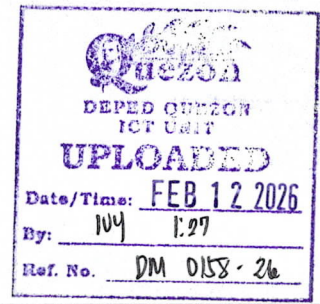




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



11 February 2026

**DIVISION MEMORANDUM**

No. 0158, s. 2026

**ASSIGNMENT OF DUTY OF NURSES FOR HEALTH SUPPORT SERVICES IN SEMINARS AND TRAININGS**

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

1. To uphold DepEd Quezon's commitment to safeguarding the health and well-being of all participants during trainings, seminars, and other related activities, selected school nurses shall be designated on duty to provide essential medical support throughout the duration of the event.
2. The designated nurses shall attend to health concerns, administer first aid as needed, refer cases to the Medical Officer when necessary, and ensure compliance with safety and health protocols, in coordination with the event proponent.
3. To ensure the deployment of a health officer, the proponent shall submit a request at least one (1) week before the scheduled activity to allow sufficient time for the designation of the nurse on duty. The requesting office shall use the attached request form, which can be downloaded through this link or QR code:

- <https://tinyurl.com/Medical-Request-Form>



DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
Contact No.s: (042) 784-0366 | (042) 784-0164 |  
(042) 784-0391 | (042) 784-0321  
E-mail Address: [quezon@deped.gov.ph](mailto:quezon@deped.gov.ph)  
Website: <https://quezon.deped.gov.ph>



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4. Please refrain from submitting requests one (1) day before the activity to allow sufficient time for the efficient scheduling of nurses. The decking of nurses can be accessed through this link or QR code:

- <https://tinyurl.com/2026-Decking-Nurses-Excel>



5. Travel and other incidental expenses for SDO and school personnel will be charged to the Division/School MOOE, in accordance with the standard 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 