



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 17, 2025

DIVISION MEMORANDUM

SGOD No. 071 s. 2025

NOTICE OF RE-ASSIGNMENT OF HEALTH PERSONNEL

TO: Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation and
Schools Governance and Operations Divisions
Cluster Heads
Elementary and Secondary School Heads
This Division

1. To ensure equal access to healthcare services for all learners and personnel, as well as to effectively implement the programs and projects of the School Health and Nutrition Unit in the cluster of schools under the DepEd School Division Office of Tacurong City, this office is announcing the updated health personnel assignments **effective immediately**:

ASSIGNED PERSONNEL	HEALTH	DESIGNATION	ASSIGNED DISTRICT/SCHOOLS
Akifa Guindo, MD Aisa Bunsu, DMD		Medical Officer III Dentist II	Central Schools
Jonalee Arquiza, RN		Nurse-In-Charge	All secondary schools
Catherine Joy Maratas, RN		Nurse II	South and West
April Jane Duadua, RN		Nurse II	North and East
-		SBFP-Administrative Support II/ Technical Assistant I	Schools Division Office Clinic

2. All mentioned health personnel are instructed to visit/report to their assigned schools in their respective cluster at least **three times a week** in accordance to School health bluebook manual, except during their Schools Division Office (SDO) duty schedule, to conduct mandatory health appraisal to learners and employees as well as to oversee the implementation of all 6 flagship programs under Oplan Kalusugan sa DepEd (OKD) in collaboration with clinic focal and school OKD coordinators. Additionally, the administrative support personnel shall man the SDO clinic to cater and ensure that all medical and non-medical concerns are attended.



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4. Furthermore, all school health personnel must secure a Certificate of Appearance (CA) with wet signature of the school head/principal or their officer-in-charge. Photocopy of certificate of appearance will not be considered valid.
5. In the same way, health personnel can report back in the SDO in exigency of service, provided that, they will utilize the use of biometrics upon arrival and departure from the division office premises.
6. For more information, all concerned may contact **Akifa H. Guindo, MD, Medical Officer III**, at mobile phone No. +63968-854-1253 or e-mail at akifa.guindo@deped.gov.ph or **JONALEE ARQUIZA, RN**, Division Nurse-In-Charge/MDNS focal person at mobile phone No. 0969-1882995 or email at jonalee.arquiza@deped.gov.ph
10. For the information and guidance of all concerned.


SILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent


Encl: As stated

References: None

Allotment: None

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

ACTIVITY HEALTH PROGRAMS

AHG/SGOD-SHS/DM/ "NOTICE OF RE-ASSIGNMENT OF HEALTH PERSONNEL" / June 17, 2025



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