



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 JUN 2022

DIVISION MEMORANDUM
No. 401 s. 2022

**DEPLOYMENT OF MEDICAL SERVICES PERSONNEL IN AVAILABLE FIELD
(SCHOOL-BASED) CLINICS AS SHARED SERVICES OF THE SCHOOLS
DIVISION OFFICE**

To: OIC - Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In compliance to Chapter 1, Sec. 7 (C), par. 2 of Republic Act 9155 also known as the **Governance of Basic Education Act of 2001** vesting the Schools Division Superintendent the authority, responsibility, and accountability in *"planning and managing effective and efficient use of personnel, physical, and fiscal resources of the division, including professional staff development"*, this order is hereby issued to maximize availability of important support services for learners and personnel.

2. The following medical services personnel are hereby instructed to render full-time medical support services to the identified functional and structured clinics located in schools:

| Name | Position | Designation |
|----------------------|---------------------|-----------------|
| Sia, Connie | Medical Officer III | Team Lead |
| Talavera, Jane Paula | Dentist II | Asst. Team Lead |
| Contreras, Mariles | Nurse II | Member |
| Omlas, Lailani | Nurse II | Member |
| Padillo, Alelie | Nurse II | Member |

3. Since there are two (2) identified functional and structured clinics within the Division located in the schools, the team shall submit duty schedule to ensure that both clinics will have available personnel during weekdays.

4. The above-mentioned personnel will be directly supervised by the Chief of the School Governance and Operations Division who will ensure the smooth operations of the clinics in the field and who will be in-charge in monitoring the compliance of the said personnel to the existing Department of Education policies as well as Civil Service rules and regulations.



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5. The team lead of the _____ medical unit or her representative shall report to the Chief of the School Governance and Operations Division on an agreed day and time to ensure coordination of operations.
6. This shall take effect immediately upon issuance of this memorandum.
7. For strict compliance.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent 



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