



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division Office of Bohol

**Office of the Schools Division
Superintendent**

March 30, 2026

DIVISION MEMORANDUM
MLC-2026- 35

**MONTHLY SCHEDULE OF SCHOOL HEALTH SECTION PERSONNEL IN THE
SCHOOLS DIVISION OFFICE CLINIC FOR THE MONTH OF APRIL 2026**

To: School Governance and Operations Division
School Health Section Personnel
All other concerned

1. To ensure continuous delivery of health services and proper coordination of school health programs, this office hereby establishes the **monthly duty schedule of School Health Section Personnel** assigned at the Schools Division Office (SDO).
2. Duties and Responsibilities
 - a. Attend to walk-in clients and health-related concerns.
 - b. Provide basic medical and dental services as needed.
 - c. Coordinate with schools regarding health programs and emergencies.
 - d. Maintain records and submit required reports.
 - e. Ensure cleanliness and readiness of the clinic/health office.
3. Personnel assigned shall report to the SDO during official working hours. Any changes in the schedule must be approved by the immediate supervisor. A copy of the **Schedule of Duty for the month of April 2026** is attached in this memo for reference.
4. This memorandum shall serve as **Travel Order**. Travel and other incidental expenses shall be charged from **MOOE** or **local funds** subject to usual accounting and auditing rules and regulations.
5. For dissemination and strict compliance.


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Schools Division Superintendent



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Republic of the Philippines
DEPARTMENT OF EDUCATION
REGION VI, Central Visayas
DIVISION OF BOHOL
Tagbilaran City

SCHEDULE OF DUTY FOR SCHOOL HEALTH PERSONNEL
APRIL - 2026

Herewith is the duty schedule for School Health Personnel at the Division office for April 2026. The following personnel are instructed to report to their respective duties on the dates indicated from 8:00am to 5:00pm.

1	Wednesday	NAMOC - Madrona	18	Saturday	
2	Thursday	HOLIDAY (Maunday Thursday)	19	Sunday	
3	Friday	HOLIDAY (Good Friday)	20	Monday	Dr.Estillore - Caberte Tadle - Saniel
4	Saturday		21	Tuesday	Batingal - Mayuman
5	Sunday		22	Wednesday	Unabia - Gementiza
6	Monday	Dr.Daniel - Salagoste Rubillar - BOLOTAULO	23	Thursday	Manigque - Almine
7	Tuesday	SBFP - Endline Nut.Stat.Evaluation & PTR Completion for Bohol Division School Health Personnel.(Bohol Tropics)	24	Friday	WFH
8	Wednesday	SBFP - Endline Nut.Stat.Evaluation&PTR Compltiotion for Bohol Division School Health Personnel (Bohol Tropics)	25	Saturday	
9	Thursday	HOLIDAY (Araw ng Kagitingan)	26	Sunday	
10	Friday	WFH	27	Monday	Dr.Gambe - Montuya Bongcayo - Vigonte
11	Saturday		28	Tuesday	Aranas - Gulle
12	Sunday		29	Wednesday	Cubelo - Calamba
13	Monday	Dr.Eamilao - Barolo Barrete - Realista	30	Thursday	Valmoria - Torrejos
14	Tuesday	Magallones - Ogayon			
15	Wednesday	Bongcayo - Vigonte			
16	Thursday	Batingal - Mayuman			
17	Friday	WFH			