



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

Office of the Schools Division
Superintendent

April 30, 2026

DIVISION MEMORANDUM
MLC-2026- 49

**MONTHLY SCHEDULE OF SCHOOL HEALTH SECTION PERSONNEL IN THE
SCHOOLS DIVISION OFFICE CLINIC FOR THE MONTH OF MAY 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 May 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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**SCHEDULE OF DUTY FOR SCHOOL HEALTH PERSONNEL
MAY - 2026**

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

1	Friday	HOLIDAY	18	Monday	Dr. Akip - Andoy Unabia - Duavis
2	Saturday		19	Tuesday	Mayuman - Espina
3	Sunday		20	Wednesday	Cubelo - Gementiza
4	Monday	Dr. Nambatac - Batingal Gulle - Torrejos	21	Thursday	Namoc. - Buque
5	Tuesday	Arcales - Libot	22	Friday	WFH
6	Wednesday	Duca - Barrete	23	Saturday	
7	Thursday	Chua - Ogayon	24	Sunday	
8	Friday	WFH	25	Monday	Dr. Daniel - Salagoste Realista - Bolotaulo
9	Saturday		26	Tuesday	Aventurado - Tadle
10	Sunday		27	Wednesday	Saniel - Almiñe
11	Monday	Dr. Relampagos - Apale Rubillar - Batingal	28	Thursday	Supremo - Galviso
12	Tuesday	Bongcayo - Vigonte	29	Friday	WFH
13	Wednesday	Aranas - Calamba	30	Saturday	
14	Thursday	Manigque - Valmoria			
15	Friday	WFH			
16	Saturday				
17	Sunday				