



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Meralco Avenue  
Pasig, Metro Manila



March 4, 1998

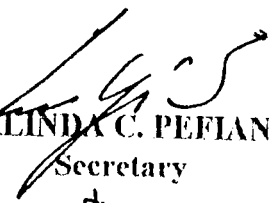
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**DECS ORDER**  
No. 25, s. 1998

**DESIGNATION OF DENTIST-IN-CHARGE AND NURSE-IN-CHARGE  
IN THE DIVISION**

To: Bureau Directors  
Regional Directors  
Schools Superintendents

1. The increase in the number of school health personnel, particularly the public health nurses, and the full intent of this Department to provide basic health and nutrition services to school children necessitate the re-structuring the Scalar chain and strengthening unity of direction among health providers.
2. Schools superintendents are therefore enjoined to designate a dentist-in-charge and a nurse-in-charge from among the members of their respective discipline. Selection shall be based on management skills, work performance, leadership qualities, full knowledge on the health and nutrition programs and projects, dedication and commitment among others. The designate does not warrant additional compensation.
3. The list of duties and responsibilities of the dentist-in-charge and the nurse-in-charge is inclosed for ready reference and guidance.
4. Immediate and widest dissemination of this Order is desired.

  
ERLINDA C. PEFLANCO  
Secretary

Incl.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

HEALTH EDUCATION

POLICY

## **DUTIES AND RESPONSIBILITIES OF DENTIST-IN-CHARGE**

1. Coordinates the implementation of the dental health program in accordance with the existing school dental health policies and guidelines.
2. Sees to it that Itinerary of Travel of dentist approved by the Schools Division Superintendent (SDS) will be strictly followed.
3. Ensures the prompt submission of required reports to the Regional Office.
4. Consolidates reports of school dentists for submission to the Regional Office on or before the 5<sup>th</sup> day of the succeeding month.
5. Prepares the requisition of needed dental materials and supplies.
6. Prepares oral health information materials for the use of dental personnel.
7. Assists the Head, Health and Nutrition Section in the monitoring of the activities and performance evaluation of the dental personnel.
8. Assists the Head, Health and Nutrition Section in the recruitment, placement and promotion of dental personnel
9. In Divisions with 3 or more school dentists, the Dentist-In-Charge designate shall cover one school district to perform dental health work.
10. Assists in monitoring and evaluation of Dental Health Program.
11. Takes the lead in the active participation in community activities related to the improvement of dental health.

## **DUTIES AND RESPONSIBILITIES OF THE NURSE-IN-CHARGE IN ADDITION TO THEIR REGULAR DUTIES AS SCHOOL NURSE**

1. Monitors the work of school nurses as regards their yearly, monthly schedule of visits, school nursing techniques and accomplishment of records and reports.
2. Orients new nurses on School Health Nursing Program and the Redesigned Approach in School Health Nursing in order to provide comprehensive quality nursing care to the school population.
3. Provides regular feedback relative to school health nursing to the Head of the Health and Nutrition Section.
4. Initiates/conducts staff development activities to upgrade the competencies of the school nurses and first aid teachers.
5. Plans and prepares the Annual Division Action Plan of the School Health Nursing Program in coordination with the Head, Health and Nutrition Section.
6. Assists the Head, Health and Nutrition Section in the recruitment, placement and promotion of school nurses and other health workers.
7. Monitors and evaluates the effectiveness of the health and nutrition programs and projects.
8. Prepares drafts of memoranda/communications to the field.
9. Coordinates/collaborates with government and non-government agencies regarding the implementation of the health and nutrition programs and projects.
10. Cooperates with other agencies in emergency and relief works during epidemics, disasters and other calamities and other health related activities.

11. Prepares/consolidates the school nurses' accomplishment reports and other needed health and nutrition reports.
12. Recommends medicines and other medical supplies for school health nursing services.
13. Performs other related activities/tasks as needed for the exigency of the service.

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