



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division
Superintendent

January 10, 2023

Office Memorandum
Series **003** of 2023

For: Health and Nutrition Personnel
All others concerned

Subject: **SIGNIFICANT CHANGES IN THE PROCESSES OF THE SCHOOL HEALTH AND NUTRITION SECTION**

1. This memorandum is issued in connection to relevant changes in the processes of the School Health and Nutrition Section for Fiscal Year 2023 onwards.
2. Given the said, it is hereby announced that all financial claims and related documents shall be prepared and submitted by the division School Health and Nutrition (SHN) personnel to the following administrative assistants of the Health and Nutrition Section:
MR. JAN JAYKYL B. BORJA – Medical-Nursing Services Personnel
MS. MARISTELE Q. APIT – Dental Services Personnel
3. All financial claims must be complied with and submitted by the SHN personnel during coordination meetings or on prescribed dates. Failure of personnel to submit during the prescribed date(s) shall warrant their claims to be processed on the following cycle (the following month) as agreed upon by the section.
4. Moreover, only the aforesaid officers, or in special cases, a representative duly authorized by the Medical Officer can transact and process the financial claims or other related transactions on behalf of the School Health and Nutrition Section with the other offices and sections of the Schools Division Office. Proper documentation and **transmittal** of all transactions **are imperative**. Other offices and sections are therefore advised not to entertain unauthorized transactions or those without proper transmittal.



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5. Furthermore, following the dissolution of the Lead Nursing Program Coordinators (LNPCs) last March 2022, the following personnel are designated as **Nurse-in-Charge Assistants effective January 05, 2023**:
 - a. **JANGIE P. DUCA, RN** – Nurse-in-Charge Assistant for Human Resource Management
 - b. **RALPH REY C. SUPREMO, RN** – Nurse-in-Charge Assistant for Program Management
6. SHN personnel are also advised and reminded of the observance of the proper channels of communication and routing of concerns and transactions in the section and the Schools Division Office.
7. For the information and strict compliance of all concerned.

AS
BIANITO A. DAGATAN EdD, CESO V
Schools Division Superintendent *mt*



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