



Republic of the Philippines  
**Department of Education**

17 SEP 2021

DepEd MEMORANDUM  
No. **062**, s. 2021

**SUPPLEMENTAL GUIDELINES TO DEPED ORDER NO. 041, S. 2020**  
(Guidelines on the Implementation of the School Dental Health Care Program,  
Including Medical and Nursing Services for School Year 2020–2021)

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARMM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learner Support Services-School Health Division (BLSS-SHD), issues this DepEd Memorandum to provide **Supplemental Guidelines to DepEd Order (DO) No. 041, s. 2020** (Guidelines on the Implementation of the School Dental Health Care Program, Including Medical and Nursing Services for School Year 2020–2021).

2. The following activities are eligible uses of the FY 2020 Program Support Funds under Section VII-B (Procedures on the Allocation, Release and Utilization of Funds-Fiscal Year (FY) 2020 Funds) of DO 041, s. 2020, subject to the usual procurement, accounting, and auditing rules and regulations:

- a. Meetings and conduct of orientation activities for regional office (RO)/schools division office (SDO) key officials, school health personnel, school heads, school clinic teachers, partners and other stakeholders, and other related activities; (Note: the conduct of meetings and other orientation activities shall follow existing guidelines on work-related gatherings, and the conduct of virtual activities shall be prioritized over face-to-face activities.)
- b. Procurement of medical and dental supplies in the ROs and beneficiary school clinics, including those that have not been covered by the FY 2019 Funds;
- c. Procurement of additional equipment and/or supplies needed to sustain a functional clinic in all governance levels;
- d. Procurement of additional PPEs to ensure safety in the delivery of services;
- e. Allocation for the rehabilitation/repair of Mobile Dental Vehicle (MDV) and its contents such as change oil, regular tune-up, and change of tires, and all other necessary maintenance and repair of equipment and instruments used in all clinics;
- f. Allocation for administrative and transportation costs of dental and medical service delivery;
- g. Provision of financial and technical support by the regions to schools divisions in the conduct of SDHCP-related activities;

- h. Procurement of items that can be used in the new normal set-up of providing health service delivery, record-keeping, and preparation of reports;
  - i. Procurement and/or expenses related to the production and distribution of information, education, and communication (IEC) materials in support of the SDHCP, including video and printed materials; and
  - j. Other SDHCP-related activities as deemed necessary.
3. DepEd also provides the following instructions for the implementation of DO 041, s. 2020, Section VIII (Reporting and Recording):

### **Section VIII. Reporting and Recording**

#### **A. Delivery, Distribution, and Acceptance Reports**

1. **Delivery Reports (SDHCP Form 1, Form 1A, Form 1B)** shall reflect the status and the number of tubes of fluoride varnish, health care supplies (toothpaste, toothbrush and soap), medical/dental supplies, and dental chairs delivered in the school. **Distribution and Acceptance Reports (SDHCP Form 2, Form 2A, Form 2B)** shall reflect the number of learners who benefited from the distributed health commodities.
2. Two sets of the said reports shall be accomplished separately: one set for the 2019 Funds (procurement facilitated by the Central Office (CO)), and another set for the 2020 Funds (procurement facilitated by the RO).
3. The reporting process shall be as follows:
  - a. The school shall accomplish and submit the reports to the SDO;
  - b. The SDO shall validate the reports and submit consolidated reports to the RO; and
  - c. The RO shall then consolidate the reports and submit the final reports to the CO through BLSS-SHD.
  - d. The deadline for the submission of the Delivery Reports, and the Distribution and Acceptance Reports is **September 30, 2021**.

#### **B. Accomplishment Reports (for Medical, Dental and Nursing Services)**

1. **Accomplishment Reports** reflect the number of learners who received the medical, dental, and nursing services delivered by school health personnel. Two forms shall be used for this purpose: **SHD Form 5** for school where face-to-face service delivery is allowed, and **SDHCP Form 3** for services delivered via virtual platforms.
  - a. All dental examination procedures and results for areas where limited face-to-face classes may be allowed shall be recorded in **SHD Form 5**, based on DO 033, s. 2019 titled **Implementing Guidelines on the Comprehensive Oral Health Program of the Department of Education**.

- b. All dental/medical consultations and nursing services for learners, and teaching and nonteaching personnel delivered amidst the pandemic through virtual platforms, shall be recorded using **SDHCP Form 3**. This new form is specifically created to record and report the implementation of SDHCP for SY 2020–2021 in line with the BE-LCP.

2. The **reporting process** shall be as follows:

- a. All schools, through the dentists, medical officers, or nurses assigned to them, shall prepare a **monthly accomplishment report** using the **applicable form** in their respective areas (either SHD Form 5 or SDHCP Form 3) and submit the same to the SDOs;
- b. The SDOs shall submit the **consolidated quarterly accomplishment report** to the ROs not later than the 5th day of the month at the close of the quarter;
- c. The ROs shall submit the final quarterly accomplishment reports to the CO following the schedule below:

<b>Reporting Period</b>	<b>Deadline of Submission</b>
1st and 2nd Quarter submission (covering services delivered from January to June 2021)	September 30, 2021
3rd Quarter submission (covering services delivered from July to September 2021)	October 10, 2021
4th Quarter submission (covering services delivered from October to December 2021)	January 10, 2022

- d. For the submission of Accomplishment Reports due on **September 30, 2021**, the field offices and schools are requested also to submit an Accomplishment Report covering the services delivered from January to December 2020, **if data are available**.

**C. All forms mentioned in this section may be accessed at:**  
<https://bit.ly/sdhcpforms>.

4. In connection with Section IX. Roles and Responsibilities (A, B, C) of DO 041, s. 2020, the composition of the SDHCP TWG shall be:

**Section IX. Roles and Responsibilities (A, B, C)**

- a. The SDHCP Technical Working Group (TWG) created per governance level (CO, RO, SDO) under DO 041, s. 2020 shall adopt the same composition of the *Oplan Kalusugan sa Department of Education* TWG as prescribed in DO 028, s. 2018, titled *Policy and Guidelines on Oplan Kalusugan sa Department of Education*. The SDHCP Focal Person shall be the dentist, or in the absence of the dentist, the medical officer or any health personnel as designated by the head of office.

5. This Memorandum shall take effect immediately upon its issuance.
6. For more information, please contact the **Bureau of Learner Support Services-School Health Division**, 3rd Floor, Mabini Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email [blss.shd@deped.gov.ph](mailto:blss.shd@deped.gov.ph) or at telephone number (02) 8632-995.
7. Immediate dissemination of this Memorandum is desired.



  
**LEONOR MAGTOLIS BRIONES**  
Secretary

References:

DepEd Order (Nos. 041, s. 2020; 033, s. 2019; and 028, s. 2018)

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

EMPLOYEES  
HEALTH EDUCATION  
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TEACHERS