



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

July 3, 2025

DIVISION MEMORANDUM

No. 305 s. 2025

**STRICT COMPLIANCE ON THE PROPER USE, PROTECTION AND
MAINTENANCE OF SCHOOL CLINICS**

To: Assistant Schools Division Superintendent
Chief-School Governance Operations Division
Chief-Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Heads, Elementary Schools
Heads, Secondary Schools
School Health and Nutrition Personnel

1. To ensure that school clinics are properly maintained as safe, functional, and confidential spaces for the provision of health services, all schools are hereby directed to strictly comply with the following guidelines:

- A. **Only health professionals** such as school nurses, assigned medical/dental personnel, or authorized health workers shall use the school clinic as an office or workstation.
- B. **No other school personnel, office, or program** shall use the school clinic as a storage area, faculty room, guidance office, or for any non-health-related function.
- C. **Tampering, unauthorized use, or removal of clinic equipment, supplies, or records** shall be subject to investigation and must be immediately reported to the Schools Division Office – School Health Section.
- D. **School clinics must be locked when not in use**, and only authorized personnel shall be given access. Duplicate keys must be secured and recorded.
- E. **A designated clinic logbook** must be maintained to document all consultations, treatments, referrals, and health-related incidents.
- F. **Confidentiality must always be observed** in handling learner and personnel health records in accordance with the Data Privacy Act of 2012.
- G. **School clinics must be equipped** with the minimum required medical supplies and emergency kits, regularly checked and replenished.



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
SCHOOLS DIVISION OF NUEVA VIZCAYA

- H. **Monthly clinic reports**, including health services rendered and inventory of supplies, must be submitted to the Schools Division Office through the assigned nurse/medical personnel.
- I. **Cleanliness and orderliness** of the clinic must be maintained at all times and shall be subject to random inspection by Division Health and Nutrition personnel.
- J. **Clinic signage and visibility** must be clear and appropriately marked as "SCHOOL CLINIC – FOR HEALTH SERVICES ONLY."
2. For further queries, kindly contact **Ryan Christopher A. Buccat, MD, Medical Officer III at 09275463220**
3. For information, guidance and strict compliance

ORLANDO E. MANUEL PhD., CESO V
Schools Division Superintendent

