



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

**DIVISION MEMORANDUM**

No. 240, 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

1. 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:

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



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

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





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

- 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.

## **III. LINKAGES**

- 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.



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

- 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**

**I. 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.



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

**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  
