



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu City

Office of the Schools Division
Superintendent

SEP 05 2022

INTER-OFFICE MEMORANDUM

No. 800, s. 2022

DIVISION-BASED SCHOOL NURSES' DUTIES AND RESPONSIBILITIES

To: Fulton Lunod, R.N.
Rene Mercado II, R.N.
Roberto Enting, R.N.
All Others Concerned

1. This is to remind the following personnel, specifically Fulton Lunod R.N., Rene Mercado II R.N., and Roberto Enting R.N. of their duties and responsibilities as **division-based school nurses**:

- a. Conduct and facilitate the implementation of their designated OK Sa DepEd Flagship Program (as program coordinator):
 - ✓ Rene Mercado – National Drug Education Program (NDEP)
 - ✓ Roberto Enting – National Tobacco Control Program (under NDEP)
 - ✓ Fulton Lunod – Dengue Prevention Campaign and Annual Teachers' Profiling Program (TSEKAP)
- b. Submit punctually the related Accomplishment Reports of their OKD programs to appropriate offices (SGOD-DO, RO and CO); as well as other regular nursing reports such as LHAS, Deworming, Teachers' Profiling, TB Cases, COVID-19 Cases etc.
- c. Manage the Division Office Triage during their scheduled duties.
- d. Provide technical assistance and medical services to their designated district schools:
 - ✓ Rene Mercado – SD1
 - ✓ Roberto Enting – SD7
 - ✓ Fulton Lunod – ND1 and ND7
- e. Prioritize and participate face-to-face School Health team duties in schools and performing their ancillary and/or DRU duties once nursing duties are accomplished.

2. Dissemination and strict compliance to the contents of this Memorandum is desired.


RHEA MAR A. ANGTUD EdD
Schools Division Superintendent

RMAA/bas/lli/dnao



Address: New Imus Ave., Barangay Day-as, Cebu City
Telephone Nos.: 255-15-16
Email Address: cebu.city@deped.gov.ph