



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

September 17, 2026

DIVISION MEMORANDUM
No. 354 s. 2026

**COLLECTION AND SUBMISSION OF BASIC INFORMATION OF TEACHING,
NON-TEACHING PERSONNEL, AND LEARNERS FOR PHILHEALTH
YAKAP UPDATING AND MONITORING**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisors
Elementary and Secondary School Heads
District/School Nurses
All Others Concerned

1. In line with the continuing implementation of the **PhilHealth YAKAP Program** of the DepEd SDO Nueva Vizcaya School Health Clinic, this Office shall conduct the **collection and updating of basic information of all teaching personnel, non-teaching personnel, and learners** in all public elementary and secondary schools in the Schools Division of Nueva Vizcaya.
2. The activity aims to establish and maintain an **updated and organized database for the monitoring, registration, validation, and provision of PhilHealth YAKAP services** to eligible DepEd personnel and learners.
3. All schools are hereby requested to prepare and submit the required information, organized according to the following categories:
 - A. Teaching Personnel
 - B. Non-Teaching Personnel
 - C. Learners – classified by Grade Level
4. The following information shall be provided for each individual:
 - A. Complete Name
 - B. Age
 - C. Date of Birth
 - D. Contact Number
5. For uniformity and ease of consolidation, data shall be arranged according to the attached document.
6. School Heads shall ensure the **completeness and accuracy of the submitted information** and shall designate the appropriate personnel to facilitate the preparation and consolidation of the required data.
7. The accomplished data shall be submitted to the **respective District Nurse**, who shall be responsible for the initial checking, consolidation, and coordination with the **School Health and Nutrition Unit (SHNU)** for YAKAP updating and monitoring.



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8. District Nurses shall coordinate closely with their respective schools to address incomplete, inaccurate, or outdated information and facilitate the timely updating of records as necessary.
9. All personnel involved in the collection, processing, consolidation, and submission of information are reminded to observe the provisions of **Republic Act No. 10173 or the Data Privacy Act of 2012** and other applicable data privacy policies. The information collected shall be used only for authorized YAKAP-related updating, monitoring, coordination, and health service purposes and shall be handled with appropriate confidentiality and security measures.
10. School Heads and District Nurses are requested to ensure the **timely submission and proper consolidation** of the required data to facilitate the efficient implementation and monitoring of PhilHealth YAKAP services throughout the Division.
11. For information, guidance, and appropriate action.


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

09-2026-648





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PHILHEALTH YAKAP SCHOOL SUBMISSION SUMMARY

District:			
School:			
School ID:			
School Head:			
District/School Nurse:			

Classification	Male	Female	Total
Teaching Personnel			0
Non-Teaching Personnel			0
Kindergarten			0
Grade 1			0
Grade 2			0
Grade 3			0
Grade 4			0
Grade 5			0
Grade 6			0
Grade 7			0
Grade 8			0
Grade 9			0
Grade 10			0
Grade 11			0
Grade 12			0
GRAND TOTAL	0	0	0

CERTIFICATION

Prepared by:		Reviewed/Certified Correct:	
Name/Signature:		School Head:	
Position:		Date:	
Received/Validated by:			
District/School Nurse:		Date:	

DATA PRIVACY NOTICE

The personal information collected through this form shall be processed solely for authorized PhilHealth YAKAP registration, updating, validation, monitoring, and related health service purposes. All information shall be handled in accordance with Republic Act No. 10173 (Data Privacy Act of 2012) and applicable DepEd data privacy and information security policies. Access shall be limited to authorized personnel.