



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

October 27, 2021

DIVISION MEMORANDUM
No. 443, s. 2021

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

To: **Asst. Schools Division Superintendent**
SGOD Chief
Elementary and Secondary School Heads
All Others Concerned
This Division

1. The Department of Education - Regional Office X has issued the Regional Memorandum No. 616 s. 2021, re: Supplemental Guidelines and Policies in the Utilization of Established Clinics of the School Dental Health Care Program (SDHCP), to reinforce the implementation of the existing DO No. 41, s. 2020, "Guidelines on the Implementation of the School Dental Health Care Program (SDHCP)", with the inclusion of the Medical and Nursing Services for SY 2020-2021.
2. These supplemental guidelines were set to help establish a fully functional SDHCP clinics for the schools in Region X in the delivery of emergency treatment during this pandemic and the provision of basic preventive and curative oral health and medical services for learners, teaching and non-teaching personnel, subject to the condition that face to face classes have already been allowed. Further, the SDHCP established clinics will also serve as a hub for nearby satellite schools.



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3. The following shall be the policies and guidelines for the 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 patients;
- 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.





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SCHOOLS DIVISION OF EL SALVADOR CITY

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.





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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. Furthermore, this Office adheres to the Equal Opportunity Principle (EOP). Hence, all decisions and actions shall be based solely on guidelines set forth, with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
6. For information, guidance and compliance.

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Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

SGOD/ SHNS
School Dental Health Care Program/ czk



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