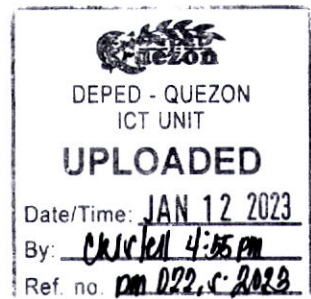




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SCHOOLS DIVISION OF QUEZON PROVINCE



12 January 2023

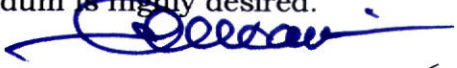
DIVISION MEMORANDUM

DM No. 022, s. 2023

**2023 SCHEDULE OF DUTY OF SCHOOL HEALTH PERSONNEL AT THE
DIVISION OFFICE CLINIC AND SUB-OFFICES**

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

1. This Office, through the SGOD- School Health Section, issues the schedule of duty of nurses and dentists at the SDO Clinic and Sub-Offices, effective January 9, 2023. Please see Enclosure for reference.
2. All concerned nurses and dentists shall go on duty on **Official Time from Monday to Friday** (8:00 a.m. to 5:00 p.m.) to:
 - provide health and dental services among SDO and field personnel during consultation, treatment, and referrals;
 - ensure strict compliance with health and safety protocols in the workplace;
 - conduct 5S and weekly inventory of medicines and supplies;
 - perform preventive maintenance of medical equipment;
 - assist the Medical Officer, Dentist-in-Charge, and Nurse-in-Charge in the clinic operation, documentation, recording and reporting; and
 - perform other tasks as may be assigned by immediate heads.
3. All nurses and dentists on duty are required to attend the flag-raising ceremony every Monday.
4. Strict compliance with this Memorandum is highly desired.


ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

shsmtma/01/12/2023

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Region IV-A
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Enclosure to DM No. 022 s. 2023

FY 2023 SCHEDULE OF DUTY AT SDO CLINIC (School Health Section)

Date of Duty		Nurse on Duty	Dentist on Duty
January			
Week	Date		
1	Jan. 02-06, 2023	Maria Nerissa A. Diego	Monday: Dr. Jose Macario
2	Jan. 09-13, 2023	Maria Frances L. De Ocampo	Ernie Patino- DIC
3	Jan. 16-20, 2023	Monday – Ana-Norwina Zarsadias	Tuesday: Dr. Lawrence Lazado
		Tuesday – Vincent Byron Rama	Wednesday: Dr. Reynaldo C. Abuso
		Wednesday – Nessian Rapada	Thursday: Dr. Maria Rosario C. Camilon
		Thursday – Meybel Nantes	Friday: Dr. Estelita Estrella
		Friday – Ma. Michelle Querubin	
4	Jan. 23-27, 2023	Monday – Genesis Olarte	
		Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
5	Jan. 30-Feb.03,2023	Monday – Ana-Norwina Zarsadias	
		Tuesday – Vincent Byron Rama	
		Wednesday – Nessian Rapada	
		Thursday – Meybel Nantes	
		Friday – Mica Michelle Querubin	
February			
1	Feb.06 -10, 2023	Monday – Genesis Olarte	
3	Feb. 20-24, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	

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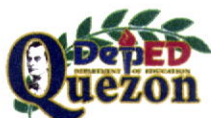
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		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
2	Feb. 13-17, 2023	Monday – Ana-Norwina Zarsadias	
4	Feb. 27- Mar. 03, 2023	Tuesday – Vincent Byron Rama	
		Wednesday – Nesson Rapada	
		Thursday – Meybel Nantes	
		Friday – Mica Michelle Querubin	
March			
1	Mar.06-10, 2023	Monday – Genesis Olarte	
3	Mar. 20-24, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
2	Mar. 13-17, 2023	Monday – Ana-Norwina Zarsadias	
4	Mar. 27-31, 2023	Tuesday – Vincent Byron Rama	
		Wednesday – Nesson Rapada	
		Thursday – Meybel Nantes	
		Friday – Mica Michelle Querubin	
April			
1	Apr. 03-07, 2023	Monday – Genesis Olarte	
3	Apr. 17-21, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
2	Apr. 10-14, 2023	Monday – Ana-Norwina Zarsadias	

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4	Apr. 24-28, 2023	Tuesday – Vincent Byron Rama
		Wednesday – Nessian Rapada
		Thursday – Meybel Nantes
		Friday – Mica Michelle Querubin
May		
1	May 01-05, 2023	Monday – Genesis Olarte
3	May 15-19, 2023	Tuesday – Viven Sayat
5	May 29-June 02, 2023	Wednesday – Ma. Frances De Ocampo
		Thursday – Perry Napenas
		Friday – Zyra Brizuela
2	May 08-12, 2023	Monday – Ana-Norwina Zarsadias
4	May 22-26, 2023	Tuesday – Vincent Byron Rama
		Wednesday – Nessian Rapada
		Thursday – Meybel Nantes
		Friday – Mica Michelle Querubin
June		
1	June 05-09, 2023	Monday – Ana-Norwina Zarsadias
3	June 19-23, 2023	Tuesday – Vincent Byron Rama
		Wednesday – Nessian Rapada
		Thursday – Meybel Nantes
		Friday – Mica Michelle Querubin
2	June 12-16, 2023	Monday – Genesis Olarte
4	June 26-30, 2023	Tuesday – Viven Sayat
		Wednesday – Ma. Frances De Ocampo
		Thursday – Perry Napenas

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		Friday – Zyra Brizuela	
July			
1	July 03-07, 2023	Monday – Ana-Norwina Zarsadias	
3	July 17-21, 2023	Tuesday – Vincent Byron Rama	
5	July 31- Aug. 04, 2023	Wednesday – Nessian Rapada	
		Thursday – Meybel Nantes	
		Friday – Mica Michelle Querubin	
2	July 10-14, 2023	Monday – Genesis Olarte	
4	July 24-28, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
August			
1	Aug. 07-11, 2023	Monday – Genesis Olarte	
3	Aug. 21-25, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
2	Aug. 14-18, 2023	Monday – Ana-Norwina Zarsadias	
4	Aug. 28-Sept. 01, 2023	Tuesday – Vincent Byron Rama	
		Wednesday – Nessian Rapada	
		Thursday – Meybel Nantes	
		Friday – Mica Michelle Querubin	
September			
1	Sept 04-08, 2023	Monday – Genesis Olarte	
3	Sept. 18-22, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	

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		Thursday – Perry Napenas
		Friday – Zyra Brizuela
2	Sept. 11-15, 2023	Monday – Ana-Norwina Zarsadias
4	Sept. 25-29, 2023	Tuesday – Vincent Byron Rama
		Wednesday – Nesson Rapada
		Thursday – Meybel Nantes
		Friday – Mica Michelle Querubin
October		
1	Oct. 02-06, 2023	Monday – Genesis Olarte
3	Oct. 16-20, 2023	Tuesday – Viven Sayat
5	Oct. 30- Nov. 03, 2023	Wednesday – Ma. Frances De Ocampo
		Thursday – Perry Napenas
		Friday – Zyra Brizuela
2	Oct. 09-13, 2023	Monday – Ana-Norwina Zarsadias
4	Oct. 23-27, 2023	Tuesday – Vincent Byron Rama
		Wednesday – Nesson Rapada
		Thursday – Meybel Nantes
		Friday – Mica Michelle Querubin
November		
1	Nov. 06-10, 2023	Monday – Ana-Norwina Zarsadias
3	Nov. 20-24, 2023	Tuesday – Vincent Byron Rama
		Wednesday – Nesson Rapada
		Thursday – Meybel Nantes
		Friday – Mica Michelle Querubin
2	Nov. 13-17, 2023	Monday – Genesis Olarte

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4	Nov. 27-Dec. 01, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	
		Friday – Zyra Brizuela	
December			
1	Dec. 04-08, 2023	Monday – Ana-Norwina Zarsadias	
3	Dec. 18-22, 2023	Tuesday – Vincent Byron Rama	
		Wednesday – Nessian Rapada	
		Thursday – Meybel Nantes	
		Friday – Mica Michelle Querubin	
2	Dec. 11-15, 2023	Monday – Genesis Olarte	
4	Dec. 25-29, 2023	Tuesday – Viven Sayat	
		Wednesday – Ma. Frances De Ocampo	
		Thursday – Perry Napenas	

SUB-OFFICES HEALTH PERSONNEL ON DUTY

Real			
January-December 2023			
Week 1,2,3,4,5	Monday	May Ann Candelaria	Dr. Zaida O. Marquita
	Tuesday	Ruffa A. Anonuevo	Dr. Lina Buaron
	Wednesday	Chrisgil A. Crisostomo	
	Thursday	Rea Merana	
	Friday	Ruffa A. Anonuevo	
Catanauan			
January-December 2023			
Week 1,2,3,4,5	Monday	Estrella G. Lorca	Dr. Aileen Aquino
	Tuesday	Katrina Thea Reyes	Dr. Sheryl Novela
	Wednesday	Princess Leni May Rejano	
	Thursday	Sarah Jean Almeyda	
	Friday	Laiza S. Espinosa	

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Gumaca			
January – December 2023			
Week 1,2,3,4,5	Monday	Margaret Z. Abaricia	Dr. Rizza Hernandez Dr. Martha Salome Acorda
	Tuesday	Maria Cerila Almonte	
	Wednesday	Lea C. Barrameda	
	Thursday	Christine Rose Deocales	
	Friday	Grant Lakian	

-Nothing Follows_

