



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**OFFICE MEMORANDUM** 2024 - 10 - 012

TO : All School Health and Nutrition Unit Personnel

FROM : Schools Division Superintendent

SUBJECT : **Localized Guidelines on Monday Attendance, Hazard Pay, Monitoring and Evaluation, and Submission of Accomplishment Report**

DATE : October 21, 2024

In line with the continuous improvement of service delivery and adherence to policies within the Division, all School Health and Nutrition (SHN) personnel are required to follow the localized guidelines on Monday attendance, hazard pay requirements, monitoring and evaluation, and submission of monthly accomplishment reports, to wit:

- a. School Health and Nutrition (SHN) Unit Personnel shall attend the regular flag-raising ceremony every Monday at the Schools Division Office (SDO) by the cluster.
  - Cluster 1: Hermosa, Orani, Samal and Abucay District
  - Cluster 2: Pilar, Orion, and Limay District
  - Cluster 3: Dinalupihan, Morong, Bagac and Mariveles DistrictThose unable to attend at the SDO for the flag ceremony shall participate in their respective district of school, where they must log in. Personnel may choose to return to the SDO in the afternoon to log out or may log out at the last school visited.
- b. To monitor daily attendance, SHN Personnel must log in using the biometric system at the first school visited in the morning and log out at the last school in the afternoon. A locator slip must also be completed to reflect work rendered throughout the day.
- c. To qualify for the hazard pay, SHN Personnel must render a minimum of twelve (12) days of work per month, which includes participation in seminars, trainings, workshops, and other related activities where they are designated as members of the technical working group or program management team.



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- d. The Chief Education Supervisor (SGOD) and Medical Officer are responsible for monitoring the activities of the SHN personnel.
- e. Submission of a temporary deployment schedule is not required.
- f. Monthly Accomplishment Report shall be submitted on or before first week of the succeeding month.

Immediate dissemination and compliance of this Memorandum is desired.

Proposed recommended:

  
**ROBERTO B. LUNETA**  
Medical Officer III

Noted:

  
**RAMON C. PEREZ**  
SGOD-Chief

Approved by:

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
Schools Division Superintendent 