
	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet		Document Code: SDO-BENG-QF-OSDS-SDS-003 Revision: 00 Effectivity date: 09-10-2019
	Division Memo No. 153, s. 2020		Name of Office: SGOD

To: All Division employees
 Public Schools District Supervisors
 Heads, Elementary and Secondary Schools
 School Health Personnel
 All others concerned

AUG 10 2020
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From: **BENILDA M. DAYTACA, EdD, CESO VI**
 OIC - Schools Division Superintendent

Subject: **Designation and School assignment of School Health Personnel**

Date: August 5, 2020

Consistent with the upcoming School Dental Health Care Program (SDHCP) Guidelines, DepEd Order No. 28, s. 2018, and related issuances¹. Designation of the following shall undertake its following functions.

A. Dentist – in – charge: Joane S. Bumanghat, DMD



Duties and Responsibilities of Dentist – in – charge in addition to regular duties:

1. Coordinates the implementation of the School Dental Health Care Program with the existing policies and guidelines.
2. Ensures prompt submission of required reports to the planning office and/or regional office.
3. Consolidates reports on oral health care programs for submission.
4. Plans and prepares the Annual Division Action Plan of the School Dental Health Care Program in coordination with the with the Medical Officer.
5. Prepares the requisition of needed dental materials and supplies.
6. Prepares drafts of memoranda and communications to the field.
7. Perform dental/oral health education and services.
8. Takes lead in the active participation in community activities related to the improvement of dental health.
9. Assist the Head, Health and Nutrition section in the recruitment, placement and promotion of health personnel.
10. Provides feedback relative to school dental/oral health education and services to the head of the health and nutrition section, in the absence of a Medical Officer, feedbacks to the Chief Education Supervisor on SGOD.
11. Conducts monitoring and evaluation of SDHCP.
12. Coordinates with the division SocMob Officer in the establishment and strengthening of partnership and linkages for school health and nutrition programs.

**B. Nurses – in – charge: Arvin M. Doman, RN
 Gemma V. Basatan, RN
 Roselle Kristine D. Waguis, RN**

Duties and Responsibilities of Nurses – in – charge in addition to their regular duties as school nurse:

1. Monitors the work of school nurse as regards their yearly, monthly schedule of visits, school nursing techniques and accomplishment of records and reports.
2. Orients new nurses and or field nurses on the School Health and Nursing Programs and its updates, *OK sa DepEd* Program, SDHCP and the redesigned approach in school health nursing in order to provide comprehensive quality nursing care to school population.
3. Attend meetings, training-workshops and seminars for school health and nutrition programs.
4. Provides feedback relative to school medical and nursing program and services to the head of the health and nutrition section, in the absence of a Medical Officer, feedbacks to the Chief Education Supervisor on SGOD.



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5. Conducts staff development activities to upgrade the competencies of school nurses and clinic/first aid teachers.
6. Plans and prepares the Annual Division Action Plan of the School Health Nursing Program in coordination with the Dentist-in-charge and with the Medical Officer.
7. Assist the Head, Health and Nutrition section in the recruitment, placement and promotion of health personnel.
8. Monitors and evaluates the effectiveness of the health and nutrition programs and projects.
9. Prepares drafts of memoranda and communications to the field.
10. Coordinates with other NGAs regarding implementation of health and nutrition programs and projects.
11. Coordinates with the division Social Mobilization Officer in the establishment and strengthening of partnership and linkages for school health and nutrition programs.
12. Consolidates the school nurses' accomplishment reports and other needed health and nutrition reports.
13. Ensures prompt submission of required reports to the planning office and/or regional office.
14. Recommends medicines and other medical supplies for school health nursing services.
15. Performs related activities/tasks as needed for the exigency of service.

C. EXTENSION SERVICES OF SCHOOL NURSES AND DESIGNATION OF PROGRAM COORDINATORS

1. In support to the continuous effective and efficient implementation of the School Dental Health Care Program to the target populace and pursuant to Regional Order No. 177 s. 2008, School Nurses (Nurse II) are hereby instructed to render extension services to public elementary and secondary schools in this division as indicated but not limited to schools in the attachments.
2. The following guidelines should be observed in the extension of services:
 - a. Nurses are required to report to their respective base schools every Mondays and may render extension services from Tuesdays- Fridays.
 - b. At least two (2) days every week shall be devoted for extension services and a monthly schedule shall be prepared by the nurse to be approved by the principal and copy furnished to the Schools Division Superintendent thru the Head of the School Health Section. The concerned school principal where the nurse is assigned shall allow the said nurse to render extension services.
 - c. Nurses are expected to use their prescribed profession's uniform when rendering services at their base school and extension schools. Civilian clothes shall only be allowed on Fridays.
Base school: *Blue Scrub Top, White collared Shirt with embedded SHS Logo and white pants.*
Extension Schools: *Blue, Mocha/Brown, Red collared shirt embedded with SHS Logo or Advocacy T-shirts and dark colored pants.*
Maong jeans are prohibited.
 - d. Nurses transferred to new stations shall endorse projects, programs and activities in their present assignments to the incoming nurse before proceeding to their new extension schools.
 - e. In connection, the Directory of School Health Program Coordinators is also hereby disseminated. (Please see enclosed)
3. Travel, and incidental expenses dispensed during the execution of services to assigned extension schools of Secondary School Nurses shall be charged to base schools while Elementary School Nurses shall be charged to the schools division subject to usual accounting and auditing rules and regulation.



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Duties and Responsibilities of School Health Program Coordinators in addition to their regular duties as school nurse:

1. Coordinates the implementation of assigned programs in accordance with existing School Health policies and guidelines.
2. Prepares, consolidates and ensures prompt submission of program reports to higher offices.
3. Prepares the requisition of needed materials and supplies for the implementation of programs handled.
4. Provides regular feedback relative to program handled to the Head of the School Health Section.
5. Plans and prepares Program Annual Action Plan in coordination with the Head of School Health Section.
6. Prepares drafts of memoranda/ communications to the field.
7. Coordinates and collaborates with government and non-government agencies regarding the implementation of the assigned programs and projects.
8. Assists in monitoring and evaluation of School Health Programs.
9. Performs other related activities/ tasks as needed for the exigency of the service.

D. Clinic Teacher: School Heads shall designate Clinic Teacher/s as special assignment in their respective schools. School Heads, following the guidelines described in DepEd Memo No. 291, s. 2008 and DepEd Order No. 16 s. 2009 shall assign applicable teaching load/s to the clinic teachers while performing the duties and responsibilities of a clinic teacher.

Duties and Responsibilities in addition to their regular duties as Teacher:

1. Assists the school nurse in the implementation of School health and Nutrition Programs, Projects and Services.
2. Attends to ailing child/personnel.
3. Refers sick/ailing learner and/or personnel to school nurse for treatment and/or referral.
4. In the absence of school nurse, coordinates to barangay health worker and/or rural health worker for referral.
5. Maintain the school clinic/first aid cabinet/first aid kit and medical equipment and supplies.
6. Organize and update the School Health and Nutrition Bulletin Board.
7. Attends seminars, trainings and workshop related on School Health and Nutrition PPAs.

¹REFERENCES:

DepEd Order No. 28, s. 2018 – POLICY AND GUIDELINES ON *OPLAN KALUSUGAN* SA DEPARTMENT OF EDUCATION

DepEd Order No. 16, s. 2009 – ADDENDUM TO DEPED MEMORANDUM NO. 291, s. 2008

DepEd Memorandum No. 291, s. 2008 – GUIDELINES FOR THE IMPLEMENTATION OF CSC RESOLUTION NO. 080096 ON WORKING HOURS FOR PUBLIC SCHOOL TEACHERS



DECS Order No. 25, s. 1998 – DESIGNATION OF DENTIST-IN CHARGE AND NURSE-IN-CHARGE IN THE DIVISION

DepEd Order No. 93 s. 1991 – ADDENDUM TO DECS ORDER NO. 63, S. 1989 (REVITALIZING THE SCHOOL HEALTH AND NUTRITION PROGRAMS)

DepEd Memorandum on COMPENDIUM OF DEPED OFFICE FUNCTIONS AND JOB DESCRIPTIONS

DepEd CAR Regional Order No. 177 s. 2008 – REITERATING THE EXTENSION SERVICES OF PUBLIC HEALTH NURSES, SCHOOL NURSES (NURSE II)



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Enclosure to Memo _____ s. 2020

NAME/Coordinator	PROGRAMS/PROJECTS/ACTIVITIES
Dr. Mary Grace G. Matias, MD	Overall School Health Program Coordinator
Dr. Joane S. Bumanghat, DMD	<i>Dentist-in-Charge</i>
Gemma V. Basatan RN	Overall Coordinator of Nutrition Education Programs Services; <i>School Based Feeding Program (DO 39, s. 2017; DO 51 s. 2016)</i>
Arvin M. Doman RN	Overall Coordinator of Healthy School Environment; <i>National Drug Education Program (DM 200 s. 2016; DO 32, 37 & 40 s. 2017)</i>
Roselle Kristine D. Waguiz RN	Overall Coordinator of (Medical and) Nursing Programs and Services
Karren S. Gaqui, RN	<i>Responsible Parenthood and Adolescent Reproductive Health Program (DM 13 s. 2017)</i>
Shelby G. Sangao RN	<i>Wash In Schools (WinS) Program (DO 10 s. 2016)</i>
Irene L. Lubuat, RN	<i>School Mental Health Program (DO 28 s. 2018)</i>
Dr. Abraham C. Ulep, DMD Dr. Marcelino L. Samonte, DMD	Dental Health Management Coordinator

DENTISTS' DISTRICT ASSIGNMENT SY 2020-2021



DENTIST	DISTRICT	Enrolment June 2019
Dr. Abraham C. Ulep, DMD Contact No: 09481053580	ATOK LA TRINIDAD ITOGON II MANKAYAN	25895
Dr. Marcelino L. Samonte, DMD Contact No: 09490940592	BOKOD BUGUIAS KABAYAN SABLAN TUBA	24467
Dr. Joane S. Bumanghat, DMD Contact No: 09091657891	BAKUN KIBUNGAN KAPANGAN ITOGON I LA TRINIDAD TUBLAY	28237

NURSES' SCHOOLS ASSIGNMENT SY 2020-2021

District: Atok

Name of Nurse	Schools Assigned for extension of services			Enrolment June 2019
Remedios Sacyat <i>District Nurse</i> Base School: Camp 30 ES Contact Number: 09092012052	Camp 30 ES (Central Clinic) Beckes Pol-oc PS Bilis PS Boneng ES Bonglo ES Bosleng ES	Busoc PS Cagui - ing ES Calasipan ES Celo Heights ES DalmacioMiguel PS Englandad PS	Ja'pa PS MauroLaruan ES Oyusan PS RufinoAlawas ES	1537
Nimia C. B. Meris <i>Secondary School Nurse</i> Base School: Atok NHS Contact Number: 09213378071	Atok NHS – Main Atok NHS – Annex Adoyunan ES Balansi Arenos ES	Felomina Cating ES Topdac ES Pasdong ES	Naguey ES Caliking ES Camp 30 ES (Central Clinic)	1613

District: Bakun



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Name of Nurse	Schools Assigned for extension of services			Enrolment June 2019
Estrella C. Guzman <i>District Nurse</i> Base School: Ampusongan ES Contact Number: 09194781960	Ampusongan ES Cadsí - Amoy ES Cadsí - Amoy ES - Paoay Copcopit PS Guing - oy PS	Nagawa ES Palidan ES Talbino ES Tingbaoen-Galisen ES Ketagan - Cabatan ES	Legab ES Bulisay ES Masalin PS Labinio - Aquisio ES Bakun CS (Central Clinic)	769
Ricarda S. Gu <i>Secondary School Nurse</i> Base School: Ampusongan National High School- Main Contact Number: 09192969802	Ampusongan NHS 215 Ampusongan NHS - Kayapa 249	Cabutotan ES Kayapa ES Bagtangan ES Labinio Mariano ES Batanes PS	Yugo Bantales PS Tanas ES Bakun CS (Central Clinic)	999
Jovaner Bela-o <i>Secondary School Nurse</i> Base School: Bakun NHS- Main Contact Number: 09305816818	Bakun NHS – Main 206 Bakun NHS – Sinacbat 210 Bakun CS (Central Clinic)	Alicay-Segundo ES Bakun CS (Central Clinic) Bagu CS Tap - ayao Abiyang ES Barbarit PS	Dalingoan ES Dio - alan PS Lamew ES Sinacbat ES Lamew ES Tap - ayao Abiyang PS-Ext	972

District: Bokod

Name of Nurse	Schools Assigned for extension of services			Enrolment June 2019
Arvin M. Doman Base: Schools Division Office Contact Number: 09995556947	Alberto Cuilan Memorial School Adonot ES Alfredo P. Chanao ES Ambangeg ES Ambayec PS Ambuklao ES Bakian PS Wakal ES Banao ES Bangao ES	Bangen ES Bawempeta PS Bila ES Bunagan PS Camanggaan ES Celo Doni PS Banao ES Karao Tribe ES Ekip ES Bokod CS (Central Clinic) Kawal ES	Karao ES Kiweng ES Liboong PS Line 10 PS Naswak ES Nawal ES Palansa ES Poodan PS Pilpiok ES Tickey PS	1475
Anita Buayan Base: Schools Division Office Contact Number: 09995556947	Bokod CS (Central Clinic)			96
Jeremie B. Teofilo <i>Secondary School Nurse</i> Base School: Bokod NHS- Main Contact Number: 09074309326	Bokod NHS 391 Daklan NHS 250 Daklan NHS – Annex 291 TSHI - Extension Ambuklao 232 Akbot Alicnas ES Bulo ES Daklan ES	Galsa ES Pilpiok ES Kawal ES Bisal ES	Bantas Suanding ES Otpong PS Pidele PS Bokod CS (Central Clinic)	1633



District: Buguias

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Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Johnny M. Compelio District Nurse <i>District Nurse</i> <i>Base School: Abatan ES</i> <i>Contact Number:09465424023</i>	Loo NHS Ambanglo ES Bacasen-Wakit ES Bad-ayan ES Laduan ES Orlandi-Tilitil ES Sinipsip ES Tonglo Canino PS	Bano-oy ES Buyacaoan ES Paing ES Loo ES (Central Clinic) Buguias CS (Central Clinic) Amgalueygey PS	3148
Genevieve P. Bastian District Nurse <i>Base School: Bangao Moreno ES</i> <i>Contact Number:09988575482</i>	Bangao NHS Bangsalan ES Bayoyo ES Bot-ohan ES Calamagan ES Cayapas ES Lam-ayan ES Lengaoan –Waking ES Pan-ayaoan ES	Pugo-James-Mocate PS Pasbol-Belino ES Sagandoy ES Tin-apan ES Tindo Bosnia ES Loo ES (Central Clinic) Buguias CS (Central Clinic)	2904
Carol C. Igueldo Secondary School Nurse <i>Base School: Buguias NHS</i> <i>Contact Number:09985508992</i>	Buguias CS (Central Clinic) Loo ES (Central Clinic) Buguias NHS Catlubong NHS Sinipsip NHS Sinipsip NHS-Natubleng Annex Natubleng ES Naytocab ES Saclalan ES Taba-ao ES	Alapang ES Amlimay ES Bekes ES Cabugiasan PS Catlubong Adiston ES Cotcot ES Deccan ES Enggay willie ES Guieong ES Kimpit ES Nabalicong ES	3006

District: Itogon

Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Lorna Diwas District Nurse <i>Base School: Tuding ES</i> <i>Contact Number:09287041020</i>	Tuding ES (Central Clinic) Baguio Gold ES Domolpos Com. School Gold Creek ES Gumatdang ES	Liang PS Luneta ES Lusod CS Midas ES Ucab ES	2163
Liza Dimbanan Secondary School Nurse <i>Base School: Binga NHS</i> <i>Contact Number:09212195093</i>	Binga NHS Binga ES, Botic ES Solomon-Solano PS Tocmo ES, Labilab ES Tuding ES (Central Clinic)	Saybuan PS Goldfield PS Itogon Central School Maximino F. Lopez	1414
Denver Japhet Fagyan Secondary School Nurse <i>Base School: AMPNHS</i> <i>Contact Number:09296807617</i>	AMPM NHS Loacan NHS	Pacalso ES Loacan ES Tuding ES (Central Clinic)	2210
Fe Belen Acbayaan Secondary School Nurse <i>Base: Ampucao NHS</i> <i>Contact Number:09999659989</i>	Ampucao NHS Acupan ES Ampucao ES Balatoc ES Banget ES Dalicno ES	Daynet ES Lab - ang Com. Sch. Manganese ES Simpa PS Tapsan ES	2578

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		Virac ES Tuding ES (Central Clinic)	
Dolores Akilith <i>Secondary School Nurse</i> Base School: Laurencio FMNHS Contact Number:09484990494	Laurencio FMNHS Laurencio FMNHS - Bantic FMNHS – Tinongdan Fianza ES Lawiguen ES Jose Opiles ES	Oling ES Sayo PS Tabu ES Tinongdan ES Tuding ES (Central Clinic)	1257



District: Kabayan

Name of School Nurse	Schools Assigned		Enrolment June 2019
Teresita Colas <i>District Nurse</i> Base School: Kabayan Bo. School Contact Number:09100833909	Anchokey ES Asokong - Pacso ES Asokong - Pacso Annex Awing PS Ballay ES Batan ES Bio B. Modol ES Kabayan CS (Central Clinic)	Chapides ES Kabayan Barrio ES Lebeng PS Lusod ES Mongoto ES Mount Pulag ES Tamang ES Tinalab ES	1529
Shelby Sangao <i>Secondary School Nurse</i> Base School: Kamora NHS Contact Number:09999172539	Kamora NHS Adaoay NHS – Main Tawangan Lusod NHS Adaoay NHS – Abucot Abucot ES Adaoay ES	Bashoy ES Duacan PS Eddet ES Kabayan CS (Central Clinic) Tawangan ES Taba - ao ES Pudong ES	1663

District: Kapangan

Name of School Nurse	Schools Assigned		Enrolment June 2019
Saturnino Calasan <i>District Nurse</i> Base School: Kapangan CS Contact Number:09109103075	Baguionas BS Boklaoan ES Catiaoan BS Cayapes BS Cuba BS Datakan ES Gaswiling BS Kaliwaga BS Kapangan CS (Central Clinic)	Lomon ES Longboy ES Pakawan BS Paykek ES Pongayan BS Tadayan BS Toplac BS Ubod BS	1279
Zareen Binay-an <i>Secondary School Nurse</i> Base School: Kapangan NHS Contact Number:09087213188	Kapangan NHS Kapangan Central NHS Ampongot BS Kapangan CS (Central Clinic)	Laoangan BS Liblibeng BS Sagubo ES Gadang ES	1285
Juliet Kito <i>Secondary School Nurse</i> Base School: GBDAIS Contact Number:09463786089	GBDAIS – Main GBDAIS – Extension Balakbak ES	Beleng - Belis BS Tawang BS Kapangan CS (Central Clinic)	1510



District: Kibungan

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Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Lorraine P. Agayo <i>District Nurse</i> Base School: Kibungan CS Contact Number: 09206413139	Badeo BS Batangan ES Bekes ES Es - esa S. Alodos ES Ewa - Bokes ES Kibungan CS (Central Clinic) Lanipew BS Les-eng Bo. Sch	Napsong BS Polis BS Saddle ES Sagpat ES Tableo BS Mocgao ES Tacadang NHS	1258
Josephine A. Molitas <i>Secondary School Nurse</i> Base School: Kibungan NHS Contact Number: 09466133174	Kibungan NHS Palina ES Legleg BS Gasal BS	Lubo ES Sapda - an PS Tabbac BS Kibungan CS (Central Clinic)	912
Robert Jay C. Namoro <i>Secondary School Nurse</i> Base School: Madaymen NHS Contact Number: 09399141098	Madaymen NHS Camilo Lucaben ES Enrique Jose ES	Pakpakitan ES Tonguey - Nalusbo PS Kibungan CS (Central Clinic)	974

District: La Trinidad

Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Marijoan M. Capan <i>District Nurse</i> Base School: Buyagan ES Contact Number: 09469533954	Ambiong NHS La Trinidad CS (Central Clinic)	Buyagan ES	1306
Roselle Kristine D. Waguis Base: Schools Division Office Contact Number: 09985508992	Eastern LTNHS Balucas ES Puguis ES La Trinidad CS (Central Clinic)	Talinggoroy ES Balili ES	2875
Rhenilda P. Tulaban <i>Secondary School Nurse</i> Base School: CRSHS Contact Number: 09123671942	CRSHS La Trinidad CS (Central Clinic)		347
Ermalyn Masweng <i>Secondary School Nurse</i> Base School: Benguet NHS- Main Contact Number: 09081731679	Benguet NHS SPED La Trinidad CS (Central Clinic)		1504
Jennifer S. Fernandez <i>Secondary School Nurse</i> Base School: Benguet NHS- Main Contact Number: 09092169007	Benguet NHS BENHS- Puguis BENHS- Alno BENHS-Bineng	La Trinidad CS (Central Clinic)	3182
Gemma V. Basatan <i>Secondary School Nurse</i> Base: Schools Division Office Contact Number: 09094048823	La Trinidad NHS	Beckel ES Lubas ES Ambiong ES La Trinidad CS (Central Clinic)	2323
Rose Virginie D. Killip <i>Secondary School Nurse</i> Base School: La Trinidad Central School Contact Number: 09276211948	Tacdian ES Alapang ES Alno ES Bahong ES La Trinidad CS (Central Clinic) Bodiweng ES	Beckel ES Lubas ES Ambiong ES Wangal ES Tawang ES Pico ES Lamut ES	4154

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	Puguis ES Talinggoroy ES Balucas ES Pico ES Balili ES	Balili ES Pagal ES Lamtang ES Bineng ES	
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District: Mankayan

Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Mila S. Paciteng <i>District Nurse</i> Base School: Mankayan CS Contact Number:09204882426	Mankayan CS Baguyos PS Cabacab ES Cabitin ES Dagadag PS Camanpaguey ES Colalo ES	Cotcot PS Guiweng PS Las - igan PS Marivic ES Pacda PS Taneg ES Taneg PS	1943
Zhimar F. Garriga <i>District Nurse</i> Base School: Lepanto ES Contact Number:09481496138	Lepanto ES Am am ES Ampontoc PS Ayosep PS Balili ES Bato PS	Kema PS Mogao ES Paco ES Payeo PS Sapid ES Sayapot PS	1876
Araceli G. Advincula <i>Secondary School Nurse</i> Base School: Guinaoang NHS Contact Number:09195708605	Guinaoang NHS Bulalacao NHS Bulalacao ES Ca - ew ES	Guinaoang ES Lap - angan PS Suvoc ES Ulsino PS	1744
Roselle R. Kidkid <i>Secondary School Nurse</i> Base School: Mankayan NHS Contact Number:09208863331	Mankayan NHS Bedbed NHS Tabio NHS Cabitin NHS	Mantiyeng PS Bedbed ES	1682
Joyce T. Cayamdas <i>Secondary School Nurse</i> Base School: Lepanto NHS Contact Number:09466522886	Lepanto NHS Balili NHS Balili NHS – Cabacab	Palatong ES	1969

District: Sablan

Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Lloyd M. Tabdi <i>District Nurse</i> Base School: Sablan CS Contact Number:09076156008	Amsalsal PS Bayabas MG Ebbes ES Jose Gonzalez ES Mating Mangosan ES Omas ES Palali ES	Pappa MG Sadul PS Talete MG Taya MG Yabyabuan PS Sablan CS (Central Clinic)	1000
Mae Fatima Cosalan <i>Secondary School Nurse</i> Base School: Sablan NHS Contact Number:09095406464	Sablan NHS Sablan NHS - Ballway	Michael G. Angel ES Sablan CS (Central Clinic)	586

District: Tuba

Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Florence F. Gam-ad	Asin ES	Nangalisan ES	1440

Name of School Nurse	Schools Assigned for extension of services		Enrolment June 2019
Ma. Victoria A. Marzan <i>District Nurse</i>	Albis ES Ambongdolan ES Baayan ES Main	Luisa Becka ES Mamuyod ES Moran ES	2378