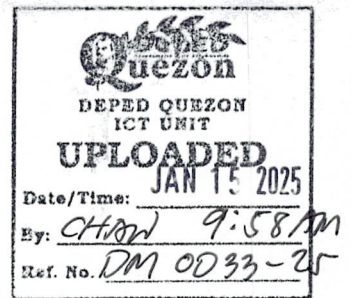




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



13 January 2025

**DIVISION MEMORANDUM**  
DM No. 0033, s. 2025

**SCHEDULE OF DUTY OF SCHOOL HEALTH PERSONNEL IN THE  
DIVISION OFFICE CLINIC**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
School Health Personnel  
All Others Concerned

1. To ensure the efficient management of the clinic and the continuous delivery of health services, the SGOD-School Health Section announces the schedule of duty for nurses and dentists assigned to the SDO clinic. This schedule will take effect on January 6, 2025. For further details, please refer to the attached enclosure.
2. All concerned nurses and dentists are required to be on duty during official hours, from 8:00 A.M. to 5:00 P.M., and accomplish the following objectives:
  - deliver health and dental services to SDO and field personnel, including consultations, treatments, and referrals;
  - ensure strict adherence to safety and health protocols in the workplace;
  - support the clinic's operations by assisting the Medical Officer, Dentist-in-Charge, and Nurse-in-Charge with tasks such as documentation, recording, filing, and reporting;
  - facilitate the implementation of 5S and 3Rs practices, as well as conduct inventory of medicines and supplies;
  - conduct preventive maintenance of medical equipment; and
  - perform other duties as may be assigned by their immediate head.

DEPEDQUEZON-TM-SDS-04-009-003



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3. Failure to report for duty requires the submission of a written explanation within 72 hours, addressed to the SGOD Chief, through the Division Medical Officer III.
4. See attached link for the schedule of health personnel.  

<https://tinyurl.com/healthpersonnel-duty>
5. In the interest of service continuity, if overlapping activities arise in the district assignment, the Nurse-on-Duty must promptly notify the Medical Officer and coordinate with a reliever to ensure uninterrupted clinic operations..
6. Strict compliance to this Memorandum is highly desired.

**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent

SGOD-SHS/MAAT/01/13/2025

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