



Republic of the Philippines
Department of Education
REGION V - BICOL
SCHOOLS DIVISION OFFICE OF CATANDUANES

February 26, 2024

DIVISION MEMORANDUM
OSDS-SGOD-SHN-DM-099s. 2024

REQUEST FORM for HEALTH PERSONNEL-ON-DUTY
for SDO CATANDUANES ACTIVITIES

TO: Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All Others Concern

1. Relative to the upcoming start of the School-Based Feeding Program Implementation and ongoing health programs, advocacies and services, the School Governance and Operations Division – through the School Health and Nutrition Unit, will be requiring completion of a Request Form from SDO Program Coordinators/Owners for activities who will require Health Personnel-on-Duty from the SHN so as to properly schedule related activities and avoid overlapping of said events. Requests for health services must be one to two weeks in advance as the health team has already scheduled our annual and monthly school visits and activities.

2. Attached is the said Request Form.

3. For immediate dissemination and strict compliance.


SOCORRO V. DELA ROSA
Schools Division Superintendent

Encl:
To be indicated in the Perpetual Index
Under the following subject:
REQUEST FORM for HEALTH-PERSONNEL-ON-DUTY
KGS/DM - REQUEST FORM HEALTH on DUTY___/ FEBRUARY 26, 2024



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SCHOOL GOVERNANCE AND OPERATIONS DIVISION
School Health and Nutrition Unit
REQUEST TEMPLATE FOR HEALTH-ON-DUTY

Date Requested: _____

Requesting Unit: _____

Activity Title: _____

Date of Activity: _____

Venue: _____

Number of Participants: _____

Requested By: _____

Approved By: _____

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School Health and Nutrition Unit
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