



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


10 November 2021

DIVISION MEMORANDUM
DM No. 261, s. 2021

**ENSURING HEALTH-MANAGEMENT-RELATED SPACES IN THE PARTICIPATING SCHOOLS;
DESIGNATION OF CLINIC TEACHERS; AND ORIENTATION/TRAINING ON SCHOOL
HEALTH AND CLINIC MANAGEMENT AND OPERATIONS**

To: OIC-Assistant Schools Division Superintendents
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public and Private Elementary and Secondary School Heads
School Health Personnel
All Others Concerned

1. Attached herewith is the OUA Memorandum 00-1121-0061 for your guidance and reference.
2. Immediate dissemination of this Memorandum is desired.


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



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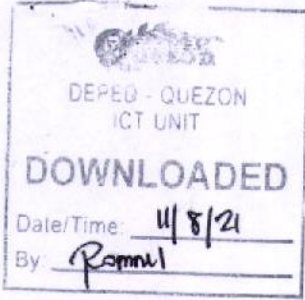
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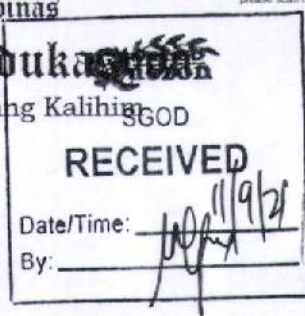
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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph

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Republika ng Pilipinas
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Tanggapan ng Pangalawang Kalihirang



OUA MEMO 00-1121-0061
MEMORANDUM
03 November 2021

For: Regional Directors, Schools Division Superintendents, and School Heads of Schools Participating in the Pilot Implementation of Face-to-Face Classes (Refer to the Attached List – Annex A)

Subject: ENSURING HEALTH-MANAGEMENT-RELATED SPACES IN THE PARTICIPATING SCHOOLS; DESIGNATION OF CLINIC TEACHERS; AND ORIENTATION/TRAINING ON SCHOOL HEALTH AND CLINIC MANAGEMENT AND OPERATIONS

This is to guide all schools participating in the pilot implementation of the face-to-face classes on the setting up of school clinics and other designated spaces for health management; the designation of clinic teachers, and the Orientation/Training of said clinic teachers and other identified participants on school health and clinic management and operations, as key preparations required for the pilot implementation, pursuant to **DepEd-DOH Joint Memorandum Circular (JMC) No. 01, s. 2021** titled *Operational Guidelines on the Implementation of Limited Face-To-Face Learning Modality*.

Attached is the list of the participating schools (**Annex A**) as secured by the Bureau of Learner Support Services-School Health Division (BLSS-SHD) from the Office of the Undersecretary for Field Operations as of 02 November 2021. In case of further changes to the said list, the schools that will be included in the final/most updated list will be covered by these guidelines. In particular, the said schools shall be the participants in the Orientation/Training as further discussed in Item No. III of this memorandum.

I. Ensuring Health-Management-Related Spaces

The JMC provides that “the [participating] school, with the support of concerned DepEd offices, shall ensure the **establishment/ setting-up/ refurbishment of a school clinic** to provide basic health services to learners, teachers and personnel, and when applicable, for visitors.”



Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

Department of Education, Central Office, Meralco Avenue, Pasig City
Rm 519, Mabini Bldg.; Mobile: +639260320762; Tel: (+632) 86337203, (+632) 86376207
Email: usec.admin@deped.gov.ph; Facebook/Twitter @depedtayo



Services include health assessment and physical examination, as needed; appropriate intervention, first aid, or treatment; proper management of symptoms, including rest at home; and referral and follow-up of learners, teachers and personnel to appropriate health facilities.

Aside from the school clinic, the JMC further specifies that the school shall designate the following areas:

- a) **private screening area near the entrance of the school** where teachers, personnel, learners, and visitors who show symptoms upon screening at the entrance can be further examined, for appropriate management, intervention, or referral; and
- b) **separate space** where sick learners, teachers and personnel **who have been managed in the clinic can temporarily stay**, awaiting referral to the appropriate health facility, without creating stigma.

In this regard, all participating schools are reminded to ensure that the said clinics and designated spaces will have been prepared before the start of the face-to-face classes on 15 November 2021.

Attached are the minimum specifications (e.g., supplies, equipment) for the school clinic (**Annex B**).

II. Designation of Clinic Teachers

The JMC further provides that “in the absence of school health personnel, the school shall **designate clinic teacher/s who shall manage the clinic every school day**, to provide basic health services and facilitate referral as needed, in close coordination with the school health personnel at the SDO [Schools Division Office],” and that “the school shall ensure that health personnel or designated clinic teacher(s) are **physically present at the school clinic every day** that the school will open to learners for face-to-face classes.”

In this regard, all participating schools are reminded to designate **a pool of clinic teachers** who shall be in charge of the daily operations of the school clinic. There shall be **a main clinic teacher**, who will be overall in charge of the necessary coordination of concerns related to the operations of the school clinic, and **several other alternate clinic teachers** who may take turns in staffing the school clinic, to ensure daily uninterrupted operations. The designation of alternate clinic teachers is especially important in case that the main clinic teacher gets sick or gets required to undergo quarantine and cannot be physically present in the school to perform his/her tasks. The number of alternate clinic teachers will depend on the needs of the school.

Clinic teachers shall be **non-smokers, without comorbidity, have been fully vaccinated against COVID-19**, and preferably below 60 years old. Those above 60 years old and those with stable comorbidities may voluntarily perform clinic-related duties and responsibilities. Those with background on health are



preferred.

The Regional Offices (ROs) are requested to submit a list of the designated clinic teachers in the participating schools and their contact information using the attached template (**Annex C**) on or before **09 November 2021**.

III. Orientation/Training on School Health and Clinic Management and Operations

The JMC, which has also been based on DepEd's required health standards per DepEd Order No. 14, s. 2020, provides that "clinic teachers shall be provided prior orientation by the school health personnel at the SDO for proper guidance on how to effectively run the school clinic."

In consideration that the pilot implementation is only the first phase in the resumption of face-to-face classes, the Orientation/Training for all the clinic teachers in the participating schools shall be conducted by the BLSS-SHD, while regional and SDO health personnel will be invited.¹

The **Orientation/Training on School Health and Nutrition/OK sa DepEd**, with focus on school clinic management and operations, the use of the JMC Annex E forms, WinS, and health protocols, shall be on **11-12 November 2021**, via Zoom teleconference. Attached is the program overview for ready reference (**Annex D**).

To support the necessary cooperation across all governance levels, participants other than the designated clinic teachers will also be trained/oriented. The following are the expected participants in the training:

Governance Level	Expected Participants	Number of Participants
School	1 school head 1 designated clinic teacher (main) 1 teacher-adviser	3 per school x 100 schools
SDO	1 medical officer 1 dentist 1 nurse-in-charge	3 per SDO x 31 SDOs
RO	1 COVID-19 Response Focal 1 alternate	2 per RO x 12 ROs

As only the main clinic teacher is invited to the orientation/training, it is expected that the school participants will re-echo their learning to the other designated/alternate clinic teachers and other concerned stakeholders from their school, with guidance from the SDO health personnel, as may be needed. A recording of the orientation/training sessions and other related materials/resources will be made available after the training for ready reference.

¹ The training of trainers to equip SDO personnel in building the capacity of the clinic teachers in their respective areas of jurisdiction, per the JMC, will be scheduled later, in anticipation of the eventual expansion and full implementation of the face-to-face classes.

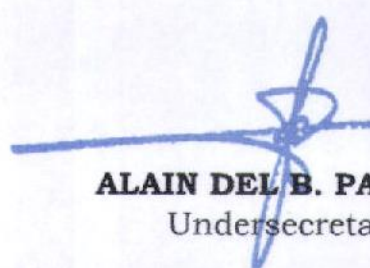



The ROs are requested to accomplish and submit the attached list of confirmed Orientation/Training participants (**Annex E**) on or before **09 November 2021**. The link to the Zoom teleconference will be provided only to the participants in the submitted lists. Slots in the teleconference are limited and the link shall not be shared outside those who have been identified to participate in the Orientation/Training.

BLSS-SHD is coordinating with the National Educators' Academy of the Philippines for the possible professional development program recognition of the Orientation/Training.

For questions and concerns, please contact **Maria Corazon C. Dumlao, MD, MPH, DBHI**, Chief, BLSS-SHD, at telephone number (02) 8632-9935 or email at blss.shd@deped.gov.ph.

For proper guidance.



ALAIN DEL B. PASCUA
Undersecretary



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Annex A

List of Schools Participating in the Pilot Implementation of Face-to-Face Classes²

Region	No. of Schools per Region	School Name	Municipality	SDO	
I	10	Dumalneg Elementary School	Dumalneg	Ilocos Norte	
		San Isidro Elementary School			
		Dumalneg National High School			
		Cacafean Elementary School	Marcos		
		Godogod Elementary School	Pinili		
		Buanga Elementary School			
		Bicbica Primary School			
		Alao-ao Elementary School	Banguí		
		Paddagan Elementary School	City of Alaminos		Alaminos City
		Longos Elementary School			
III	10	San Marcelino National High School	San Marcelino	Zambales	
		Baliwet Elementary School	Botolan		
		Burgos Elementary School			
		Owaog-Nebloc Elementary School			
		Moraza Elementary School			
		Belbel Elementary School			
		Maguisguis Integrated School			
		Nacolcol Integrated School			
		Palis Integrated School			
		Banawen Elementary School			San Felipe
IV-A	5	Lagmak Elementary School	General Nakar	Quezon	
		Lumutan Elementary School			
		Dinigman Elementary School			
		Pablo D. Maningas National High School	Quezon		
		Tamulaya Elementary School	Polillo		
V	9	Sinalongan Elementary School	Masbate City	Masbate City	
		Gutusan Elementary School			
		Mary B. Perpetua National High School	Milagros	Masbate	
		Tandarura ES	Ligao City	Ligao City	
		Balanac Elementary School			
		Malama Elementary School (Bagacay Extension)			
		Tupas Elementary School			
		Buenavista Elementary School	Sorsogon	Sorsogon	
		Tiriktirikan Elementary School	Iriga City	Iriga City	
VI	3	Mayabay Elementary School	Barbaza	Antique	
		Igsoro Elementary School	Bugasong		
		Laserna Integrated School	Nabas	Aklan	
VII	8	Basak Elementary School	Samboan	Cebu	
		Mahanlud Elementary School	Malabuyoc		
		Cabagðalan Elementary School	Balamban		
		Luyongbaybay Elementary School	Bantayan		
		Cañang-Marcelo Luna National High School	Oslob		
		Busay National High School	Moalboal		
		Pilar National High School	Pilar		

² As of 02 November 2021. In case of further changes to the said list, the schools that will be included in the final/most updated list will be covered by these guidelines, particularly the inclusion to the training/orientation as further discussed in Item No. III of this memorandum



Region	No. of Schools per Region	School Name	Municipality	SDO
		Cawilan National High School	Tagana-an	Surigao del Norte
		Lakandula National High School	Placer	
		Lasicam-Perral National High School	Gigaquit	
		Balite National High School	San Francisco (Anao-Aon)	
		Alegria Stand Alone Senior High School	Alegria	
		Anajawan Elementary School	General Luna	Siargao
		Dao Primary School		
		Mabuhay Elementary School	Pilar	
		Cabawa Elementary School	Dapa	



Region	No. of Schools per Region	School Name	Municipality	SDO	
		Siocon Elementary School	Bogo City	Bogo City	
VIII	10	Palo I Central School	Palo	Leyte	
		Bato Central School	Bato		
		Dolho Elementary School			
		Dawo Integrated School	Calbayog City	Calbayog City	
		Macatingog Integrated School			
		Macawat Elementary School			
		Pilar National Agricultural High School			
		Motiong Central Elementary School	Motiong	Samar (Western)	
		San Sebastian Central Elementary School	San Sebastian		
Clarencio Calagos Memorial School of Fisheries	Santa Margarita				
IX	8	Siloh Elementary School	Siay	Zamboanga Sibugay	
		San Vicente Elementary School	Payao		
		Manga National High School	Pagadian City (Capital)	Pagadian City	
		Manga Elementary School			
		Lala Elementary School			
		Sominot National High School	Sominot (Don Mariano Marcos)	Zamboanga del Sur	
		Tabina Central Elementary School	Tabina		
Guipos National High School	Guipos				
X	10	Dalama Central Elementary School	Baroy	Lanao del Norte	
		Babalaya Elementary School	Bacolod		
		Napo Elementary School	Linamon		
		Masibay Integrated School	Nunungan		
		Tambacon Integrated School	Magsaysay		
		Marcela T. Mabanta National High School	Kauswagan		
		Bagalangit Elementary School	Manolo Fortich	Bukidnon	
		Ocasion Elementary School	Sumilao		
		Camp 14 Elementary School	Libona		
		San Francisco de Asis Elementary School	City of El Salvador		El Salvador City
XI	8	Lower Panansalan ES (Jacinto Extension)	Compostela	Compostela Valley	
		Maugat Elementary School			
		Digaynon IS-Manurigao Extension			
		Parasan Integrated School	Pantukan		
		Bares ES	New Bataan		
		Tacub Elementary School	Kiblawan		Davao Del Sur
		Nodilla Elementary School			
		Clib Primary School			
XII	5	Paco National High School	City of Kidapawan	North Cotabato	
		Bato Elementary School	Makilala	South Cotabato	
		Nelmida Elementary School	City of Koronadal		
		Ned National High School	Lake Sebu		
		Aspang Elementary School	General Santos City	General Santos City	
XIII	14	Sapao National High School (JHS w/SHS)	Santa Monica (Sapao)	Siargao	
		Nonoc National High School	Surigao City (Capital)	Surigao City	
		San Jose Elementary School			
		Capalayan National High School			
		Sugbay Elementary School			



Annex B

Minimum Clinic Specifications (Priority for Face-to-Face Operations)

This list enumerates the minimum requirements for the clinic in the context of its operations amid the COVID-19 pandemic. Other school clinic supplies and equipment (e.g., bed, glucometer) may not be necessarily reflected.

1. First aid medicines, especially those needed for the management of COVID-19 symptoms (e.g., paracetamol, antispasmodic)
2. Thermal scanner
3. Pulse oximeter
4. Oxygen tank with regulator and nasal cannula
5. Nebulizing kit (e.g., nebulizer, cannula)
6. Blood pressure apparatus or sphygmomanometer with stethoscope
7. First aid kit supplies (e.g., 70% ethyl alcohol, elastic bandage, povidone iodine, cotton balls, cotton pledget, gauze pad, hydrogen peroxide)
8. Personal Protective Equipment (e.g., medical masks, goggles/face shields, gloves, gown)
9. Logsheets and forms as included in the Annex E of the DepEd-DOH JMC No. 01, s. 2021
10. Clinic-related IEC materials (e.g., COVID-19 symptoms, flow chart)



Annex C

**Designated Clinic Teachers in the Schools Participating in the
Pilot Implementation of Face-to-Face Classes
Region _____**

SDO: _____

School:

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher				
Alternate Clinic Teachers				

School:

	Name	Position	Email Address	Mobile Number
Main				
Alternate Clinic Teachers				

SDO: _____

School:

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher				
Alternate Clinic Teachers				

(Note: Add one new table per school. Please arrange per SDO.)

The personnel listed above are the designated clinic teachers of the schools in Region ____ participating in the pilot-implementation of the face-to-face classes. They are non-smokers, below 60 years old, without comorbidity, and have been fully vaccinated against COVID-19.

Prepared by:

Approved by:

Annex D

Orientation/ Training Design/ Program Overview (As of 02 November 2021)

DAY 1 – November 11, 2021	
8:30 – 9:00 am	Opening Program <ul style="list-style-type: none"> • National Anthem • Prayer • Introduction of the Participants • Opening Remarks • Message
9:00 – 9:30 am	Overview of OK sa DepEd
9:30 am – 2:00 noon	Medical-Dental-Nursing Services <ul style="list-style-type: none"> • School Clinic Management • Emergency Care/First Aid Management
12:00 noon – 1:00 pm	Lunch Break
1:00 – 4:00 pm	COVID-19 Monitoring Tools (DepEd-DOH JMC No.1, s. 2021, Annex E Forms) <ul style="list-style-type: none"> • Discussion of Forms • Referral System • Database of Contact details <ul style="list-style-type: none"> - Directory of Learners' Information - Barangay Health Emergency Response Team (BHERT) - Epidemiology Surveillance Unit (ESU) - Nearest Health Facility
4:00 – 5:00 pm	Open Forum
DAY 2 – November 12, 2021	
8:30 – 9:00 am	Preliminary activities <ul style="list-style-type: none"> • Prayer • Checking of Attendance • Quick Recap of Day One
9:00 – 11:00 am	Practicum on filling out of Monitoring Tools
11:00 am – 12:00 noon	Presentation of filled-out Monitoring Tools- (selected schools)
12:00 noon – 1:00 pm	Lunch Break
1:00 – 2:00 pm	WASH in Schools Program
2:00 – 3:00 pm	Required Health Standards and BIDA Plus
3:00 – 4:00 pm	Open Forum
4:00 – 4:30 pm	Closing Program and Ways Forward



Annex E**Participants in the Orientation/Training****Participants in the Orientation/Training on School Health and Nutrition/OK sa DepEd**

(with focus on school clinic management and operations, the use of the JMC Annex E forms, WinS, and health protocols)

Following are the confirmed participants in the Orientation/Training on School Health and Nutrition/OK sa DepEd on 11-12 November 2021.

Regional Office:

Name	Position	Email Address	Mobile Number
	Medical Officer IV/COVID-19 Response Focal		
	(Position)/COVID-19 Response Alternate		

SDO:

Name	Position/Designation	Email Address	Mobile Number
	Medical Officer III		
	Dentist II		
	Nurse II/Nurse-in-Charge		

School:

Name	Position/Designation	Email Address	Mobile Number
	(Position)/School Head		
	(Position)/Main Clinic Teacher		
	(Position)/Teacher-Adviser		

(Note: Add new tables as needed. Please arrange schools under their respective SDOs.)

Prepared by:

Approved by:

Annex C

**Designated Clinic Teachers in the Schools Participating in the
Pilot Implementation of Face-to-Face Classes
Region _____**

SDO: _____

School:

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher				
Alternate Clinic Teachers				

School:

	Name	Position	Email Address	Mobile Number
Main				
Alternate Clinic Teachers				

SDO: _____

School:

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher				
Alternate Clinic Teachers				

(Note: Add one new table per school. Please arrange per SDO.)

The personnel listed above are the designated clinic teachers of the schools in Region _____ participating in the pilot-implementation of the face-to-face classes. They are non-smokers, below 60 years old, without comorbidity, and have been fully vaccinated against COVID-19.

Prepared by:

Approved by:

Annex E

Participants in the Orientation/Training

Participants in the Orientation/Training on School Health and Nutrition/OK sa DepEd

(with focus on school clinic management and operations, the use of the JMC Annex E forms, WinS, and health protocols)

Following are the confirmed participants in the Orientation/Training on School Health and Nutrition/OK sa DepEd on 11-12 November 2021.

Regional Office:

Name	Position	Email Address	Mobile Number
	Medical Officer IV/COVID-19 Response Focal		
	(Position)/COVID-19 Response Alternate		

SDO:

Name	Position/Designation	Email Address	Mobile Number
	Medical Officer III		
	Dentist II		
	Nurse II/Nurse-in-Charge		

School:

Name	Position/Designation	Email Address	Mobile Number
	(Position)/School Head		
	(Position)/Main Clinic Teacher		
	(Position)/Teacher-Adviser		

(Note: Add new tables as needed. Please arrange schools under their respective SDOs.)

Prepared by:

Approved by:



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Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE

LIST OF MAIN AND ALTERNATE CLINIC TEACHERS IN THE PILOT IMPLEMENTATION OF LIMITED FACE TO FACE LEARNING MODALITY

SDO Quezon

Name	Position/Designation	Email Address	Mobile Number
Marie Antoinette A. Tesalona	Medical Officer III	marieaguinaldo.tesalona@deped.gov.ph	09171222188
Jose Macario Ernie V. Patino	Dentist II/ Dentist-in-Charge	jose.patino@deped.gov.ph	09338534114
Ma. Teresita M. Abella	Nurse II/Nurse-in-Charge	materesita.abella@deped.gov.ph	09455776367

Lagmak ES (General Nakar, Quezon)

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher	Lian M. Aveno	Teacher I	lianaveno@gmail.com	09279118695
Alternate Clinic Teacher	Lauren A. Atendido	Teacher I	laurenatendido03@gmail.com	09285839694

Lumutan ES (General Nakar, Quezon)

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher	Maricel P. Juniosa	Teacher II	maricel.juniosa@deped.gov.ph	09516969623
Alternate Clinic Teacher	Quennie Mariel S. Alano	Teacher I	quenniemariel.samante@deped.gov.ph	09458540455

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph



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SCHOOLS DIVISION OF QUEZON PROVINCE

Dinigman ES (General Nakar, Quezon)

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher	Gretchen R. Luzano	Teacher II	gretchen.luzano001@deped.gov.ph	09381833773
Alternate Clinic Teacher	Princess M. Sanchez	Teacher I	princess.sanchez@deped.gov.ph	09613422169

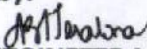
Pablo Maningas NHS (Quezon, Quezon)

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher	Marie Claire C. Espanola	Teacher I	marieclaire.espanola@deped.gov.ph	09684958736
Alternate Clinic Teacher	Merygen G. Sardia	Teacher I	merygen.sardia@deped.gov.ph	09154829804


Tamulaya ES (Polillo, Quezon)

	Name	Position	Email Address	Mobile Number
Main Clinic Teacher	Mareynell E. Villabroza	Teacher I	mareynell.villabroza@deped.gov.ph	09684949030
Alternate Clinic Teacher	Bernadeth A. Daza	Teacher II	bernadeth.daza@deped.gov.ph	09512425398

Prepared by:


MARIE ANTOINETTE A. TESALONA, MD
Division Medical Officer III

Noted:


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

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Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321
Email Address: quezon@deped.gov.ph
Website: www.depedquezon.com.ph