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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

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DEPED MALAYBALAY CITY DIVISION
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Division Memorandum
No. 591 series of 2021

TO : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Elementary and Secondary School Heads
All Others Concerned

FROM : **VICTORIA V. GAZO, PhD, CESO V**
Schools Division Superintendent [Signature]

DATE : October 25, 2021

RE : **DISSEMINATION OF REGIONAL MEMORANDUM 616, S. 2021:
SUPPLEMENTAL GUIDELINES AND POLICIES IN THE UTILIZATION
OF ESTABLISHED CLINICS OF THE SCHOOL DENTAL HEALTH CARE
PROGRAM (SDHCP)**

1. This Office hereby informs the field on **REGIONAL MEMORANDUM 616, S. 2021: SUPPLEMENTAL GUIDELINES AND POLICIES IN THE UTILIZATION OF ESTABLISHED CLINICS OF THE SCHOOL DENTAL HEALTH CARE PROGRAM (SDHCP)**. All concerned DepEd personnel with SDHCP established clinics are enjoined to follow the policies and guidelines as stipulated on the attached memorandum.

2. Widest dissemination and compliance to this memorandum is desired.

Encl.: As stated
Copy Furnished:
SGOD-School Health Unit
Records Unit





Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

2021 Copy
DEPARTMENT OF EDUCATION
REGION X - NORTHERN MINDANAO
Office of the Regional Director
Cagayan de Oro City
To: Schools Division Superintendents
Date: 10/14/21

Office of the Regional Director

October 14, 2021

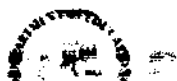
REGIONAL MEMORANDUM

No. 616, s. 2021

**SUPPLEMENTAL GUIDELINES AND POLICIES IN THE UTILIZATION OF
ESTABLISHED CLINICS OF THE SCHOOL DENTAL HEALTH
CARE PROGRAM (SDHCP)**

To: Schools Division Superintendents
School Governance and Operations Division Chiefs
Public Schools District Supervisors
School Health Personnel
Elementary and Secondary School Administrators
All others concerned

1. Regarding Department of Education (DepEd) Order No. 41, s. 2020 titled Guidelines on the Implementation of the School Dental Health Care Program (SDHCP), Including Medical and Nursing Services for School Year 2020-2021 to ensure the proper utilization of items, supplies, equipment, materials, and structure as intended by the department, supplemental guidelines for the schools in Region X have been created.
2. These guidelines help establish fully functional SDHCP clinics for emergency treatment during this pandemic and provide basic preventive and curative oral health and medical services, subject to the condition that face-to-face classes have already been allowed for learners, teaching, and nonteaching personnel. The SDHCP established clinics will also serve as a hub for nearby satellite schools.
3. The following shall be the policies and guidelines for medical and dental clinics:
 - a. SDHCP Clinic:
 - i. The clinic shall be used for the following services:
 - (a) Medical/Dental consultation and education;
 - (b) Emergency and first aid treatment;
 - (c) Dental health procedures (Extraction, Examination, Fluoridization, Filling, Prophylaxis, Sealant and Oral Urgent Treatment);




- (d) Vital signs monitoring (Blood Pressure, Pulse Rate, Respiratory Rate, Temperature, and Oxygen Saturation);
 - (e) Fasting Blood Sugar and Cholesterol monitoring;
 - (f) Visual, auditory, height, and weight monitoring;
 - (g) School-based Immunization and deworming;
 - (h) Nebulization and oxygen treatment for asthmatic patient;
 - (i) Breastfeeding area for nursing mother (DepEd personnel); and
 - (j) Rest area for Menstrual Hygiene Management.
- ii. Clinic shall not be used as meeting facility, office of non-health personnel, storage room, dining facility and other activities not mentioned above.
 - iii. Dental cubicle/room shall not be used as storage area of excess/unused medical equipment.
 - iv. The school administrator shall ensure the safety, security, functionality of equipment and maintenance of the clinic.
 - v. To keep the clinic available all the time, the clinic teacher shall be appointed by the school head to assist the health personnel as reliever in instances the nurses are performing health services to other schools.

b. Medical/Dental equipment and supplies:

- i. All medical/dental supplies and equipment shall be placed inside the clinic.
- ii. Dental chair shall be used only for dental health procedures. Avoid using it as a sleeping and resting facility.
- iii. DepEd health personnel shall be the authorized person to use the facilities inside the clinic for the purpose of treatment to school populace. Other health personnel may use the items inside the clinic provided with the knowledge and permission of DepEd health personnel.
- iv. Health personnel may use the equipment and supplies to satellite schools provided proper record shall be made and accounted.
- v. The clinic should provide logbook to record the utilization of medical supplies.

c. Administrative operation:

- i. Regional and divisional monitoring shall be conducted to ensure the functionality of facilities and sustainability of services are being maintained and followed.
 - ii. Divisional School Health Section (SHS) heads shall plot the annual deployment schedules of medical/dental service delivery of medical officers, dentists, and other partner health professionals in each clinic.
 - iii. District/school nurses are tasked to train the clinic teachers on basic emergency/first aid response and vital signs monitoring services.
4. Facilities and equipment shall be solely used for their intended purpose. Any unauthorized use of the same shall be subject to administrative liability in accordance with the provisions of DepEd Order No. 49, s. 2006 on the Revised Rules of Procedure of the Department of Education in Administrative Cases.
5. Immediate and wide dissemination of this Memorandum is desired.



DR. ARTURO B. BAYOCOT, CESO III
Regional Director

* Supplemental Guidelines and Policies in the Utilization of Established Clinics of the School Dental Health Care Program (SDHCP)

ESSD/rbc