

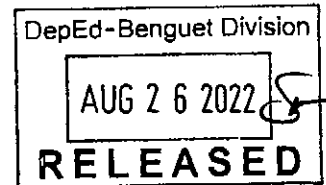


Republic of the Philippines
Department of Education
Schools Division of Benguet

August 22, 2022

DIVISION MEMORANDUM

No. 262, 52022



To: **School Governance and Operations Division**
Public Schools District Supervisors and District Heads
School Heads of Concerned Public Elementary Schools
School Heads of Concerned Public Secondary Schools
School Health Section Personnel

Designation of OKD Coordinators, Dentist-in-Charge, Nurse-in-Charge, Clinic Teacher and Assignment of Base and Extension Schools of School Health Personnel for SY 2022-2023

1. In view of the policy and guidelines on School Dental Health Care Program (SDHCP), Oplan Kalusugan sa DepEd (OKD) Program, and related issuances, designation of OKD Coordinators, Dentist-in-Charge, Nurse-in-Charge, Clinic Teacher and assignment of base and extension schools of school health personnel are hereby stated for the School Year 2022-2023. This aims to ensure that the convergence of school health and nutrition programs are effectively and efficiently implemented, well-coordinated and strengthened from the schools to national level.
2. Attached is the Directory of Designated OKD Coordinators, Dentist-in-Charge, Nurse in Charge, Clinic Teacher, and List of Dentists' and Nurses' Assignments, alongside expected duties and responsibilities. As such, all school health personnel and designated Clinic Teachers are to perform their functions and related tasks as needed.
3. This order shall take effect immediately on August 15, 2022 and shall remain in effect until the end of the current school year.
4. Immediate and wide dissemination of this Memorandum is desired.

GLORIA B. BUYA-AO
Schools Division Superintendent

REFERENCES:

- OUA Memo 00-0422-0051 – Designation of OK sa Deped Program Coordinators and Co-Coordiators in Regional Offices and Schools Division Offices, dated April 5, 2022
DepEd Order No. 28, s. 2018 – Policy and Guidelines on Oplan Kalusugan sa Department of Education
DepEd Memo 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



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Enclosure 1 to Division Memorandum No. 262 s, 2022

**Designated Coordinators/Focal Persons and Co-Coordinator/Alternates
of OK sa DepEd Flagship and Support Programs**

Program	Coordinator/ Focal Person	Co-Coordinator/ Alternate
OK sa DepEd*	KIRSTY DEPNAG	MARCELINO SAMONTE
1. School-Based Feeding Program (SBFP)		
➤ SBFP-NFP	ROSE VIRGINIE KILLIP	ROSELLE KRISTINE WAGUIS
➤ SBFP-Milk	ROSE VIRGINIE KILLIP	ROSELLE KRISTINE WAGUIS
Nutrition Support Program (e.g., ISNM, NSIP, Food Safety, Healthy Food Choices)	TERESITA COLAS	GENEVIEVE BASTIAN
2. WASH in Schools	SHELBY SANGAO	LIZA DIMBANAN
3. Adolescent Reproductive Health	ROSELLE KRISTINE WAGUIS	JOYCE CAYAMDAS
4. National Drug Education Program	CAROL IGUADO	ROLLEN GUIVAC
Comprehensive Tobacco Control (Program Coordinator)	CAROL IGUADO	ROLLEN GUIVAC
Brief Tobacco Intervention Provider	CAROL IGUALDO	ROLLEN GUIVAC
5. School Mental Health	ROBERT JAY NAMORO	ZAREEN BINAY-AN
6. Medical, Dental, and Nursing		
6a. Dental Services/School Dental Health Care Program	MARCELINO SAMONTE	ABRAHAM ULEP
6b. Medical and Nursing Services (Overall)	KIRSTY DEPNAG	ROSELLE KRISTINE WAGUIS
➤ Integrated Helminth Control Program	GERGENZON DELFIN	MAE FATIMA COSALAN
➤ Vision Screening	FLORENCE GAM-AD	JENNIFER FERNANDEZ
➤ School-Based Immunization Program	GERGENZON DELFIN	MA. CATHLEAH PULIG
➤ Weekly Iron Folic Acid (WIFA) Supplementation	JOVANER BELA-O	MAE FATIMA COSALAN
➤ Tuberculosis	FE BELEN ACBAYA-AN	LORNA DIWAS
➤ Nutritional Assessment	SATURNINO CALASAN	ROSE VIRGINIE KILLIP
➤ COVID-19 Response and Management	ROLLEN GUIVAC	GERGENZON DELFIN
➤ COVID-19 Vaccination	ROSE VIRGINIE KILLIP (TP/NTP)	ROSELLE KRISTINE WAGUIS (LEARNERS)
➤ Rabies Prevention and Control	MAE FATIMA COSALAN	JEREMIE TEOFILO

Duties and Responsibilities of OKD Program Coordinators in addition to their regular duties:

1. Coordinate the implementation of assigned programs in accordance with existing School Health policies and guidelines.
2. Prepare, consolidate and ensure prompt submission of program reports to higher offices.
3. Prepare the requisition of needed materials and supplies for the implementation of program handled.



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4. Provide regular feedback relative to program handled to the Head of School Health Section.
5. Plan and prepare program annual implementation plan in coordination with the Head of School Health Section.
6. Prepare and draft memoranda/communications to the field.
7. Coordinate and collaborates with government and non-government agencies regarding the implementation of the assigned PPAs.
8. Assist in monitoring and evaluation of school health programs.
9. Perform other related activities/tasks as needed for the exigency of the service.
10. Report to the School Division Office-School Health Section as needed such as in planning-meeting activities, accomplishment, and submission of reports.

B. Dentist-in-Charge: Marcelino L. Samonte, DMD

Duties and Responsibilities:

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

C. Nurse-in-Charge: Roselle Kristine D. Wagus, RN

Duties and Responsibilities:

1. Monitor the work of school nurses as regards their yearly and monthly schedule of visits, school nursing techniques and accomplishment of records and reports.
2. Orient new nurses and/or field nurse 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. Provide feedback relative to school medical and nursing program and services to the head of the school health section, in the absence of a Medical Officer, feedbacks to the Chief Education Supervisor of SGOD.
5. Conduct staff development activities to upgrade the competence of school nurses and clinic/ first aid teachers.
6. Plan and prepare the Annual Division Action Plan of the School Health Nursing Program in



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- coordination with the Dentist-in-Charge and with the Medical Officer.
7. Assist the Head, School Health Section in the recruitment, placement, and promotion of health personnel.
 8. Monitor and evaluate the effectiveness of the health and nutrition programs and projects.
 9. Prepare draft of memoranda and communications to the field.
 10. Coordinate with other NGOs regarding implementation of health and nutrition programs and projects.
 11. Coordinate with the Division Social Mobilization Officer in the establishment and strengthening of partnership and linkages for school health and nutrition programs.
 12. Consolidate the school nurse's accomplishment reports and other needed health and nutrition reports.
 13. Ensure prompt submission of required reports to the planning office and/or regional office.
 14. Recommend medicines and other medical supplies for school health nursing services.
 15. Perform related activities/tasks as needed for the exigency of service.

D. Clinic Teacher: Schools 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. Assist the school nurse in the implementation of school health and nutrition programs, projects, and services.
2. Attend to ailing child/personnel.
3. Refer sick/ailing learner and/or personnel to school nurse for treatment and/or further management/referral.
4. In the absence of school nurse, coordinate to Barangay Health Emergency Response Team (BHERTs) and/or rural health worker for referral.
5. Maintain the school clinic/medicine cabinet/first aid kit and medical equipment and supplies.
6. Organize and update the Oplan Kalusugan sa DepEd Bulletin Board.
7. Attend seminars, trainings and learning opportunities related on school health and nutrition PPAs.



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Enclosure 2 to Division Memorandum No. **262** s, 2022

Dentists' and Nurses' Assignment for SY 2022-2023

DENTISTS	DISTRICT ASSIGNMENTS
MARCELINO L. SAMONTE	Bokod, Buguias, Kabayan, Sablan, Tuba
ABRAHAM C. ULEP	Atok, La Trinidad, Itogon I, Mankayan
GAE LOUE A. SABELO	Bakun, Kibungan, Kapangan, Itogon II, Tublay

NURSE	BASE	EXTENSION SCHOOLS
ROSELLE KRISTINE WAGUIS	SCHOOLS DIVISION OFFICE	BENGUET SPED BALUKAS ES TALINGUROY ES
ROLLEN GUIVAC	RNEAP	SABLAN NHS LAMUT ES BALILI ES TAWANG ES
ATOK		
REMEDIOS SACYAT	CAMP 30 ES	BECKES PS BILIS ES BONENG IS BONGLO ES BOSLENG ES BUSOC PS CAGUI-ING ES CALASIPAN ES CELO HAIGHT ES ENGLANDAD ES JAPA ES MAURO LARUAN ES OYUSAN ES RUFINO ALAWAS ES
NIMIA MERIS	ATOK NHS	ADOYUNAN ES BALANSI-ARENOS ES DALMACIO MIGUEL PS FELOMINA CATING ES NAGUEY ES SABDJAT PS PASDONG ES TOPDAC ES CAMP 30 NHS FRANKLIN GUY HAIGHT NHS
BAKUN		
ESTRELLA GUZMAN	AMPUSONGAN ES	BULISAY ES CADSI-AMOY ES-MAIN CADSI-AMOY ES-POWAY ANNEX



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		COPCOPIT ES GUING-OY ES KAYAPA ES KAYAPA NHS KETAGAN CABATAN ES LEGAB ES LAMEW ES MASALIN ES NAGAWA ES PALIDAN IS TALBINO ES TAP-AYAO ABIYANG ES TAP-AYAO ABIYANG ES-BEYENG EXTENSION
RICARDA GU	AMPUSONGAN NHS	ALICAY-SEGUNDO ES BAGU ES BARBARIT ES BATANES ES CABUTOTAN ES DIO-ALAN ES LABINIO-AQUISIO ES LABINIO-MARIANO ES SINACBAT ES BAKUN NHS-SINACBAT ANNEX TANAS ES TINGBAOEN-GALISEN ES YUGO-BANTALES ES BAGTANGAN ES
BOKOD		
REINA GAEA DUYAO	BOKOD CS	ALBERTO CUILAN MEM.SCHOOL ALFREDO P. CHANAO ES AMBANGEG ES AMBAYEC PS AMBUKLAO ES BAKIAN GUINIAWAN PS BANGAO ES BANGEN ES BILA ES BUNAGAN ES CAMANGGAAN ES CELO DONI PS EKIP ES KARAO ES KARAO TRIBE ES KIWENG PS LIBOONG PS LINE 10 PS-PALPALAN NASWAK ES



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		PALANSA ES PIDILE ES POODAN ES TIKEY PS
GERGENZON DELFIN	BOKOD NHS	AMBUKLAO NHS AMBANGEG NHS DAKLAN NHS NAWAL IS BANA O ES BANTAS SUANDING ES BULO ES DAKLAN ES GALSA ES KAWAL ES OTBONG PS PILPIOK ES WAKAL ES ADONOT PS AKBOT ALICNAS ES BAWEMPETA PS
BUGUIAS		
GENEVIEVE BASTIAN	BANGAO ES	AMGALEYGUEY ES CALAMAGAN ES CAYAPAS IS PAN-AYAOAN ES LAM-AYAN IS PASBOL-BELINO ES TINDO-BOSANIA ES PUGO JAMES ES BANGSALAN ES BAYOYO ES BOT- OAN ES TIN-APAN ES SAGANDOY ES SINIPSIP NHS SINIPSIP ES
JOHNNY COMPELIO	ABATAN ES	AMBANGLO ES BACASEN -WAKIT ES BAD- AYAN IS BANO-OY ES BUYACAOAN ES CABUGUIASAN -KIGANGAN ES CATLUBONG ADISTON ES CAYAT-LADUAN ES ORLANI -TELITEL ES PAING ES TONGLO -CARINO PS LOO NHS



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CAROL IGUALDO	BUGUIAS NHS	ALAPANG ES BEKES ES BUGUIAS CS COTCOT TALABIS ES DECCAN ES ENGGAY WILLIE ES GUIOENG ES KIMPIT ES LENGAOAN IS NABALICONG SALTIN ES NAYTOK YAB ES SACLALAN ES TABAO ES LOO ES CATLUBONG NHS
ITOGON		
LORNA DIWAS	TUDING ES	BAGUIO GOLD DOMOLPOS ES GOLD CREEK ES GUMATDANG IS LIANG PS LUNETA ES LUSOD ES MIDAS ES UCAB ES
LIZA DIMBANAN	BINGA NHS	BINGA ES BOTIC ES LABILAB ES MAXIMINO F. LOPEZ SAYBUAN TOCMO ES GOLD FIELD ES ITOGON CS SOLOMON SOLANO ES TOCMO ANNEX TINONGDAN ES DAYNET ES
JAPHET DENVER FAGYAN	ALEJO M. PACALSO MNHS	PACALSO ES LOACAN NHS LOACAN ES
DOLORES AKILITH	FIANZA MNHS	JOSE F. OPILES FIANZA ES LAURENCIO FIANZA MNHS- MAIN LAURENCIO FIANZA MNHS-ANNEX LAWIGEN ES OLING ES SAYO ES TABU ES



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		AMPUCAO ES AMPUCAO NHS
FE BELEN ACBAYAAN	VIRAC ES	ACUPAN ES ALTIGA ES BALATOC ES BANGET ES DALICNO ES LAB-ANG ES MANGANESE IS TAPSAN ES AMPMNHS- VIRAC EXTENSION
KABAYAN		
TERESITA COLAS	KABAYAN BO. ES	ANCHOKEY ES ASOKONG-PACSO ES JAMES CALABIAS ES BIO MODOL ES BATAN ES TAMANG ES CHAPIDES ES MONGOTO ES TINALEB ES MT. PUAG ES AWING ES LEBENG ES BALLAY IS
JOVANER BELA-O	KAMORA NHS	ABUCOT IS ADAOAY NHS TAWANGAN-LUSOD NHS ADAOAY ES BASHOY ES DUACAN PS EDDET ES KABAYAN CS LUSOD ES TAWANGAN ES AMLIMAY IS *Once a month visit
KAPANGAN		
SATURNINO CALASAN	LOMON CS	CUBA BS PAKAWAN BS LONGBOY ES DATAKAN IS GASWILING BA CATIAOAN BA KALIWAGA BS BAGUIONAS BS KAPANGAN CENTRAL ES



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		PONGAYAN ES PAYKEK ES CAYAPES ES PUDONG ES TADAYAN BS UBOD BS TOPLAC BS BOKLAOAN ES
ZAREEN BINAY-AN	KAPANGAN CENTRAL NHS	SAGUBO ES GADANG ES AMPONGOT BS LIBLIBENG BS LAO-ANGAN BS
JULIET KITO	GBDAIS	TABA-AO IS BALAKBAK ES TAWANG BS BELENG BELIS BS
KIBUNGAN		
LORAINE AGAYO	KIBUNGAN CS	BADEO BS BATANGAN BS BEKES BS ES-ESA S. ALODOS ES EWA-BOKES ES LANIPEW BS LES-ENG PS MOCGAO IS NAPSONG BS POLIS BS SADDLE ES SAGPAT IS TACADANG IS TABLEO BS
JOSEPHINE MOLITAS	KIBUNGAN NHS	GASAL BS LUBO IS SAPDAAN PS PALINA ES LEGLEG BS TABBAC BS
ROBERT JAY NAMORO	MADAYMEN NHS	PAKPAKITAN ELEMENTARY SCHOOL, CAMILO LUCABEN ELEMENTARY SCHOOL, ENRIQUE JOSE ELEMENTARY SCHOOL NATUBLENG ES SINIPSIP NHS-NATUBLENG ANNEX
LA TRINIDAD		
ROSE VIRGINIE KILLIP	LA TRINIDAD CENTRAL SCHOOL	SCHOOLS DIVISION OFFICE



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MARIVIC MARZAN	LA TRINIDAD NATIONAL HIGH SCHOOL	LUBAS ES AMBIONG ES AMBIONG NHS
ERMALYN MASWENG	PUGUIS ELEMENTARY SCHOOL	LONGLONG ES PICO ES LAMTANG ES
RHENILDA TULABAN	CORDILLERA RSHS	DON PULAS ES BAHONG ES PAGAL ES TACDIAN ES
JEREMIE TEOFILO	BENGUET NATIONAL HIGH SCHOOL	BODIWENG ES *Once a month visit
JENNIFER FERNANDEZ	BENGUET NATIONAL HIGH SCHOOL	ALNO NHS PUGUIS NHS BINENG NHS ALNO ES BINENG ES BAKUN CS BAKUN NHS *Once a month visit to schools in Bakun District
SHELBY SANGAO	BUYAGAN ELEMENTARY SCHOOL	BECKEL ES EASTERN LA TRINIDAD NHS WANGAL ES
MANKAYAN		
MILA PACITENG	MANKAYAN CS	BAGUYOS ES CABACAB ES CABITIN ES CAMANPAGUEY ES COLALO ES COTCOT ES DAGADAG ES GUIWENG ES LAS-IGAN ES MARIVIC ES PACDA ES TANEG ES TANEG PS
ZHIMAR GARRIGA	LEPANTO ES	AM-AM ES AMPONTOC ES AYOSEP ES BALILI ES BATO ES KEMA ES MOGAO IS PAYEO ES SAPID ES



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		SAYAPOT ES
ROSELLE KIDKID	MANKAYAN NHS	BEDBED NHS CABITIN NHS TABIO NHS MANTIYENG ES
JOYCE CAYAMDAS	LEPANTO NHS	PALATONG ES CABACAB NHS BALILI NHS LEPANTO NHS PACO ES
ARACELI ADVINCULA	GUINAOANG NHS	BULALACAO ES CA-EW ES GUINAOANG ES LAP-ANGAN ES SUYOC ES ULSINO ES BULALACAO NHS
SABLAN		
LLOYD TABDI	SABLAN CENTRAL SCHOOL	OMAS AMPAGUEY ES BAYABAS ES EBBES ES JOSE GONZALES ES MICHAEL G. ANGEL ES MATING MANG-OSAN ES PALALI ES PAPPA MG SCHOOL TALETE MG SCHOOL TAYA MG SCHOOL YABYABUAN MGS AMSALSAL PS
TUBA		
MA. CATHLEAH PULIG	TUBA CS	BESONG ES KABUYAO ES LIGAY ES M. SABARINO ES MIGUEL PALISPIS ES POYOPOY ES SAGUITLANG IS SALPANG ES TALOY NORTEES TALOY SUR ES TOYBONGAN ES
FLORENCE GAM-AD	GILBERT SEMON ES	ASIN ES BATUAN ES KIWAS IS LABNEY PS LUBAS ES NANGALISAN ES



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Non-Teaching Uniform.

Extension Schools: Collared shirt embedded with SHS logo and dark colored pants.

Specific collared shirts are to be worn on the following days:

Monday: White and Blue color

Tuesday: Mocha and Light Brown

Wednesday: Gray

Thursday: Cream and Maroon

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 base/extension schools.



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		PIMINGAN ES SAN PASCUAL ES SIOCO CARINO ES TAGADI HOUSING ES YAGYAGAN ES CAMP 6 ES TORRE ES
IRENE LUBUAT	TUBA NHS	TUBA CENTRAL NHS TALOY SUR NHS
KARREN GAQUI	TWIN PEAKS NHS	ANDOLOR ES INDAOAC ES PARAN LARUAN ES KLONDYKES ES GAVINO PALAOAG ES CAMP 3 ES CAMP 4 ES EJMNHS MMNHS
TUBLAY		
MAE FATIMA COBALDEZ	PAOAD ES	ALL ELEMENTARY SCHOOLS OF TUBLAY
BRENDA OIDI	TUBLAY SHI	TUBLAY TRADE NHS

The following guidelines should be observed in rendering services in base and extension schools:

- a. Nurse are required to report to their respective base schools every Mondays and may render extension services from Tuesday to Fridays.
- b. At least two (days) every week shall be devoted for extension services and a monthly itinerary shall be prepared by the nurse to be approved by the principal and copy furnished to the Chief of SGOD thru the Head of School Health Section. The concerned school principal where the nurse is assigned shall allow the said nurse to render extension services.
- c. Nurse are expected to use their prescribed profession's uniform when rendering services at their base school and extension schools. Denim/"Maong"/tattered jeans are prohibited.
 Base School: Collared shirt embedded with SHS logo, and white pants or approved National DepEd Non-Teaching Uniform.
 Extension Schools: Collared shirt embedded with SHS logo and dark colored pants.
 Specific collared shirts are to be worn on the following days:
 Monday: White and Blue color
 Tuesday: Mocha and Light Brown
 Wednesday: Gray
 Thursday: Cream and Maroon
- 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 base/extension schools.



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