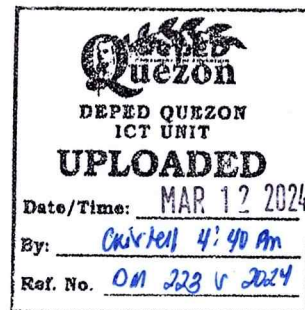




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



11 March 2024

**DIVISION MEMORANDUM**

DM No. 223, s. 2024

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

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

1. In line with the Clinic Management and continuous delivery of health services, 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 March 18, 2024. Please see Enclosure for reference.
2. All concerned nurses and dentists shall go on duty for **one day per week on scheduled date from Monday to Friday** (strictly from 8:00 a.m. to 5:00 p.m.) with the following objectives:
  - provide health and dental services among SDO and field personnel during consultation, treatment and referrals;
  - ensure the strict compliance of safety and health protocols in the workplace;
  - assist the Medical Officer, Dentist-in-Charge and Nurse-in-Charge in the clinic operation, documentation, recording and reporting;
  - assist in the conduct of 5S and 3R's and inventory of medicines and supplies;
  - perform preventive maintenance of medical equipment; and
  - perform other tasks as may be assigned by immediate heads.

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3. Health personnel assigned to go on duty at the SDO Talipan Pagbilao Quezon are grouped into two. Group one shall start their duty on March 18, 2024, while group two shall start on March 25, 2024 onwards.
4. In the exigency of the service, in case of overlapping of activities in the district assignment, the assigned Nurse-on Duty shall inform the Medical Officer to look for a reliever for the continuity of the service in the clinic.
5. Travel expenses which will be incurred to this activity shall be charged to Division MOOE subject to the usual accounting and auditing rules and regulations.
6. Strict compliance with this Memorandum is highly desired.

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

shsmtna03/11/2024

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Enclosure to DM No. 223 s. 2024

**List of School Health Personnel On-Duty at SDO Clinic and Sub-Offices**

<b>Group 1</b>		
<b>Nurses</b>	<b>Dentists</b>	<b>Schedule of Duty</b>
Ana-Norwina Zarsadias	Dr. Jose Macario Ernie Patino DA Sherwin S. Penamora	Monday
Nipsirc John Ian Hari		Tuesday
Nessan Ingrid L. Rapada	Dr. Maria Rosario C. Camilon	Wednesday
Maria Frances L. De Ocampo		Thursday
Zyra Mae Brizuela		Friday

<b>Group 2</b>		
<b>Nurses</b>	<b>Dentists</b>	<b>Schedule of Duty</b>
Maria Nerissa A. Diego	Dr. Jose Macario Ernie Patino DA Sherwin S. Penamora	Monday
Ma. Michelle Querubin		Tuesday
Vincent Byron M. Rama	Dr. Maria Rosario C. Camilon	Wednesday
Meybel C. Nantes		Thursday
Francis Rainier L. De Leon		Friday

<b>Real Sub-Office</b>		
<b>Nurses</b>	<b>Dentists</b>	<b>Schedule of Duty</b>
Ruffa A. Anonuevo	Dr. Zaida O. Marquita Dr. Lina Buaron	Monday
Chrisgil Crisostomo		Tuesday
Lovelia Cuarteron		Wednesday
May Ann Gail Candelaria		Thursday
Ruffa A. Anonuevo		Friday

<b>Catanauan Sub-Office</b>		
<b>Nurses</b>	<b>Dentists</b>	<b>Schedule of Duty</b>
Estrella G. Lorca	Dr. Sheryll Novela	Monday
Laiza Rose S. Espinosa		Tuesday
Estrella G. Lorca		Wednesday
Laiza Rose S. Espinosa		Thursday
Maria Cerila Almonte		Friday

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<b>Gumaca Sub-Office</b>		
<b>Nurses</b>	<b>Dentists</b>	<b>Schedule of Duty</b>
Genesis E. Olarte	Dr. Rizza S. Hernandez	Monday
Margaret Z. Abaricia		Tuesday
Christine Rose Deocales		Wednesday
Grant Lakian		Thursday
Genesis E. Olarte		Friday

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