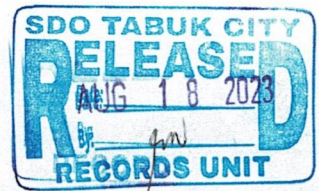




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**



**Office of the Schools Division Superintendent**

August 18, 2023

**DIVISION MEMORANDUM**

No. 313 -2023

**TO:** Assistant Schools Division Superintendent  
CID/SGOD/OSDS  
Public Elementary and Secondary School Heads  
All Elementary and Secondary Nurses  
All Others Concerned

**SCHOOL REASSIGNMENT OF SCHOOL HEALTH AND NUTRITION  
PERSONNEL FOR SY 2023-2024**

1. To ensure the full implementation of School Health and Nutrition Programs, this Office announces the school reassignment of School Health and Nutrition personnel for School Year 2023-2024.
2. Please refer to the following enclosures:
  - 2.1. Enclosure 1 is the school reassignment and appended Duties of school health personnel, and
  - 2.2. Enclosure 2 is the list of different health and nutrition programs and services with the respective program coordinators.
3. This memorandum will take effect on August 25, 2023.
4. Immediate and widest dissemination of this memorandum is desired.

  
**BENEDICTA B. GAMATERO PhD, CESO V**  
Schools Division Superintendent



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**ENCLOSURE 1 OF DM \_\_\_\_\_-2023**

**SCHOOL RE-ASSIGNMENT AND APPENDED DUTIES OF SCHOOL HEALTH PERSONNEL**

<b>HEALTH PERSONNEL</b>	<b>SCHOOL ASSIGNMENTS</b>	<b>APPENDED DUTIES</b>
<b>RUSSELLE S. NGAO-I</b>  ETD 1 No. Of Schools: 6	Bulanao Central School Kalinga SPED Maledda IS Mansanita PS Matucnang ES Tannubong ES	✓ Nurse-in-Charge ✓ Oplan Kalusugan sa DepEd Co-coordinator ✓ Physical assessment and Quarterly nursing consultation Co-consolidator ✓ TB Control Program Coordinator ✓ Form 86 co-consolidator (Elem)
<b>GIGI A. BANAWAG</b>  ETD 1 No. Of schools: 4	Nambaran AINHS Nambaran ES Camp Conrado ES Ipil ES	✓ Form 86 Consolidator (HS) ✓ Rabies Prevention and Control Coordinator
<b>CLAIRE ROSE A. DAMIAN</b>  ETD 2 ETD 3 No. Of Schools: 14	Bulo East ES Bulo West ES Burobor ES Cataw ES Danao ES Lacnong ES Madopop ES New Balbalan ES San Pablo IS Bulo NHS Agbannawag ES Hilltop ES New Bangad ES Sotto ES	✓ School Based Immunization coordinator ✓ COVID 19 Coordinator ✓ WIFA coordinator ✓ Deworming Coordinator (Elem) ✓ Gulayan sa Paaralan coordinator
<b>RACQUEL B. FAFAG</b>  ETD3 No. Of schools: 3	Agbannawag NHS Malalao NHS Malalao ES	✓ NDEP co-coordinator ✓ TB Control Program Co-coordinator



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<p><b>MALEE KAYE A. ALBERT</b>                  NTD 1                  WTD 1                  No. Of schools: 13</p>	<p>Appas ES                  Isla Basao ES                  Casigayan ES                  Magsaysay ES                  San Juan ES                  Calanan ES                  Madapdapig ES                  New Tanglag Es                  Tangbay ES                  Toppan IS  <b>WTCS</b>                  Bado Dangwa NHS                  New Tanglag NHS</p>	<ul style="list-style-type: none"> <li>✓ NDEP Coordinator</li> <li>✓ Food Safety/School canteen Coordinator</li> <li>✓ Health and Wellness co-coordinator</li> <li>✓ Form 86 Consolidator (Elem)</li> <li>✓ SHU secretary during meetings</li> </ul>
<p><b>JANICE MICHELLE B. MANGAOANG</b>                   NTD 1                  NTD 2                  Total No. of Schools: 12</p>	<p>TCCS                  Balong ES                  Bayabat ES                  Burayukan ES                  Cabaruan ES                  Dilag IS                  Gradual Discovery                  Laya IS                  Laya West ES                  Pantar ES                  San Julian ES                  Balong NHS</p>	<ul style="list-style-type: none"> <li>✓ Adolescent Reproductive Health coordinator</li> <li>✓ Physical assessment and quarterly nursing consultation Consolidator (Elem)</li> <li>✓ Nutritional Status consolidator ( Elem)</li> <li>✓ Auditory and Vision Screening coordinator (Elem)</li> </ul>
<p><b>DONNA LYN L. VALLEJO</b>                  NTD1                  Total No. of Schools: 1</p>	<p>TCNHS</p>	<ul style="list-style-type: none"> <li>✓ Deworming Co-coordinator</li> <li>✓ WIFA Co-coordinator</li> <li>✓ Nutritional Status Consolidator (HS)</li> <li>✓ Rabies Prevention and Control Co-coordinator</li> </ul>
<p><b>SHIRLEY SARMIENTO</b>                  STD 1                  STD 3                  No. Of Schools: 15</p>	<p>STCIS                  Bulanao East ES                  Bulanao West ES                  Callagdao ES                  Namnama ES                  Greenhills PS                  Balawag NHS                  Amlao ES                  Addang ES                  Balawag ES                  Binongsay ES                  Mabato ES                  Paligatto ES                  Suyang ES                  Malin-awa ES</p>	<ul style="list-style-type: none"> <li>✓ SBFP Coordinator</li> <li>✓ NSIP Coordinator</li> <li>✓ ISMN Co- coordinator</li> </ul>



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<b>ESMERALDA B. DEPAGON</b>  <b>STD 2</b> No. Of schools: 8	Cudal NHS Cudal ES Calaccad ES Calaccad NHS Mallong ES Banneng Es Dalnacan ES Magabbangon ES	<ul style="list-style-type: none"> <li>✓ ARH Co-coordinator</li> <li>✓ Physical assessment and quarterly nursing consultation Consolidator (HS)</li> </ul>
<b>MICHELLE A. BANGANAN</b>  <b>STD 1</b> No. Of schools: 1	KNHS	<ul style="list-style-type: none"> <li>✓ NSIP Co-coordinator</li> <li>✓ Auditory and Vision Screening Coordinator (HS)</li> <li>✓ Physical assessment and quarterly nursing consultation Consolidator (HS)</li> <li>✓ Gulayan sa paaralan co-coordinator</li> </ul>
<b>SHIRLY P. LABAWIG</b>  <b>WTD 1</b> No. Of schools: 6	Gobgob ES Lanna ES Masablang ES Tuliao ES Cabaritan ES Tuga NHS	<ul style="list-style-type: none"> <li>✓ Mental Health Co-coordinator</li> <li>✓ School Based Immunization Co-coordinator</li> <li>✓ Nutritional Status Co-consolidator (HS)</li> </ul>
<b>JOCELYN L. LOMENG</b>  <b>WTD 2</b> No. Of Schools: 20	Bado Dangwa ES Balatoc ES Banagan ES Bantay ES Bullaguian ES Dupag ES Gaogao ES Gawidan ES Guilayon ES Lucog ES Magnao ES Nambucayan ES Naneng ES Pao ES Pinagan ES Bantay NHS Mosimos NHS Nambucayan NHS Naneng NHS Callagan ES	<ul style="list-style-type: none"> <li>✓ SBFP co-coordinator (NFP)</li> <li>✓ School mental Health co-coordinator</li> <li>✓ Nutritional Status Consolidator (Elem)</li> <li>✓ ISMN coordinator</li> <li>✓ Health and Wellness coordinator</li> <li>✓ Form 86 Co-Consolidator (HS)</li> <li>✓ Nutritional assessment co-consolidator (Elem)</li> </ul>
<b>Jeth Renz L. Oggang</b>	NTD 1 and NTD 2, STD 2, ETD3, WTD2	<ul style="list-style-type: none"> <li>✓ WINS coordinator</li> <li>✓ Dental Services</li> </ul>



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<b>Kathleen M. Tagubat</b>	ETD 1, ETD 2, STD1 STD 3, WTD1	<input checked="" type="checkbox"/> Dentist-in-Charge <input checked="" type="checkbox"/> School Dental Health Care Program <input checked="" type="checkbox"/> Food Safety/School canteen Coordinator <input checked="" type="checkbox"/> WINS co-coordinator
<b>Guia Grace P. Dagadag</b>	All Schools	<input checked="" type="checkbox"/> OKD coordinator <input checked="" type="checkbox"/> D.O Form 86 Consolidator



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**ENCLOSURE 2 OF DM \_\_\_\_-2023**

**HEALTH AND NUTRITION PROGRAMS AND SERVICES AND  
PROGRAM COORDINATORS**

<b>Program</b>	<b>Coordinator/ Focal Person</b>	<b>Co-Coordinator/ Alternate</b>
<b>OK sa DepEd*</b>	Guia Grace P. Dagadag	Russelle S. Ngao-I
<b>1. School-Based Feeding Program (SBFP)</b>	Shirley C. Sarmiento	Jocelyn L. Lomeng
a. SBFP-NFP	Jocelyn L. Lomeng	
b. SBFP-Milk	Shirley C. Sarmiento	
*Nutrition Support Program (e.g., ISNM, NSIP, Food Safety, Healthy Food Choices)		
• ISNM	Jocelyn L. Lomeng	Shirley C. Sarmiento
• Food Safety/Healthy Food Choices	Malee Kaye A. Albert	Kathleen M. Tagubat
• NSIP	Shirley S. Sarmiento	Jane Michelle A. Banganan
<b>2. WASH in Schools</b>	Jeth Renz L. Oggang	Kathleen M. Tagubat
<b>3. Adolescent Reproductive Health</b>	Janice Michelle B. Mangaoang	Esmeralda B. Depagon
<b>4. National Drug Education Program</b>	Malee Kaye A. Albert	Racquel B. Fafag
<b>5. School Mental Health /PFA</b>	Jocelyn L. Lomeng	Shirly P. Labawig
<b>6. Medical, Dental, and Nursing</b>		
<b>6a. Dental Services/School Dental Health Care Program</b>	Kathleen M. Tagubat	Jeth Renz L. Oggang
<b>6b. Medical and Nursing Services</b>		
• Integrated Helminth Control Program/Deworming	Claire Rose A. Damian	Donnah Lyn L. Vallejo
• Vision and auditory Screening	Janice Michelle B. Mangaoang	Jane Michelle A. Banganan
• School-Based Immunization Program	Claire Rose A. Damian	Shirly P. Labawig
• Weekly Iron Folic Acid (WIFA) Supplementation	Claire Rose A. Damian	Donnah Lyn L. Vallejo
• Tuberculosis	Russelle S. Ngao-i	Racquel B. Fafag
• Physical Assessment and quarterly nursing consultation	(Elem) Janice Michelle B. Mangaoang (HS) Esmeralda Depagon	Russelle S. Ngao-I Jane Michelle A. Banganan
• Nutritional Assessment	(Elem) Janice Michelle B. Mangaoang (HS) Donnah Lyn L. Vallejo	Jocelyn L. Lomeng Shirly P. Labawig
• Form 86	(D.O) Guia Grace P. Dagadag (Elem) Malee Kaye A. Albert Gigi A. Banawag	Russelle S. Ngao-I (HS) Jocelyn L. Lomeng
• Rabies Prevention and Control	Donnah Lyn L. Vallejo	Gigi A. Banawag
Nurse -in-charge	Russelle S. Ngao-i	
Secretary during meetings	Malee Kaye A. Albert	Russelle S. Ngao-i



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