



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024- 531

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Makati City
 SDO Quezon City

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **DELIBERATION AND FINALIZATION OF THE VALIDATED DRAFT MANUAL OF PROCEDURES FOR SCHOOL CLINICS**

DATE : **May 27, 2024**

1. Attached is a Memorandum D-3058 from Atty. Suzette T. Gannaban- Medina, Officer in Charge, Director IV, Bureau of Learner Support Services and Learner Rights and Protection Office dated April 23, 2024 titles "**Deliberation and Finalization of the validated draft manual of procedures for school clinics**", to be held on June 18- 21, 2024 at NEAP, Malvar, Batangas, which is self explanatory, for the information and guidance of those concerned.

2. In view of this, the following participants have been identified by the Central Office as official participants of the said activity.

Name	Designation	Place of Work
1. Jennufer V. Belleza	Nutritionist/Dietitian II	DepEd NCR- RO
2. Dr. Dante D. Nacpil	Medical Officer III	SDO- Quezon City
3. Mhelmar Oblipias	Nurse II	SDO- Pasig


3. Participants are requested to pre-register at this link: <https://bit.ly/Pre-registrationDeliberationandFinalizationMOP>. Funds for travelling expenses will be downloaded to their respective offices through the Regional Office (RO), subject to the usual accounting and auditing rules and regulations. It is requested that SDO augment any fund shortages.





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4. For inquiries, please contact Dr. Connie P. Gepanayao, Medical Officer IV, School Health and Nutrition Unit- ESSD at cellphone number 09189411154 or email at hnu.ncr@deped.gov.ph.
5. Immediate dissemination of this memorandum to those concerned is desired.


JOCELYN DR. ANDAYA
Director IV



Republic of the Philippines
Department of Education
BUREAU OF LEARNER SUPPORT SERVICES

Office of the Director

MEMORANDUM

TO : **REGIONAL DIRECTORS**
I-XII, CARAGA, CAR and NCR
Schools Division Superintendents

FROM : *Suzette T. Gannaban-Medina*
ATTY SUZETTE T. GANNABAN-MEDINA
Officer-in-Charge, Director IV ✓
Bureau of Learner Support Services and
Learner Rights Protection Office

SUBJECT : **DELIBERATION AND FINALIZATION OF THE VALIDATED DRAFT
MANUAL OF PROCEDURES FOR SCHOOL CLINICS**

Date : April 23, 2024

The Bureau of Learners Support Services-School Health Division (BLSS-SHD) is in the final stage in the development of Manual of Procedures (MOP) for School Clinics. This MOP will serve as the standards for the implementation and delivery of Oplan Kalusugan sa DepEd (OKD) health programs and services. The series of validation was completed in 5 clusters wherein comments, suggestions and inputs were gathered from the participants representing the different discipline.

In this regard, this Office is now scheduled to proceed with the Deliberation and Finalization of the draft Manual to be conducted on **June 18-21, 2024 at the National Educators Academy of the Philippines, Malvar, Batangas**. The participants are selected health personnel from different discipline from the regional offices and schools division offices; and school heads from the established/refurbished central elementary school clinic beneficiary. (See Annexes for the List of Expected Participants)

It is respectfully requested that the participants be advised of the following:

1. Pre-Register at <https://bit.ly/Pre-registrationDeliberationandFinalizationMOP>.
2. Arrival and check-in will be on day 1 while check-out date will be on the 4th day at 12:00nn. Registration of the participants will be at 1:00 pm to 3:00 pm. Preliminaries and Opening Program will start at 3:30 PM. Please see attached Program of Activities for guidance.
3. Funds for the travelling expenses of the participants will be downloaded to their respective offices through the Regional Office (RO), subject to the usual accounting and auditing rules and regulations. It is requested that the RO/SDO augment any fund shortages.
4. Due to the unpredictable weather conditions, it is also highly advised that the participants shall be physically fit, fully vaccinated and no manifestations of flu-like symptoms. It is also requested that they bring facemasks and hand sanitizers

D3058

**DELIBERATION AND FINALIZATION OF THE DRAFT MANUAL OF PROCEDURES
(MOP) FOR SCHOOL CLINICS**

BULLETIN OF INFORMATION

I. Rationale

The Bureau of Learner Support Services-School Health Division (BLSS-SHD) Department of Education, recognizes the critical role of school clinics in promoting the health and well-being of learners. As part of the Department's commitment to ensuring quality health services within educational settings, the development of a Comprehensive Manual of Procedures (MOP) for School Clinics is being undertaken.

The School Health Personnel namely: medical officers, dentists, nurses, and designated clinic-in-charge perform a critical role in the context of School Health Program by addressing the health concerns of the learners, teachers and the non-teaching personnel. Due to lack of health personnel in the school setting, the clinic-in-charge designate manage the school clinic during class hours by providing basic health services and refer cases to appropriate health facility that need further medical management, if necessary (DepEd-DOH JMC No. 01, s 2021). In addition, the clinic-in-charge designate is expected to advocate, implement, and address the gaps and challenges in the promotion, prevention, control and alleviating health problems.

To effectively and efficiently implement the different health programs and services of the School Health Division, the BLSS-SHD conducted series of validation of the draft Manual of Procedures for the School Clinics. The first validation was on May 3-6, 2022 and the last leg of the ratification of the Manual was on April 3-5, 2023. The activity was participated by selected medical officers, dentists, nurses and nutrition-dietitians from the regions and schools division offices. The objective of the validation was to ensure the manual's accuracy, effectiveness and practicality; and involved a comprehensive review and assessment of the manual's content, structure, and applicability by relevant stakeholders, such school administrators, healthcare, professionals (school doctors, dentists, nurses), and other personnel involved in the clinic operations. Comments and findings noted were consolidated

II. Objectives:

The primary objective of the deliberation is to finalize the Manual of Procedures (MOP) for School Clinics, which will serve as a standardized framework for the operation and management of health services in schools. The MOP aims to enhance efficiency, improve service delivery, and prioritize the health needs of learners as well as the teaching and non-teaching personnel. Further, the key components of the activity are as follows:

1. **Standardized Protocols:** The MOP will establish standardized protocols for the operation of school clinics, including procedures for health assessments, first aid, treatment and referral systems.

2. **Health Promotion Initiatives:** It will outline strategies for promoting health and wellness among learners, such as nutrition education, hygiene practices, and physical activity promotion.
3. **Emergency Response Plans:** The MOP will include guidelines for responding to medical emergencies using the school emergency warning system (SEWS) within the school premises, ensuring timely and appropriate care for learners, teaching and non-teaching staff.
4. **Collaboration and Coordination:** It will emphasize the importance of collaboration and coordination between school clinics, local health authorities, and other relevant stakeholders to address health issues effectively.
5. **Stakeholder Engagement:** This deliberation will bring together a diverse group of stakeholders, including representatives from the School Health Division, school administrators, clinic staff, health professionals, parent-teacher associations (PTAs), and other relevant parties. Their input and expertise will be integral to the development and finalization of the MOP.

III. Expected Outcomes:

1. Finalized Comprehensive Manual of Procedures (MOP) for School Clinics that align with the standards and objectives of the Department of Education.
2. Enhanced understanding and ownership of the MOP among stakeholders, leading to improved implementation and adherence to protocols.
3. Strengthened collaboration and coordination between school clinics and other health entities, resulting in better health outcomes for learners.

IV. Conclusion:

The developed and finalized Manual of Procedures (MOP) for School Clinics signify the Bureau's commitment in providing a safe and healthy environment for learners.

PROGRAM DESIGN:

A. Availability of Funds/Fund Source

- FY 2024 Learner Support Program (LSP) Current Funds

B. Target Participants

Advisers:

Atty. Suzette T. Gannaban-Medina
Officer-In-Charge, Director IV
Bureau of Learner Support Services and
Learner Rights and Protection Office
Dr. Maria Corazon C. Dumlao, Chief SHD
Dr. Ann P. Quizon, Assistant Chief, SHD

Dr. Mariblanca CP. Piatos, Team Lead, MNDNS
Dr. Cynthia D. Coronado, Dentist III

Project Coordinators & Staff:

BLSS – Office of the Director-BLSS
(1) Representative

BLSS – School Health Division

Dr. Maria Corazon C. Dumlao, Chief SHD
Dr. Ann P. Quizon, Assistant Chief, SHD
Dr. Mariblanca CP. Piatos, Team Lead, MNDNS
Dr. Cynthia D. Coronado, Dentist III
Ms. Phanny S. Ramos, HEPO III
Ms. Belinda C. Beltran, ND III
Ms. Ma. Lee L. Alpuerto, RN – Nurse II
Ms. Mutya C. Raquino- TA I

Partners:

- Department of Health (2)
- Save the Children (2)
- University of the Philippines, College of Public Health (2)

Participants :

Selected representatives per participating region, composed of:

- Selected Medical Officer IV, Regional Office (3)
- Selected Medical Officer III (SDO) (2)
- Selected Dentist III, Regional Office (4)
- Selected Dentist II, SDO (1)
- Selected Nutritionist-Dietitian II, Regional Office (5)
- Selected Nurse-in-Charge (6)
- Selected Nurses (Senior High School) (3)
- Selected School Head from the **established/refurbished CES Clinic beneficiary) (5)**

LIST OF PARTICIPANTS

Regions	Regional Medical Officer	Regional Supervising Dentist	Regional Nutrition-Dietitian	SDO Medical Officer	SDO Dentist II	Nurse/Nurse-In-Charge	School Head
Region I		Dr. Marjorie Pudín	Ms. Maricris Rimas				
Region II		Dr. Ryan Paquing				(1)Senior High Nurse (SDO Tuguegarao City)	
Region III						Ponciana Lenon (SDO Pampanga)	(1) School Head SDO Pampanga
Region IV -A			Ms. Aira Suberano	Dr. Rainerio U. Reyes SDO Cavite Prov.		Ms. Francis T. Guimpatan SDO Cavite Prov	
Region IV-B			Mr. Zurich Dilao			(1)Senior High Nurse (SDO Calapan City)	
Region V		Dr. Boots Maninang	Ms. Tess Rabulan				
Region VI						Ms. Katerese C. Sabrine	
Region VII	Dr. Rogue John Villamor					Mr. Chino Galviso	
Region VIII							(1) School Head (SDO Calbayog City)
Region IX							(1) School Head SDO Dipolog City
Region X	Dr. Myra Yee	Dr. Rey Cagang					
Region XI					Dr. Nancy Dalumpines	Mr. Stephen Mark Castres Ms. Fritzie Apra	
Region XII							(1) School Head SDO Cotabato City

CARAGA	Dr. Jumer Carlon,MD						(1) School Head (SDOButuan City) (SDOButuan City)
CAR							(1) School Head) SDO Baguio City
NCR			Ms. Jennifer Belleza	Dr. Dante Nakpil		Ms. Lea Torio	

C. INDICATIVE PROGRAM OF ACTIVITIES

Time	Activity/Sessions	Person Responsible
Day 1 - Tuesday, June 18, 2024		
8:00 AM-12:00 NN	Travel Time to Batangas	BLSS-SHD
12:00NN-1:00PM	LUNCH (First Meal)	BLSS-SHD
1:00 PM- 3:00 PM	Arrival/Registration/Settling	BLSS-SHD
3:30PM-5:00PM	Preliminaries <ul style="list-style-type: none"> ➤ Pambansang Awit ➤ Opening Prayer ➤ Galaw Pilipinas Exercise ➤ Welcome Remarks ➤ Introduction of Participants ➤ House Rules ➤ Program Overview 	BLSS-SHD Dr. Maria Corazon C. Dumlao, DBHI Chief, SHD Ms. Belinda C. Beltran Nutrition-Dietitian III Ma. Lee L. Alpuerto, RN Nurse II-SHD
6:00PM-7:00PM	DINNER	
Day 2 -Wednesday, June 19, 2024 Deliberation of the MOP Outputs		
6:00AM-7:00AM	BREAKFAST	
8:00AM -10:00AM	<ul style="list-style-type: none"> ➤ Prayer, Exercise and Recapitulation ➤ Presentation of the Draft MOP 	BLSS-SHD Dr. Mariblanca C. Piatos,MD
10:00 AM-10:30AM	HEALTH BREAK/SNACKS	
10:30 AM-11:15AM	<ul style="list-style-type: none"> ➤ Presentation of the Consolidated Outputs <ul style="list-style-type: none"> • Medical Services 	c/o UP-CPH, Save the Children, and DOH

11:15 AM-12:00NN	<ul style="list-style-type: none"> • Dental Services • Nursing Services • Nutrition Services 	
12:00NN-1:00PM	LUNCH	
1:00PM- 3:00PM	<ul style="list-style-type: none"> ➤ Unfreezing Activity ➤ Deliberation and Group Discussion 	BLSS-SHD, RPs and Participants
3:00PM-3:30PM	HEALTH BREAK/SNACKS	
3:30PM-5:00PM	<ul style="list-style-type: none"> ➤ Continuation of the Deliberation and Group Discussion 	BLSS-SHD, RPs and Participants
6:00PM-7:00PM	DINNER/ SOCIALS	
Day 3-Wednesday, June 19, 2024 Finalization of the MOP Outputs		
6:00AM-7:00AM	BREAKFAST	
8:00AM – 8:30AM	Prayer, Exercise and Recapitulation	BLSS-SHD
8:30AM-10:00AM	<ul style="list-style-type: none"> ➤ Open Discussion on the Finalization of the Outputs <ul style="list-style-type: none"> • Medical Services • Dental Services • Nursing Services • Nutrition Services 	BLSS-SHD and RP's
10:00AM-10:30AM	HEALTH BREAK/SNACKS	
10:30AM-12:00NN	<ul style="list-style-type: none"> ➤ Presentation of the Final Outputs <ul style="list-style-type: none"> • Medical Services • Dental Services • Nursing Services • Nutrition Services 	
12:00AM-1:00PM	LUNCH	
1:30 PM-3:30PM	<ul style="list-style-type: none"> ➤ Unfreezing Activity ➤ Continuation on the Presentation of the Final Output of the Draft MOP 	BLSS-SHD and RP's
3:30PM-5:00PM	CLOSING PROGRAM <ul style="list-style-type: none"> ➤ Closing Message ➤ Awarding of Certificates 	Dr. Cynthia D. Coronado Dentist III-BLSS-SHD BLSS-SHD with RPs
6:00 PM-7:00PM	DINNER	
Day 4 – Friday, June 21, 2024		
6:00AM-7:00AM	BREAKFAST	
8:00AM – 12:00NN	Travel back to Manila	

D. TASKING

The activity shall be attended by officials and staff from the School Health Division of DepEd, Central Office and potential partners:

BLSS Office of the Director	<ul style="list-style-type: none"> • Provide guidance and directions during the activity.
SHD Chief SHD Assistant Chief Medical Officer IV	<ul style="list-style-type: none"> • SHD Chief to supervise the conduct of the actual activity and address issues and concerns; • Asst. Chief to facilitate and lead the technical discussion among the School Heads group during the deliberation. • Medical Officer IV to facilitate and lead the technical discussion among field medical officers.
Dentist III Nutritionist-Dietitian III	<ul style="list-style-type: none"> • Dentist III and ND III to facilitate and lead the technical discussion among dentists and NDII, respectively.
Nurse II and HEPO III	<ul style="list-style-type: none"> • HEPO III to facilitates and lead the technical discussion among the Nurse-In-Charge and Senior High Nurses • Nurse II manages the over-all activities and conceptualizes program design; to act as the Host and moderator during the conduct of the activity.
Technical Assistant II Technical Assistant I	<ul style="list-style-type: none"> • Assists in the senior technical staff in running the activity and document the activity proceedings. • Acts as the lead secretariat and prepares financial reports.
Partners from Government and Non-Government Offices	<ul style="list-style-type: none"> • Deliver and/or present program output aligned with DepEd thrusts and mandates • Provide inputs during the deliberation and facilitate group discussions for any issues and concerns. • Present the final output of the draft Manual of Procedures for the school clinics (MOP)