



June 20, 2018

DIVISION MEMORANDUM
No. 183, s. 2018

**CASCADING OF INFORMATION TO SCHOOL HEADS AND
SCHOOL-BASED PERSONNEL ON THE EIGHT (8) CORE HEALTH
SERVICES PROVIDED BY THE MEDICAL UNIT**

TO: All Public Schools Division Supervisors
All School Heads
All concerned

1. With the commitment to further improve the delivery of quality primary health care services to the learners and personnel under the Department of Education-Cavite Province, and to ensure the consistency and continuity in the provision of these vital processes, the Medical Unit under the School Governance and Operations Division hereby inform all school heads and school-based personnel of the following core services provided by the medical personnel:

- a. Health inspection of learners
Schools will be informed of the schedule of health inspection prior to visit and are expected to prepare the learners health cards ahead of time. Clinic teachers shall be responsible for the safe keeping of learners' health cards and teachers' health records (CS Form 86).
- b. Health assessment to the following clients:
 - b.1. newly hired teaching and non-teaching personnel
 - b.2. teaching and non- teaching personnel for trainings/ seminars/ scholarships
 - b.3. school and division- based personnel during Annual Physical Examination
 - b.4. athletes, coaches, chaperone and officials
- c. Monitoring of school health programs and facilities with validation.
- d. Health Education through in-service trainings and seminars once quarterly and as needed.
- e. Medical Assistance during the conduct of trainings, seminars, co-curricular activities and sports competitions upon request.
- f. Home and hospital visitation for school and division-based personnel and learners with health-related absenteeism.
- g. Rollout of programs endorsed by the Department of Education, and



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- h. Consultation by the Medical Officers among school-based personnel.
2. Immediate and widest dissemination of this Memorandum is earnestly desired.


CHERRYLOU D. REPIA
Schools Division Superintendent