



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

October 23, 2025

DIVISION MEMORANDUM

No. 538, s.2025

**IMPLEMENTATION OF THE ADJUSTED DUTY SCHEDULE OF NURSES IN
SCHOOLS DIVISION OFFICE AND TERRITORIAL GOVERNANCE
ASSIGNED IN THE FIELD FOR S.Y. 2025-2026**

To: Assistant Schools Division Superintendents
CID/SGOD Chiefs
Division and District Supervisors
Heads, Public Elementary and Secondary Schools
School Health and Nutrition Personnel
All Others Concerned

1. Pursuant to the mandate of the Department of Education (DepEd) to ensure the promotion and protection of health, nutrition, and overall well-being of learners and personnel, this Office hereby informs all concerned of the implementation of the adjusted duty schedule and new territorial governance of the nurses in the field.
2. This initiative aims to:
 - rationalize nurse deployed by aligning school assignment with Geographical proximity and population distribution.
 - strengthen coordination and accountability among nurses and school heads within designated health clusters.
 - ensures equitable service coverage assessing schools under each nurses assigned area.
 - enhance monitoring and supervision of health and nutrition programs.

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- improve the efficiency and responsiveness of the School Health and Nutrition Unit in implementing school health and nutrition programs.

3. Enclosure no. 1 presents the adjusted duty schedule of the school health personnel in the SDO. All concerned nurses are advised to strictly adhere.

Enclosure no. 2 shows the new territorial governance of nurses assigned in the field.

4. Effective November 3, 2025. All concerned shall follow the revised area of assigned or cluster as indicated in the enclosure.

Each nurse shall take responsibility for all schools within their designated area and coordinate closely with the School Health and Nutrition Section, district supervisors and school heads.

All nurses are expected to:

- conduct regular school visits and provide health services within their assigned area.
 - Submit reports and health data in accordance with the updated coverage; and
 - Participate in meetings, activities and evaluations related to the implementation of the new governance structure.
5. Immediate dissemination of and strict compliance with this Memorandum is directed.


CECILIA E. VALDERAMA, PhD

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



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Enclosure 1 to Division Memorandum No. 38, s. 2025.

DIVISION OFFICE DUTY SCHEDULE

MONDAY	<ol style="list-style-type: none">1. Vilma Q. Aguas2. Mylene B. Dela Cruz3. Shirley C. Burgos4. Analyn T. Cruz5. Danica Mae P. Domingo6. Marites C. Evangelista7. Angeles V. Guevarra Jr.8. Ma. Leonora B. Ignacio9. Lester Jeo C. Libao10. Marie Antonette T. Panganiban11. Ronald C. Climaco
TUESDAY	<ol style="list-style-type: none">1. Maria Adora E. Pacificador2. Pauleen D. Delos Santos3. Maria Luisa C. De Jesus4. Charity Grace V. Igaya5. Gerry R. Inoncillo6. Joseph Jones C. Silverio7. John Paulo S. Trinidad8. Jezliah C. Uretah9. Amabelle Joyce N. Victoria10. Mary Grace V. Yutoc
WEDNESDAY	<ol style="list-style-type: none">1. Gloria L. Ocaña2. Roselle R. Ramos3. Catrine Edriane S. De Guzman4. Bernadette R. De Jesus5. Mary Celine R. Enriquez6. Yolanda G. Jimenez7. Calvin Louis SA. Jose8. Jean Rochelle M. Mendoza9. Mariezel M. Sulit10. Rod Cristopher R. Tolentino11. Anita C. Apostol12. Ferdinand S. Lugo13. Edison C. De Ocampo
THURSDAY	<ol style="list-style-type: none">1. Elmer J. Villareal2. Editha E. Bequizo3. Precious S. Baluyot4. Lucia Jane C. Chico

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	<ol style="list-style-type: none">5. Job Angelo P. Bonus6. Mae Lyn C. Delos Santos7. Sherwin DR. Joaquin8. Julie Anne L. Mariano9. Arminda R. Valentino10. Jose T. Isip
FRIDAY	<ol style="list-style-type: none">1. Chefer Froilan L. Fernandez2. Cherrie T. Alba3. Ma. Elaine A. De Guzman4. Cecile C. Dineros5. Karen Lyn C. Gonzales6. Gary L. Lopez7. Leandro S. Baluyot III8. Kathleen Ruth C. Rabusa9. Melda L. Villanueva10. Raul C. Espiritu

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Enclosure 2 to Division Memorandum No. ____, s. 2025.

**ASSIGNMENT OF SCHOOL HEALTH, NUTRITION AND DENTAL
PERSONNEL FOR SY. 2025-2026**

Designation	Personnel	Districts Assigned
Medical Officer III	Nicole Andreanna T. Bulseco, MD	All districts
Dentist II/Dental Aides	1. Vilma Q. Aguas, DMD Ronald C. Climaco	Paombong San Rafael East Calumpit North Calumpit South Pulilan
	2. Pauleen D. Delos Santos, DMD Ramiro P. Pascual	Pandi North Pandi South Sta. Maria West Angat Norzagaray East
	3. Gloria L. Ocaña, DMD Ferdinand S. Lugo	Plaridel Bustos San Ildefonso North San Rafael West
	4. Maria Adora E. Pacificador, DMD	Norzagaray West Bocaue Sta. Maria Central Sta. Maria East
	5. Roselle R. Ramos, DMD Edison C. De Ocampo	Marilao North Marilao South Obando Guiguinto
	6. Elmer J. Villareal, DMD Jose T. Isip	Hagonoy East Hagonoy West San Miguel South San Miguel Central Bulakan
	7. Chefer Froilan Fernandez, DMD Raul C. Espiritu	San Ildefonso South DRT San Miguel North Balagtas

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Nurses (Elementary)		
	Cherrie T. Alba	Guiguinto
	Editha E. Bequizo	San Ildefonso South
	Job Angelo P. Bonus	DRT
	Shirley C. Burgos	Plaridel
	Lucia Jane C. Chico	San Miguel North/ San Miguel Central
	Analyn T. Cruz	Sta. Maria Central
	Catrine Edriane S. De Guzman	Bocaue
	Ma. Elane A. De Guzman	Hagonoy East
	Bernadette R. De Jesus	Plaridel
	Cecile C. Dineros	Angat
	Danica Mae P. Domingo	Norzagaray East
	Mary Celine M. Enriquez	Marilao North
	Marites C. Evangelista	Norzagaray West
	Karen Lyn C. Gonzales	Bocaue
	Angeles V. Guevarra Jr.	Sta. Maria West
	Charity Grace V. Igaya	Pandi South
	Ma. Leonora B. Ignacio	San Ildefonso North
	Gerry R. Inoncillo	San Rafael East/West
	Yolanda G. Jimenez	Paombong

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	Lester Jeo C. Libao	Sta. Maria East
	Gary L. Lopez	Bustos
	Jean Rochelle M. Mendoza	Pulilan
	Marie Anthonette T. Panganiban	Hagonoy West
	Kathleen Ruth C. Rabusa	Bulakan/Obando
	Mariezel M. Sulit	San Ildefonso/Marilao
	Rod Christopher R. Tolentino	Marilao South
	John Paulo S. Trinidad	Balagtas
	Arminda R. Valentino	San Miguel South and Central
	Melda L. Villanueva	Calumpit North/South
	Mary Grace V. Yutoc	Pandi North
Nurses (Secondary)		
	Anita C. Apostol	Bulakan/Obando
	Leandro S. Baluyot III	Pandi
	Precious S. Baluyot	Paombong/Pulilan
	Maria Luisa C. De Jesus	Plaridel/Bocaue
	Mylene B. Dela Cruz	Guiguinto
	Mae Lyn C. Delos Santos	San Miguel
	Sherwin DR. Joaquin	Sta. Maria/Angat
	Kalvin Luis S.A Jose	San Rafael

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	Julie Ann L. Mariano	Calumpit
	Joseph Jones C. Silverio	Balagtas/Norzagaray
	Jezliah C. Ureta	Hagonoy
	Amabelle Joyce N. Victoria	Bustos/Bocaue



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Enclosure 3 to Division Memorandum No. ____, s. 2025.

**OFFICE FUNCTIONS OF THE SCHOOL HEALTH AND NUTRITION UNIT
PERSONNEL**

I. Medical Officer III

Key Result Area	Duties and Responsibilities
Health Programs and Services	<ul style="list-style-type: none">Plans and formulates policies, strategies and guidelines on Health and Nutrition Programs of the Schools Division OfficeMonitor and evaluate the implemented School Health and Nutrition Programs of the Schools Division Office for the direct benefit of the learnersPrepares and submits periodic reports of accomplishments
Nutrition Program and Services	<ul style="list-style-type: none">Monitor, evaluate and report the Nutritional Status of learners in the Schools Division OfficeDevelop, design, implement, evaluate, monitor and report sustainable feeding programs for the identified severely wasted and wasted learners of the Schools Division OfficeEnsures compliance and implementation of Nutrition Programs to nutritional standards in food preparation
Partnerships	<ul style="list-style-type: none">Establishes, maintains and sustains partnerships and agreements with other agencies and stakeholders based on DepEd established standards for Health and Nutrition Programs

II. Dentist II

Key Result Area	Duties and Responsibilities
Health Programs and Services	<ul style="list-style-type: none">Plans and formulates policies, strategies and guidelines limited only to Dental Health Programs of the Schools Division Office with emphasis that the Dentist II has no direct supervisory function to the Nursing Services in the Schools Division Office

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	<ul style="list-style-type: none">• Develop, design, implement, evaluate, monitor and report sustainable dental health programs for all learners of the Schools Division Office• Prepares and submits periodic reports of accomplishments in Dental health Care Programs
Nutrition Program Service (with emphasis on Dental Health Care)	<ul style="list-style-type: none">• Monitor and evaluate the implemented School Dental Health in support of Nutrition Programs of the Schools Division Office that will directly benefit the learners of the SDO
Partnerships	<ul style="list-style-type: none">• Establishes, maintains and sustains partnerships and agreements with other agencies and stakeholders based on DepEd established standards for Dental Health and in direct support of all nutrition programs in the SDO

III. Nurse II

Key Result Area	Duties and Responsibilities
Health Programs and Services	<ul style="list-style-type: none">• Classroom inspection to detect early signs and symptoms/disability of learners• Assists the Medical Officer in school clinic work such as vital signs taking, RBS monitoring, immunizations, etc.• Provide preventive and remedial measure for simple and common ailments and gives first aid treatment in the school• Conduct Visual and Auditory screening, height and weight measurement and deworming of learners• Maintains a functional school clinic• Checks 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 the Medical officer for the provision of needed health facilities, medicine and supplies• Prepares and submit needed reports
Nutrition Program and Services	<ul style="list-style-type: none">• Assist in the development, design, implementation, evaluation and monitoring of sustainable feeding programs for the identified wasted and severely

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	<p>wasted learners of the Schools Division Office and submit needed reports</p> <ul style="list-style-type: none">• Ensure compliance and implementation of Nutrition Programs to Nutritional Standards in Food Preparation
Partnerships	<ul style="list-style-type: none">• Establish/Strengthen linkages between education partners and stakeholders
Special Services	<ul style="list-style-type: none">• Act as resource person and participate in the information/dissemination on health matters such as classroom lectures, open forum• Participate in Sports, Scouting and Other Division/School Activities