



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION  
Schools Division of Biñan City  
RECORDS SECTION

RE 18 OCT 2021  
VISITED  
11:31AM

By: *[Signature]* 15 Oct 2021

DIVISION MEMORANDUM  
No. 448, s. 2021

**DESIGNATION AS HEALTH SERVICES PROGRAM COORDINATOR**

To : **HENRIETTA M. NACARIO**  
Nurse II  
City Schools Division of Biñan City

1. In the exigency of the service, you are hereby designated as **HEALTH SERVICES PROGRAM COORDINATOR** effective immediately and in addition to your assignment as Nurse II. See attached file.
  
2. You are expected to perform the duties and responsibilities of the said position effectively and efficiently until further notice.
  
5. Immediate dissemination of this Memorandum is desired

*[Signature]*  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

Encl: As stated  
Reference: DO 28 s. 2018  
DO 41 s. 2020

SGOD/SH / DESIGNATION AS HEALTH SERVICES  
PROGRAM COORDINATOR

*3005* / 10/15/2021



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## **HEALTH SERVICES PROGRAM (HSP) COORDINATOR DUTIES AND RESPONSIBILITIES**

1. Facilitate the creation of a Division TWG for Health Services Program.
2. Collaborate with the Division TWG for effective implementation of the program.
3. Coordinate with the Medical and School Dental Health Care Program (SDHCP) Coordinators in the provision and delivery of health services.
4. Prepare a Division Implementation Plan for Health Services Program.
5. Participate in the capacity building, seminars, meetings conducted by the Regional Office (RO) and Central Office (CO).
6. Forge partnership with potential stakeholders in the distribution scheme and health services delivery during the time of pandemic.
7. Conduct orientation, training, and capacity development for implementers, partners and other stakeholders.
8. Conduct meetings among school HSP Coordinators and address issues and concerns.
9. Provide technical assistance to schools on the conduct of training and orientation, funding sources and link up with partners, among others.
10. Undertake program advocacy with partners and other stakeholders
11. Conduct visit, inspection, monitoring and evaluation M&E) of the health services delivered in the school level.
12. Oversee clinic operations, management and record keeping at the school levels in accordance with the provision of the Data Privacy Act and Data privacy Policies of DepEd.
13. Conduct Performance Implementation Review among school implementers
14. Implement incentives and awards for Best School Implementer.
15. Consolidate and submit required reports to the Regional Office (RO) and other pertinent documents as required by the Central Office (CO).
16. Submit Program Terminal Report at the end of school year.

