



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

April 20, 2026

**DIVISION MEMORANDUM**

No. 159 s. 2026

**STRENGTHENED IMPLEMENTATION, SCHEDULE, AND  
COMPLIANCE TO THE YAKAP PROGRAM**

To: Assistant Schools Division Superintendent  
Chief-School Governance Operations Division  
Chief-Curriculum Implementation Division  
All Others Concerned

1. In line with our continued efforts to strengthen health service delivery for DepEd personnel, all School Nurses are hereby directed to **fully implement and actively support the YAKAP Program** across all schools in the Schools Division Office of Nueva Vizcaya. The success of this initiative relies on our **structured workflow, teamwork, and consistent compliance**. To ensure effective implementation, the following schedule and responsibilities shall be strictly observed.

2. Weekly Work Arrangement for YAKAP Implementation

A. Monday – SDO Personnel Registration

1. The **duty nurse assigned at SDO** shall focus on **assisting all SDO employees in their YAKAP registration** under: **“DepEd SDO Nueva Vizcaya School Health Clinic”** via the eGov application.
2. All concerns related to registration, encoding, and system access shall be addressed during this day.

B. Tuesday to Thursday – School Deployment

1. All School Nurses shall be deployed to their **assigned schools** to:
  - a. Assist in **YAKAP registration of all teaching and non-teaching personnel**
  - b. Coordinate and schedule the **First Patient Encounter (FPE)** in close collaboration with School Heads
2. Secondary School Nurses may also be deployed to their **other assigned secondary schools** to support and accelerate completion of YAKAP registration and FPE scheduling.

C. Friday – Work From Home (WFH) / Reporting

1. All School Nurses shall work from home to complete and submit **weekly accomplishment reports**, including:
  - a. Total number of personnel per school
  - b. Number registered in YAKAP



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- c. Percentage completion per school
    - d. Status of FPE scheduling and completion
  2. Reports shall be submitted on time to the School Health and Nutrition Unit for consolidation and monitoring.
3. First Patient Encounter (FPE)
  - A. School Nurses shall ensure timely scheduling and completion of the **First Patient Encounter (FPE)** in coordination with School Heads.
  - B. The FPE is essential in establishing baseline health data and guiding future health interventions.
4. Monitoring, Support, and Accountability
  - A. The School Health and Nutrition Unit shall closely monitor implementation progress on a weekly basis.
  - B. Technical assistance shall be continuously provided to address system-related or implementation concerns.
  - C. While support is always available, all School Nurses are expected to demonstrate **initiative, accountability, and consistent progress** in achieving targets.
5. For further queries, kindly contact **Ryan Christopher A. Buccat, MD, Medical Officer III at 09275463220**
6. Immediate dissemination and strict compliance with this memorandum is enjoined.

**ORLANDO E. MANUEL Ph.D., CESO V**  
Schools Division Superintendent

