	Calumpit North Calumpit South Pulilan Paombong San Rafael East
	2. DELOS SANTOS, PAULEEN D. DMD. PASCUAL, RAMIRO P.	Angat Pandi North PandiSouth Balagtas Norzagaray East
	3. OCANA, GLORIA L. DMD. LUGO, FERNINAND S.	Bustos Baliwag North Baliwag South San Ildefonso North
	4. PACIFICADOR, MARI ADORA E. DMD. PEREZ, RONNIE B.	Sta. Maria East Sta Maria West Sta Maria Central DRT Norzagaray West
	5. PINGOL, ROMMEL B. DMD. LOPEZ, ALEJANDRO M.	Guiguinto Bocaue Plaridel San Rafael West
	6. RAMOS, ROSELLE R. DMD DE OCAMPO EDISON C.	Marilao North Marilao South Obando San Ildefonso South
	7. VILLAREAL, ELMER J. DMD ISIP, JOSE T.	Bulakan Hagonoy East Hagonoy West San Miguel North San Miguel South
Nurses		
Elementary	ALBA, CHERRIE T.	Guiguinto
	BEQUIZO, EDITHA E.	San Ildefonso South/DRT
	BURGOS, SHIRLEY C.	Baliwag South
	CHICO, LUCIA JANE C.	San Miguel North/ San Miguel Central
	CRUZ, ANALYN T.	Norzagaray East
	DE GUZMAN, CATRINE EDRIANE S.	Bocaue
	DE GUZMAN, MA. ELAINE A.	Hagonoy East
	DE JESUS, BERNADETTE R.	Sta Maria Central
	DINEROS, CECILE C.	Angat





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	ENRIQUEZ, MARY CELINE M.	Marilao North
	EVANGELISTA, MARITES C.	Norzagaray West
	GONZALES, KAREN LYN C.	Bocau
	GUEVARRA, ANGELES JR. V.	Sta Maria West
	IGAYA, CHARITY GRACE V.	Pandi South/ Pandi North
	IGNACIO, MA. LEONORA B.	San Ildefonso North
	INONCILLO, GERRY R.	San Rafael East/ West
	JIMENEZ, YOLANDA G.	Paombong
	LIBAO, LESTER JEO C.	Sta Maria East
	LOPEZ, GARY L.	Bustos
	MENDOZA, JEAN ROCHELLE M.	Pulilan
	PANGANIBAN, MARIE ANTHONETTE T.	Hagonoy West
	RABUSA, KATHLEEN RUTH C.	Bulakan/ Obando
	SANTOS, MA. SUZETTE S.	Plaridel
	SULIT, MARIEZEL M.	Baliwag North
	TOLENTINO, ROD CHRISTOPHER R.	Marilao South
	TRINIDAD, JOHN PAULO S.	Balagtas
	VALENTINO, ARMINDA R.	San Miguel South and Central
	VILLANUEVA, MELDA L.	Calumpit North/ South
	YUTOC, MARY GRACE V.	Pandi North
Secondary	APOSTOL, ANITA C.	Bulakan/ Obando
	BALUYOT, LEANDRO III	Bocau/ Pandi
	BALUYOT, PRECIOUS S.	Paombong/ Pulilan
	DE JESUS, MARIA LUISA C.	Plaridel
	DELA CRUZ, MYLENE B.	Guiguinto
	DELOS SANTOS, MAE LYN C.	San Miguel
	JOAQUIN, SHERWIN DR	Sta Maria/ Angat
	JOSE, KALVIN LUIS S.A.	San Rafael/ Bustos
	MARCELO, APRIL ABIGAIL N.	San Ildefonso/ DRT
	MARIANO, JULIE ANN L.	Calumpit
	SILVERIO, JOSEPH JONES C.	Balagtas/ Norzagaray
	URETA, JEZLIAH C.	Hagonoy
	VICTORIA, AMABELLE JOYCE N.	Baliwag





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Enclosure 2 to Division Memorandum No. 234, s. 2021

Office Functions of the Personnel from the School Health Unit

Medical Officer

- Plan and formulate policies strategies and guidelines on Health and Nutrition Programs of the Schools Division Office;
- Monitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learners;
- Prepare and submit periodic reports of accomplishment;
- Monitor, evaluate and report the Nutritional Status of learners;
- Develop, design, Implement, monitor, evaluate and report sustainable feeding programs for the identified severely wasted and wasted learners of the Schools Division Office;
- Ensure implementation and compliance of nutrition programs to Nutritional Standards in Food Preparation; and
- Establish, maintain, and sustain partnerships and agreements with other agencies and stakeholders in accordance with DepEd Established Standards for Health and Nutrition Programs.

Dentist

- Plan and implement policies and guidelines pertaining to Dental Health Programs of the Schools Division;
- Develop, design, implement, monitor, evaluate, and report sustainable dental health programs for all learners of the Schools Division;
- Prepare and submit periodic reports of accomplishments in the implementation of Dental Health Care Programs;
- Monitor and evaluate the implemented School Dental Health activities in support of Nutrition Programs that directly benefit the learners of the SDO;
- Prepare and submit report on Dental Health Status of learners in the SDO; and
- Establish and maintain partnerships and agreements with other agencies and stakeholders following the DepEd Standards for Dental Health and in direct support of all Nutrition Programs in the SDO.

Nurses

- Conduct classroom inspection to detect early signs and symptoms/disability of learners;
- Assist the Medical Officer in doing school clinic works such as vital signs taking, RBS monitoring, immunizations, etc.;
- Provide preventive and remedial measure for simple and common ailments and give first aid treatment in the school;
- Conduct visual and auditory screening, height and weight measurement, and deworming of learners;
- Maintain functional school clinics;
- Check on the proper sanitation and healthful living conditions of the school and community;
- Utilize tried and tested medicinal plants for the treatment of common ailments;
- Coordinate with other health personnel in the translation of scientific knowledge to desirable health behavior;
- Coordinate with the medical officer for the provision of the needed health facilities, medicine and other related supplies;
- Prepare and submit all reports being required for submission;
- Assist in the development, design, implementation, monitoring, and evaluation of sustainable feeding programs for the identified severely wasted and wasted learners within the Schools Division, and submit the needed reports;





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- Ensure compliance and implementation of nutrition programs to nutritional standards in food preparation;
- Establish/strengthen linkages between education partners and stakeholders;
- Act as resource person and participate in information dissemination on health matters via classroom lectures, open forum, etc.; and
- Participate in Sports, Scouting and Other Division/School activities.

