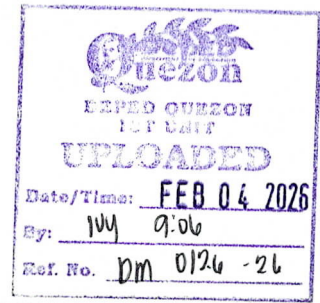




Republic of the Philippines
Department of Education
REGION IV-A - CALABARZON
SCHOOLS DIVISION OF QUEZON PROVINCE



29 January 2026

DIVISION MEMORANDUM

No. 0126, s. 2026

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

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 reference to DM No. 0033, s. 2025, titled "Schedule of Duty of School Health Personnel in the Division Office Clinic," this Office hereby announces the continuous delivery of health services in the SDO Clinic for CY 2026.
2. All concerned nurses and dentists are required to be on duty on official working hours, from 8:00 a.m. to 5:00 p.m., and to perform the following duties and responsibilities:
 - deliver health and dental services to SDO and field personnel, including consultations, treatment, and referrals;
 - ensure strict adherence to safety and health protocols in the workplace;
 - support clinic operations by assisting the Medical Officer/Officer-in-Charge and Nurse-in-Charge in tasks such as documentation, recording, filing, and reporting;
 - facilitate the implementation of 5S and 3Rs practices, and conduct regular inventory of drugs, medical, dental, and office supplies;
 - conduct preventive maintenance of medical and dental equipment; and
 - perform other tasks or duties as may be assigned by the immediate head, with willingness and a positive attitude.
3. In the interest of service continuity, should overlapping activities arise in the assigned district, the Nurse-on-Duty shall promptly notify the Medical Officer/Officer-in-Charge and coordinate with a reliever to ensure uninterrupted clinic operations.

DEPEDQUEZON-TM-SDS-04-009-003



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4. Kindly access below the attached link and QR code for the schedule of duty of health personnel for CY 2026.

<https://tinyurl.com/2026SchedofDutySHP>



5. Transportation expenses of the assigned duty personnel or reliever shall be charged against Division/School MOOE, subject to existing accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent 

SHSMTMA/01/29/2026

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