



Republic of the Philippines  
**Department of Education**  
REGION X

**SCHOOLS DIVISION OF MISAMIS ORIENTAL**

**Office of the Schools Division  
Superintendent**

**September 27, 2022**

**Unnumbered  
Division Memorandum**

**DESIGNATION OF THE NURSE – IN- CHARGE IN THE DIVISION**

**To: MA CORAZON T. HOMICILLADA - Nurse II - Bobontugan NHS  
- Tagoloan District**

1. Pursuant to Department of Education Culture and Sports (DECS) ORDER No. 25 s., 1998 titled **Designation of Dentist In - Charge and Nurse In - Charge in the Division**, a Nurse in- Charge should be designated among the members of their respective discipline, basing on their management skills, work performance, leadership qualities, full knowledge on the health and nutrition programs and projects and dedication and commitment. The designate does not warrant additional compensation.
2. In this connection, you are hereby designated as Nurse In-charge of the division of Misamis Oriental basing on the above criteria.
3. The duties and responsibilities of the nurse in – charge is enclosed for reference and guidance.
4. For information and compliance

  
**JONATHAN S. DELA PEÑA, PhD, CESO V**  
Schools Division Superintendent

Encl:

As stated

Reference:

DECS Order No. 25 s., 1998

To be indicated in the Perpetual Index

Under the following subjects:

HEALTH EDUCATION  
POLICY

SGOD/SHS - vcs





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Enclosure No. 1 to Unnumbered Division Memorandum: **Designation of Nurse In-Charge in the Division**

**DUTIES AND RESPONSIBILITIES OF THE NURSE - IN - CHARGE IN ADDITION TO THEIR REGULAR DUTIES AS SCHOOL NURSE**

1. Monitors the work of school nurses as regards their yearly, monthly schedule of visits, school nursing techniques and accomplishment of records and reports.
2. Orients new nurses on School Health Nursing Program and the Redesigned Approach in School Health Nursing in order to provide comprehensive quality nursing care to the school population.
3. Provides regular feedback relative to school health nursing to Health and Nutrition Section.
4. Initiates/conducts staff development activities to upgrade the competencies of the school nurses and first aid teachers.
5. Plans and prepares the Annual Division Action Plan of the School Health Nursing Program in coordination with the Head, Health, and Nutrition Section.
6. Assists the Head, Health and Nutrition Section in the recruitment, placement and promotion of school nurses and other health workers.
7. Monitors and evaluates the effectiveness of the health and nutrition programs and projects.
8. Prepares drafts of memoranda/communications to the field.
9. Coordinates/collaborates with government and non-government agencies regarding the implementation of the health and nutrition programs and projects.
10. Cooperates with other agencies in emergency and relief works during epidemics, disasters and other calamities and other health related activities.
11. Prepares/consolidates the school nurses' accomplishment reports and other needed health and nutrition reports.
12. Recommends medicines and other medical supplies for school health nursing services.
13. Performs other related activities/tasks as needed for the exigency of the service.

