

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM

No. <u>240</u>, s. 2025

JUN 16 2025

ASSIGNMENT OF NURSES, DENTISTS, AND DENTAL AIDES UNDER THE SCHOOL HEALTH AND NUTRITION (SHN) UNIT FOR SCHOOL YEAR 2025–2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

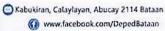
- This Office informs the field that the School Health and Nutrition (SHN) Unit of the Schools Division of Bataan is committed to delivering quality health services and promoting wellness among learners and personnel. This is carried out through the dedicated efforts of our school nurses, dentists, and dental aides who serve in the different districts.
- 2. In line with this, the assignment of the SHN personnel to the respective districts, effective School Year 2025–2026, is as follows:

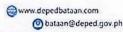
DISTRICT	NURSES	DENTIST	DENTAL AIDE
ABUCAY	MA LOURDES DJ. GABAYA	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	REA FATIMA D. CHICO	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
BAGAC	EMILY P. CANTILLANO	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	MARLENE JOY AGUANTA	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
			MARY ANN DE GUZMAN
DINALUPIHAN EAST	JOSEPH SANDY C.SANTIAGO	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	BERNADETH D. HALILI DARLENE TEODORO	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
DINALUPIHAN WEST	MARIA ARNIE REYES	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	SCARLET LAPID	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
HERMOSA	MARIA BERNADETTE COMPANERO	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	ANNIE GALVEZ	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO

















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	ALLEN FE GARCIA		
LIMAY	MICHELLE B. VILLAFLORES	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	LARAH MAY M. DELA ROSA	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
	KATRINA B. LACSON		
MARIVELES	ROWENA S. VANADERO	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	PRINCESS EMIL SOTTO	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
	NERISSA A. VALENZUELA		
	BEVERLY REYES		
MORONG	IRENE A. VELASCO	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	MICHELLE M. CALMA	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
			MAAN RODRIGUEZ
ORANI	NONA R. MAYORALGO	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	MARIA LOURDES M. CRUZ	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
	VERONICA L HACINAS		
ORION	LESLIE L. DE JESUS	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	JUAN RAFAEL ALBERTO TUAZON	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
PILAR	LALAINE M. NAVATA	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	MONETTE G. ALBA	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO
SAMAL	CATHERINE D. REYES	JENNIFER M. ALIP, DMD	JOHNNY J. SANTOS
	RINA D. ESCONDE	RICHELDA H. LUCAS, DMD	MARITESS T. SINIO

3. The SHN personnel are mandated to perform the following functions:

a. NURSES

I. HEALTH PROGRAMS AND SERVICES

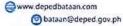
- Make available nursing service for learners in schools through a functional clinic or in partnership with the Rural Health Unit.
- Prepare and submit periodic reports of accomplishments in health programs and service.

















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- Consolidate and evaluate health and nutritional status of learners in assigned district to identify health and nutritional needs of learners.
- Monitor proper sanitation and healthful living conditions of the school and community.
- Submit and compile reports on assigned program in Nutritional Status and SBFP.

II. **NUTRITION PROGRAM AND SERVICES**

Monitor and evaluate nutrition programs and services to identify health and nutritional needs of learners such as School Canteen Monitoring and SBFP.

LINKAGES III.

Strengthen, prepare, and submit reports of accomplishment in health and nutrition program to partners and stakeholders.

IV. SPECIAL SERVICES

- Participate in planning and providing nursing service of the SDO-Bataan to ensure pre-, during, and post-activity nursing care.
- Provide technical inputs and nursing assistance during calamities and community services.
- Health education to pupils, students, and parents to generate awareness and support for health and nutrition programs of the school.

b. **DENTIST**

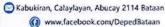
I. **HEALTH PROGRAMS AND SERVICES**

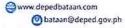
Monitor, evaluate, and report dental health status of learners to identify dental health needs.

















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- Provide dental education to generate awareness and support for dental health programs of SDO Bataan.
- Plan and formulate strategies to improve personal hygiene and well-being of learners.
- Conduct dental profiling of teaching and non-teaching personnel.
- Provide dental services during sports activities and scouting.

II. NUTRITION PROGRAMS AND SERVICES

• Plan and formulate strategies for OK sa DepEd flagship program.

II. PARTNERSHIP

- Support programs of DOH that will directly benefit the learners.
- Coordinate with government and non-government agencies and stakeholders to support and sustain OK sa DepEd Program.

c. **DENTAL AIDE**

PARTNERS AND DONORS OUTPUTS

- Dissemination of information regarding dental health programs.
- Submit dental statistics to Municipal Nutrition Council and Provincial Health Office.

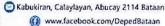
II. PROGRAMS AND SERVICES

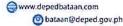
- Assist the dentist in all operations activities in the clinic.
- Serve as dental assistant in oral health examination to students, teaching and non-teaching personnel.
- Record data.

















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III. TECHNICAL ASSISTANCE

- Assist the dentist during sports activities, scouting, and others.
- 4. Immediate and wide dissemination of this information is desired.

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

Encl. as stated
Reference as stated
To be indicated in the Perpetual Index
Under the following subjects:
HEALTH
AREA OF ASSIGNMENT
JOB DESCRIPTION

SO15/WJDS







