



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

OFFICE MEMORANDUM

No. 053, s. 2025

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

TO : **All SDO Personnel**

SUBJECT : **New procedure for requesting a Nurse-on-duty (NOD) for trainings and seminars**

DATE : October 28, 2025

This Office informs all concerned of the new procedure for requesting a Nurse-on-Duty (NOD) for all upcoming trainings and seminars. To ensure proper staffing and resource allocation, all requests must now be made formally by filling out a request form.

This new process will help us manage our nursing staff more effectively and ensure that all health and safety needs are met during events. Please submit your request at least two weeks prior to the scheduled activity.

You may enter the seminar or training details using the link provided below.

<https://tinyurl.com/RequestNOD>

Only two nurses shall be assigned per duty, regardless of participant count.

Immediate and wide dissemination of this Memorandum is directed.

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